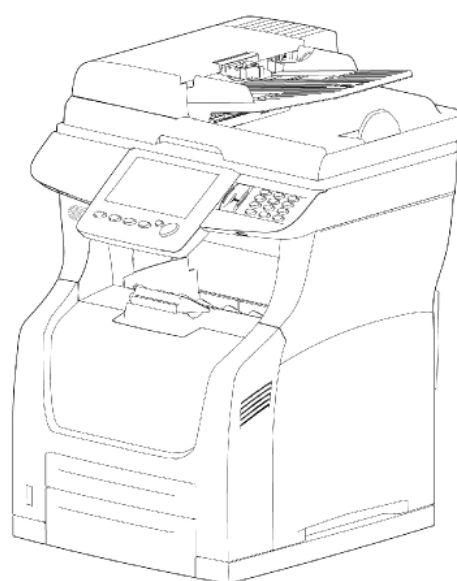


MF5990

Agoris M943



User Manual

SAGEMCOM

Dear Customer

For your safety and comfort, we urge you to carefully read the chapter safety [■ 121] before attempting use.

Congratulations on your purchase of a new generation communications terminal. A multifunction device able to fax, print, copy and scan, your machine suits even the most demanding professional requirements.

Combining power, user-friendliness and ease of use thanks to its touch screen, your machine offers the following functions:

- copy, print, and send/receive faxes in black and white
- scan in colour
- print server with hard disk
- local network usage (LAN 10 BaseT/100 BaseTx, PC Kit Companion Suite Pro)
- secure document printing
- access protection (user account management, biometric identification, user rights and administration of appliance resources)
- management of resources available to users (quotas, counters)

Depending on your machine model you can use 2 telephone lines simultaneously. For example, you can reserve one line for sending faxes and the other for receiving them. In this configuration, it is preferable to use direct telephone lines reserved exclusively for the machine in order to maintain it constantly in service and to receive communications without user intervention. Contact your administrator or telephone operator for how to connect your machine to the telephone network.

Rules for using symbols

This document makes use of symbols designed to help the reader identify the information supplied:

Symbol	Definition
 CAUTION	Indicates important safety information. Failure to respect these notes may lead to serious or even fatal injury. Read these notes carefully. You will find them in the Safety section of this manual.
 Warning	Indicates important safety information. Failure to respect these notes may lead to minor to moderate injury, or damage to the apparatus or equipment. Read these notes carefully. You will find them in the Safety section of this manual.
 Important	Indicates points to be read with special attention when using the device, and explanations of probable causes of paper jams, damage to originals or loss of data. Read these explanations carefully.
 Note	Indicates additional explanations about device functions, and instructions for resolving user errors.

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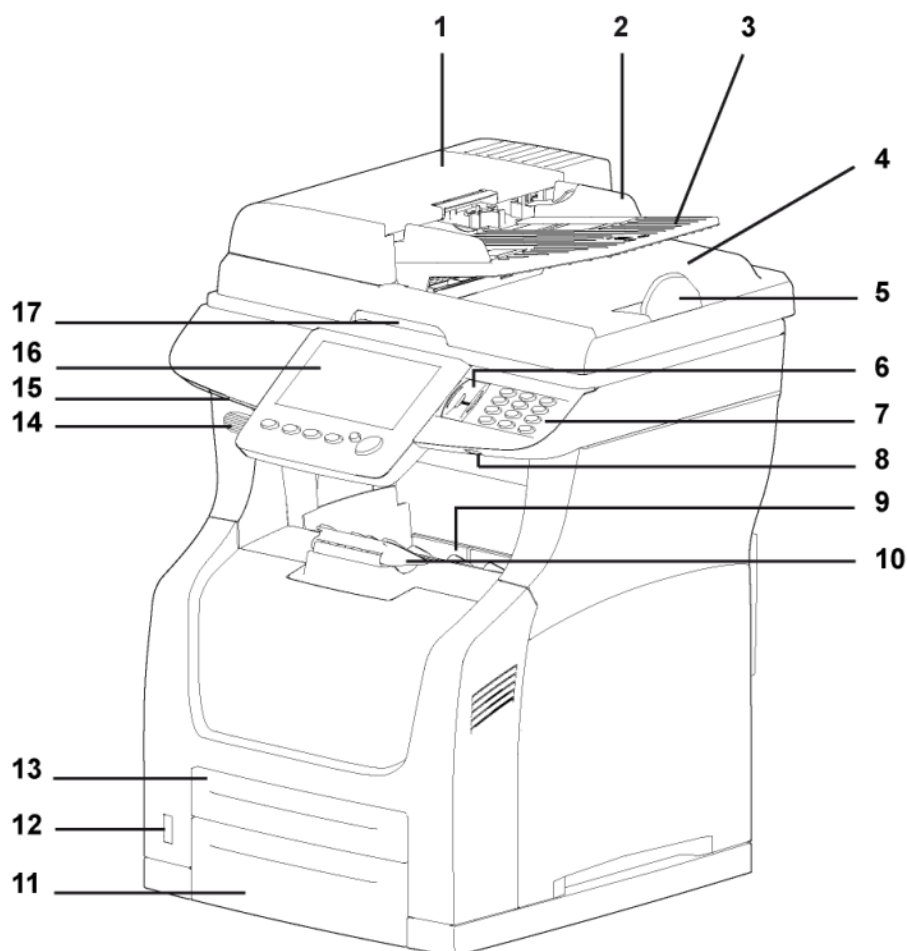
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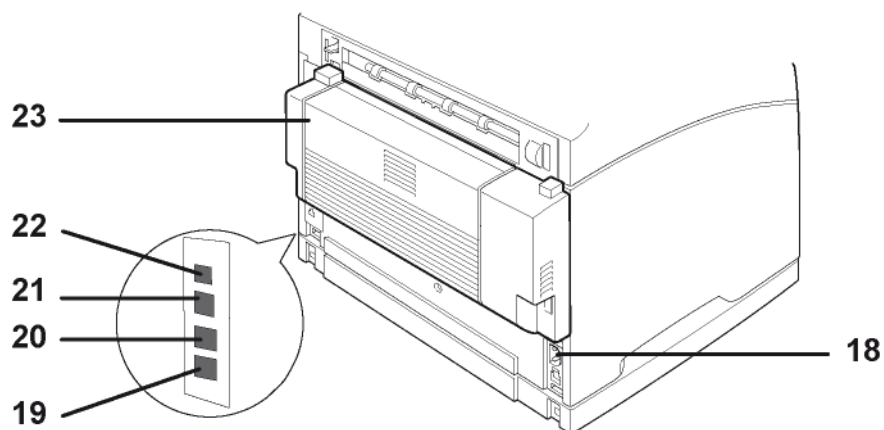
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Presentation of the machine

Description of the machine

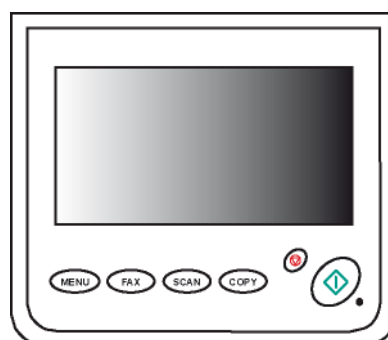


1	Automatic document feeder (ADF)	10	Paper reception stop
2	Paper adjustment guide	11	Main paper tray
3	Automatic document feeder	12	On/Off button
4	Original document output	13	Secondary paper tray
5	Paper reception stop	14	Toner cartridge access button
6	Fingerprint reader	15	Smartcard reader
7	Number pad	16	Touch screen
8	Master USB connector (USB key)	17	Access handle to flatbed scanner
9	← Paper output ← Toner cartridge access flap		



18	Power cable connection	21	LAN connector
19	LINE 1 In - telephone cable connection	22	Slave USB connector (for PC)
20	LINE 2 In - telephone cable connection (depending on the model)	23	Duplex module

Control panel description



Key	Description
	To access the machine's home screen
	To activate the Send Fax function
	To activate the Scan Document function
	To activate the Copy Document function
	← To cancel the operation in progress ← To exit a menu without saving the changes
	To run the operation in progress (copy, fax emission, scanning)
Light indicator	Machine status indicator: ← green: standby ← flashing orange: starting ← red: failure

Installation

Packaging contents

The packaging contains the components listed below:

- Multifunction printer
- Duplex module
- Front panel
- 1 toner cartridge
- 1 initialisation card
- 1 installation guide
- 1 User manual CD-ROM
- 1 installation CD-ROM for PC
- 1 power cable
- 1 telephone cable
- 1 consumable leaflet

Installing the machine

- 1 Unpack the machine and remove all protective shims, as illustrated in the installation guide.
- 2 Install the printer in a suitable place respecting the safety instructions described in the section Safety [■ 121].
- 3 Place the front panel and remove the protective plastic film from the screen, as illustrated in the installation guide.
- 4 Unpack the duplex module, as illustrated in the installation guide.
- 5 Install the duplex module at the rear of the machine, as illustrated in the installation guide.

