SP 3600SF/SP 3610SF

User Guide

For information not in this manual, refer to the HTML/PDF files on the supplied CD-ROM.

For safe and correct use, be sure to read the Safety Information in "Read This First" before using the machine.

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7. Web Image Monitor

8. Adding Paper and Toner

9. Troubleshooting

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How to Read the Manuals

Symbols used in the manuals

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

🔲 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]
Indicates the names of keys on the machine's display or control panels.

▶

Indicates the key sequence order you should perform using the control panel.

Example:

Select [System] ▶ Press [OK]

(Select [System], and then press the [OK] key.)

🌐 **Region A** (mainly Europe and Asia)

🌐 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see page 6 "Model-Specific Information".

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.
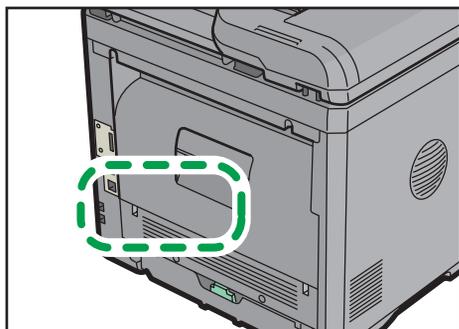
DBH040

The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

🌐 Region **A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27
- 220–240 V

🌐 Region **B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120–127 V

⬇ Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

Names of Major Features

In this manual, major features of the machine are referred to as follows:

- Auto Document Feeder → ADF

1. What You Can Do with This Machine

You can search for a description by what you want to do.

I Want to Save Paper
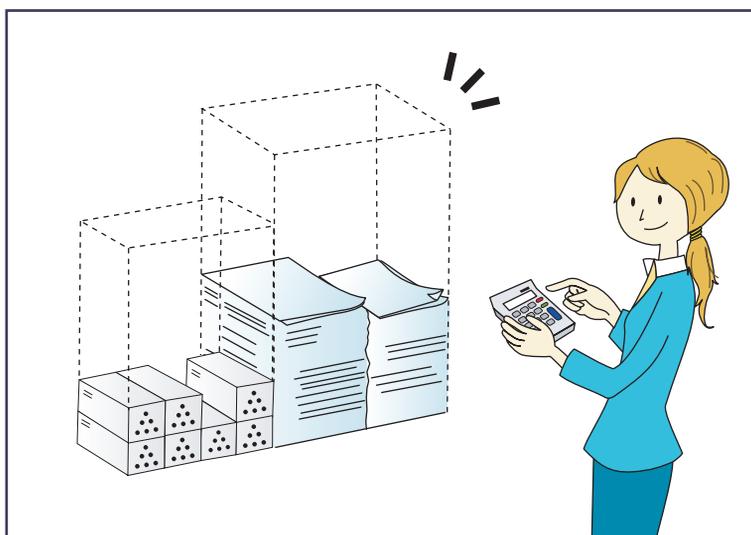
BRL059S

Printing multi-page documents on both sides of sheets (Duplex Copy)

⇒ See "Duplex Copying", Copy.

Printing multi-page documents on a single sheet (Combine)

⇒ See "Combined Copying", Copy.

Printing received faxes on both sides of sheets (2 Sided Print)

⇒ See "Two-Sided Printing", Fax.

Sending files from the computer without printing them (LAN-Fax)

⇒ See "Sending Fax Documents from Computers", Fax.

I Want to Convert Documents to Electronic Formats Easily
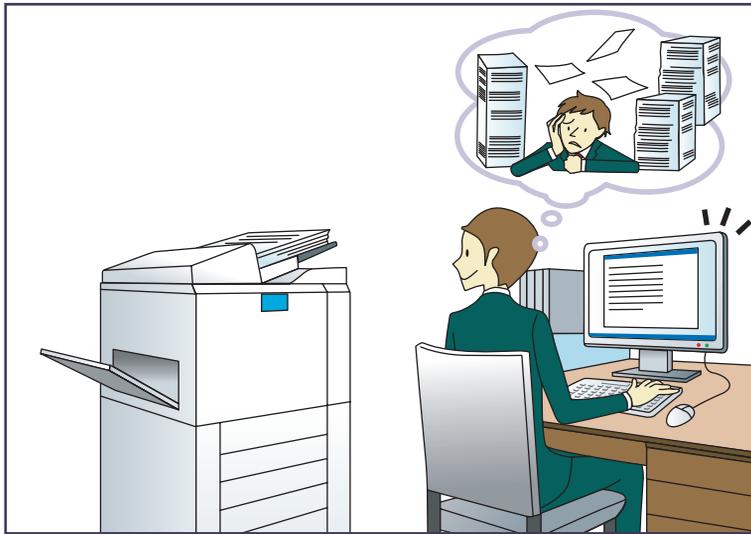
BQX138S

Sending scan files

⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scan 🔘.

Storing scan files in a shared folder

⇒ See "Basic Procedure for Using Scan to Folder", Scan 🔘.

Storing scan files on media

⇒ See "Storing the Scanned Documents on a USB Flash Memory Device", Scan 🔘.

I Want to Register Destinations

BRL060S
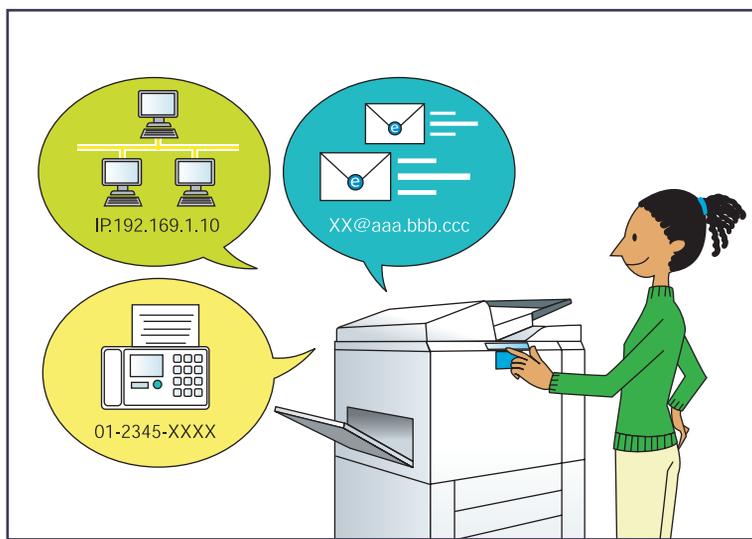
Using the control panel to register destinations in the Address Book

⇒ See "Registering Addresses and Users for Facsimile/Scanner Functions ", Connecting the Machine/ System settings 💿 .

Downloading destinations registered in the machine to the LAN-Fax driver destination list

⇒ See "Using the machine's Address Book as the LAN-Fax destination list", Fax 💿 .

I Want to Operate the Machine More Effectively

BQX139S

Registering frequently-used printing settings to the printer driver

⇒ See "Using One Click Presets", Print⊚.

Changing the initial settings of the printer driver to frequently-used printing settings

⇒ See "Displaying the Printing Preferences Dialog Box", Print⊚.

You Can Make Copies Using Various Functions
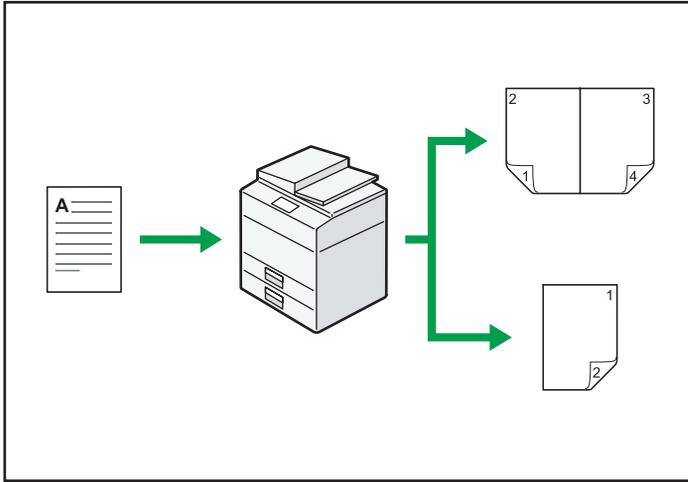
CMQ002

- You can reduce or enlarge the copy image. With the Auto Reduce/Enlarge function, the machine automatically calculates the reproduction ratio based on the sizes of the originals and the paper you have specified.

    ⇒ See "Reducing or Enlarging Originals", Copy⊚.

- Copier functions such as Duplex and Combine allow you to save on paper by copying multiple pages onto single sheets.

    ⇒ For details about duplex copying, see "Duplex Copying", Copy⊚.

    ⇒ For details about combined copying, see "Combined Copying", Copy⊚.

- You can copy onto various types of paper such as envelopes.

    ⇒ See "Copying onto Various Types of Paper Using the Bypass Tray", Copy⊚.

- You can sort copies.

    ⇒ See "Sort", Copy⊚.

You Can Print Data Using Various Functions
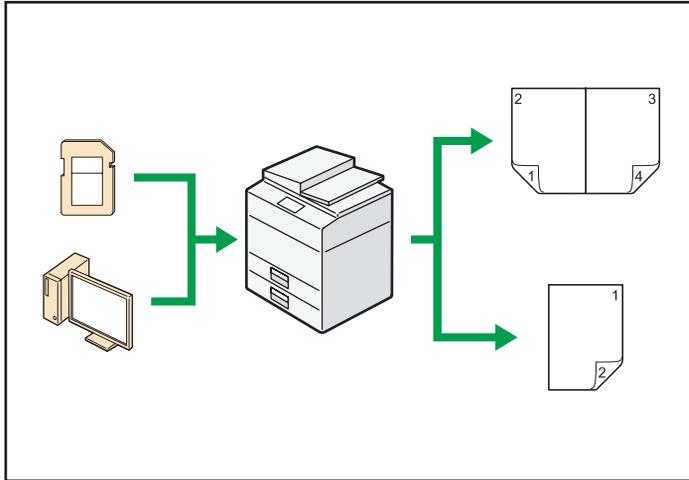
CMQ004

- This machine supports network and local connections.
- You can collate printed paper.

  ⇒ See "Collate", Print⊚.

You Can Use the Scanner in a Network Environment
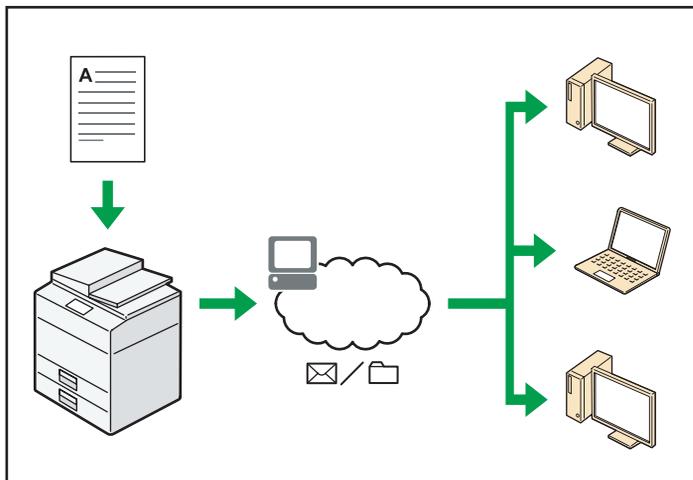
CJQ607

- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).

  ⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scan⊚.

- You can send scan files directly to folders (Sending scan files by Scan to Folder).

  ⇒ See "Basic Procedure for Using Scan to Folder", Scan⊚.

You Can Prevent Information Leakage (Security Functions)
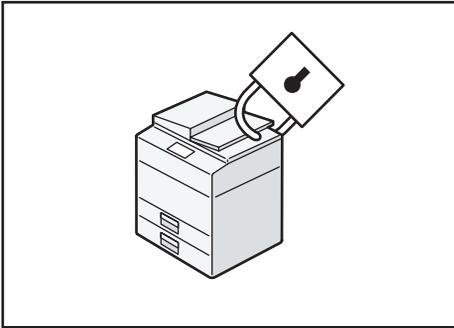
CJQ608

- By setting passwords, you can prevent unauthorized access via the network.

Reference

- See Security Guide .

You Can Monitor and Set the Machine Using a Computer

Using Web Image Monitor, you can check the machine's status and change the settings.
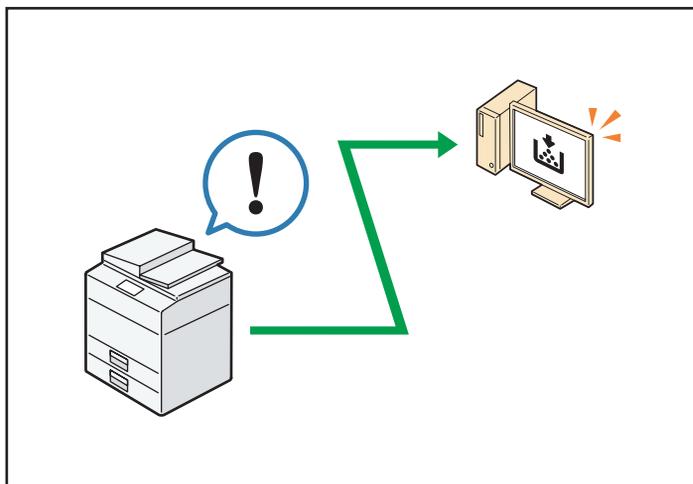
CJQ609

You can check which tray is running out of paper, register information in the Address Book, specify the network settings, and configure the system settings.

🗐 Reference

- See "Using Web Image Monitor", Connecting the Machine/ System Settings ⊚.

- See Web Image Monitor Help.

17

2. Getting Started

This chapter describes how to start using this machine.

Guide to Names and Functions of Components

Guide to Components

⚠️**CAUTION**

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

Exterior: Front view
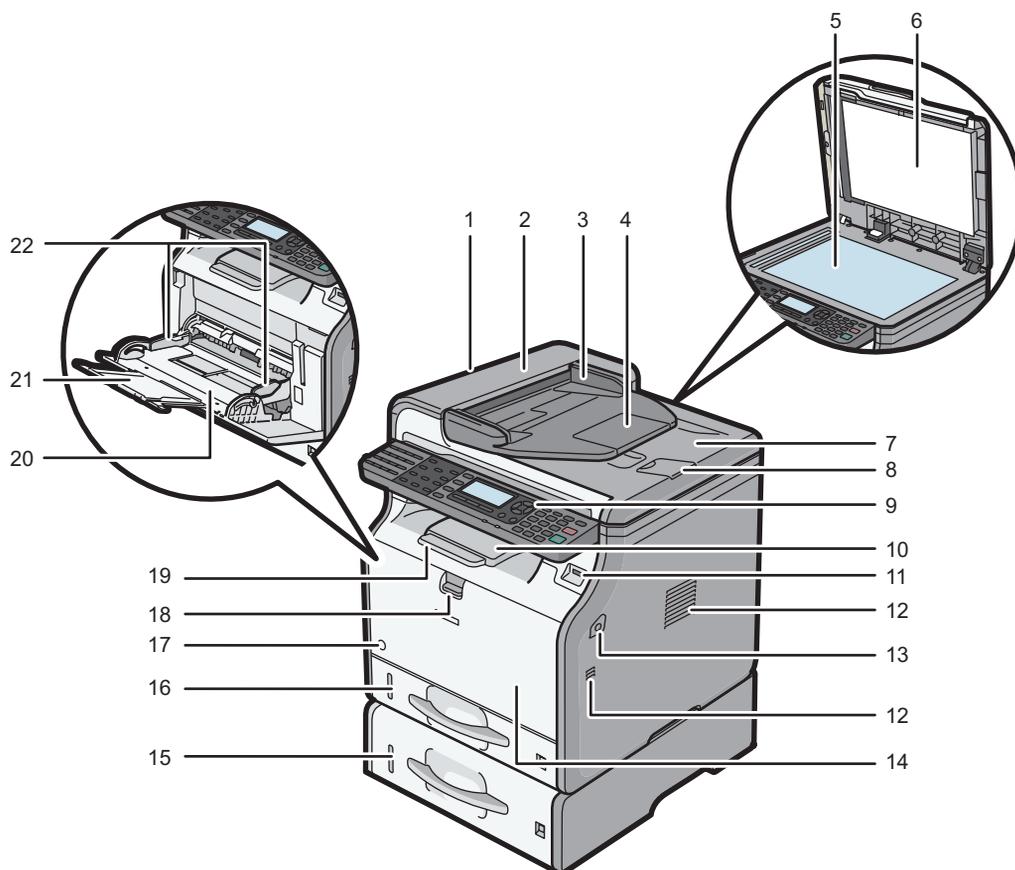
DBH030

1. **ADF**

   Lower the ADF over originals placed on the exposure glass.

   If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one.

2. **ADF cover**

   Open this cover to remove originals jammed in the ADF.

3. **Input tray for the ADF**

   Place stacks of originals here.

4. **Extender for the ADF tray**

   Extend this when placing paper longer than A4 in the input tray for ADF.

5. **Exposure glass**

   Place originals face down here.

6. **Cover for the exposure glass**

   Open this cover to place originals on the exposure glass.

7. **Output tray for the ADF**

   Originals scanned with the ADF are output here.

8. **Stop fence for the ADF**

   Pull out this fence to prevent originals from falling off.

9. **Control panel**

   See page 25 "Guide to the Names and Functions of the Machine's Control Panel".

10. **Standard tray**

    Copied/printed paper and fax messages are delivered here.

11. **Media slot**

    Insert a USB flash memory device.

12. **Ventilation holes**

    Prevent overheating.

13. **Front cover open button**

    Push this button to open the front cover.

14. **Front cover**

    Open to access the inside of the machine and remove jammed paper.

    Open here to replace the toner cartridge and the drum unit.

15. **Lower paper tray (option)**

    Load paper here.

16. **Tray 1**

    Load paper here.

17. **Main power switch**

    To operate the machine, the main power switch must be on. If it is off, turn the switch on.

18. Bypass tray open lever

Push this lever to open the bypass tray.

19. Tray Extension

Pull this fence to prevent paper from falling off.

20. Bypass tray

Use to copy or print on thick paper, OHP transparencies, envelopes, and label paper (adhesive labels).

21. Extender for the bypass tray

Pull this extender out when loading A4🖙, $8^1/_2$ × 11🖙 or larger size paper in the bypass tray.

22. Paper guides

When loading paper in the bypass tray, align the paper guides flush against the paper.

Exterior: Rear view
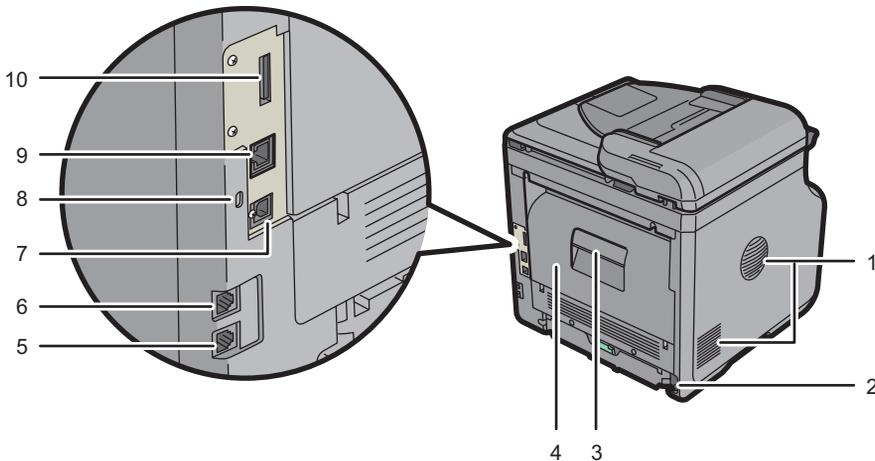
DBH031

1. Ventilation holes

Prevent overheating.

2. Power connector

Connect the power cord to the machine. Insert the other end into an electrical outlet.

3. Rear cover open lever

Pull this lever to open the rear cover.

4. Rear cover

Open to access the inside of the machine and remove jammed paper.

Open here to replace the fusing unit.

5. External telephone connector

For connecting an external telephone.

6. Line interface connector

For connecting a telephone line.

7. **USB 2.0 [Type B] port**

   Use a USB cable to connect the machine to a computer.

8. **Security slot**

   Connect a security cable to prevent theft.

9. **Ethernet port**

   Use a network interface cable to connect the machine to a network.

10. **Slot**

    Optional wireless LAN interface unit can be inserted.

Interior: Front view

DBH032
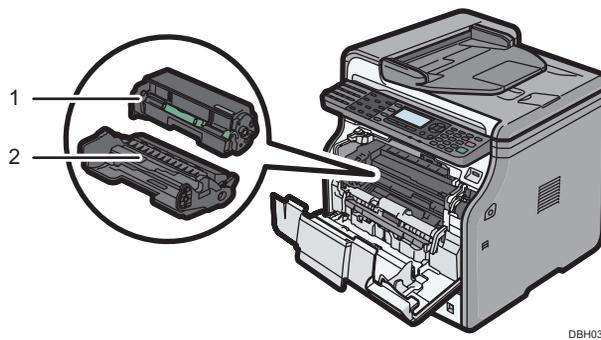
1. **Toner cartridge**

   Pull out the toner cartridge and remove jammed paper.

   Messages appear on the screen when the toner cartridge needs to be replaced, or a new cartridge needs to be prepared.

   For details about the messages that appear on the screen when consumables need to be replaced, see "Replenishing and Replacing Consumables", Maintenance and Specifications.

   ↓Note

   - When you remove jammed paper, pull out the toner cartridge with the drum unit. If you want to remove only the toner cartridge, pull down the lever on the right side of the toner cartridge, and then pull the toner cartridge out.

2. **Drum unit**

   Messages appear on the screen when the drum unit needs to be replaced, or a new drum unit needs to be prepared.

   For details about the messages that appear on the screen when consumables need to be replaced, see "Replenishing and Replacing Consumables", Maintenance and Specifications.

Interior: Rear view

DBH033
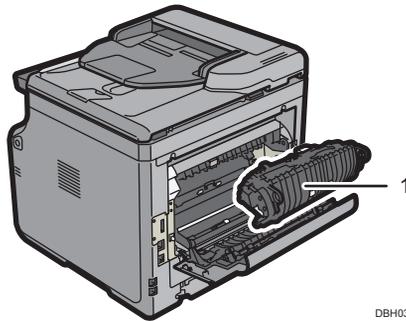
1. **Fusing unit**

   Pull out the fusing unit and remove jammed paper.

   Messages appear on the screen when the fusing unit needs to be replaced, or a new fusing unit needs to be prepared.

   For details about the messages that appear on the screen when consumables need to be replaced, see "Replenishing and Replacing Consumables", Maintenance and Specifications⊙.

   The fusing unit is included in Maintenance Kit.

Guide to Functions of the Machine's Options

Guide to Functions of the Machine's External Options
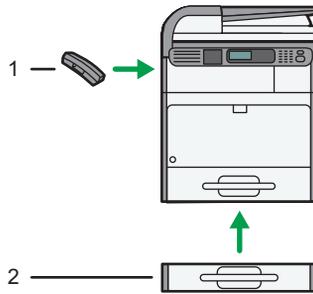
DBH086

1. **Handset ⊕ Region B (mainly North America)**

   Used as a receiver.

   Allows you to use the Manual Dial functions. It also allows you to use the machine as a telephone.

2. **Lower paper tray**

   You can install a 250-sheet paper feed unit or a 500-sheet paper feed unit.

Guide to the Names and Functions of the Machine's Control Panel

This illustration shows the control panel of the machine with options fully installed.
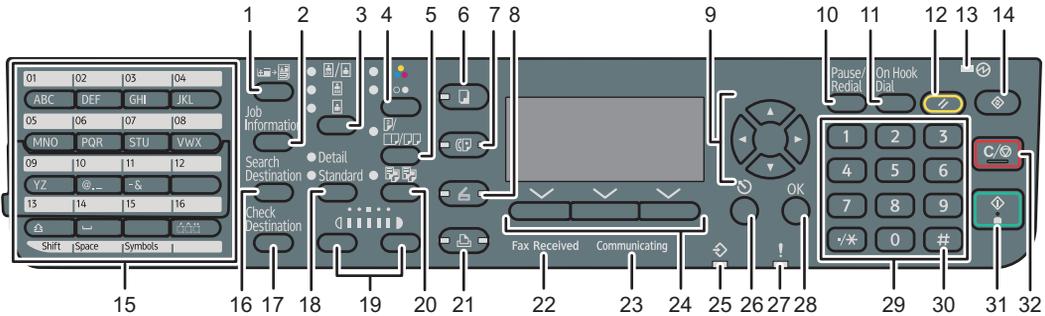
DBH001

1. **[ID Card Copy] key**

   Press to jump to the ID card copy setting menu.

2. **[Job Information] key (scanner and facsimile mode)**

   Press to obtain status information on transmitted data.

3. **Original Selection key (copier, scanner and facsimile mode)**

   Press to select the most suitable scanning method for the original.

4. **Color Selection key**

   Press to scan originals in full color.

5. **[Duplex/Combine/Series] key (copier mode)**

   - Duplex

     Perform duplex printing when copying a multiple-sheet original.

   - Combine

     Combines and prints the pages of a multiple-sheet original onto a single sheet.

   - Series

     Prints each page of a double-page spread as a single-page copy.

6. **[Copy] key**

   Press to activate the copy function.

7. **[Facsimile] key**

   Press to activate the facsimile function.

8. **[Scanner] key**

   Press to activate the scanner function.

9. **Scroll keys**

   Press these keys to move the cursor in each direction.

   When the [▲] [▼] [►] [◄] keys appear in this manual, press the applicable key for the direction that you want to move the cursor.

10. **[Pause/Redial] key (facsimile mode)**

    - Pause

      Press to insert a pause in a fax dialing sequence. The pause is indicated by "-".

    - Redial

      Press this to select a recently-dialed destination.

11. **[On Hook Dial] key (facsimile mode)**

    Press to use the On Hook Dial function.

12. **[Reset] key**

    Press to clear the current settings.

13. **Main power indicator**

    The main power indicator goes on when you turn on the main power switch.

14. **[User Tools] key**

    Press to change the default settings to meet your requirements.

15. **Quick Dial keys**

    Press to enter letters and symbols.

    Press to select the registered destination at a single touch.

16. **[Search Destination] key (scanner and facsimile mode)**

    Press to search for a destination registered in the destination list.

17. **[Check Destination] key (scanner and facsimile mode)**

    Press to check the specified destination.

18. **Resolution Selection key (facsimile mode)**

    Press to specify the resolution of the fax.

19. **Density Selection keys (copier, scanner, and facsimile mode)**

    Press to adjust the scanning density under the copier, scanner, and fax functions.

20. **[Sort] key (copier mode)**

    Press to automatically sort printed copies.

21. **[Printer] key**

    Press to activate the printer function.

22. **Fax Received indicator (facsimile mode)**

    Lights continuously while data other than personal box or Memory Lock file is being received and stored in the fax memory.

23. **Communicating indicator (facsimile mode)**

    Lights continuously during data transmission and reception.

2

24. **Selection keys**

   Correspond to items on the display. Press to select the corresponding item.

25. **Data In indicator**

   Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer.

26. **[Escape] key**

   Press to cancel an operation or return to the previous display.

27. **Alert Indicators**

   Lights up when a machine error occurs.

   Steady red: printing is not possible, or is possible but print quality cannot be ensured.

   Flashing yellow: the machine will soon require a replacement consumable.

28. **[OK] key**

   Press to set a selected item or an entered numeric value.

29. **Number keys**

   Use to enter the numbers for copies, fax numbers, and data for the selected function.

30. **[#] key (Enter key)**

   Press to confirm values entered or items specified.

31. **[Start] key**

   Press to start copying, printing, scanning, or sending.

32. **[Clear/Stop] key**

   - Clear

     Clears an entered numeric value.

   - Stop

     Stops a job in progress, such as copying, scanning, faxing, or printing.

Changing the Display Language

You can change the language used on the display. English is set as default.

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.

1. **Select [Language] ▶ Press [OK]**

2. **Select the language you want to use ▶ Press [OK]**

Turning On/Off the Power

The main power switch is on the front side of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the control panel goes out. When this is done, machine power is off. Fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

Turning On the Main Power

⭐ **Important**

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the memory, leading to malfunctions.

1. Make sure the power cord is firmly plugged into the wall outlet.

2. Push the main power switch.

   The main power indicator goes on.
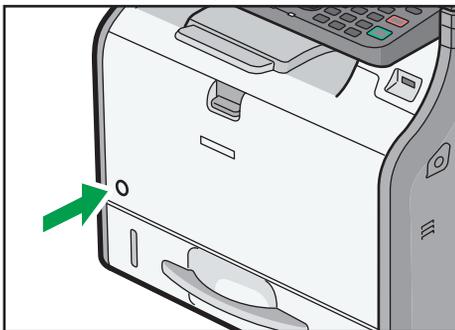
   DBH057

Turning Off the Main Power

⚠ CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

⭐ **Important**

- After turning the machine's power off, wait at least a few seconds before turning it back on.

- Before unplugging the power cord plug, turn off the main power switch and make sure the main power switch indicator turns off. Not doing so may result in damage to the memory, leading to malfunctions.
- Do not turn off the power while the machine is in operation. Doing so may result in damage to the memory, leading to malfunctions.
- Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the memory and cause malfunctions.

1. **Push the main power switch.**

The main power indicator goes out.

Placing Originals

Placing Originals on the Exposure Glass

⚠ CAUTION

- Keep your hands away from the hinges and exposure glass when lowering the ADF. Not doing so may result in an injury if your hands or fingers are pinched.

⭐ **Important**

- Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.

1. **Lift the ADF.**

2. **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**

   Start with the first page to be scanned.
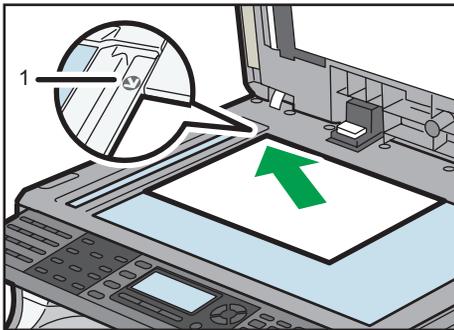
   DBH073

   1. **Positioning mark**

3. **Lower the ADF.**

Placing Originals in the Auto Document Feeder

Be sure not to load the original untidily. Doing so may cause the machine to display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.

1. **Adjust the original guides to the original size.**

2. **Place the aligned originals squarely face up in the ADF.**

   Do not stack originals beyond the limit mark.

   The first page should be on the top.

When placing originals that are longer than A4▷ or $8^1/_2 \times 11$▷, open the extenders.

1. **Limit mark**
2. **Original guides**

3. Copy

This chapter describes frequently used copier functions and operations. For the information not included in this chapter, see Copy⊚ on the supplied CD-ROM.

Basic Procedure

To make copies of originals, place them on the exposure glass or in the ADF.

When placing the original on the exposure glass, start with the first page to be copied. When placing the original in the ADF, place them so that the first page is on the top.

About placing the original on the exposure glass, see page 31 "Placing Originals on the Exposure Glass".

About placing the original in the ADF, see page 31 "Placing Originals in the Auto Document Feeder".

To copy onto paper other than plain paper, specify the paper type in User Tools according to the weight of the paper you are using. For details, see "System Settings", Connecting the Machine/ System Settings ⊚.

The following procedure explains copying onto paper whose size and orientation matches that of the originals exactly.

1. **Press [Copy]**
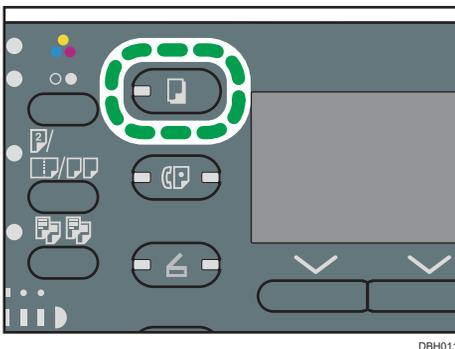
   DBH011

2. **Make sure no previous settings remain**

   When there are previous settings remaining, press the [Reset] key.
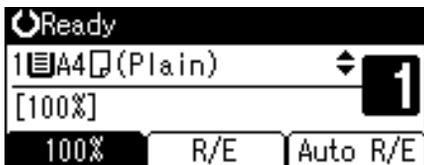
3. **Place the originals**

4. **Make desired settings**

5. **Enter the number of copies with the number keys**

6. **Select the paper tray**

7. **Press [Start]**

   When placing the original on the exposure glass, press the [#] key after all originals are scanned.

8. **When the copy job is finished, press [Reset] to clear the settings**

DBH019

Reducing or Enlarging Originals

This section describes methods of reducing or enlarging images by specifying a reproduction ratio, or a paper size.

Base Point

The base point of reduce/enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner will be the base point. When it is placed in the ADF, the bottom left corner will be the base point.

- Placing the original on the exposure glass

CKN005

- Placing the original in the ADF

CXC007
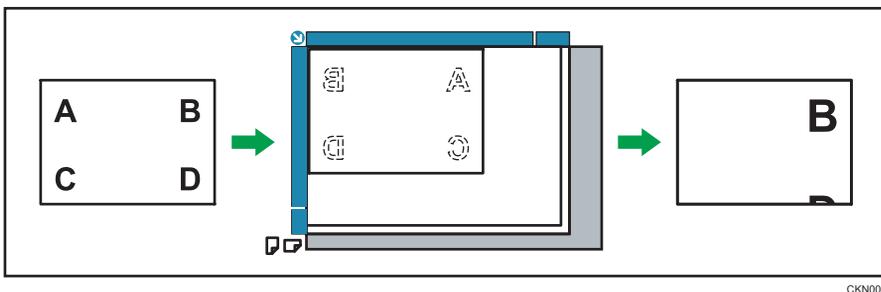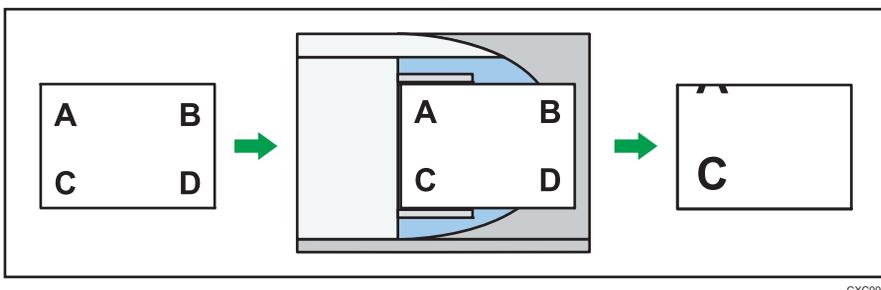
Preset Reduce/Enlarge

This function allows you to reduce or enlarge images by selecting a preset ratio.