Installing options

Caution



Before installing any options, the machine and the option to be installed must be switched off and disconnected from the mains power supply.

Additional paper tray

Consult the installation guide supplied with this option for installation instructions.

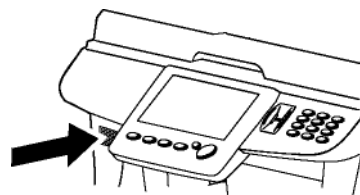
Perfume diffuser

The perfume unit is an option enabling you to install a perfume diffuser on the machine. When this option is installed and activated, the machine diffuses perfume every hour, and for a period of time defined by you. Consult the installation guide supplied with this option for installation instructions.

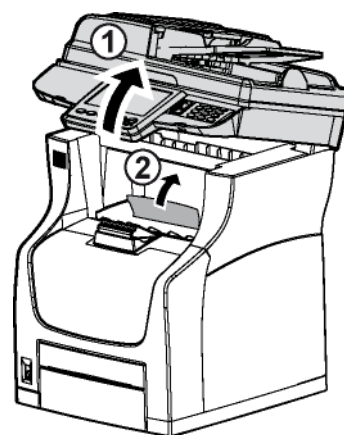
To activate and configure this option, consult the section Perfume setting [■ 24].

Installing the toner cartridge

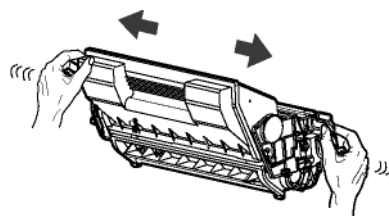
- 1 Stand opposite the machine.
- 2 Press the toner cartridge access button.



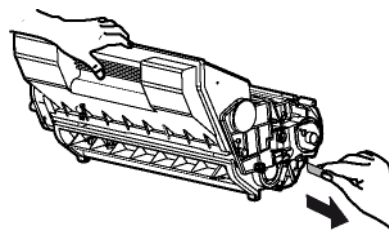
- 3 Lift up the flatbed scanner and open the access flap to the toner cartridge.



- 4 Unpack the new toner cartridge and shake it gently 7 to 8 times to distribute the toner evenly through the cartridge.
Shaking the toner cartridge carefully will guarantee the maximum number of copies per cartridge.



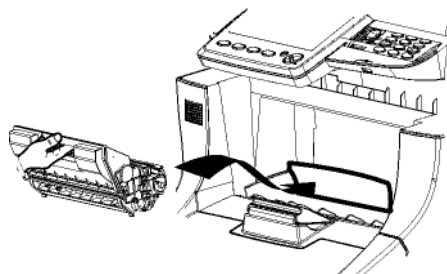
- 5 Take hold of the toner cartridge by the handle, place it on a flat surface and remove the cover by pulling on it horizontally.



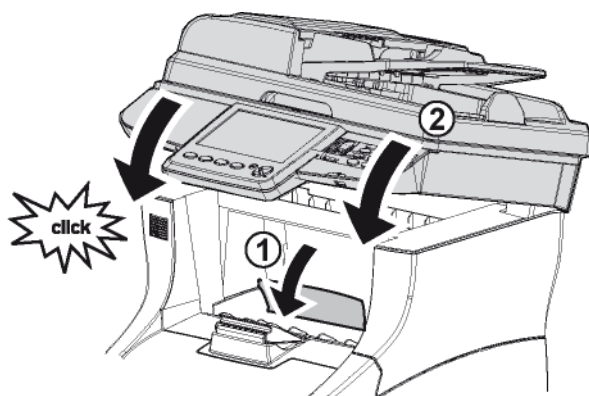
Note

Make sure you remove the toner cartridge cover horizontally so as not to break it inside the toner cartridge.
After removing the cover, do not shake the toner cartridge. You may risk spilling toner.

- 6 Insert the toner cartridge into its compartment, pushing it fully in until it engages (last movement downwards).



- 7 Close the access flap to the toner cartridge and lower the flatbed scanner.

**Loading media****Note**

Before loading paper, consult the section Recommendations for paper [139].

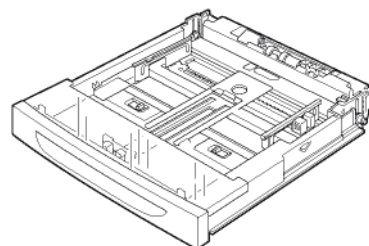
Loading paper into the paper tray

The procedure for loading paper described in this section applies to all paper trays in the machine.

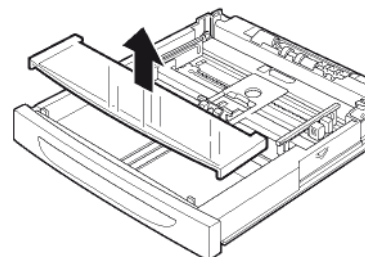
Note

If you are using paper format greater than A4, see the section Loading paper format larger than A4 [10].
If you are using transparencies, see the section Loading transparencies into the paper tray [11].

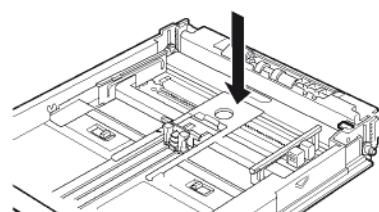
- 1 Remove the paper tray from the machine and place it on a flat surface.



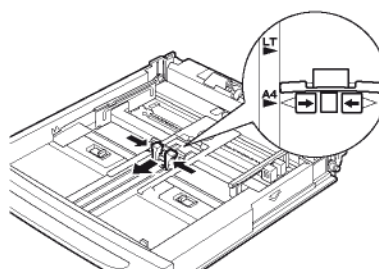
- 2 Remove the cover from the paper tray.



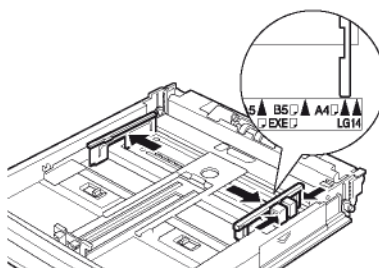
- 3 Press the paper compression flap to lock it.



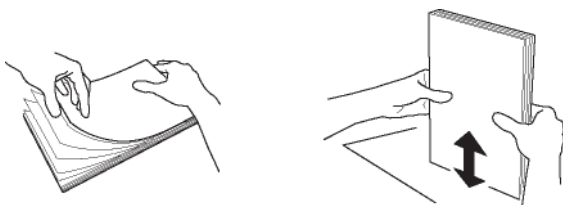
- 4 Press on the longitudinal paper guide and slide it to the required paper format.



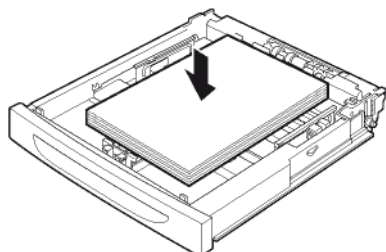
- 5 Press on the right lateral paper guide and slide it to the required paper format.



- 6 Fan the paper and even it up on a flat surface to prevent paper jams or skewed prints.



- 7 Load the sheets into the paper tray with the print surface facing up.



- 8 Make sure the paper does not exceed the fill limit.

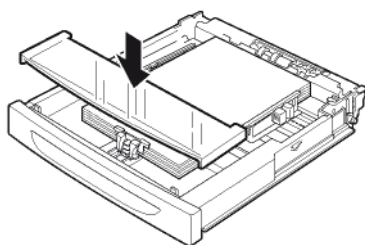
Note



The loading capacities depend on the paper tray used:

- main / additional paper tray: up to 550 sheets of standard paper (80g/m² [22lb])
- secondary paper tray: up to 150 sheets of standard paper (80g/m² [22lb])

- 9 Replace the cover on the paper tray. Ensure that the cover is properly closed.



- 10 Replace the paper tray in the machine and push it in fully.

- 11 Define the paper format and type used in the machine.

⇒ The machine automatically detects standard paper formats. To check / define the format and type of paper loaded, consult the section Paper settings [■ 25].

Loading paper format larger than A4

The procedure for loading paper described in this section applies to all paper trays in the machine.

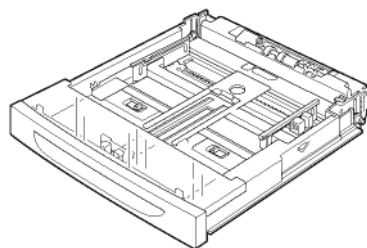
Note



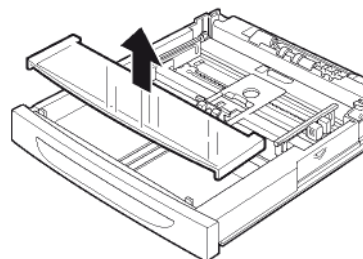
If you are using paper format smaller than A4, see the section Loading paper in the paper tray [■ 9].