CKN004
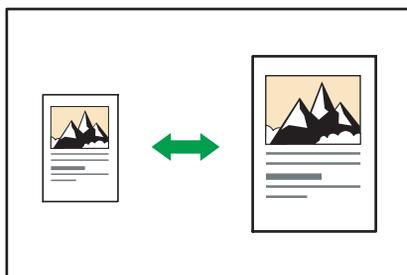
Press the [Copy] key, and then select the setting items using the [▼] or [▲] key.

1. **Press [R/E]**
2. **Press [Enlarge] or [Reduce]**
3. **Select a ratio ▶ Press [OK]**
4. **Select the paper tray**
5. **Place the originals ▶ Press [Start]**

Zoom

You can specify the reproduction ratio in increments of 1%.
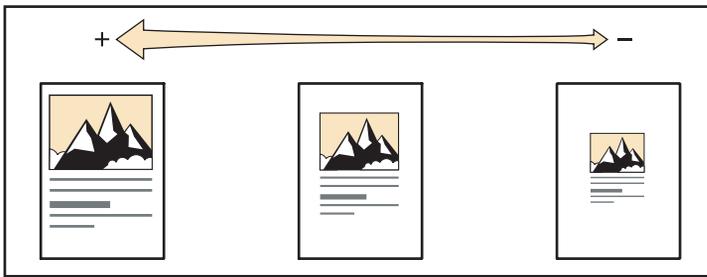
CKN007

Press the [Copy] key, and then select the setting items using the [▼] or [▲] key.

1. **Press [R/E].**
2. **Press [Zoom].**
3. **Enter the desired ratio with the number keys ▶ Press [OK]**

   Pressing the [▼] or [▲] key changes the ratio in increments of 1%. Pressing and holding down the [▼] or [▲] key changes it in increments of 10%.

4. **Select the paper tray**
5. **Place the originals ▶ Press [Start]**

Auto Reduce/Enlarge

The machine automatically calculates the reproduction ratio based on the sizes of the originals and the paper you have specified. The machine will enlarge or reduce the image of the originals to fit them to the paper.
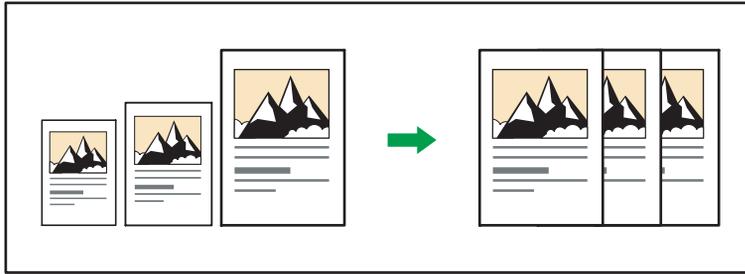
CKN008

⭐**Important**

- If you select a reproduction ratio after pressing [Auto R/E], the Auto Enlarge/Reduction function is canceled.

Press the [Copy] key, and then select the setting items using the [▼] or [▲] key.

1. **Specify the original size**

   For details, see "Specifying Original Sizes", Copy🔵.

2. **Press [Auto R/E]**

3. **Select the paper tray**

4. **Place the originals ▶ Press [Start]**

3

Duplex Copying

Copies two one-sided pages or one two-sided page onto a two-sided page.

⭐**Important**

- **Copying one two-sided page on one two-sided page is available for SP 3610SF only.**

- **You cannot use the bypass tray with this function.**
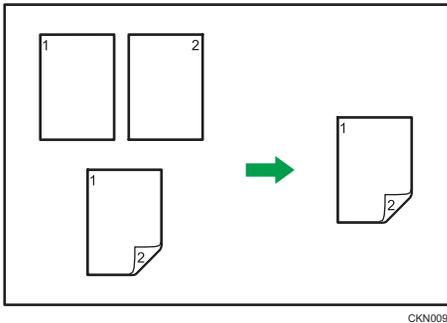
CKN009

For SP 3610SF, two types of Duplex are available.

1Sided Orig.->Duplex Copy

Copies two one-sided pages on one two-sided page.

2Sided Orig.->Duplex Copy

Copies one two-sided page on one two-sided page.

The resulting copy image will differ according to the orientation in which you place your originals (▭ or ▭).

Original orientation and completed copies

To copy on both sides of the paper, select the original and copy orientation according to how you want the printout to appear.

Original	Placing originals	Orig. Orientation	Dup. Orientation	Output
			Top to Top	
			Top to Bottom	

Original	Placing originals	Orig. Orientation	Dup. Orientation	Output
			Top to Top	
			Top to Bottom	

Press the [Copy] key, and then select the setting items using the [▼] or [▲] key.

1. **Press [Duplex/Combine/Series].**

DBH008
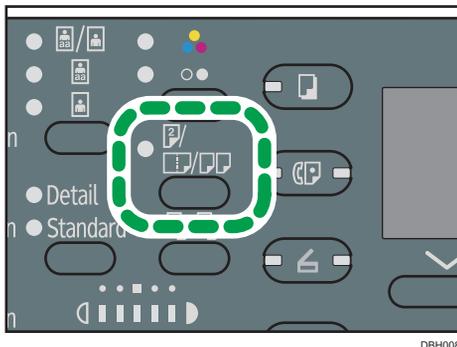
2. **Select the duplex mode ▶ Press [OK]**

3. **Select the paper tray**

4. **Place the originals ▶ Press [Start]**

Combined Copying

This mode can be used to select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.

The machine selects a reproduction ratio between 25 and 400%.

Orientation of the original and image position of Combine

The image position of Combine differs according to original orientation and the number of originals to be combined.

- Portrait (▱) originals

CNU005
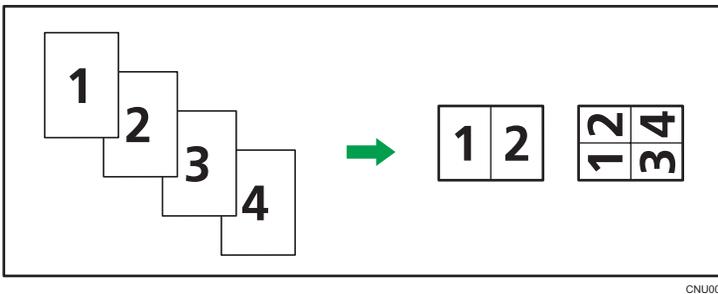
- Landscape (▱) originals

CNU006
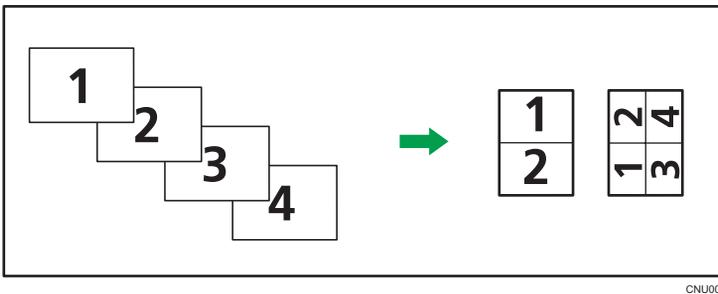
Placing originals (originals placed in the ADF)

The default value for the copy order in the Combine function is "From Left to Right". To copy originals from right to left in the ADF, place them upside down.

- Originals read from left to right
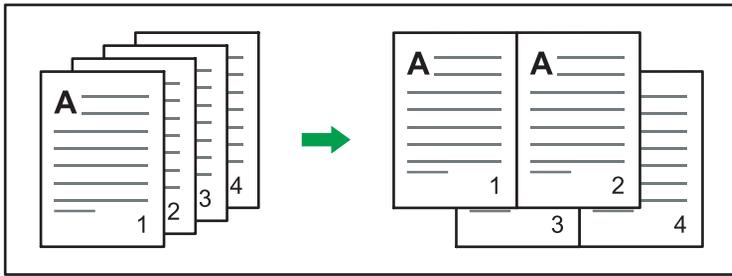
CKN010

- Originals read from right to left
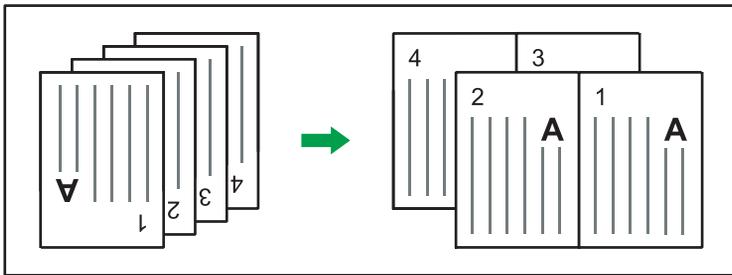
CKN017

One-Sided Combine

Combine several pages onto one side of a sheet.

⭐ **Important**

- **Combine Copies function from two-sided originals is available for SP 3610SF only.**

CKN014

There are following types of One-Sided Combine.

For SP 3610SF

Combine: 2 Orig.

Copies two one-sided originals to one side of a sheet.

Combine: 4 Orig.

Copies four one-sided originals to one side of a sheet.

Combine 1 Orig.

Copies one two-sided originals to one side of a sheet.

Combine: 2 Orig.

Copies two two-sided originals to one side of a sheet.

For SP 3600SF

Combine 1 Side (2 Orig.)

Copies two one-sided originals to one side of a sheet.

Combine 1 Side (4 Orig.)

Copies four one-sided originals to one side of a sheet.

Press the [Copy] key, and then select the setting items using the [▼] or [▲] key.

1. **Press [Duplex/Combine/Series]**
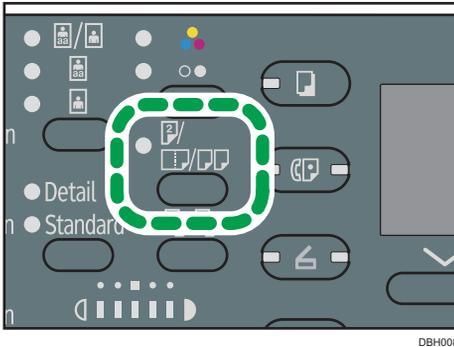
DBH008

2. **Select the combine mode ▶ Press [OK]**

3. **Select the paper tray**

4. **Place the originals ▶ Press [Start]**

↓Note

- You cannot apply this function to sheets longer than 356 mm (14 inches) fed from the bypass tray.

- The default setting for the original orientation is the unreadable direction (). When placing originals in an unreadable direction, specify the original orientation. To specify the orientation, select [Always Specify] for [Orientation] in [Copier Features], and then perform the following procedure after Step 2. For details about the setting item, see "Copier Features", Copy .

  1. Select the original orientation ▶ Press [OK]

- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.

- To cancel the One-Sided Combine function, press the [Duplex/Combine/Series] key twice.

Two-Sided Combine

Combines various pages of originals onto two sides of one sheet.

⭐ **Important**

- **The Combine Copies function for two-sided originals is available for SP 3610SF only.**

- **You cannot use the bypass tray with this function.**
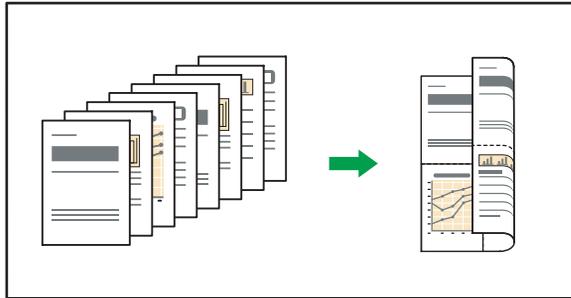
CKN074

There are following types of Two-Sided Combine.

For SP 3610SF

Combine: 4 Orig. ⧉->⊡₂

Copies four one-sided originals to one sheet with two pages per side.

Combine: 8 Orig. ⧉->⊡₂

Copies eight one-sided originals to one sheet with four pages per side.

Combine: 2 Orig. ⧉₂->⊡₂

Copies two two-sided originals to one sheet with two pages per side.

Combine: 4 Orig. ⧉₂->⊡₂

Copies four two-sided originals to one sheet with four pages per side.

For SP 3600SF

Combine 2 Side (4 Orig.)

Copies four one-sided originals to one sheet with two pages per side.

Combine 2 Side (8 Orig.)

Copies eight one-sided originals to one sheet with four pages per side.

Press the [Copy] key, and then select the setting items using the [▼] or [▲] key.

1. **Press [Duplex/Combine/Series]**

DBH008
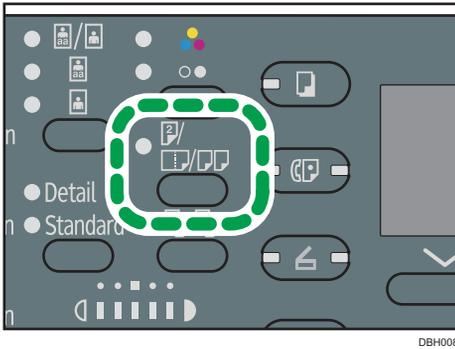
2. **Select the combine mode ▶ Press [OK]**

3. **Select the paper tray**

4. **Place the originals ▶ Press [Start]**

↓**Note**

- The default setting for the original orientation is unreadable direction (🔡🔡). When placing originals in unreadable direction, specify the original orientation. To specify the orientation, select [Always Specify] for [Orientation] in [Copier Features], and then perform the following procedure after Step 2. For details about the setting item, see "Copier Features", Copy⊙.

    1. Select the original orientation ▶ Press [OK]

    2. When copying two-sided documents, select the original orientation ▶ Press [OK]

    3. Select the duplex orientation ▶ Press [OK]

- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.

- To cancel the Two-Sided Combine function, press the [Duplex/Combine/Series] key twice.

Copying onto Custom Size Paper from the Bypass Tray

Paper that has a horizontal length of 60.0–216.0 mm (2.37–8.50 inches) and a vertical length of 127.0–900.0 mm (5.00–35.43 inches) can be fed in from the bypass tray.

Press the [Copy] key, and then select the setting items using the [▼] or [▲] key.

1. **Load the paper face up in the bypass tray**
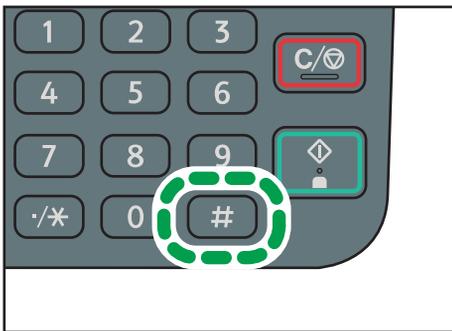
2. **Press [#]**

DBH089

3. **Select [Paper Size] ▶ Press [OK]**

4. **Select [Custom Size] ▶ Press [OK]**

5. **Enter the horizontal size with the number keys ▶ Press [OK]**

6. **Enter the vertical size with the number keys ▶ Press [OK]**

7. **Press [#]**

8. **Select [Paper Type] ▶ Press [OK]**

9. **Specify the type of the paper as necessary ▶ Press [OK]**

10. **Place the originals ▶ Press [Start]**

When the copy job is finished, press the [Reset] key to clear the settings.

Copying onto Envelopes

This section describes how to copy onto regular size envelopes. Place the original on the exposure glass and place the envelope in the bypass tray.

Specify the thickness of the paper according to the weight of the envelopes you are printing on. For details about the relationship between paper weight and paper thickness and the sizes of envelopes that can be used, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

About handling envelopes, supported envelope types, and how to load envelopes, see page 93 "Envelopes".

Press the [Copy] key, and then select the setting items using the [▼] or [▲] key.

1. **Load the envelope with the side you want to copy face up in the bypass tray**

2. **Press [#]**

DBH089
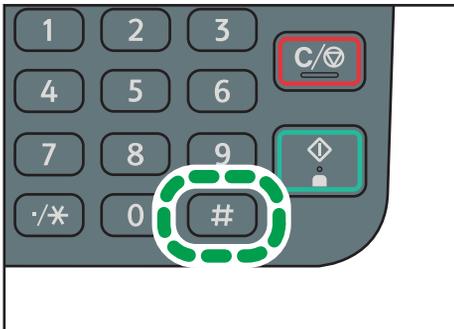
3. **Select [Paper Size]** ▶ **Press [OK]**

4. **Select [Regular Size]** ▶ **Press [OK]**

5. **Select the envelope size** ▶ **Press [OK]**

6. **Press [#]**

7. **Select [Paper Type]** ▶ **Press [OK]**

8. **Select [Thick Paper 1] or [Thick Paper 2]** ▶ **Press [OK]**

9. **Place the originals** ▶ **Press [Start]**

Sort

The machine assembles copies as sets in sequential order.

CKN018

Press the [Copy] key, and then select the setting items using the [▼] or [▲] key.

1. **Press [Sort].**
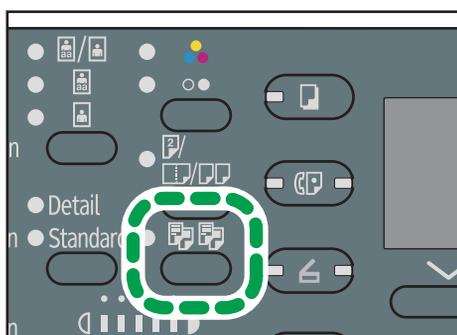
DBH009

2. **Enter the number of copy sets using the number keys**

3. **Select the paper tray**

4. **Place the originals ▶ Press [Start]**

4. Fax

This chapter describes frequently used facsimile functions and operations. For the information not included in this chapter, see Fax⊚ on the supplied CD-ROM.

Basic Procedure for Transmissions (Memory Transmission)

This section describes the basic procedure for transmitting documents using Memory Transmission.