If you are using transparencies, see the section Loading transparencies into the paper tray [■ 11].

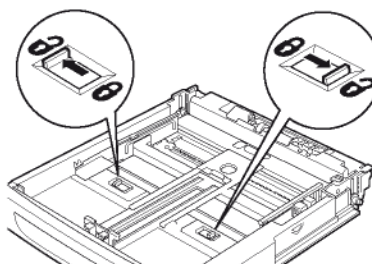
- 1 Remove the paper tray from the machine and place it on a flat surface.



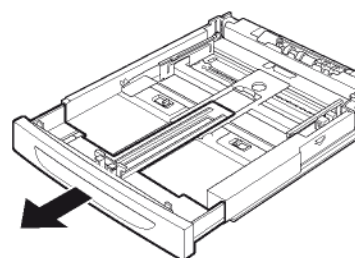
- 2 Remove the cover from the paper tray.



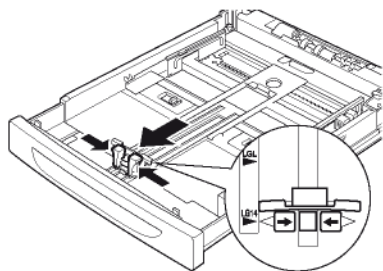
- 3 Unlock the two catches by sliding them towards the outside.



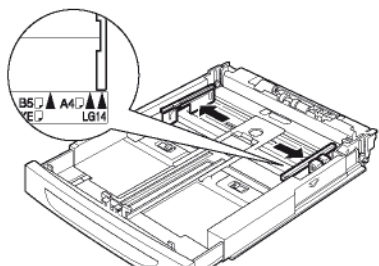
- 4 Pull the extendable part of the paper tray by taking hold of the handle and pulling it to the required paper format.



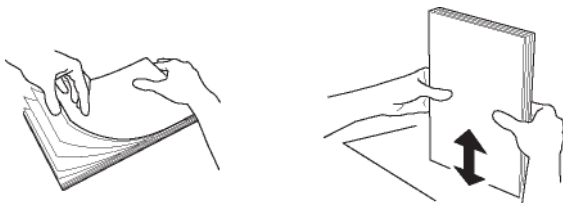
- 5 Press on the longitudinal paper guide and slide it to the required paper format.



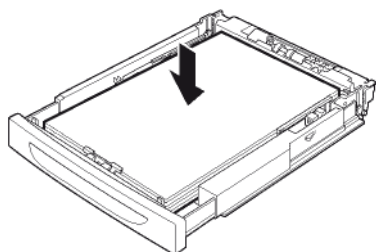
- 6 Press on the right lateral paper guide and slide it to the required paper format.



- 7 Fan the paper and even it up on a flat surface to prevent paper jams or skewed prints.



- 8 Load the sheets into the paper tray with the print surface facing up.



- 9 Make sure the paper does not exceed the fill limit.

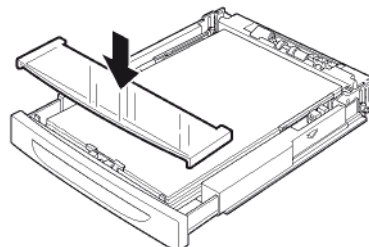
Note



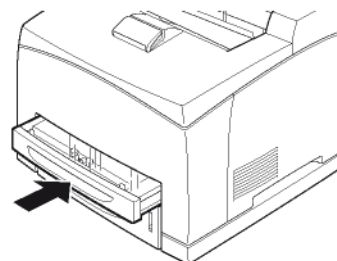
The loading capacities depend on the paper tray used:

- main / additional paper tray: up to 550 sheets of standard paper (80g/m² [22lb])
- secondary paper tray: up to 150 sheets of standard paper (80g/m² [22lb])

- 10 Replace the cover on the paper tray. Ensure that the cover is properly closed.



- 11 Replace the paper tray in the machine and push it in fully.



- 12 Define the paper format and type used in the machine.

⇒ The machine automatically detects standard paper formats. To check / define the format and type of paper loaded, consult the section Paper settings [■ 25].

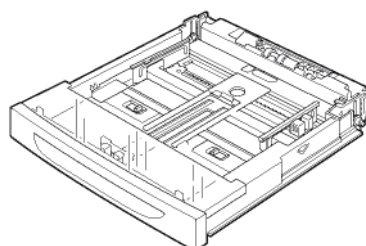
Loading transparencies into the paper tray

Caution

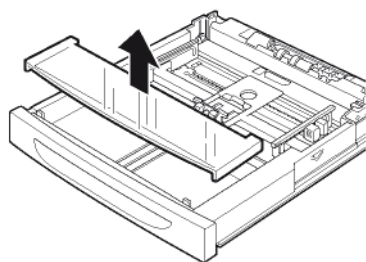


Only use transparencies for black and white printing.
Never use transparencies for colour printing. You may risk damaging the machine.
Remove printed transparencies from the output tray to prevent the accumulation of static electricity.

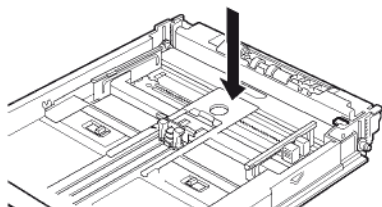
- 1 Remove the paper tray from the machine and place it on a flat surface.



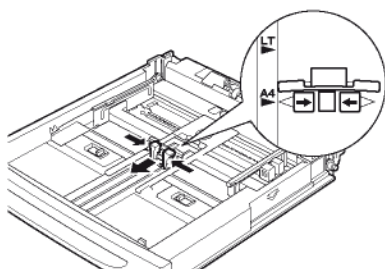
- 2 Remove the cover from the paper tray.



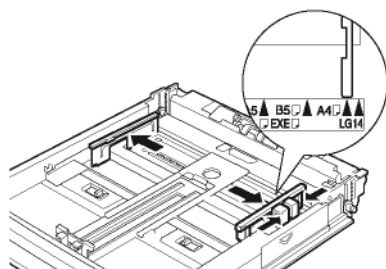
- 3 Press the paper compression flap to lock it.



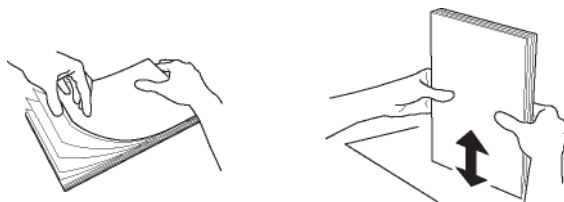
- 4 Press on the longitudinal paper guide and slide it to the required paper format.



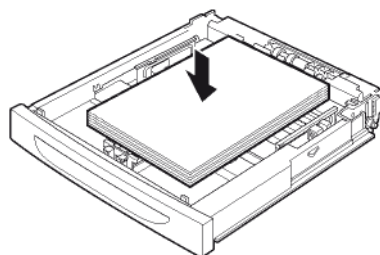
- 5 Press on the longitudinal paper guide and slide it to the required paper format.



- 6 Fan the transparencies in small quantities and even them up on a flat surface to prevent paper jams or skewed prints.



- 7 Load the transparencies into the paper tray with the print surface facing up.



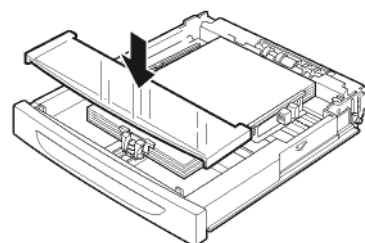
- 8 Make sure the transparencies do not exceed the fill limit.

Note



The loading capacities depend on the thickness of the transparencies used. You can load up to 100 transparencies of standard thickness in the paper trays.

- 9 Replace the cover on the paper tray. Ensure that the cover is properly closed.



- 10 Replace the paper tray in the machine and push it in fully.

- 11 Define the format and type of transparencies used in the machine.

⇒ The machine automatically detects standard paper formats. To check / define the format and type of paper loaded, consult the section Paper settings [■ 25].

Starting up the machine

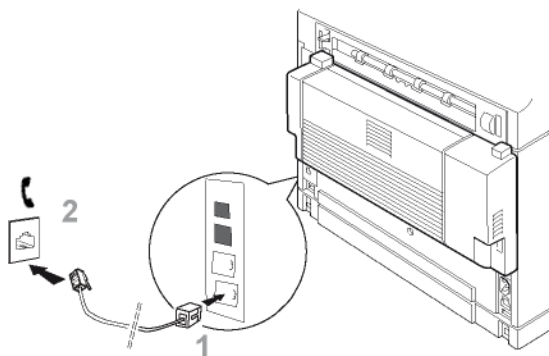
Connecting the machine

WARNING



Before connecting the power cable, you must consult the Safety Instructions [■ 121].

- 1 Connect one end of the telephone cable to the machine socket and the other to the wall telephone socket.



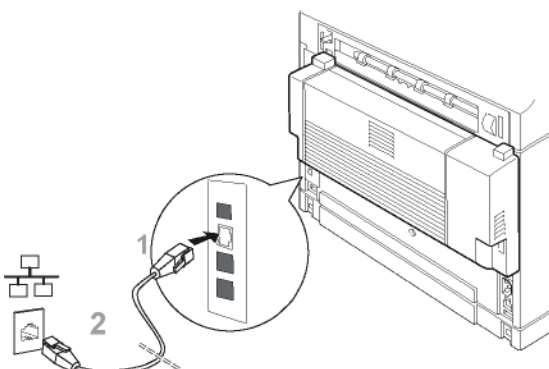
Note



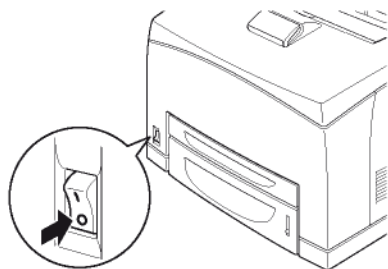
If you have the dual-line model, and you want to connect the machine to two dedicated telephone lines:

- a) Connect the end of the telephone line cable **1** to the **L1** machine socket.
- b) Connect the end of the telephone line cable **2** to the **L2** machine socket.
- c) Connect the other ends of the line **1** and **2** cables to the corresponding telephone wall sockets.

- 4 Connect one end of the LAN network cable (not supplied) to the machine port and the other to your local network port for the machine.



- 5 Ensure that the On/Off button is on Off (position 0).

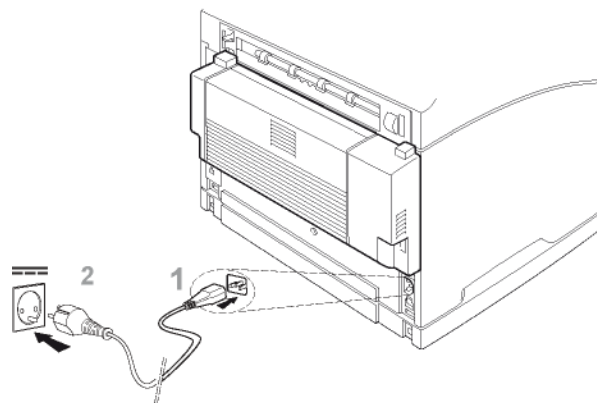


- 6 Connect the mains cable to the machine. Connect the mains cable to the wall socket.

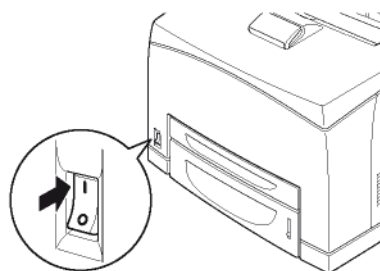
WARNING



The power cable is used to disconnect the machine from the power supply. As a precaution, the mains power socket must be located near the machine and easily accessible in the event of danger.



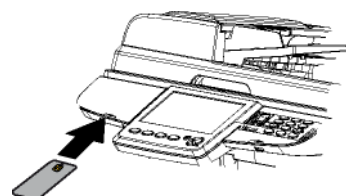
- 7 Press the On/Off button to switch the machine on (position I).



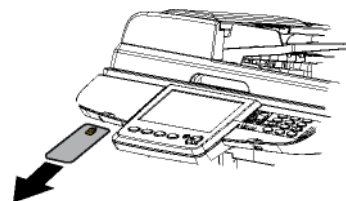
Initial configuration of the machine

After a few seconds, when the printer preheating phase is complete, the machine initialisation phase starts.

- 1 Insert the initialization card provided with the machine in the card reader.



- 2 Once the analysis is complete, remove the initialization card from the card reader.



In this section, you will find the initial settings to be configured to be able to use your machine's basic functions:

- geographic settings (country, language, communication network);
- date / time settings;
- fax settings (machine name and number);
- local network settings (automatic configuration of the Ethernet network);
- paper settings.

Note



This section will help you to first configure the machine, assuming the use of a direct telephone line on the PSTN network, and an Ethernet configuration via a DHCP server with automatic allocation of IP address. Consult the section Configuring the machine and services [21] if you want to configure the machine differently.

To configure the **geographic** settings:

- 1 Press the **MENU** key.
- 2 Press **OTHER COMMANDS > SETTINGS > GENERAL > GEOGRAPHICAL > COUNTRY**.
- 3 Select the required country from the list. Use the up and down arrows to scroll through the available countries. Press **OK** to confirm the new setting.
 - ⇒ Choosing the country automatically configures the machine's default language and the telecommunications network.
- 4 In the navigation path at the top of the screen, press **GENERAL** to return to the previous menu.

To set the machine's **date and time**:

- 1 In the menu **GENERAL**, press **DATE AND TIME**.
- 2 Press **TIME**. Enter the time using the virtual keyboard. Press **OK** to confirm the new setting.
- 3 Press **DATE**. Enter the date using the virtual keyboard. Press **OK** to confirm the new setting.
- 4 In the navigation path at the top of the screen, press **GENERAL** to return to the previous menu.

To define the machine's **number and name**, required for the fax function:

- 1 In the menu **GENERAL**, press **FAX**.
- 2 Press **PHONE NUMBER LINE 1**. Enter the number using the virtual keyboard. Press **OK** to confirm the new setting.
- 3 Press **LINE 1 NAME**. Enter the machine's name using the virtual keyboard. Press **OK** to confirm the new setting.
- 4 In the navigation path at the top of the screen, press **SETTINGS** to return to the previous menu.

To run an **automatic configuration of the Ethernet network** (automatic allocation of the IP address via the DHCP server):

- 1 In the menu **SETTINGS**, press **COMMUNICATION > LOCAL NETWORK > IPV4 > ADDRESS ALLOCATION**.

- 2 Select **AUTOMATIC** from the options available in the list. Press **OK** to confirm the new setting.
 - ⇒ The machine will search for a DHCP or BOOTP server on the local network that can dynamically allocate its network settings.
 - ⇒ This operation may take a few minutes.
- 3 Check that the parameters **IP ADDRESS**, **SUBNET MASK**, **GATEWAY**, **PRIMARY DNS**, **SECONDARY DNS**, **WINS 1 SERVER** and **WINS 2 SERVER** are correctly entered. If this is not the case, you will have to configure them manually.
- 4 Press **MENU** to return to the home screen.

To check and/or specify the **paper type and format** for each machine tray:

- 1 Press **PAPER**.
- 2 Press **FORMAT**. Check that the paper format detected in each tray is correctly entered. To correct a paper format, press on the corresponding tray; select the required format from the list and press **OK** to confirm.
- 3 Press **TYPE**. Check that the paper type detected in each tray is correctly entered. To correct a paper type, press on the corresponding tray, select the required paper type from the list and press **OK** to confirm.
- 4 Press **MENU** to return to the home screen.

Consult the section Configuring the machine and services [21] for more available parameters, and to configure the machine according to your specific needs.

Getting to know the machine

Please read this section carefully to get to know your machine.

In it you will find the operating principles required whatever function you are using.

Navigation principles

Using the buttons

Navigating through the machine's functions and menus is very intuitive.

The touch screen displays the functions, menus, actions and parameters in the form of **buttons**.

Just press on a button to open a menu and access the sub-menus, run an action or change a parameter.

A **greyed-out button** means the function or action is unavailable (depends on another deactivated setting, or an option not installed, etc.).

Virtual editor

When you press on a parameter to change it, the machine automatically displays a **virtual editor**: a number pad for entering figures (e.g.: fax number), an alphabetical keypad for entering text (e.g.: file name). Check boxes or lists are used for activating or selecting functions.

When changing a field, conventional **text editing** actions are available: delete the character before the cursor

(←), move through the data field (↔), switch from upper to lower case, or display / hide punctuation marks and special characters.

Whatever the modification to be made, the editor allows you to carry out the following:

- **OK**: confirm the modification
- **CANCEL**: cancel the modification

Screen scrolling

When a dedicated function (e.g. copy a document) or menu (e.g. create a contact in the address book) includes a series of parameters on several screens, the lower frame on the screen displays the button **OTHER COMMANDS** or **OTHER PARAMETERS**.

You can scroll through the screens by pressing the button **OTHER COMMANDS** or **OTHER PARAMETERS**.

Navigation path

To help know where you are in the menu arborescence, the upper frame of the screen displays the **navigation path** leading to the current menu. For example, to create a contact in the address book, the path is as follows:

- 1 Press the **MENU** key to display the home screen.

- 2 Press the **ADDRESS BOOK** button.

- 3 Press the **CONTACTS** button.

- 4 Press **CREATE**.

⇒ The upper frame displays the following navigation path: **icon Home > ADDRESS BOOK > CONTACTS > CREATE**.