Transmission starts automatically after the original is stored in memory. You can also send the same original to several destinations (broadcasting).

CJN004
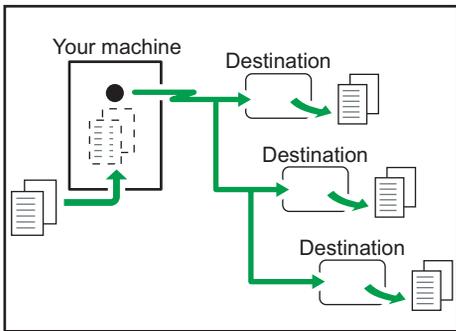
⭐ **Important**

- **It is recommended that you call the receivers and confirm with them when sending important documents.**

⬇ **Note**

- If memory is full (0% appears at the upper right of the screen), Memory Transmission is disabled. Use Manual Transmission instead. For details, see "On Hook Dial" or "Manual Dial", Fax⊚.

- If the combined total number of programmed destinations exceeds the maximum value, you cannot transmit documents.

- If you press the [Clear/Stop] key or an original jams in the ADF during scanning, the pages of the same set of originals that have been already scanned and saved in memory are deleted.

- If memory runs out during scanning, the machine stops scanning and a confirmation message appears. For details, see " If memory runs out while storing originals", Fax⊚.

Sending Originals Using the ADF

1. **Press [Facsimile]**
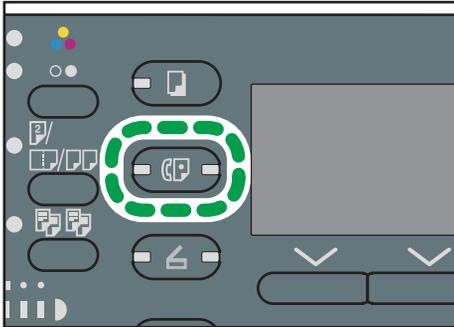
DBH012

2. **Make sure "Ready" appears on the screen**

3. **Place the originals into the ADF**

   For details about how to place originals, see "Placing Originals in the Auto Document Feeder", Paper Specifications and Adding Paper 🔵.

   For details about how to place originals to send using the facsimile function, see "Placing Originals to Send", Fax 🔵.

4. **Configure scan settings**

   For details, see "Specifying Scan Settings", Fax 🔵.

5. **Specify a destination**

   If you make a mistake, press the [Clear/Stop] key, and then enter again.

   For details about specifying a destination, see "Specifying a Destination", Fax 🔵.

6. **When sending the same original to several destinations (broadcasting), specify the next destination**

   If you want to specify another destination manually right after specifying a destination manually, press [Add Dest].

7. **Press [Start]**

Sending Originals Using the Exposure Glass

1. **Press [Facsimile]**
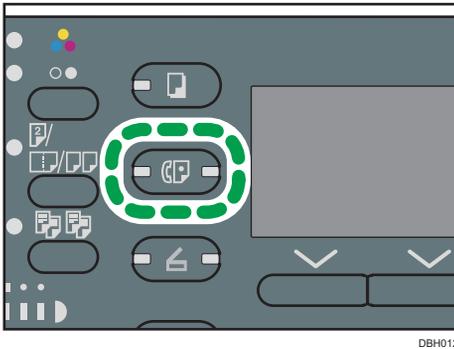
DBH012

2. **Make sure "Ready" appears on the screen**
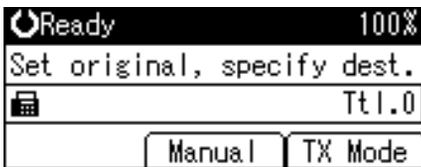
3. **Place the first page of the original face down on the exposure glass**

   For details about the originals you can set, see "Placing Originals on the Exposure Glass", Paper Specifications and Adding Paper⊙.

   For details about how to place originals to send using the facsimile function, see "Placing Originals to Send", Fax⊙.

4. **Configure scan settings**

   For details, see "Specifying Scan Settings", Fax⊙.

5. **Specify a destination**

   If you make a mistake, press the [Clear/Stop] key, and then enter again.

   For details about specifying a destination, see "Specifying a Destination", Fax⊙.

6. **When sending the same original to several destinations (broadcasting), specify the next destination**

   If you want to specify another destination manually right after specifying a destination manually, press [Add Dest].

7. **Press [Start]**

8. **Place the next original on the exposure glass within 60 seconds when you send multiple originals ▶ Press [Start]**

9. **When all originals are scanned, press [#]**
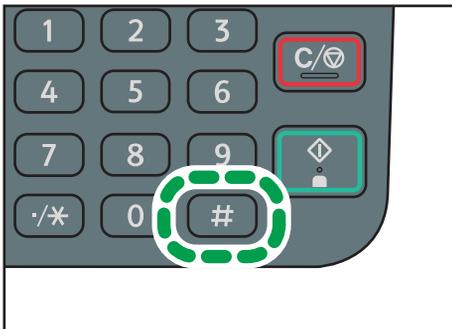
DBH089

The machine dials the destination and starts transmission.

Registering a Fax Destination

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.
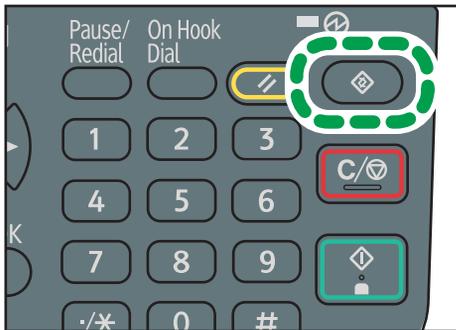
DBH020

1. **Select [Address Book Management]** ▶ **Press [OK]**
2. **Select [Program/Change]** ▶ **Press [OK]**
3. **Enter the registration number you want to register using the number keys or the Quick Dial keys** ▶ **Press [OK]**

   You can automatically specify registration numbers 001 - 032 by pressing the Quick Dial key. Press [Search] to specify by name, display list, registration number, fax destination, e-mail address, or folder name.

4. **Press [OK]**
5. **Press [Details]**
6. **Select [Fax Settings]** ▶ **Press [OK]**
7. **Enter the fax number using the number keys** ▶ **Press [OK]**
8. **Press [End]**

9. **Press [OK]**

Deleting a Fax Destination

This section describes how to delete a registered fax destination.

⭐ **Important**

- If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.

1. **Select [Address Book Management]** ▶ **Press [OK]**

2. **Select [Program/Change]** ▶ **Press [OK]**

3. **Enter the registration number you want to delete using the number keys or the Quick Dial keys** ▶ **Press [OK]**

   You can automatically specify registration numbers 001 - 032 by pressing the Quick Dial key. Press [Search] to specify by name, destination list, registration number, fax number, e-mail address, or folder destination.

4. **Press [OK]**

5. **Press [Details]**

6. **Select [Fax Settings]** ▶ **Press [OK]**

7. **Press [Clear/Stop] to delete the fax number**
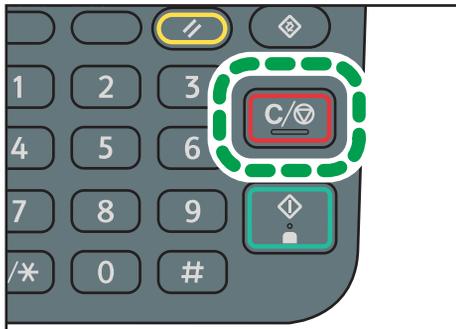
DBH022

8. **Press [OK]**

9. **Press [End]**

10. **Press [OK]**

Canceling a Transmission

This section explains how to cancel a fax transmission.

Canceling a Transmission Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the [Start] key.

1. **Press [Reset]**

DBH019
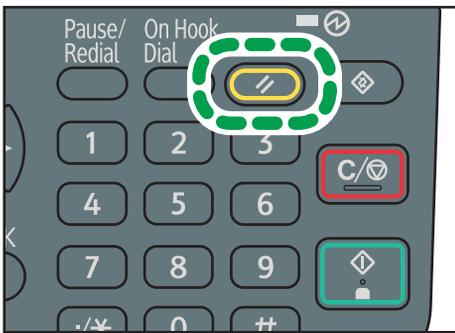
Canceling a Transmission While the Original Is Being Scanned

Use this procedure to cancel scanning or transmitting of the original while it is being scanned.

1. **Press [Clear/Stop]**

DBH022
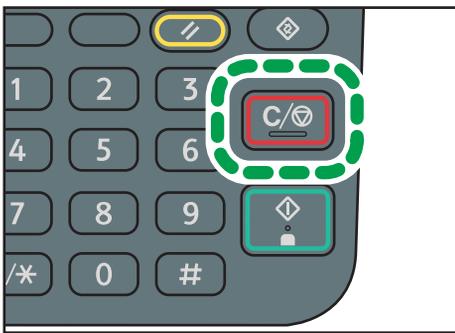
Canceling a Transmission After the Original Is Scanned (While a Transmission Is in Progress)

Use this procedure to delete a file that is being sent after the original is scanned.

Press the [Clear/Stop] key, and then select the setting items using the [▼] or [▲] key.
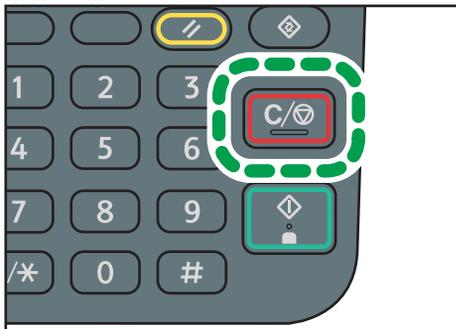
DBH022

1. **Select the file you want to cancel ▶ Press [Stop TX]**
2. **Press [Delete]**
3. **Press [Escape]**
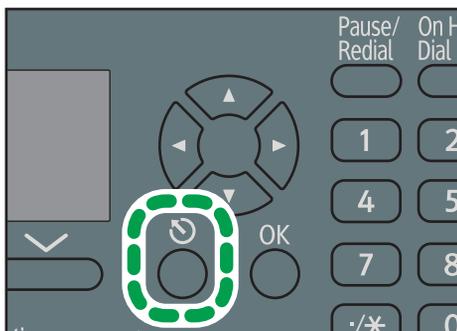
DBH015

Canceling a Transmission After the Original Is Scanned (Before a Transmission Is Started)

Use this procedure to delete a file stored in memory before its transmission has started.

Press the [Job Information] key, and then select the setting items using the [▼] or [▲] key.
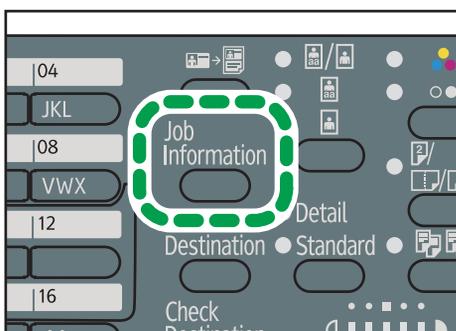
DBH003

1. **Select [Check/Stop TX File] ▶ Press [OK]**

2. **Select the file you want to cancel ▶ Press [Stop TX]**

3. **Press [Delete]**

4. **Press [Escape] twice**

DBH015
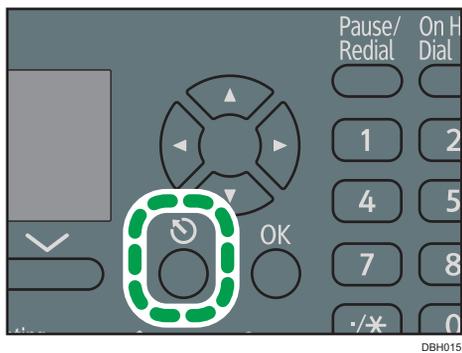
Printing the Journal Manually

You can print the Journal manually.

Press the [Job Information] key, and then select the setting items using the [▼] or [▲] key.
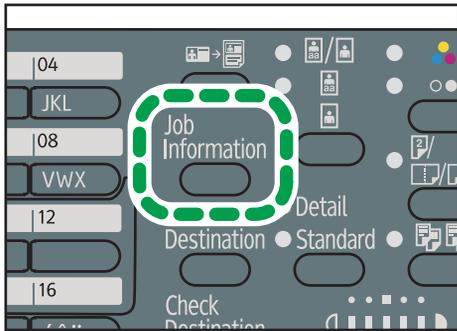
DBH003

1. **Select [Print Journal]** ▶ **Press [OK]**

2. **Press [Start]**

   To cancel printing after pressing the [Start] key, press the [Clear/Stop] key.

3. **Press [Escape]**

DBH015

5. Print

This chapter describes frequently used printer functions and operations. For the information not included in this chapter, see Print⊚ on the supplied CD-ROM.

Quick Install for USB

You can install the printer drivers easily from the CD-ROM provided with this machine.

Using USB Quick Install, the PCL 6 printer driver is installed for use with a USB connection with the printer.

⭐ Important

- **Manage Printers permission is required to install the drivers. Log on as an Administrators group member.**

1. **Click [USB Quick Install] on the installer screen.**

2. **The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next].**

3. **Select the method to install a printer driver, and then click [Next].**

4. **Select the machine model you want to use, and then click [Next].**

5. **Make sure the machine is turned off and not connected to the computer, and then click [Next].**

   Wait for a moment until file copying is complete.

6. **Connect the machine and the computer with a USB cable, and then turn on the machine.**

   The auto-detecting starts.

   To cancel the auto-detecting, click [Stop Auto-detecting].

7. **In the confirmation dialog box, select [Yes] if you want to use the machine as your default printer.**

8. **Click [Finish].**

   When you are prompted to restart your computer, restart it by following the instructions that appear.

9. **Click [Exit] in the first window of the installer, and then take out the CD-ROM.**

Quick Install for Network

You can install the printer drivers easily from the CD-ROM provided with this machine.

Using Network Quick Install, the PCL 6 printer driver is installed under network environment, and the Standard TCP/IP port will be set.

⭐ **Important**

- **Manage Printers permission is required to install the drivers. Log on as an Administrators group member.**

1. **Click [Network Quick Install] on the installer screen.**
2. **The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next].**
3. **After confirming you are ready to connect to the printer network, click [Next] in the [Confirm Network Connection] dialog box.**
4. **Select the machine model you want to use in the [Select Printer] dialog box.**
5. **Click [Install].**
6. **Configure the user code, default printer, and shared printer as necessary.**
7. **Click [Continue].**

   The installation starts.

   If the [User Account Control] dialog box appears, and then click [Yes] or [Continue].
8. **Click [Finish].**

   When you are prompted to restart your computer, restart it by following the instructions that appear.
9. **Click [Exit] in the first window of the installer, and then take out the CD-ROM.**

Displaying the Printer Driver Properties

This section explains how to open the printer driver properties from [Devices and Printers].

⭐ **Important**

- Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.

- You cannot change the machine default settings for individual users. Settings made in the printer properties dialog box are applied to all users.

1. **On the [Start] menu, click [Devices and Printers].**

2. **Right-click the icon of the printer you want to use.**

3. **Click [Printer properties].**

5

Standard Printing

⭐ Important

- The default setting is duplex printing. If you want to print on only one side, select [Off] for the duplex setting.

- If you send a print job via USB 2.0 while the machine is in Sleep mode, an error message might appear when the print job is complete. In this case, check if the document was printed.

When Using the PCL 6 Printer Driver

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].

2. In the [Select Printer] list, select the printer you want to use.

3. Click [Preferences].

4. In the "Job Type:" list, select [Normal Print].

5. In the "Document Size:" list, select the size of the original to be printed.

6. In the "Orientation:" list, select [Portrait] or [Landscape] as the orientation of the original.

7. In the "Input Tray:" list, select the paper tray that contains the paper you want to print onto.

   If you select [Auto Tray Select] in the "Input Tray:" list, the source tray is automatically selected according to the paper size and type specified.

8. In the "Paper Type:" list, select the type of paper that is loaded in the paper tray.

9. If you want to print multiple copies, specify a number of sets in the "Copies:" box.

10. Click [OK].

11. Start printing from the application's [Print] dialog box.

6. Scan

This chapter describes frequently used scanner functions and operations. For the information not included in this chapter, see Scan⊙ on the supplied CD-ROM.

Basic Procedure for Using Scan to Folder

⭐ **Important**

- Before performing this procedure, refer to "Preparing to Send by Scan to Folder", Scan⊙ and confirm the details of the destination computer. Also refer to "Registering Folders", Connecting the Machine/ System Settings⊙, and register the address of the destination computer to the address book.

1. **Press [Scanner]**
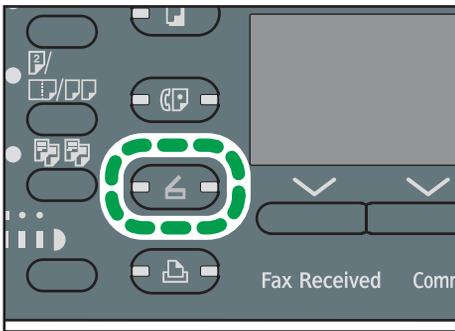
DBH013

2. **Make sure that no previous settings remain**

   If a previous setting remains, press the [Reset] key.

3. **If the E-mail screen is displayed, press [✐/□] to switch to the Scan to Folder screen**
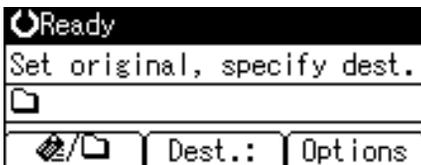
4. **Place originals**

5. **If necessary, specify scan settings according to the original you want to scan**

6. **Specify the destination**

7. **Press [Start]**

   - When scanning from the exposure glass

     If you are scanning only one original, press the [#] key to send the scan file.

If you are scanning multiple originals, place them on the machine, and then press the [Start] key.

Repeat this step until all originals are scanned, and then press the [#] key.

• When scanning from the ADF

Transmission starts immediately after originals are scanned.

Using Scan to Folder in the Windows Environment

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 7 Ultimate is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

1. **On the [Start] menu, point to [All Programs], then [Accessories], and then click on [Command Prompt]**
2. **Enter the command "ipconfig/all", and then press the [Enter] key**
3. **Confirm the name of the computer**

   The computer's name is displayed under [Host Name].

   You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.
4. **Next, enter the command "set user", and then press the [Enter] key (Be sure to put a space between "set" and "user")**
5. **Confirm the user name**

   The user name is displayed under [USERNAME].

Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 7 Ultimate and participating in a domain is used as an example.

⭐ Important

• You must log in as an Administrators group member to create a shared folder.

• If "Everyone" is left selected in step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.

1. Create a folder, just as you would create a normal folder, in a location of your choice on the computer

2. Right-click the folder, and then click [Properties]

3. On the [Sharing] tab, select [Advanced Sharing...]

   When using Windows XP, on the [Sharing] tab, select [Share this folder].

   Proceed to step 5.

4. Select the [Share this folder] check box

5. Click [Permissions]

6. In the [Group or user names:] list, select "Everyone", and then click [Remove]

7. Click [Add...]

8. In the [Select Users or Groups] window, click [Advanced...]

9. Specify one or more object types, select a location, and then click [Find Now]

10. From the list of results, select the groups and users you want to grant access to, and then click [OK]

11. In the [Select Users or Groups] window, click [OK]

12. In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box

    Configure the access permissions for each group and user.

13. Click [OK]

Step 3: Specifying access privileges for the created shared folder

If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

1. Right-click the folder created in step 2, and then click [Properties]

2. On the [Security] tab, select [Edit...]

   When using Windows XP, skip this step.

3. Click [Add...]

4. In the [Select Users or Groups] window, click [Advanced...]

5. Specify one or more object types, select a location, and then click [Find Now]

6. From the list of results, select the groups and users you want to grant access to, and then click [OK]

7. In the [Select Users or Groups] window, click [OK]

8. In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Modify] check box

6

9. **Press [OK] twice**

Registering an SMB Folder

This section describes how to register an SMB folder.

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.
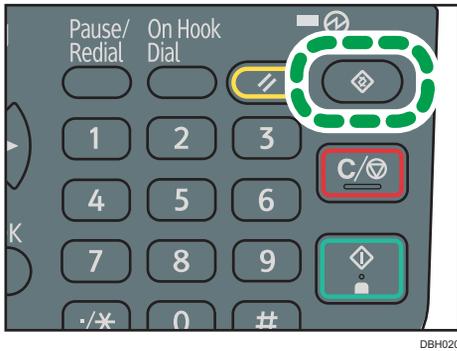
DBH020

1. **Select [Address Book Management]** ▶ **Press [OK]**

2. **Select [Program/Change]** ▶ **Press [OK]**

3. **Enter the registration number you want to register using the number keys or the Quick Dial keys** ▶ **Press [OK]**

   You can automatically specify registration numbers 001 - 032 by pressing the Quick Dial key.
   Press [Search] to specify by name, destination list, registration number, fax number, e-mail address, or folder destination.

4. **Press [OK]**

5. **Press [Details]**

6. **Select [Auth. Info]** ▶ **Press [OK]**

7. **Select [Folder Authentication]** ▶ **Press [OK]**

8. **Select [Specify Other Auth. Info]** ▶ **Press [User]**

9. **Enter the login user name** ▶ **Press [OK]**

10. **Press [Password]**

11. **Enter the password** ▶ **Press [OK]**

12. **Enter the password again to confirm** ▶ **Press [OK]**

13. **Press [OK]**

14. **Press [Escape]**

DBH015
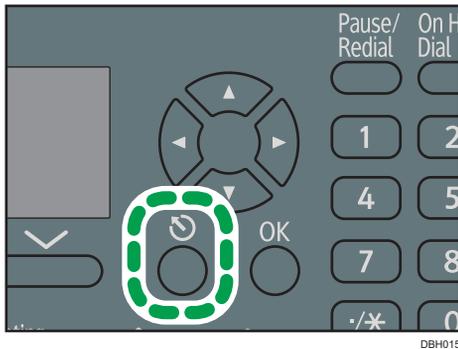
15. **Select [Folder Info] ▶ Press [OK]**

16. **Select [SMB] ▶ Press [OK]**

17. **Select [Manual Entry] or [Browse Network] ▶ Press [OK]**

   To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

18. **Press [Com.Test] to check the path is set correctly.**

Locating the SMB folder manually

This section describes how to locate the SMB folder manually.

1. **Press [Manual Entry] ▶ Press [OK]**

2. **Enter the path ▶ Press [OK]**

   If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.

Locating the SMB folder using Browse Network

This section describes how to locate the SMB folder using Browse Network.

1. **Select [Browse Network] ▶ Press [OK]**

2. **Select a work group ▶ Press [OK]**

   The client computers sharing the same network as the machine appear.

   Network display only lists client computers you are authorized to access.

3. **Select a client computer ▶ Press [OK]**

   Shared folders under it appear.

   You can press [Up] to switch between levels.

4. **Select the folder you want to register ▶ Press [Apply]**

5. **Press [OK]**

Deleting an SMB Registered Folder

This section describes how to delete the registered SMB folder.

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.

1. **Select [Address Book Management]** ▶ **Press [OK]**

2. **Select [Program/Change]** ▶ **Press [OK]**

3. **Enter the registration number you want to delete using the number keys or the Quick Dial keys** ▶ **Press [OK]**

   You can automatically specify registration numbers 001 - 032 by pressing the Quick Dial key.
   Press [Search] to specify by name, destination list, registration number, fax number, e-mail address, or folder destination.

4. **Press [OK]**

5. **Press [Details]**

6. **Select [Folder Info]** ▶ **Press [OK]**

7. **Select the protocol which is not currently selected** ▶ **Press [OK]**

8. **Press [Yes]**

9. **Press [Escape]**

DBH015

10. **Press [End]**

Specifying a Folder Path by Entering it Manually

Press [Dest.:], and then select the setting items using the [▼] or [▲] key.

1. **Select [SMB]** ▶ **Press [OK]**

2. **Select [Manual Entry]** ▶ **Press [OK]**

3. **Enter the path for the folder ▶ Press [OK]**

   In the following example path, the shared folder name is "user" and the computer name is "desk01":

   `\\desk01\user`

4. **Depending on the destination setting, enter the user name for logging in to the computer ▶ Press [OK]**

5. **Depending on the destination setting, enter the password for logging in to the computer ▶ Press [OK]**

6. **Press [Com.Test]**

   A connection test is performed to check whether the specified shared folder exists.

   If the message "Connection to PC failed. Check the settings." appears, see page 110 "Messages Displayed When Using the Scanner Function".

7. **Check the connection test result ▶ Press [Exit]**

8. **Press [OK]**

6

Basic Procedure for Sending Scan Files by E-mail

1. **Press [Scanner]**

DBH013

2. **Make sure that no previous settings remain**

   If a previous setting remains, press the [Reset] key.

3. **If the Scan to Folder screen is displayed, press [✎/▢] to switch to the E-mail screen**

4. **Place originals**

5. **If necessary, specify scan settings according to the original you want to scan**

6. **Specify the destination**

7. **Press [Start]**

   • When scanning from the exposure glass

     If you are scanning only one original, press the [#] key to send the scan file.

     If you are scanning multiple originals, place them on the machine, and then press the [Start] key.

     Repeat this step until all originals are scanned, and then press the [#] key.

   • When scanning from the ADF

     Transmission starts immediately after originals are scanned.

Registering an E-mail Destination

This section describes how to register an e-mail destination.

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.

DBH020

1. **Select [Address Book Management]** ▶ **Press [OK]**

2. **Select [Program/Change]** ▶ **Press [OK]**

3. **Enter the registration number you want to register using the number keys or the Quick Dial keys** ▶ **Press [OK]**

   You can automatically specify registration numbers 001 - 032 by pressing the Quick Dial key.
   Press [Search] to specify by name, destination list, registration number, fax number, e-mail address, or folder destination.

4. **Press [OK]**

5. **Press [Details]**

6. **Select [E-mail Settings]** ▶ **Press [OK]**

7. **Enter the e-mail address using the number keys and the Quick Dial keys** ▶ **Press [OK]**

8. **Press [End]**
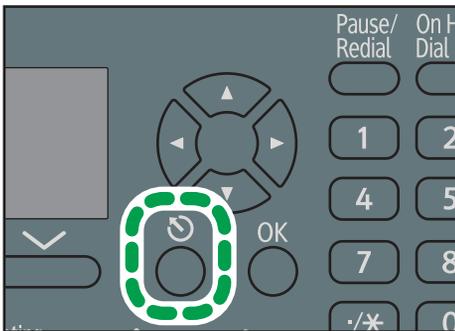
9. **Press [OK]**

Deleting an E-mail Destination

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.

1. **Select [Address Book Management]** ▶ **Press [OK]**

2. **Select [Program/Change]** ▶ **Press [OK]**

3. **Enter the registration number you want to delete using the number keys or the Quick Dial keys ▶ Press [OK]**

   You can automatically specify registration numbers 001 - 032 by pressing the Quick Dial key.

   Press [Search] to specify by name, destination list, registration number, fax number, e-mail address, or folder destination.

4. **Press [OK]**

5. **Press [Details]**

6. **Select [E-mail Settings] ▶ Press [OK]**

7. **Press [Clear/Stop] to delete the mail address**
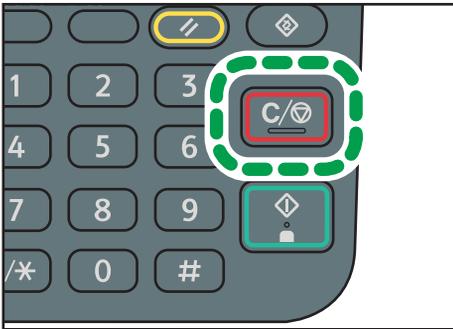
DBH022

8. **Press [OK]**

9. **Press [End]**

10. **Press [OK]**

Specifying an E-mail Address by Entering It Manually

1. **Press [Manual]**

2. **Enter the e-mail address ▶ Press [OK]**

Specifying Send Options

Resolution

Select resolution for scanning originals.

Select [100dpi], [200dpi], [300dpi], [400dpi], or [600dpi] as the scanning resolution.

Press [Options] , and then select the setting items using the [▼] or [▲] key.

1. **Select [Send Options]** ▶ **Press [OK]**
2. **Select [Resolution]** ▶ **Press [OK]**
3. **Select a resolution** ▶ **Press [OK]**
4. **Press [Escape] twice**
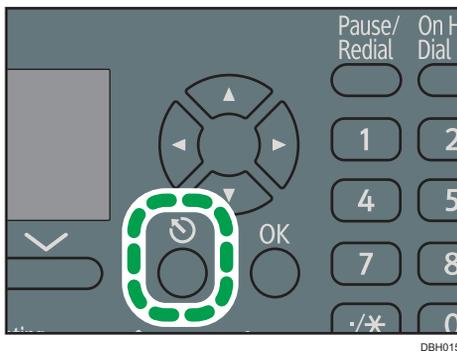
Original Orientation

This section explains how to correctly display the top/bottom orientation of scanned originals on a client computer screen.

Press [Options], and then select the setting items using the [▼] or [▲] key.

1. **Select [Send Options]** ▶ **Press [OK]**
2. **Select [Original Orientation]** ▶ **Press [OK]**
3. **Select [▨▨] or [▨▨] to specify the same orientation as that of the original** ▶ **Press [OK]**
4. **Press [Escape] twice**

Original Setting

This section explains how to specify the page opening orientation and whether both sides of the original are scanned.

⭐**Important**

- This function is available for SP 3610SF only.

Press [Options], and then select the setting items using [▼] or [▲] key.

1. Select [Send Options] ▶ Press [OK]
2. Select [Original Setting] ▶ Press [OK]
3. Select [1 Sided Original], [2 Sided Orig.(T to T🖻🖻)] or [2 Sided Orig.(T to B🖻🖻)] ▶ Press [OK]

   Binding orientation and required page opening orientation

Binding orientation	Page opening orientation
	2 Sided Orig.(T to T🖻🖻)
	2 Sided Orig.(T to B🖻🖻)

4. Press [Escape] twice

Scan Size

Select the size of the original to be scanned.

You can select from template sizes. For details about available sizes, see "Scan Settings", Scan ⊛.

Press [Options], and then select the setting items using the [▼] or [▲] key.

1. Select [Send Options] ▶ Press [OK]
2. Select [Scan Size] ▶ Press [OK]
3. Select the scan size ▶ Press [OK]
4. Press [Escape] twice

File Type

This section explains the procedure for specifying the file type of a file you want to send.

You can select one of the following file types:

- [Single Page:TIFF/JPEG], [Single Page:PDF]

  If you select a single-page file type when scanning multiple originals, one file is created for single page and the number of files sent is the same as the number of pages scanned.

- [Multi-page:PDF]

  If you select a multi-page file type when scanning multiple originals, scanned pages are combined and sent as a single file.

Selectable file types differ depending on the scan settings and other conditions. For details about file types, see "Notes and limitations of file types", Scan ⊚.

Press [Options], and then select the setting items using the [▼] or [▲] key.

1. **Select [Send Options] ▶ Press [OK]**
2. **Select [File Type] ▶ Press [OK]**
3. **Select the file type ▶ Press [OK]**
4. **Press [Escape] twice**

6

7. Web Image Monitor

This chapter describes frequently used Web Image Monitor functions and operations. For the information not included in this chapter, see Connecting the Machine/ System Settings⊚ on the supplied CD-ROM or Web Image Monitor Help.

Displaying the Top Page

There are two modes available with Web Image Monitor: guest mode and administrator mode.

Displayed items may differ depending on the machine type.

Guest mode

This mode requires no login to enter.

In the guest mode, the machine status, settings, and print job status can be viewed, but the machine settings cannot be changed.

Administrator mode

This mode requires an administrator login to enter.

In the administrator mode, you can configure various machine settings.

⭐ **Important**

- When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".

1. **Start your Web browser.**

2. **Enter "http://(machine's IP address or host name)/" in your Web browser's address bar.**

   The top page of Web Image Monitor appears.

   If the machine's host name has been registered on the DNS or WINS server, you can enter it.

   When setting SSL, a protocol for encrypted communication, under the environment in which server authentication is issued, enter "https://(machine's IP address or host name)/".

3. **To log in to Web Image Monitor in the administrator mode, click [Login] on the top page.**

   The window for entering the login user name and password appears.

4. **Enter your login user name and password, and then click [Login].**

   For details about the login user name and password, contact your administrator.

   Depending on the configuration of your Web browser, the login user name and password might be saved. If you do not want to save them, configure your Web browser's settings so that this information is not saved.

7
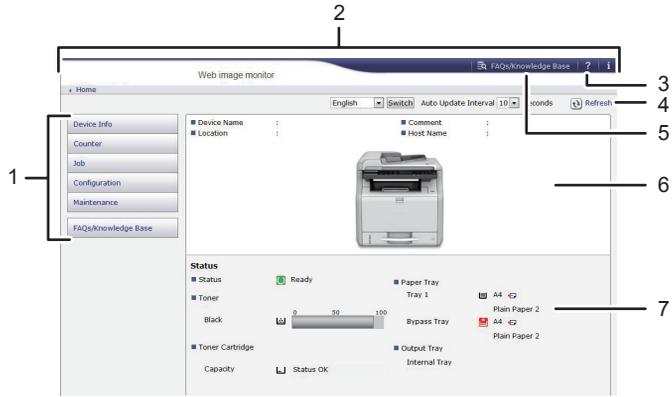
DBH225

1. **Menu area**

   Displays the content of a selected menu item.

2. **Header area**

   Displays the dialog box for switching to the user mode and administrator mode and the menu for each mode.

   Also displays the link to Help.

3. **Help**

   Clicking the Help button (?) in the header area displays the contents of Help.

   Clicking the Help button (?) in the work area displays the Help for the setting items in the work area.

   An internet connection is required to view the contents of Help.

4. **Refresh**

   Click ↻ at the upper right in the work area to update the machine information. Click the Web browser's [Refresh] button to refresh the entire browser screen.

5. **FAQs/Knowledge Base**

   Click 🔍 to view the Frequently Asked Questions. An internet connection is required to view the Frequently Asked Questions.

6. **Basic Information area**

   Displays the basic information of the machine.

7. **Work area**

   Displays the contents of the item selected in the menu area

8. Adding Paper and Toner

This chapter describes how to load paper into the paper tray and recommended paper sizes and types.

Loading Paper into Paper Trays

Every paper tray is loaded in the same way.

In the following example procedure, paper is loaded into Tray 1.