Use the navigation path to find your way around the menus, but also to return to a previous menu or directly to the home screen, by pressing directly the required button:

- **CONTACTS** to return to the previous menu
- **Home icon** to return to the home screen, etc.

The procedures described in this document use the principles of the navigation path. Thus, access to the creation of a contact in the address book is described as follows:

- 1 Press the **MENU** key.
- 2 Select **ADDRESS BOOK > CONTACTS > CREATE**.

The parameters that can be changed are then presented one by one with a description of the required data and confirmation of the modifications.

Presentation of specific functions

The machine is equipped with special keys enabling you to access specific functions directly:

- : activates the **send fax** function.
In this mode, the machine displays by default the screen for entering a fax number. You can start to configure your fax emission.
- : activates the **scan and send document** function.
In this mode, the machine displays by default the screen to select a Scan to function. Once selected, you can start to configure how your document is sent.
- : activates the **copy document** function.
In this mode, the machine displays by default the screen for entering the number of copies to make. You can start to configure how your document is copied.

The **backlit key** identifies the **mode activated** on the machine.

Refer to the specific chapters for these functions for more information on how they work and tips for using them:

- Photocopying documents [■ 49]
- Faxing documents [■ 53]
- Scanning and sending documents [■ 71]

Presentation of the home screen and menus

The home screen allows you to access:

- machine configuration utilities and menus
- monitoring of operations and communications in progress
- warning and error messages

The machine displays the home screen either:

- by pressing the **MENU** key
- by pressing the **Home icon** in the navigation path
- or when a specific function is running, to display the current operation progress (document being scanned, fax being sent, etc.)

The home screen displays the available menus in the left and right frames. The central frame displays the current operations and warning or error messages in the form of buttons.

Configuration utilities and menus

The home screen allows you to access the following configuration utilities and menus:

Button	Description
SEND QUEUE	The emission queue contains all the documents waiting to be sent and being sent (faxes, sent by the local network, etc.). For more information, see sections Monitoring fax emissions [■ 56] et Monitoring document emissions [■ 77].
PRINT QUEUE	The print queue holds all the documents waiting to be printed or being printed. For more information, consult the section Monitoring printing [■ 61].
USB KEY	This menu is specially for a USB key and is only accessible when a USB key is inserted in the machine. For more information, see section Using a USB memory key [■ 67].
ADDRESS BOOK	Press this button to access the machine's address book and manage contacts and contact lists. For more information, consult the section Address book [■ 79].
MOBILE PRINT	This menu is used for printing documents sent by email. For more information, consult the section Printing documents sent by email [■ 63].

Button	Description
STANDBY	Press this button to switch the machine to standby immediately. For more information, consult the section Immediate standby [■ 22].
SETTINGS	This menu allows you to access the machine's configuration parameters. For more information, see section Configuring the machine and services [■ 21].
STATUS	This menu includes the hardware and software information for the machine, for use in the event of technical intervention. For more information, consult the section Hardware and software information [■ 43].
REPORTS	This menu allows you to access report printing (function guide, consumable status, activity counters, current settings, address book entries, existing user accounts, prints to be released, installed fonts and communications log).
IDENTIFICATION	The administrator may restrict access to certain machine functions. In this case, only authorised users can use the restricted functions after they have identified themselves correctly. This menu allows you to access the options in your user account. For more information, consult the section Logging in on the machine.
CONSUMABLES	This utility allows you to check the status of the machine's consumables. For more information, consult the section Consumable status [■ 43].
PAPER	Use this menu to check or specify paper formats and types loaded in the machine's paper trays. For more information, consult the section Paper settings [■ 25].

Button	Description
LANGUAGE	The administrator may define two preferred languages for displaying machine menus. Press this button to switch from one language to the other.
INTERNET	The administrator can configure the machine to connect to the internet via the telephone line. This menu allows you to manually force a connection in order to: ← send / receive emails; ← authorise technical support to take control of the machine (see Remote reading and maintenance [■ 40])

Monitoring of operations and communications in progress

The operations and communications in progress are displayed in the central frame of the home screen in the form of **buttons**.

Sending a fax is thus represented by a button labelled *Fax emission*, receiving a fax by a button labelled *Fax reception*, etc.

To help you identify the operations and communications in progress, the possible **labels** are as follows:

Label	Action in progress
<i>COPY</i>	Photocopy in progress.
<i>FAX SCAN</i>	Document scanning in progress before fax emission.
<i>PC SCAN</i>	Document scanning in progress before sending to a computer (Scan to PC function).
<i>FAX EMISSION</i>	Fax emission in progress on the telephone line.
<i>FAX RECEPTION</i>	Fax reception in progress on the telephone line.
<i>MAIL EMISSION</i>	Email emission in progress.
<i>MAIL RECEPTION</i>	Email reception in progress.
<i>PRINT PC</i>	Document printing in progress sent from a computer.
<i>PRINT FAX</i>	Printing in progress of a fax or email received.

Label	Action in progress
<i>PRINT REPORT</i>	Printing in progress automatically generated by the machine (emission report, communication log) or launched by a user from the machine menu (printing of function guide, address book, settings, etc.).
<i>ANALYSE USB KEY</i>	Analysis in progress of the content of a USB key inserted in the machine.
<i>SWITCH TO STANDBY</i>	machine switching to standby when conditions are met.

To **check or consult** the operation data, just press the corresponding button. A detailed description window is displayed on the screen. In the event of simultaneous actions, a selection list allows you to choose the operation you require.

Once the operation or communication is complete, the corresponding button disappears.

If a communication could not be completed and requires sending again, the button disappears but the emission request is reallocated to the emission queue for subsequent emission.

To **cancel** the operation in progress, press the  key. A confirmation message is displayed.

Warning and error messages

When there is a problem on the machine, a warning window is automatically displayed on the screen, with a detailed description of the problem encountered.

Depending on the gravity of the problem, you should act immediately to correct it (paper jam, empty paper tray, etc.), or confirm that you acknowledge the warning (toner nearly out).

If you ignore the message by closing the window or if the touch screen is not touched for several seconds, the warning or error window closes. However, it is recorded in the central frame of the home screen in the form of a **button**.

The **label** is used to rapidly identify the nature of the problem (e.g.: paper jam). A colour code is used to identify the **gravity** of the problem:

- **red**: a serious error has occurred, rendering one or more machine functions unusable. You must resolve the incident immediately (e.g.: paper jam, paper out, cover open, toner out).
- **orange**: a minor problem has occurred. You must resolve the incident as soon as possible (e.g.: toner nearly out).

To **consult** the warning message or error, just press the corresponding button. A detailed description window is displayed on the screen.

Inserting original documents

The instructions for inserting original documents are the same for copies, faxes or scanned documents.

Using the flatbed scanner

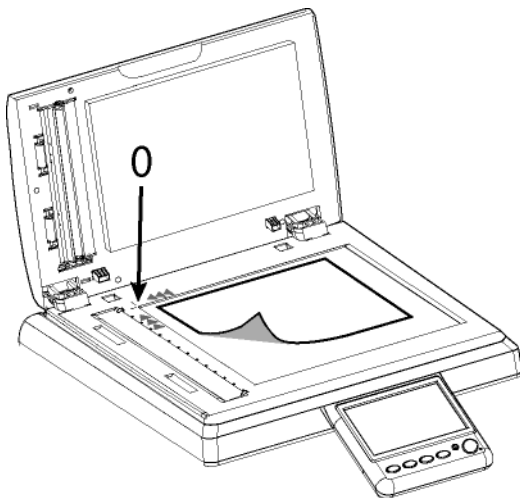
Accepted formats

The format of documents for scanning should respect the following conditions:

- Maximum length: 299 mm.
- Maximum width: 219 mm.

Inserting the document

- 1 Open the cover of the flatbed scanner.
- 2 Place your document with the side to be copied face down on the window respecting the indications around the window.



- 3 Close the cover of the flatbed scanner.

Using the autofeed scanner

The autofeed scanner enables you to scan original documents comprising one or several sheets. You can place up to 70 sheets of 80 g/m² in the automatic feeder.

Accepted formats

A5, A4, Letter, Legal or any other format respecting the following conditions:

- Length between 140 mm and 358 mm.
- Width between 139 mm and 219 mm.
- Weight between 60 and 105 g/m².