⭐ **Important**

- Be sure to select the correct paper size and feed direction using the paper size dial on the tray. Otherwise, the machine might be damaged, or printing problems might occur.
- Do not mix different types of paper in the same paper tray.
- Make sure the paper stack does not exceed the upper limit mark inside the paper tray. Excessive stacking can cause paper jams.
- After loading paper, specify the paper size using the control panel or paper size dial, and paper type using the control panel. When printing a document, specify the same paper size and type in the printer driver as specified on the machine.
- If you load paper whose size is not indicated on the paper size dial, you can specify the paper size in [Tray Paper Settings]. For details, see "Changing Paper Size Settings", Paper Specifications and Adding Paper 📀.
- Do not move the side paper guides and end guide forcefully. Doing so may damage the tray.
- When loading a low number of sheets, be sure not to squeeze the side paper guides and end guide in too tightly. If the side paper guides and end guide are squeezed too tightly against the paper, the edges may crease or the paper may misfeed.
- When loading label paper, load it one by one.
- The envelope lever is kept down by the factory default. Before printing with paper, except for envelopes, be sure to raise the envelope lever all the way up.
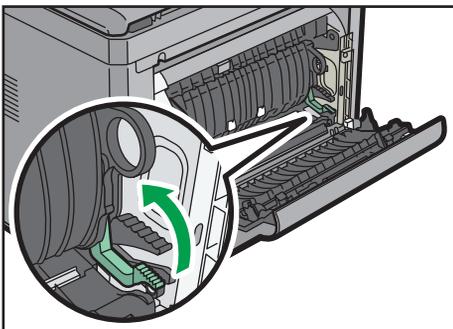
DBH076

1. **Check that paper in the paper tray is not being used, and then pull out the paper tray carefully. Adjust the paper size dial to match the size and feed direction of the paper in the paper tray.**
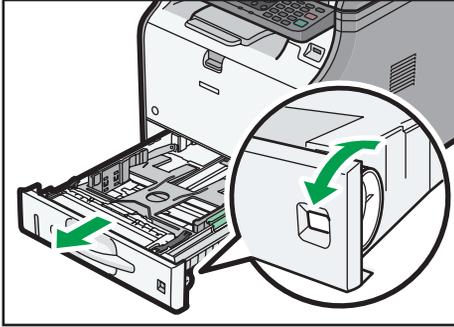
DBH053

2. **Pull the tray carefully until it stops, lift the front side of the tray, and then pull it out of the machine.**
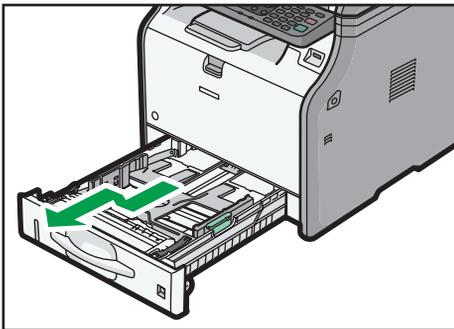
DBH054

Place the tray on a flat surface.

3. **Pinch the clip on the side paper guide and slide it to match the paper size.**
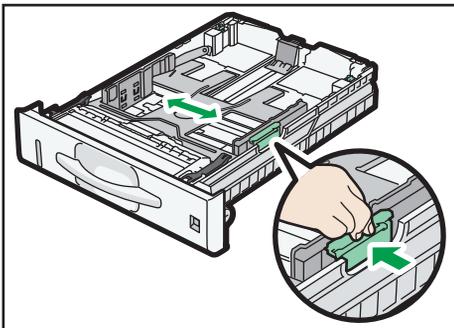
CXC613

4. **Pinch the end guide and slide it inward to match the standard size.**
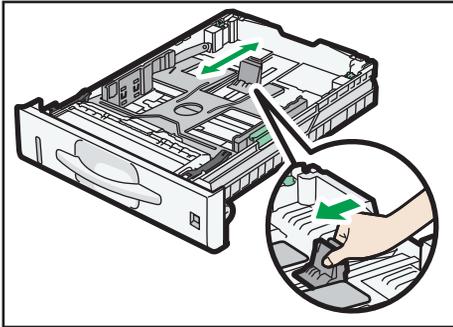
CXC614

5. **Fan the paper before loading it in the tray.**
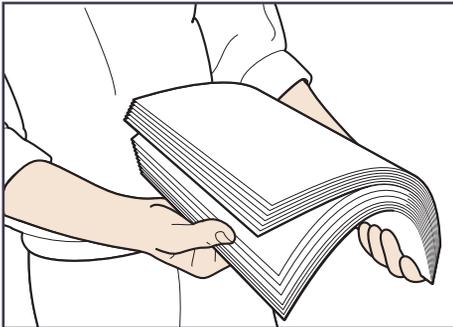
CBK254

6. **Load the new paper stack print side down.**

   Make sure paper is not stacked higher than the upper limit (upper line) marked inside the tray.
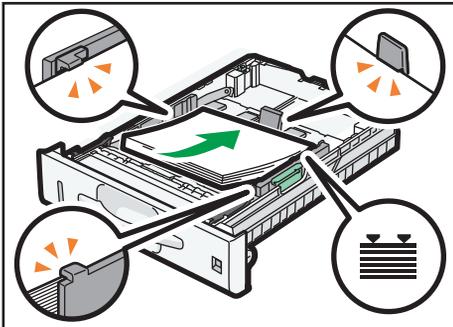
CXC666

7. **Adjust the paper guides to close any gaps.**

   Do not move paper loaded in the tray more than a few millimeters.

   Moving the loaded paper excessively can cause damage to paper edges on the openings of the tray's lifting plate, resulting in sheets being folded or becoming jammed.

8

8. **Lift the front side of the tray, and then slide it into the machine carefully until it stops.**
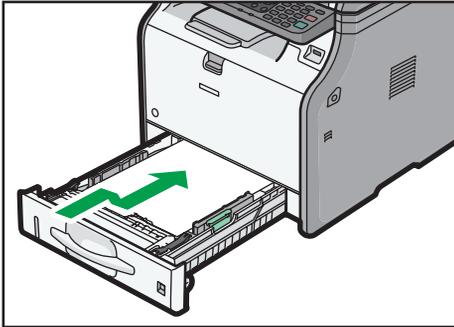
DBH055

To avoid paper jams, make sure the tray is securely inserted.

↓Note

- When loading paper larger than A4▷ or $8^1/_2 \times 11$▷ into Tray 1, extend the tray. For details, see "Extending Tray 1", Paper Specifications and Adding Paper⊙.

- Letterhead paper must be loaded in a specific orientation. For details, see page 87 "Loading Orientation-fixed Paper or Two-sided Paper".

- You can load envelopes into Tray 1. For details about loading envelopes, see "Loading Envelopes", Paper Specifications and Adding Paper⊙.

8

Loading Paper into the Bypass Tray

Use the bypass tray to use OHP transparencies and paper that cannot be loaded in the paper trays.

⭐ **Important**

- The maximum number of sheets you can load at the same time depends on paper type. Do not stack paper over the limit mark. For the maximum number of sheets you can load, see page 88 "Recommended Paper Sizes and Types".
- Do not mix different types of paper.
- After loading paper, specify the paper size and type using the control panel. When printing a document, specify the same paper size and type in the printer driver as specified on the machine.
- When loading label paper, load it one by one.

1. **While pressing and holding the button in the upper center of the bypass tray, pull the tray open.**

DBH066

Pull the extender out when loading paper larger than A4 $\square$ or $8^1/_2 \times 11 \square$.

DBH077

8
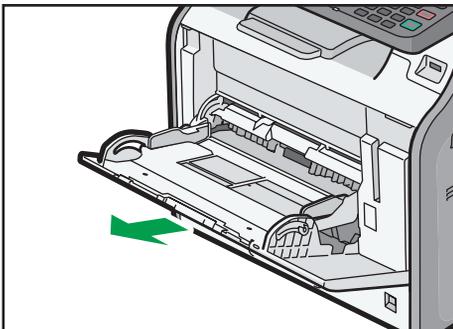
2. **Slide both sides of the paper guide outward, and then load paper print side up until it stops.**

DBH078
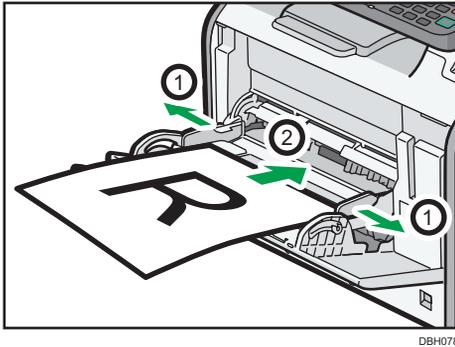
3. **Adjust both sides of the paper guide to match the paper width.**

DBH079
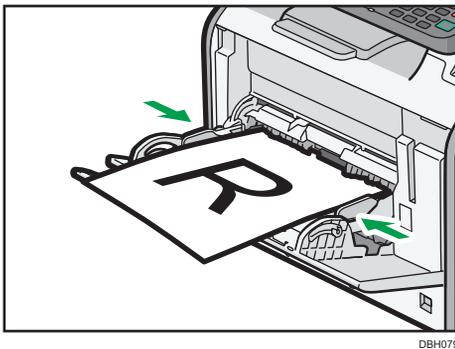
Note

- When using the bypass tray, it is recommended that you set the paper direction to �.

- When loading thick paper or OHP transparencies, specify the paper size and the paper type.

- Letterhead paper must be loaded in a specific orientation. For details, see page 87 "Loading Orientation-fixed Paper or Two-sided Paper".

- You can load envelopes into the bypass tray. For details about loading envelopes, see "Loading Envelopes", Paper Specifications and Adding Paper 🔵.

- When copying from the bypass tray, see "Copying from the Bypass Tray", Copy 🔵. When printing from a computer, see page 85 "Printing from the Bypass Tray Using the Printer Function".

- When the [Panel Key Sound] is turned off, it does not sound if you load paper into the bypass tray. For details about [Panel Key Sound], see "System Settings", Connecting the Machine/ System Settings 🔵.

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Printing from the Bypass Tray Using the Printer Function

⭐Important

- If you select [Machine Setting(s)] in [Bypass Tray] under [Tray Setting Priority] in [System] of the [Printer Features] menu, the settings made using the control panel have priority over the printer driver settings. For details, see "System", Print⬚.

- The default of [Bypass Tray] is [Driver/Command].

🔽Note

- Settings remain valid until they are changed.

- For details about setting printer drivers, see "Printing Documents", Print⬚.

- 🌐Region A (mainly Europe and Asia)

  - [A4⬚] is the default setting for [Printer Bypass Paper Size].

- 🌐Region B (mainly North America)

  - [$8^1/_2 \times 11$⬚] is the default setting for [Printer Bypass Paper Size].

Specifying regular sizes using the control panel

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.

1. **Select [Tray Paper Settings]** ▶ **Press [OK]**
2. **Select [Printer Bypass Paper Size]** ▶ **Press [OK]**
3. **Select the paper size** ▶ **Press [OK]**

Specifying a custom size paper using the control panel

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.

1. **Select [Tray Paper Settings]** ▶ **Press [OK]**
2. **Select [Printer Bypass Paper Size]** ▶ **Press [OK]**
3. **Select [Custom Size]** ▶ **Press [OK]**
4. **Enter the horizontal value** ▶ **Press [OK]**
5. **Enter the vertical value** ▶ **Press [OK]**

8

Specifying thick paper or OHP transparencies for paper type using the control panel

⭐**Important**

- Usually only one side of OHP transparencies can be used for printing. Be sure to load them with the print side up.

- When printing onto OHP transparencies, remove printed sheets one by one.

Press the [User Tools] key, and then select the setting items using the [▼] or [▲] key.

1. **Select [Tray Paper Settings]** ▶ **Press OK**

2. **Select [Paper Type: Bypass Tray]** ▶ **Press [OK]**

3. **Select the type of the paper set in bypass tray** ▶ **Press [OK]**

4. **If you have selected [Recycled Paper], [Color Paper], [Letterhead], [Label Paper], [Envelope], or [Preprinted Paper] for the paper type, press [Escape]**

DBH015
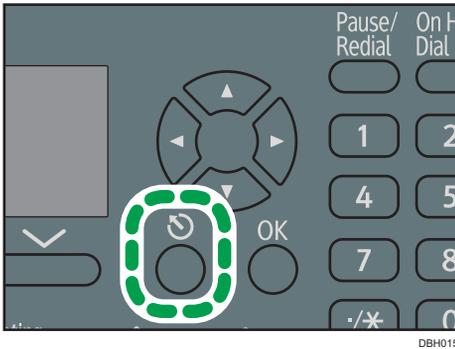
5. **Select [Maintenance]** ▶ **Press [OK]**

6. **Select the paper thickness setting for the specified paper type** ▶ **Press [OK]**

7. **Select the tray where the specified type of paper is loaded** ▶ **Press [OK]**

8. **Select the paper thickness** ▶ **Press [OK]**

⬇**Note**

- For details about paper thickness, see "System Settings", Connecting the Machine/ System Settings 🔵.

Loading Orientation-fixed Paper or Two-sided Paper

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not be printed correctly, depending on how the originals and paper are placed.

Settings for the User Tools

Specify [Auto Detect] for [Letterhead Setting] in [System] under the [Printer Features] menu, and then place the paper as shown below.

For details about the letterhead settings, see "Printer Features", Print🔘.

Print side	Paper trays	Bypass tray
One-sided		
Two-sided		

🔽Note

- To print on letterhead paper when [Auto Detect] is specified for [Letterhead Setting], you must specify [Letterhead] as the paper type in the printer driver's settings.

- For details about how to make two-sided prints, see "Printing on Both Sides of Sheets", Print🔘.

8

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

⭐ **Important**

- If you use paper that curls, either because it is too dry or too damp, a paper jam may occur.

- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.

- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.

Tray 1

Paper type and weight	Paper size	Paper capacity
52–162 g/m^2 (14 lb. Bond– 90 lb. Index) Thin Paper–Thick Paper 2	Select the paper size using the paper size dial on the tray[*1]: A4▷, A5▷, A6▷, 8^1/$_2$ × 14▷, 8^1/$_2$ × 11▷, 5^1/$_2$ × 8^1/$_2$▷	250 sheets
52–162 g/m^2 (14 lb. Bond– 90 lb. Index) Thin Paper–Thick Paper 2	Set the paper size dial on the tray to "✱", and select the paper size with the control panel: A5▷, B5 JIS▷, B6 JIS▷, 8^1/$_2$ × 13 ▷, 8^1/$_4$ × 14▷, 8^1/$_4$ × 13▷, 8 × 13▷, 8 × 10^1/$_2$▷, 8 × 10▷, 7^1/$_4$ × 10^1/$_2$▷, 16K▷	250 sheets
52–162 g/m^2 (14 lb. Bond– 90 lb. Index) Thin Paper–Thick Paper 2	Custom size: 🌐Region **A** (mainly Europe and Asia) Vertical: 148.0–356.0 mm Horizontal: 100.0–216.0 mm 🌐Region **B** (mainly North America) Vertical: 5.83–14.01 inches Horizontal: 3.94–8.50 inches	250 sheets
Envelopes	Select the paper size: 4^1/$_8$ × 9^1/$_2$▷, 3^7/$_8$ × 7^1/$_2$▷, C5 Env▷, C6 Env▷, DL Env▷	[*2]

*1 When a print job is performed on A5 or 5 $^1/_2$" X 8 $^1/_2$" paper, it is recommended to set the paper horizontally. While a print job is performed on paper that is loaded vertically, smearing may occur near the edges of the printed paper. Also, use the bypass tray when printing on paper that is set horizontally.

*2 Do not stack over the limit mark. The number of sheets you can load in the paper tray varies depending on the weight and condition of the paper.

Lower paper tray (250 sheets)

Paper type and weight	Paper size	Paper capacity
52–162 g/m^2 (14 lb. Bond–90 lb. Index) Thin Paper–Thick Paper 2	Select the paper size using the paper size dial on the tray*1: A4▷, A5▷, A6▷, 8$^1/_2$ × 14▷, 8$^1/_2$ × 11▷, 5$^1/_2$ × 8$^1/_2$▷	250 sheets
52–162 g/m^2 (14 lb. Bond–90 lb. Index) Thin Paper–Thick Paper 2	Set the paper size dial on the tray to "✳", and select the paper size with the control panel: A5▷, B5 JIS▷, B6 JIS▷, 8$^1/_2$ × 13 ▷, 8$^1/_4$ × 14▷, 8$^1/_4$ × 13▷, 8 × 13▷, 8 × 10$^1/_2$▷, 8 × 10▷, 7$^1/_4$ × 10$^1/_2$▷, 16K▷	250 sheets
52–162 g/m^2 (14 lb. Bond–90 lb. Index) Thin Paper–Thick Paper 2	Custom size: 🌐Region **A** (mainly Europe and Asia) Vertical: 148.0–356.0 mm Horizontal: 100.0–216.0 mm 🌐Region **B** (mainly North America) Vertical: 5.83–14.01 inches Horizontal: 3.94–8.50 inches	250 sheets

Lower paper tray (500 sheets)

Paper type and weight	Paper size	Paper capacity
52–162 g/m^2 (14 lb. Bond–90 lb. Index) Thin Paper–Thick Paper 2	Select the paper size using the paper size dial on the tray*1: A4▷, A5▷, A6▷, 8$^1/_2$ × 14▷, 8$^1/_2$ × 11▷, 5$^1/_2$ × 8$^1/_2$▷	500 sheets

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Paper type and weight	Paper size	Paper capacity
52–162 g/m^2 (14 lb. Bond–90 lb. Index) Thin Paper–Thick Paper 2	Set the paper size dial on the tray to "✱", and select the paper size with the control panel: A5▭, B5 JIS▯, B6 JIS▯, 8^1/$_2$ × 13▯, 8^1/$_4$ × 14▯, 8^1/$_4$ × 13▯, 8 × 13▯, 8 × 10^1/$_2$▯, 8 × 10▯, 7^1/$_4$ × 10^1/$_2$▯, 16K▯	500 sheets
52–162 g/m^2 (14 lb. Bond–90 lb. Index) Thin Paper–Thick Paper 2	Custom size: ⊕Region A (mainly Europe and Asia) Vertical: 148.0–356.0 mm Horizontal: 100.0–216.0 mm ⊕Region B (mainly North America) Vertical: 5.83–14.01 inches Horizontal: 3.94–8.50 inches	500 sheets

Bypass tray

Paper type and weight	Paper size	Paper capacity
52–162 g/m^2 (14 lb. Bond–90 lb. Index) Thin Paper–Thick Paper 2	Select the paper size[*1][*2]: A4▯, A5▯▭, A6▯, B5 JIS▯, B6 JIS▯▭, 8^1/$_2$ × 14▯, 8^1/$_2$ × 13▯, 8^1/$_2$ × 11▯, 8^1/$_4$ × 14▯, 8^1/$_4$ × 13▯, 8 × 13▯, 8 × 10^1/$_2$▯, 8 × 10▯, 7^1/$_4$ × 10^1/$_2$▯, 5^1/$_2$ × 8^1/$_2$▯▭, 16K▯	• Thin Paper–Plain Paper 2: 100 sheets • Middle Thick–Thick Paper 2: [*3]
52–162 g/m^2 (14 lb. Bond–90 lb. Index) Thin Paper–Thick Paper 2	Custom size[*4]: ⊕Region A (mainly Europe and Asia) Vertical: 127.0–900.0 mm Horizontal: 60.0–216.0 mm ⊕Region B (mainly North America) Vertical: 5.00–35.43 inches Horizontal: 2.37–8.50 inches	• Thin Paper–Plain Paper 2: 100 sheets • Middle Thick–Thick Paper 2: [*3]

Paper type and weight	Paper size	Paper capacity
OHP transparencies	Select the paper size[*1][*2]:	*5
Label paper (adhesive labels)	A4▯, A5▯▭, A6▯, B5 JIS, B6 JIS▯▭, $8^1/_2 \times 14$▯, $8^1/_2 \times 13$▯, $8^1/_2 \times 11$▯, $8^1/_4 \times 14$▯, $8^1/_4 \times 13$▯, 8×13▯, $8 \times 10^1/_2$▯, 8×10▯, $7^1/_4 \times 10^1/_2$▯, $5^1/_2 \times 8^1/_2$▯▭, 16K▯ Custom size[*4]: 🌐 Region A (mainly Europe and Asia) Vertical: 127.0–900.0 mm Horizontal: 60.0–216.0 mm 🌐 Region B (mainly North America) Vertical: 5.00–35.43 inches Horizontal: 2.37–8.50 inches	1 sheet
Envelopes	Select the paper size: $4^1/_8 \times 9^1/_2$▯, $3^7/_8 \times 7^1/_2$▯, C5 Env▯, C6 Env▯, DL Env▯	*6

*1 When a print job is performed on A5 or $5^1/_2$" × $8^1/_2$" paper, it is recommended to load the paper horizontally. While a print job is performed on paper that is loaded vertically, smearing may occur near the edges of the printed paper.

*2 For copier mode, see "Copying onto Regular Size Paper from the Bypass Tray", Copy⊚. For printer mode, see page 85 "Specifying regular sizes using the control panel".

*3 When loading thick paper in the bypass tray, do not stack paper over the limit mark. The number of sheets you can load in the bypass tray varies depending on the weight and condition of the paper.

*4 Enter the paper size. For copier mode, see "Copying onto Custom Size Paper from the Bypass Tray", Copy⊚. For printer mode, see page 85 "Specifying a custom size paper using the control panel".

*5 When loading OHP transparencies in the bypass tray, do not stack paper over the limit mark.

*6 Load envelopes so that the height of the stack of envelopes does not exceed the limit mark of the bypass tray without pressing on the stack of envelopes.

Paper Thickness

Paper Thickness[*1]	Paper weight
Thin Paper	52–65 g/m^2 (14–18 lb. Bond)

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Paper Thickness[1]	Paper weight
Plain Paper	66–74 g/m^2 (18–20 lb. Bond)
Plain Paper 2	75–90 g/m^2 (20–24 lb. Bond)
Middle Thick	91–105 g/m^2 (24–28 lb. Bond)
Thick Paper 1	106–130 g/m^2 (28–35 lb. Bond)
Thick Paper 2	131–162 g/m^2 (35 lb. Bond–90 lb. Index)

[1] Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

⬇ Note

- Recommended paper: Paper with calcium carbonate (CaCO3) ratio of 15% or less.

- Certain types of paper, such as OHP transparencies, may produce noise when delivered. This noise does not indicate a problem and print quality is unaffected.

- The paper capacity described in the tables above is an example. Actual paper capacity might be lower, depending on the paper type.

- When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.

- If multiple sheet feeding occurs, fan sheets thoroughly or load sheets one by one from the bypass tray.

- Flatten out curled sheets before loading them.

- Depending on the paper sizes and types, the copy/print speed may be slower than usual.

- When loading envelopes, see "Loading Envelopes", Paper Specifications and Adding Paper⊚.

- When loading thick paper of 106–162 g/m^2 (28 lb. Bond–90 lb. Index), see page 93 "Thick Paper".

- We recommend that you use specified label paper.

- When loading OHP transparencies:

    - If multiple sheet feeding occurs, place one sheet at a time.

    - When copying onto OHP transparencies, see "Copying onto OHP Transparencies", Copy⊚.

    - When printing on OHP transparencies from the computer, see "Specifying thick paper or OHP transparencies for paper type using the control panel", Paper Specifications and Adding Paper⊚.

    - Fan OHP transparencies thoroughly whenever you use them. This prevents OHP transparencies from sticking together, and from feeding incorrectly.

    - Remove copied or printed sheets one by one.

Thick Paper

This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of 106–162 g/m^2 (28 lb. Bond–90 lb. Index) in the paper trays or bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

- Jams and misfeeds can occur when printing on thick smooth paper. To prevent such problems, be sure to fan smooth paper thoroughly before loading them. If paper continues to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.

- When loading thick paper, set the paper direction according to its grain, as shown in the following diagram:

Direction of paper grain	Paper trays	Bypass tray
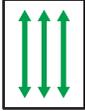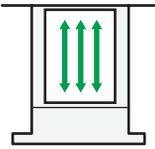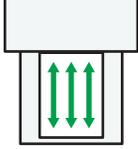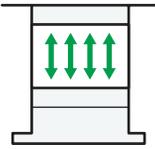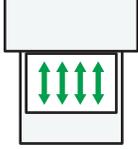
⬇ Note

- Select [Thick Paper 1] or [Thick Paper 2] as the paper thickness in [Tray Paper Settings].

- If [Thick Paper 2] is selected, the print speed may change.

- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.

- Prints might have prominent vertical creases.

- Prints might be noticeably curled. Flatten out prints if they are creased or curled.

- When printing onto thick paper, the print speed changes.

Envelopes

This section gives you various details about and recommendations concerning envelopes.

⭐ Important

- **Do not use window envelopes.**

- Fan the envelopes before loading them to separate them and prevent the glue on them from causing them to stick together.

- Some kinds of envelope might cause misfeeds, wrinkles or print poorly.

- When loading envelopes in the ⬠ orientation, load them with flaps closed.

- Before loading envelopes, press down on them to remove any air from inside, flatten out all four edges. If they are bent or curled, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.

- When loading envelopes, do not stack paper over the limit mark. If you squeeze extra envelopes into the bypass tray, misfeeds might occur.

In copier mode

When copying onto envelopes, load them according to the applicable orientation shown below.

How to load envelopes

Orientation of envelopes	Exposure glass	Tray 1	Bypass tray
Side-opening envelopes ⬠	 • Flaps: closed • Bottom side of envelopes: toward the front of the machine • Side to be scanned: face down	 • Flaps: closed • Bottom side of envelopes: toward the right of the machine • Side to be printed: face down	 • Flaps: closed • Bottom side of envelopes: toward the right of the machine • Side to be printed: face up
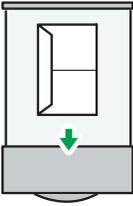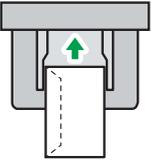
When loading envelopes, specify the envelope size and thickness. For details, see "Copying onto Envelopes", Copy 📖.

In printer mode

When printing onto envelopes, load them according to the applicable orientation shown below:

How to load envelopes

Types of envelopes	Tray 1	Bypass tray
Side-opening envelopes	• Flaps: closed • Bottom side of envelopes: toward the right of the machine • Side to be printed: face down	• Flaps: closed • Bottom side of envelopes: toward the right of the machine • Side to be printed: face up

When loading envelopes, select "Envelope" as the paper types using both the User Tools and printer driver, and specify the thickness of envelopes. For details, see "Printing on Envelopes", Print 💿.

Recommended envelopes

For information about recommended envelopes, contact your local dealer.

For details about the sizes of envelopes you can load, see page 88 "Recommended Paper Sizes and Types".

⏷**Note**

- Load only one size and type of envelope at a time.
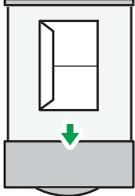
- To get better output quality, it is recommended that you set the leading-edge print margin to at least 15 mm (0.6 inches) and the other margins to at least 10 mm (0.4 inches) each.

- Output quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check print quality.

- Flatten out prints if they are creased or curled.

- Check the envelopes are not damp.

- High temperature and high humidity conditions can reduce print quality and cause envelopes to become creased.

- Depending on the environment, copying or printing on envelopes may wrinkle them even if they are recommended.

- Certain types of envelopes might come out creased, dirtied, or misprinted. If you are printing a solid color on an envelope, lines may appear where the overlapped edges of the envelope make it thicker.

8

Adding Toner

Refer to the maintenance guide provided with the new items for the replacement.

This section explains precautions when adding toner, how to send faxes or scanned documents when the toner has run out, and how to dispose of used toner.

⚠ WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.

⚠ CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

⚠CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.

⭐Important

- Always replace the toner cartridge when a notification appears on the machine.

- Fault may occur if you use toner other than the recommended type.

- When adding toner, do not turn off the main power. If you do, settings will be lost.

- Store toner where it will not be exposed to direct sunlight, temperatures above 35°C (95°F), or high humidity.

- Store toner on a flat surface.

- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.

- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.

Replace the toner cartridge when the following messages appear on the display.

"🔳Add toner Replace Toner Cartridge."

⬇Note

- If "🔳Toner is almost empty." appears, the toner has almost run out. Have a replacement toner cartridge at hand.

- If 🔳 appears when there is a lot of toner, follow the toner replacement instructions that appear on the screen: Pull out the cartridge, and then reinstall it.

Sending Faxes or Scanned Documents When Toner Has Run Out

When the machine has run out of toner, the indicator on the display lights. Note that even if there is no toner left, you can still send faxes or scanned documents.

⭐Important

- If number of communications executed after the toner has run out and not listed in the automatically output Journal exceeds 100, communication is not possible.

1. Make sure the machine is in facsimile or scanner mode.

2. Press [Exit], and then perform transmission operation.

   The error message disappears.

↓Note

- Any reports are not printed.

- If the fax or scanner screen does not appear in step 1, press the [Facsimile] key or the [Scanner] key.

Disposing of Used Toner

This section describes what to do with used toner.

Toner cannot be re-used.

Pack used toner containers in the container's box or a bag to prevent the toner from leaking out of the container when you dispose of it.

🌐Region **A** (mainly Europe and Asia)

If you want to discard your used toner container, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

🌐Region **B** (mainly North America)

Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

8

9. Troubleshooting

This chapter describes basic troubleshooting procedures.

Indicators

This section describes the indicators displayed when the machine requires the user to remove misfed paper, to add paper, or to perform other procedures.

Indicator	Status
⚡ : Paper Misfeed indicator	Appears when a paper misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting 🔘.
⬆ : Original Misfeed indicator	Appears when an original misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting 🔘.
📥 : Load Paper indicator	Appears when paper runs out. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper 🔘.
🔲 : Add Toner indicator	Appears when toner runs out. For details about adding toner, see "Adding Toner", Maintenance and Specifications 🔘.
📞 : Service Call indicator	Appears when the machine is malfunctioning or requires maintenance.
🔳 : Cover Open indicator	Appears when one or more covers of the machine are open.

9

Panel Tone

The following table describes the meaning of the various beep patterns that the machine produces to alert users about left originals and other machine conditions.

Beep pattern	Meaning	Causes
Single short beep	Panel/screen input accepted.	A control panel or screen key was pressed.
Short, then long beep	Panel/screen input rejected.	An invalid key was pressed on the control panel or screen, or the entered password was incorrect.
Single long beep	Job completed successfully.	A Copy Features job has finished.
Two long beeps	Machine has warmed up.	When the power is turned on or the machine exits Sleep mode, the machine has fully warmed up and is ready for use.
Five long beeps repeated four times.	Soft alert	An original has been left on the exposure glass or paper tray is empty.
Five short beeps repeated five times.	Strong alert	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.

🔽 **Note**

- Users cannot mute the machine's beep alerts. When the machine beeps to alert users of a paper jam or toner request, if the machine's covers are opened and closed repeatedly within a short space of time, the beep alert might continue, even after normal status has resumed.

- You can select to enable or disable beep alerts. For details about Panel Key Sound, see "General Features", Connecting the Machine/ System Settings ⊚.

9

When You Have Problems Operating the Machine

This section describes common problems and messages. If other messages appear, follow the instructions displayed.

Problem	Causes	Solutions
The machine has just been turned on and the User Tools screen is displayed, but the User Tools menu has items missing.	Functions other than the copier function are not yet ready.	Functions appear in the User Tools menu when they become ready for use. Time required varies by function. Wait a little longer.
"Please wait." appears.	This message appears when the machine is warming up.	• Wait until the message disappears. Do not turn off the main power switch while the message is displayed. • If the machine is not ready in five minutes, turn off the main power switch and make sure the main power indicator turns off. Wait at least ten seconds and then turn the main power switch on again. If the machine is still not ready in five minutes, contact your service representative.
"Please wait." appears.	The current environmental condition is outside the recommended temperature range for the machine.	• Check the optimum environmental conditions for the machine and move it to a different location. • Leave the machine for a while and allow it to adapt to the environment. For details about the optimum environmental conditions for the machine, see "Optimum Environmental Conditions After Moving the Machine", Maintenance and Specifications ⊚.

9

Problem	Causes	Solutions
An error message remains, even if misfed paper is removed.	• When a misfeed message appears, it remains until you open and close the cover as required. • Paper is still jammed in the tray.	After removing misfed paper, fully open the front cover, and then close it. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting⊙.
An error message remains displayed even if the indicated cover is closed.	One or more covers that are not indicated are still open.	Close all the covers of the machine.
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	• Load paper into the paper trays with the print side down. • Load paper into the bypass tray with the print side up.
Misfeeds occur frequently.	Using curled paper often causes misfeeds, soiled paper edges, or slipped positions while performing stack printing.	• Take the stiffness out of the paper with your hands to straighten out the curl. • Load the paper up side down so that the curled edges face downward. For details about recommended paper, see "Recommended Paper", Paper Specifications and Adding Paper ⊙. • Lay paper on a flat surface to prevent paper from curling, and do not lean it against the wall. For details about the proper way to store paper, see "Paper Storage", Paper Specifications and Adding Paper⊙.

9

Problem	Causes	Solutions
Misfeeds occur frequently.	The tray's side or end fences may not be set properly.	• Remove misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting 🔘. • Check that the side or end fences are set properly. Also, check that the side fences are locked. For details about setting the side and end fences, see "Changing the Paper Size", Paper Specifications and Adding Paper 🔘.
The machine makes a clicking sound shortly after the main power switch is turned off.	The main power switch makes a clicking sound inside the machine when the main power is turned off automatically.	You will hear a clicking sound inside the machine when it shuts down. This is not a malfunction.

↓Note

• If you cannot make copies as you want because of paper type, paper size, or paper capacity problems, use recommended paper. For details about recommended paper, see "Recommended Paper", Paper Specifications and Adding Paper 🔘.

9

When Messages Are Displayed on the Control Panel

Messages Displayed When Using the Copy Function

This section describes the machine's main messages. If other messages appear, follow their instructions.

⭐ **Important**

- If you cannot make copies as you want because of the paper type, paper size or paper capacity problems, use recommended paper. For details about recommended paper, see "Recommended Paper", Paper Specifications and Adding Paper🔘.

- For messages that are not listed here, see page 101 "When You Have Problems Operating the Machine".

Message	Causes	Solutions
"Cannot copy. Original is being scanned by another function."	The scanner function is in use.	Cancel the current scan job. To do this, press the [Clear/Stop] key on the scanner screen to display the message "Clear/Stop key was pressed. Stop scanning?", and then press [Stop].
"Cannot dup. copy this size."	Duplex mode does not support the selected paper size.	Duplex mode supports the following paper sizes: A4⬚, $8^1/_2 \times 14$⬚, $8^1/_2 \times 13$⬚, $8^1/_2 \times 11$⬚, $8^1/_4 \times 14$⬚, $8^1/_4 \times 13$⬚, 8×13⬚. Select one of these sizes. For details, see "Duplex Copying", Copy🔘.
"Cannot select Bypass Tray in current setting."	The specified function is not available with the bypass tray.	Select a paper tray other than the bypass tray.
"Cannot sort this size."	The specified paper size is not available with the Sort function.	This message appears when the bypass tray is selected. Use copy paper that is not longer than 356 mm (14").