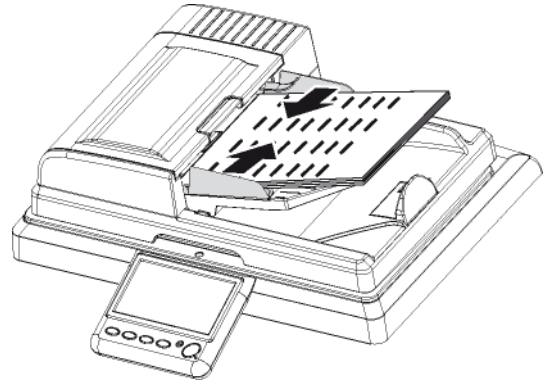
Recommendations for use

- Do not load documents of different sizes or weights.
- Remove staples or paper clips before inserting documents in the automatic feeder.
- Do not insert the following types of documents:
 - Creased or folded paper.
 - Torn paper.
 - Corrugated paper

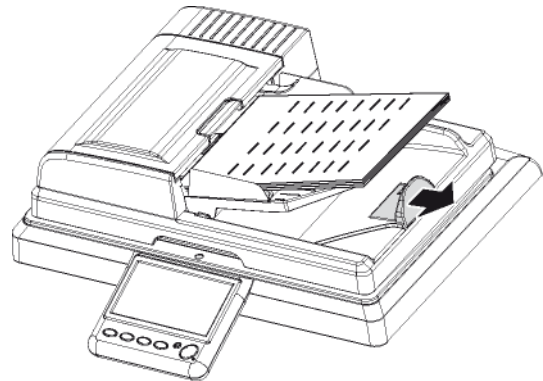
Inserting the document

- 1 Move the paper guides apart to the maximum.
- 2 Insert your document in the automatic feeder, side to be copied facing upwards.

- 3 Adjust the paper guides against the document.



- 4 Set the limit stop on the output tray for scanned documents to the size of the original document.



Using the Multiple Scan option correctly

To meet your scanning needs, the **Scan to** functions allow you to "add" and group pages from several documents in the same emission.

Activating the **Multiple Scan** option is especially useful in the following cases:

- you are using the autofeed scanner and your document is voluminous. The number of pages exceeds the capacity of the document feeder (70 pages 80 g/m²), but you want the recipient to receive a single file.
- you are using the flatbed scanner and your document contains several pages that you want to scan one after the other so that the recipient receives a single file.
- you want to use the flatbed scanner and the autofeed scanner to scan different pages, but you want the recipient to receive a single file.

Use the following table to know how to configure and use the **Multiple Scan** option.

Setting	Description
NO	Multiple Scan deactivated. The machine operates a single scanning operation. Before sending, the machine checks for the presence of paper in the document feeder. ← If a document is detected, the scan is launched from the autofeed scanner. ← If no document is present in the document feeder, the scan is launched from the flatbed scanner. Once the scan is complete, the machine sends the document.
YES	Multiple Scan activated. The machine allows you to repeat the scanning operations, and scan several groups of documents. Before sending, the machine checks for the presence of paper in the document feeder. ← If a document is detected, the scan is launched from the autofeed scanner. ← If no document is present in the document feeder, the scan is launched from the flatbed scanner. Once the scan is complete, a message is displayed asking you to accept or refuse scanning of additional pages. 1 retrieve the previously scanned document. 2 Place the next document in the scanner of your choice. 3 Accept the additional scan. 4 Once the document scan is complete, refuse the scanning of additional pages. The machine then sends the scanned document.

Logging in on the machine

Depending on the machine configuration, access to functions may require logging in with a user code or by fingerprint reading. This information is defined in your user account by the machine administrator.

For your login information and user rights attributed to you, consult your machine administrator.

When a function (e.g.: copy, scan, etc.) or access to a function requires authorisation, a login screen is displayed.

To login in under your user account:

- enter your 4-digit user code using the virtual keyboard or the keypad.

- if you have recorded your fingerprint in your user account (see Personalising your user account / fingerprint), place your reference finger on the fingerprint reader and slide it slowly downwards.

When identification is successful, the machine allows you to access the function requested or performs the action in progress.

If identification fails, the machine displays an explanatory message (insufficient rights, unknown account, etc.). In this case, consult your machine administrator to check the validity of your identification.

Logging in or out of your user account

When the use of or access to a function requires rights, the machine displays the identification screen. If the machine is unused for a certain time, defined by the security level in your user account, you are automatically logged out.

However, you may manually force the connection or disconnection from your user account.

To **login** manually:

- 1 Press **MENU**.
- 2 Press **[OTHER COMMANDS] > IDENTIFICATION > LOGIN**.

⇒ The machine displays the identification screen.

To **log out** manually:

- 1 Press **MENU**.
- 2 Press **[OTHER COMMANDS] > IDENTIFICATION > LOG OFF**.

⇒ The machine disconnects you from your user account.

Personalising your user account / fingerprint

Your user account is created by the machine administrator, who will inform you of your 4-digit user code.

You can personalise some information:

Information	Description
Code	The 4-digit code for your user account. This code is unique and personal. Note: only the administrator can modify the user code.
Name	This information is optional, and may be useful to rapidly identify your work, especially in the print queue.

Information	Description
Email Address	Enter your email address if you wish to receive your fingerprint by email. You may then send documents securely from your computer for printing by attaching your fingerprint (see Secure printing [60]). Each time your email is changed, the machine automatically sends you your fingerprint if it is recorded.
Fingerprint	This action allows you to record the fingerprint of one of your fingers (reference finger), and use this identification method on the machine. Note: you are free to use either your 4-digit user code or your fingerprint to identify you. If you have entered your email address, the machine automatically sends you your fingerprint. Each time your fingerprint is changed, the machine automatically sends you the updated fingerprint if you have entered your email address.

To personalise your user information:

- 1 Press **MENU**.
- 2 Press **[OTHER COMMANDS] > IDENTIFICATION > PERSONAL DATA**.
⇒ The machine displays the identification screen.
- 3 Enter your 4-digit user code using the virtual keyboard or the keypad.
⇒ The consultable / customisable information in your user account appears on the screen.
- 4 To personalise your user account name, press **NAME**. Enter the name using the virtual keyboard.
In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 5 To enter your email address, press **EMAIL ADDRESS**. Enter your email address using the virtual keyboard. In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 6 To enter your fingerprint, press **FINGERPRINT**. Place the finger you will always use, your reference finger, on the fingerprint reader and slide it slowly downwards. The machine informs you when the option is successful.
⇒ If you have entered your email address, the machine automatically sends you your fingerprint.
- 7 When you have made the modifications, press **MENU** to return to the home screen.

Configuring the machine and the services

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Printing out the guide to functions

Print out the guide to functions to familiarize yourself with the machine's available functions and the structure of the menus.

To print out the guide to functions:

- 1 Press **MENU**.
- 2 Select **REPORTS > GUIDE**.

⇒ The machine prints out the guide to functions.

Remote configuration

You can configure and consult the same parameters remotely as those used locally.

Prerequisites

To be able to remotely configure the terminal, you should:

- have a web browser on your PC (Internet Explorer version 5 or later for optimal operation).
- define the parameters of the machine's local network - IP address, local address filter, etc. (see Network characteristics).

Accessing the integrated web server

- 1 Open a browser with the PC that is registered on the network.
- 2 Enter the machine's IP address in the address field and confirm by pressing **Enter**.
- 3 When the home page opens, select the interface language.
- 4 Change the required parameters on the screen and confirm.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

If user rights management is activated, and if access to the web server is restricted only to authorized user accounts:

- the site will only accept a maximum of 5 users connected at once.

- the site will only accept 1 active session per user connected.
- some operations may be cancelled if they are already being executed by another connected user.

General settings

Date/Time Settings

Note



The date and the time can be set automatically if an SNTP server is present on the network. For more information, consult the section *Configuring the SNTP server* [36].

Setting the date and the time

At any time, you can edit the machine's date and time.

- 1 Press **MENU**.
- 2 Select **SETTINGS > GENERAL > DATE AND TIME**.
- 3 Select **TIME** to set the machine time.
- 4 Enter the time using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character. Press **OK** to confirm the new setting.
- 5 Select **DATE** to set the machine date.
- 6 Enter the date using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character. Press **OK** to confirm the new setting.
- 7 Press **MENU** to return to the home screen.

Personalizing the date and time format

You can modify the display format of the date and time to your needs.

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMFORT > DATE/TIME**.
- 3 Select **TIME FORMAT**.
- 4 Select the required format from the list. Press **OK** to confirm the new setting.
- 5 Select **DATE FORMAT**.
- 6 Select the required format from the list. Use the up and down arrows to scroll through the available formats. Press **OK** to confirm the new setting.
- 7 Press **MENU** to return to the home screen.

Setting winter / summer time

You can activate automatic management of winter and summer time. The time will be changed automatically on the last Sunday in March for the switchover to summer time (+1hr) and the last Sunday in October for the switchover to winter time (-1hr).

To activate the automatic time change:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMFORT > DATE/TIME**.
- 3 Press **AUTO ADJUST**.
- 4 Select the required status from the list. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Defining the time zone

To define the time zone:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMFORT > DATE/TIME**.
- 3 Press **TIME ZONE**.
- 4 Select the time zone from the list. Use the up and down arrows to view all available time zones.
- 5 Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Geographic Settings

These parameters enable you to use your machine in the various pre-configured countries and in various languages.

Defining the country

By choosing a country, the following are reset:

- the public telephone network parameters;
- the machine's default language;
- the type of virtual keyboard;
- the display format for the date and time.

To define the country:

- 1 Press **MENU**.
- 2 Select **SETTINGS > GENERAL > GEOGRAPHICAL > COUNTRY**.
- 3 Select the required country from the list. Use the up and down arrows to scroll through the available countries. Press **OK** to confirm the new setting.
- 4 Press **MENU** to return to the home screen.

Defining the telecommunication network

This parameter enables you to specify manually the type of public telephone network for a country, so that your machine can communicate on the public telephone network of the selected country in accordance with the standards in force.

By default, when configuring a country, the type of public telephone network to be used in the country concerned is defined automatically.

- 1 Press **MENU**.
- 2 Select **SETTINGS > GENERAL > GEOGRAPHICAL > PHONE TYPE**.
- 3 Select the required option from the list. Use the up and down arrows to scroll through the available options. Press **OK** to confirm the new setting.
- 4 Press **MENU** to return to the home screen.

Defining the language

You can define two favourite languages to display the machine menus. To choose these two languages from the home screen, press **LANGUAGE**.

By default, when configuring the country, the preferred languages are defined automatically.

- 1 Press **MENU**.
- 2 Select **SETTINGS > GENERAL > GEOGRAPHICAL > FIRST LANGUAGE**.
- 3 Select the required language from the list. Use the up and down arrows to scroll through the available options. Press **OK** to confirm the new setting.
- 4 Press **SECOND LANGUAGE**.
- 5 Select the required language from the list. Use the up and down arrows to scroll through the available options. Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Defining the virtual keyboard

This parameter is used to define the type of virtual keyboard to be displayed on the screen depending on the country where the machine is used.

By default, when configuring the country, the type of virtual keyboard is automatically defined.

- 1 Press **MENU**.
- 2 Select **SETTINGS > GENERAL > GEOGRAPHICAL > KEYBOARD**.
- 3 Select the required country from the list. Press **OK** to confirm the new setting.
- 4 Press **MENU** to return to the home screen.

Switching the machine to standby

Immediate standby

It is possible to switch the machine to standby instantly from the home screen by pressing the **STANDBY** button. The message **SWITCH TO STANDBY** is displayed in the central frame of the home screen, the machine instantly switches to standby and the screen switches off automatically.

Note

Some operations may prevent the machine from immediately switching to standby. For example, if printing is in progress or if the machine is accessing data on a USB key.

Planned standby

This function is used to activate machine standby when it is not in use. The time to switch the machine to standby can be immediate or several minutes according to your needs.

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMFORT > ENERGY SAVING**.
- 3 Press **TIMEOUT**.
- 4 Select the required option from the list. Press **OK** to confirm the new setting.
- 5 If you have selected **PROGRAMMING**, enter the parameters **START TIME** and **END TIME** with the start and end times of the standby time range. Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Economy mode settings

You can activate various economy modes on the machine:

- Energy saving,
- Paper saving,
- Toner saving,
- Easy saving.

Note

To avail of the energy saving modes in PC printing, a version of the software Companion Suite Pro LH2 greater than or equal to v1.2 must be used.

Energy saving

This parameter sets the switching of the machine to standby to its lowest setting of 5 minutes.

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > ECO > ECO ENERGY**.
- 3 Select the required option from the list. Press **OK** to confirm the new setting.
By default, the machine is set to **NO**.

Option	Description
YES	The machine switches to standby after 5 minutes (lowest setting).

Option	Description
NO	The time before the machine switches to standby corresponds to the value chosen in the planned standby setting (see Planned standby [23]).

- 4 Press **MENU** to return to the home screen.

Paper saving

This parameter is used to set all documents printed on the machine by default to **Duplex printing**.

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > ECO > ECO PAPER**.
- 3 Select the required option from the list. Press **OK** to confirm the new setting.
By default, the machine is set to **NO**.

Option	Description
YES	All printing is set by default to Duplex mode.
NO	Each print job takes its default configuration value

- 4 Press **MENU** to return to the home screen.

Toner saving

This parameter is used to reduce the quantity of toner consumer by all the machine's print-outs.

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > ECO > ECO TONER**.
- 3 Select the required option from the list. Press **OK** to confirm the new setting.
By default, the machine is set to **NO**.

Option	Description
YES	The quantity of toner used is reduced. The print-outs are lighter.
NO	Printing with toner saving is deactivated.

- 4 Press **MENU** to return to the home screen.

Easy saving

This function activates the parameters **ECO ENERGY**, **ECO PAPER** and **ECO TONER** to their best value in terms of electricity, paper and ink consumption.

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > ECO > EASY SAVE**.
- 3 Select the required option from the list. Press **OK** to confirm the new setting.
By default, the machine is set to **NO**.

Option	Description
YES	The 3 parameters are set to YES .
NO	Each parameter conserves its previous value.

- Press **MENU** to return to the home screen.

Ergonomics

Choosing the layout of menu and parameter buttons

You can configure the layout of the parameter buttons of the following functions:

- **MENU**,
- **FAX**,
- **SCAN**,
- **COPY**.

All parameters in each function can be ordered differently as the user requires.

Configuring the layout of buttons

To configure the layout of menu buttons and their parameters, proceed as follows:

- Press the **MENU** key.
- Select **SETTINGS > MyMFP**.
- Press the button whose parameters you want to re-order.

Button	Description
MENU	Access the list of all parameters for the button MENU for reordering.
COPY	Access the list of all parameters for the button COPY for reordering.
FAX	Access the list of all parameters for the button FAX for reordering.
SCAN	Access the list of all parameters for the button SCAN for reordering.
RESET	Reset the order of menus and their parameters to their default configuration. Press OK to confirm the return to default layout.

- Browse through the list to select the parameter you want to reorder using the keys available:

Key	Action
	Move the list up 1 parameter at a time at each press.

Key	Action
	Move the list up 10 parameters at a time at each press.
	Move the list down 1 parameter at a time at each press.
	Move the list down 10 parameters at a time at each press.

- Press the parameter to select it. It becomes blue.
- Press the **forward** or **recede** key to move the parameter in the list and reorder it as you want.
- Press the **OK** button to confirm the new layout of the buttons.

Return to the previous function

- Press **MENU**.
- Select **SETTINGS > COMFORT > RETURN FUNCTION**.
- Select the required option from the list. Press **OK** to confirm the new setting.

Option	Description
WITHOUT	At the end of a user operation, the machine returns to the home screen.
MODERATE	The machine returns to the home screen after the machine has not been used for a few minutes.
ALWAYS	The machine displays the settings screen for the last function used (copy, fax, scanning).

- Press **MENU** to return to the home screen.

Perfume Setting

The perfume unit is an option enabling you to install a perfume diffuser on the machine. When this option is activated, the machine diffuses perfume every hour, and for a period of time defined by you.

By default, the machine does not recognize the perfume unit installed (set in **WITHOUT**).

To activate this option, you just need to configure the setting **PERFUME** to the diffusion length of your choice. Note that the longer the diffusion time, the more the perfume is pronounced, and the shorter the lifespan of the perfume unit.

- Press **MENU**.
- Select **SETTINGS > COMFORT > PERFUME**.
- Select the required option from the list. Press **OK** to confirm the new setting.

Option	Description
WITHOUT	The perfume unit option is deactivated.
LIGHT	The perfume unit option is activated, with a light diffusion time.
LOW	The perfume unit option is activated, with a low diffusion time.
MODERATE	The perfume unit option is activated, with a moderate diffusion time.
HIGH	The perfume unit option is activated, with a high diffusion time.

- 4 Press **MENU** to return to the home screen.

Default world

This parameter allows to define the default active function of the machine (Fax, Copy or Scan To). The idle screen of the function is displayed when one key of the control panel is pressed.

1. Press **MENU**.
2. **SETTINGS > COMFORT > DEFAULT WORLD FAX**.
3. Select the required option from the list. Press **OK** to confirm the new setting.
4. Press **MENU** to return to the home screen.

Paper settings

The machine automatically detects standard paper formats. You may however use this setting to check and/or specify the paper type and format in each paper tray.

Defining the paper format

- 1 Press the **MENU** key.
- 2 Select **PAPER > FORMAT**.
- 3 Define the paper format for each tray on the machine. To select the right format of paper to use, consult the section Which paper formats can be used [139].

To define the paper format for the...	then...
main tray	1 Press TRAY 1. 2 Select the required format from the list. 3 Press OK to confirm.

To define the paper format for the...	then...
secondary tray	1 Press TRAY 2. 2 Select the required format from the list. 3 Press OK to confirm.
additional tray(s)	1 Press TRAY 3 or TRAY 4. 2 Select the required format from the list. 3 Press OK to confirm.

- 4 Press **MENU** to return to the home screen.