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Message	Causes	Solutions
"Max. number of sets is nn." (A figure is placed at nn.)	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity from [Max. Number of Sets] under [Copier Features]. For details about Max. Copy Quantity, see "Copier Features", Copy 🔘.
"Original with this length cannot be duplex scanned."	The specified custom length is not available for duplex printing from the ADF (e.g., 2 Sided → 2 Sided, 2 Sided → 1 Sided, 2 Sided → Combine).	Do not place originals that are longer than 356 mm (14").
"Size error in Combine mode."	The specified paper size is not available with the Combine function.	This message appears when the bypass tray is selected. Use copy paper that is not longer than 356 mm (14").

When the memory becomes full while using the copy function

Message	Causes	Solutions
"Reset orig., then press [Resume] to scan and copy the remaining originals."	The machine checked if the remaining originals should be copied, after the scanned originals were printed.	To continue copying, remove all copies, and then press [Resume]. To stop copying, press the [Clear/Stop] key.

Messages Displayed When Using the Facsimile Function

This section describes the machine's main messages. If other messages appear, follow their instructions.

◆Note

- Settings that can be confirmed in System Settings or Facsimile Features on the control panel can also be confirmed from Web Image Monitor. For details about how to confirm the settings from Web Image Monitor, see Web Image Monitor Help.

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Message	Causes	Solutions
"Error occurred, and transmission was cancelled."	A problem occurred in the machine, or noise occurred on the telephone line.	Press [Exit], and then send the documents again.
" ⚡ Func. Problems Data will be initialized."	There is a problem with the fax.	Record the code number shown on the screen, and then contact your service representative. Other functions can be used.
"Memory is full. Scanning will be stopped and only scanned page(s) will be stored."	The memory is full.	If you press [Exit], the machine resumes standby mode and starts transmitting the pages that have been stored. Check the pages that cannot be transmitted on the Communication Result Report, and transmit those pages. You can configure the machine to transmit only the stored pages or delete the stored pages when the memory becomes full during scanning. To change the setting, contact your service representative.
"Put original back, check it and press the Start key."	Original jammed during Memory Transmission.	Press [Exit], and then send the documents again.
"Updating the settings... Re-select dest./functions after update finishes."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not turn off the main power switch while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before you can resume operation. Operation is not possible while this message is displayed.

🔽 **Note**

- If "Check whether there are any network problems." appears, the machine is not correctly connected to the network or the settings of the machine are not correct. If you do not need to connect to a network, you can specify the setting so this message is not displayed, and then the [Facsimile] key no longer lights. For details about how to do this, see "Parameter Settings", Fax 🔘.

If you reconnect the machine to the network, be sure to set "Display" by configuring the appropriate User Parameter.

Messages Displayed When Using the Printer Function

This section describes the principal messages that appear on the display panel, error logs or reports. If other messages appear, follow their instructions.

Status messages

Message	Status
"Loading toner"	The machine is loading toner.
"Offline"	The machine is offline.
"Please wait..."	• This message might appear for a second or two while the machine is preparing, performing initial adjustments, or adding toner. Wait a while. • The current environmental condition is outside the recommended temperature range for the machine. Check the optimum environmental conditions for the machine and move it to a different location, or leave the machine for a while and allow it to adapt to the environment.
"Printing..."	The machine is printing. Wait a while.
"Ready"	This is the default ready message. The machine is ready for use. No action is required.
"Resetting job..."	The machine is resetting the print job. Wait until "Ready" appears on the display panel.
"Updating Certificate..."	@Remote certificate is updating.
"Waiting for print data..."	The machine is waiting for the next data to print. Wait a while.

Messages displayed on the control panel when using the printer function

⭐ **Important**

• Before turning the main power switch off, see "Turning On/Off the Power", Getting Started ⊚.

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Message	Causes	Solutions
"⚡(A1) Remove misfeed in Trays. Opn & cls Frt. Cov."	Open the front cover and remove the jammed paper from the paper feed path.	For details, see "Removing Jammed Paper", Troubleshooting 🔵.
"⚡(A2) Open Front Cover and remove the paper."	Remove the jammed paper from the bypass tray. To reset the error, open the front cover and then close it.	For details, see "Removing Jammed Paper", Troubleshooting 🔵.
"⚡(B) Open Front Cover and remove the paper."	Open the front cover and remove the jammed paper from the internal paper feed path.	For details, see "Removing Jammed Paper", Troubleshooting 🔵.
"⚡(B) (C) Open Front/Rear Cover and remove misfeed."	Open the front/rear cover and remove any jammed paper from the internal paper feed path.	For details, see "Removing Jammed Paper", Troubleshooting 🔵.
"⚡(Y1) Remove misfeed in Tray 2. Opn & cls Frt. Cov."	Open Tray 2 and remove the jammed paper. To reset the error, open the front cover and then close it.	For details, see "Removing Jammed Paper", Troubleshooting 🔵.
"⚡(Z1) Open Rear Cover and remove misfeed"	Open the rear cover and remove the jammed paper from the paper duplex unit.	For details, see "Removing Jammed Paper", Troubleshooting 🔵.
"⚡(Z2) Opn Tray1/R.Cov & remove ppr. Opn & cls F.Cov"	Open Tray 1 and the rear cover, and then remove the jammed paper. To reset the error, open the front cover and then close it.	For details, see "Removing Jammed Paper", Troubleshooting 🔵.
"📭Toner is almost empty."	The print cartridge is almost empty.	For details, see "Adding Toner", Maintenance and Specifications 🔵.
"📭Add toner. Replace Toner Cartridge."	The toner has run out. Replace the print cartridge.	For details, see "Adding Toner", Maintenance and Specifications 🔵.
"@Remote Cert. update failed"	Updating the @Remote certificate failed.	Turn the machine off, and then turn it on again. If the problem persists, contact your sales or service representative.

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Message	Causes	Solutions
"Cannot connect=>Comm.Serv. Check proxy user/ password."	The proxy user name or password is incorrect.	Check the proxy server settings, and then change the user name and/or password if they are incorrect.
"Change (Tray name) to the following settings:"	The size of the paper in the tray does not match the paper size specified in the printer driver.	Press [Change] to change the paper size and type settings of the tray, as indicated on the screen, and then load the appropriate paper in the tray. Otherwise, press [JobReset] to reset the job, or press [Form Feed] to force printing by specifying another tray.
"Cover Open. Please close the indicated cover."	A cover of the machine is open.	Close the cover as indicated on the control panel.
"Duplex mode is in off position for (tray name)"	The duplex mode for the indicated tray is not available.	Press [Change] to change the tray setting to allow duplex printing, or press [JobReset] to reset the job. Otherwise, press [Form Feed] to print on one side of a sheet.
"Enter password."	User Restriction is enabled.	Contact your administrator for the password.
"Failed to connect to server for Remote Diagnostics."	The machine cannot communicate with Remote Communication Gate.	Check the connection to the Remote Server Gate.
"Independent-supply toner"	Independent-supply toner is set.	Use the toner recommended for this machine.
"Load paper in (tray name)"	There is no paper in the specified tray.	Load the specified paper in the tray, press [JobReset] to reset the job.
"Prepare Replacement Check print cartridge replacement(s)."	The toner has run out.	Install a new print cartridge.
"Replacmnt Requrd Maint. Kit"	You need to replace the maintenance kit.	For details, see "Replacing Maintenance Kit", Maintenance and Specifications ⊙.

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Message	Causes	Solutions
"Replcmnt Requrd Drum Unit"	You need to replace the drum unit.	For details, see "Replacing Drum Unit", Maintenance and Specifications 🔘.
"Repl Requrd Soon Maint. Kit"	You will need to replace the maintenance kit soon.	Contact your sales or service representative to obtain a new unit.
"Rplcmnt Rqrd Soon:Drum Unit"	You will need to replace the drum unit soon.	Contact your sales or service representative to obtain a new unit.
"Set the Drum Unit correctly."	The drum unit may not be installed correctly.	Turn the machine off, and then install the drum unit again.
"Set the Maintenance Kit correctly."	The fusing unit may have not been installed correctly.	Turn the machine off, and then install the fusing unit again. If the message continues to appear after the unit is installed again, contact your sales or service representative.
"Set the Toner Cartridge correctly."	The print cartridge may have not been installed correctly.	Turn the machine off, and install the print cartridge again.
"Supply order has failed."	The automatic supply order failed.	The message indicates the machine tried to order the supplies.
"Waste Toner almost full"	The print cartridge must be replaced when the life of the waste toner is ending.	Prepare a new print cartridge.
"Waste Toner full"	The waste toner is full.	Replace the print cartridge. For details, see "Adding Toner", Maintenance and Specifications 🔘.

Messages Displayed When Using the Scanner Function

This section describes likely causes of and possible solutions for the error messages that appear on the control panel. If a message not described here appears, act according to the message.

Message	Causes	Solutions
"Authentication with the destination has failed. Check the settings."	The user name and password entered when sending to a folder were incorrect.	Enter the correct user name and password, and try again.
"Cannot write on memory device because remain. space is insufficient."	The memory device is insufficient and scan data cannot be saved.	Replace the memory device.
"Cannot write on memory device because the device is write-protected."	The memory device is write protected.	Unlock the write-protection on the memory device.
"Cannot write on memory device. Check memory device and machine sett."	The memory device is faulty, or the file name contains a character that cannot be used.	• Check to see if the memory device is defective. • Check the memory device. It might be unformatted, or its format might be incompatible with this machine. • Check the file name set at the time of scanning. For details on the characters that can be used in file names, see "Values of Various Set Items for Transmission Function", Scan ⊚. Check with your system administrator.
"Check the resolution and reset nnn original(s)." (A figure is placed at nnn.)	The scanned original exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See "Relationship between Resolution and Scan Size", Scan ⊚.
"Connection to PC failed. Check the settings."	• The destination computer name or folder name is invalid. • The entered user name or password was invalid.	• Check whether the computer name and the folder name for the destination are correct. • Check that the user name and password are correct.

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Message	Causes	Solutions
"Connection with the destination has failed. Check the status and connection."	The correct network settings are not made.	• Check the network settings of the client computer. • Check that components such as the LAN cable are connected properly. • Check that the server settings are correct and the server is working properly.
"Destination list has been updated. Selected destinations/ sender will be cleared."	A specified destination or sender's name was cleared when the destination list in the delivery server was updated.	Specify the destination or sender's name again.
"Exceeded max. data capacity Check resolution and Start."	The scanned data exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. See "Relationship between Resolution and Scan Size", Scan⊚.
"Exceeded max. E-mail size. Sending E-mail has been cancelled."	The maximum e-mail size has been exceeded.	• Increase the size of [Max. E-mail Size]. • Set [Divide & Send E-mail] to [On (per page)] or [On (per max. size)]. See "Send Settings", Scan ⊚.
"Exceeded max.memory capacity. Do you want to send the scanned data?"	The memory is full.	Specify whether to use the data or not.
"Exceeded max.memory capa. Scanning will be cancelled. Scanned data will be cleared."	The memory is full.	Try one of the following measures: • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution. • Delete unneeded stored files.

Message	Causes	Solutions
"Exceeded max. page capacity. Do you want to send the scanned data?"	The number of scanned pages exceeded maximum page capacity.	Select whether to send the data so far.
"Exceeded max. pg. per file. Press [Write] to wrt. scanned data to mem. device. Or press [Cancel] to delete."	The scan could not be completed because the maximum number of pages that can be scanned by this machine was exceeded during writing to the Memory device.	Reduce the number of documents to be written to the memory device and try again.
"Memory device error. Check the memory device."	A non-writable medium is being used.	Use a different medium.
"Memory device not detected. Insert the device."	There is no memory device inserted.	Insert a memory device, or check to see whether the memory device is properly inserted in the media slot.
"Memory is full. Press [Write] to write current scanned data to memory device. Or press [Cancel] to delete."	The scan could not be completed because there was insufficient memory at the time of saving to the memory device.	Select whether or not to save the scanned document to the memory device.
"Original is being scanned by another function."	The machine is using another function such as copying.	Retry scanning after the operation with the other function is completed.
"Sender's name is not selected. Specify sender's name."	You pressed [Start] key without selecting a sender's name.	Select the sender's name.
"Sending has failed."	The machine failed to send the file. A network error may have occurred during sending.	Try the operation once more. If the message is still shown, the network may be crowded. Contact the administrator.
"SMTP authent. E-mail address and Administrator E-mail address mismatch."	The SMTP authentication e-mail address and the administrator's e-mail address do not match.	Contact the administrator.

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Message	Causes	Solutions
"Transmission has failed. Insufficient memory in the destination hard disk."	There is not enough space on the receiver's hard disk.	Contact the receiver's administrator.

When Messages Are Displayed on Your Computer Screen

Messages Displayed When Using the Scanner Function

This section describes likely causes of and possible solutions for the main error messages displayed on the client computer when using the TWAIN driver. If a message not described here appears, act according to the message.

Message	Causes	Solutions
"Call Service Please call your service representative."	An unrecoverable error has occurred in the machine.	Contact your service representative.
"Cannot connect to the scanner. Check the network Access Mask settings in User Tools."	An access mask is set.	For details about an access mask, contact your administrator.
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." ("XXX" and "YYY" indicate scanner names.)	The main power switch of the previously used scanner is not set to "On".	Check whether the main power switch of the scanner used for the previous scan is turned on.
"Cannot find "XXX" scanner used for the previous scan. "YYY" will be used instead." ("XXX" and "YYY" indicate scanner names.)	The machine is not connected to the network correctly.	- Check that the previously used scanner is connected to the network correctly. - Cancel the personal firewall of the client computer. For details about firewall, see Windows Help. - Select the scanner used for the previous scan.

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Message	Causes	Solutions
"Clear Misfeed(s) in ADF."	A paper misfeed has occurred inside the ADF.	• Remove jammed originals, and then insert them again. For details about how to remove jammed paper, see "Removing Jammed Paper", Troubleshooting ⊚. • When a misfeed occurs, replace the jammed originals. • Check whether the originals are suitable to be scanned by the machine.
"Communication error has occurred on the network."	A communication error has occurred on the network.	Check whether the client computer can use the TCP/IP protocol.
"Error has occurred in the scanner driver."	An error has occurred in the driver.	• Check whether the network cable is connected correctly to the client computer. • Check whether the Ethernet board of the client computer is recognized correctly by Windows. • Check whether the client computer can use the TCP/IP protocol.
"Error has occurred in the scanner."	The application-specified scan conditions have exceeded the setting range of the machine.	Check whether the scanning settings made with the application exceed the setting range of the machine.
"Fatal error has occurred in the scanner."	An unrecoverable error has occurred on the machine.	An unrecoverable error has occurred in the machine. Contact your service representative.
"Insufficient memory. Close all other applications, then restart scanning."	Memory is insufficient.	• Close all the unnecessary applications running on the client computer. • Uninstall the TWAIN driver, and then reinstall it after restarting the computer.

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Message	Causes	Solutions
"Insufficient memory. Reduce the scanning area."	Scanner memory is insufficient.	• Reset the scan size. • Lower the resolution. • Set with no compression. For details about the settings, see TWAIN driver Help. The problem may also be due to the following causes: • Scanning cannot be performed if large values are set for brightness when using halftone or high resolution. For details about the relationship between scan settings, see "Relationship between Resolution and Scan Size", Scan ⊙. • If a misfeed occurs, you might not scan an original. Remove the misfeed, and then scan the original again.
"Invalid Winsock version. Please use version 1.1 or higher."	You are using an invalid version of Winsock.	Install the operating system of the computer or copy Winsock from the operating system CD-ROM.
"No response from the scanner."	The machine or client computer is not connected to the network correctly.	• Check whether the machine or client computer is connected to the network correctly. • Disable the client computer's own firewall. For details about firewall, see Windows Help.
"No response from the scanner."	The network is crowded.	Wait for a while, and then try to reconnect.

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Message	Causes	Solutions
"Scanner is in use for other function. Please wait."	A function of the machine other than the Scanner function is being used such as the Copier function.	• Wait for a while, and then reconnect. • Cancel the job that is being processed. For example, press [Exit], and then press the [OK] key. Next, press the [Copier] icon on the Home screen, and then press the [Clear/Stop] key. When the message appears on the screen, follow the instructions to cancel the job.
"Scanner is not available on the specified device."	The TWAIN scanner function cannot be used on this machine.	Contact your service representative.
"Scanner is not available. Check the scanner connection status."	The machine's main power switch is off.	Turn on the main power switch.
"Scanner is not available. Check the scanner connection status."	The machine is not connected to the network correctly.	• Check whether the machine is connected to the network correctly. • Deselect the personal firewall function of the client computer. For details about firewall, see Windows Help.
"Scanner is not available. Check the scanner connection status."	Network communication is not available because the machine's IP address could not be obtained from the host name. If only "IPv6" is set to [Active], the IPv6 address might not be obtained.	• Check whether the machine's host name is specified in the Network Connection Tool. For the WIA driver, check the [Network Connection] tab in the properties. • Use Web Image Monitor to set "LLMNR" of "IPv6" to [Active]. • In Windows XP, IPv6 addresses cannot be obtained from the host name. Specify the machine's IPv6 address in the Network Connection Tool.

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Message	Causes	Solutions
"Scanner is not ready. Check the scanner and the options."	The ADF cover is open.	Check whether the ADF cover is closed.
"The name is already in use. Check the registered names."	You tried to register a name that is already in use.	Use another name.

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10. Appendix

This chapter describes the trademarks.

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