Defining the paper type

- 1 Press the **MENU** key.
- 2 Select **PAPER > TYPE**.
- 3 Define the paper type for each tray on the machine. To choose the right type of paper to use, consult the section Recommendations for paper [139].

To define the paper type for the...	then...
main tray	1 Press TRAY 1. 2 Select the required paper type from the list. 3 Press OK to confirm.
secondary tray	1 Press TRAY 2. 2 Select the required paper type from the list. 3 Press OK to confirm.
additional tray(s)	1 Press TRAY 3 or TRAY 4. 2 Select the required paper type from the list. 3 Press OK to confirm.

- 4 Press **MENU** to return to the home screen.

Scanner / Printer Settings

Scanner / Printer paper format

The paper format defined in this menu becomes the default format of the main printing paper tray and the flatbed scanner.

- 1 Press **MENU**.
- 2 Select **SETTINGS > SCANNER/PRINTER > PAPER FORMAT**.
- 3 Select the required format from the list: A4 or LETTER. Press **OK** to confirm the new setting.
- 4 Press **MENU** to return to the home screen.

Adjusting Scanner / Printer margins

If you notice an offset between the printer and the scanner, correct the margins (expressed in pixels) according to the reference paper specified in **SETTINGS > SCANNER/PRINTER > PAPER FORMAT**.

To correct and adjust the scanner / printer margins:

- 1 Press **MENU**.
- 2 Select **SETTINGS > SCANNER/PRINTER > ADJUSTMENTS**.
- 3 Make the necessary adjustment(s).

Setting	Description / Procedure
Printer top margin	Press TOP PRINTER . Enter an offset value of between -100 and +100. Press OK to confirm.
Printer left margin	Press LEFT PRINTER . Enter an offset value of between -100 and +100. Press OK to confirm.
Flatbed scanner top margin	Press TOP FB SCANNER . Enter an offset value of between -100 and +100. Press OK to confirm.
Flatbed scanner left margin	Press LEFT FLATBED SCANNER . Enter an offset value of between -100 and +100. Press OK to confirm.
Autofeed scanner top margin	Press HIGH TOP SCANNER . Enter an offset value of between -100 and +100. Press OK to confirm.
Autofeed scanner left margin	Press LEFT ADF SCANNER . Enter an offset value of between -100 and +100. Press OK to confirm.

- 4 Press **MENU** to return to the home screen.

PC printing parameters

To personalize PC printing parameters:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > SCANNER/PRINTER > PC PRINT**.
- 3 Make the necessary adjustment(s).

Parameters	Description / Procedure
TONER SAVE	Lightens printing to save toner cartridge ink.
TASK DELAY	Waiting time for data from the PC before the PC print task is cancelled.

Parameters	Description / Procedure
FONT S	This parameter is used to draw up the set of symbols. The possible values are between CS1 and CS30 included. The default value is CS1 (Roman8).
FONT NUMBER	Start printing the list of fonts. This parameter can be used to set the default PCL font. The possible values are between 1 and 77 included. The default value is 1.
LINES PER PAGE	This parameter is used to set the number of lines per page. This variable is linked to the P.J.L variables: PAPER and ORIENTATION. If you change one of these variables, the Line format variable is automatically updated (only for the current print task) in order to respect the same spacing. The possible values are between 5 and 128 included. The default value is 60.
FONT SPACING	This parameter is used to set the default font spacing in characters per inch (the default font must be non-proportional). The possible values are between 0.44 and 99.99 included. The default value is 10.00.
FONT SIZE	This parameter is used to set the default font height, in points (the default font must be proportional). The possible values are between 4.00 and 999.75 (in intervals of 0.25). The default value is 12.00.
ORIENTATION	This parameter is used to set the page orientation: portrait or landscape. The default value is "portrait".
DUPLEX	This parameter is used to print duplex. By default, printing is done in duplex .
BINDING EDGE	This parameter is used to print duplex on the long edge or the short edge . The default value is "long".

Parameters	Description / Procedure
OVERRIDE A4/ LETTER	YES: This parameter allows a document in Letter format to be printed on A4 paper. NO: This parameter does not allow a document in Letter format to be printed on A4 paper. The default value is "yes".

- 4 Press **MENU** to return to the home screen.

Default paper tray

This parameter allows to define the default paper tray of the machine. All printing operations on the machine will use this tray (Copy, fax reception, printing report,...). The machine never switches to another tray except for PC printing requirement. In this case, the user can choose another tray from the printing driver.

To define the default paper tray:

- 1 Press **MENU**.
- 2 Select **SETTINGS > SCANNER/PRINTER > PAPER TRAY**.
- 3 Select the required option from the list. Press **OK** to confirm the new setting.

Parameters	Description
AUTOMATIC	Tray 1 is used by default, then tray 2, then tray 3 and tray 4.
TRAY 1	Tray 1 is used for all operations performed on the machine. The machine never switches to another tray except for PC printing requirement.
TRAY 2	Tray 2 is used for all operations performed on the machine. The machine never switches to another tray except for PC printing requirement.
TRAY 3 (if installed)	Tray 3 is used for all operations performed on the machine. The machine never switches to another tray except for PC printing requirement.
TRAY 4 (if installed)	Tray 4 is used for all operations performed on the machine. The machine never switches to another tray except for PC printing requirement.

- 4 Press **MENU** to return to the home screen.

Fax Settings

Defining the machine name and phone number

Your machine enables you to print the saved number and name on all faxes emitted.

Note



To use this function, you must set the parameter **HEADER** on **YES** (see Advanced fax emission settings [29]).

If you have the dual-line model, you can specify a name and number for each of the telephone lines. The machine will print the name and number of the line used on sent faxes.

Defining the machine name

To record the name of the machine:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > GENERAL > FAX > NAME LINE 1**.
- 3 Enter the machine's name using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character. Press **OK** to confirm the new setting.
- 4 If you have the dual-line model, press **NAME LINE 2** to enter the name of telephone line 2 (L2) on the machine, and enter the desired name using the virtual keyboard. Press **OK** to confirm the new setting.

Note



If the name of telephone line 2 (L2) is not defined, the name of telephone line 1 (L1) is used by default.

- 5 Press **MENU** to return to the home screen.

Defining the machine phone number

To record the number of the machine:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > GENERAL > FAX > PHONE NUMBER LINE 1**.
- 3 Enter the number using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character. Press **OK** to confirm the new setting.

- 4 If you have the dual-line model, press **PHONE NUMBER LINE 2** to enter the number of telephone line 2 (L2) on the machine, and enter the dedicated number using the virtual keyboard. Press **OK** to confirm the new setting.

Note



If the number of telephone line 2 (L2) is not defined, the number of telephone line 1 (L1) is used by default.

- 5 Press **MENU** to return to the home screen.

Fax emission settings

Local prefix

This function is used when your machine is installed in a private network, behind a company telephone switchboard. It enables you to set automatic dialling of a local prefix (to be defined), allowing the call to leave the company telephone network, on the condition that:

- the company extension numbers, for which the prefix is useless, are short numbers less than the minimum length (for example 10 digits in France).
- the external numbers, for which the prefix is obligatory, are long numbers greater than or equal to the minimum length (for example 10 digits in France).

There are two steps for configuring the machine's local prefix:

1. define the minimum (or equal) length for telephone numbers outside the company;
2. define the local prefix for a line outside the company telephone network. This prefix will be automatically added when a number outside the company is dialled.

Note



If you define a local prefix, do not insert it in the numbers saved in the address book: it will be added automatically to each number.

Prefix length

To define the length of the local prefix:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > TRANSMISSION > PREFIXES**.
- 3 Press **LENGTH**.
- 4 Enter the length of the local prefix (between 1 and 10) using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Fax prefix

To define the fax prefix:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > FAX > TRANSMISSION > PREFIXES**.
- 3 Press **PREFIX LINE 1**.
- 4 Enter the local prefix associated with telephone line 1 (maximum 10 characters) using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character. Press **OK** to confirm the new setting.
- 5 If you have the dual-line model, press **PREFIX LINE 2** to define the fax prefix for telephone line 2 (L2) on the machine, and enter the local prefix associated with telephone line L2 using the virtual keyboard. Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Prefix for fax server

If you configure the machine to send faxes via a fax server, you can specify in this menu the outside prefix required for the fax server (see Configuring the fax server (optional) [■ 32]).

To define the prefix for the fax server:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > TRANSMISSION > PREFIXES**.
- 3 Press **FAX SERVER**.
- 4 Enter the local prefix for the fax server using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character.
- 5 Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Emission report

You can print out an emission report for communications made via the telephone network.

You can choose between several criteria for printing out emission reports:

- **WITH** : a report is printed when the emission was successful or when it is definitively abandoned (but there is only one report per emission request);
- **WITHOUT**: no emission report, but the machine records all emissions made in its emissions log;
- **SYSTEMATIC**: a report is printed at each emission attempt;
- **ON FAILURE**: a report is printed only when the emission attempts have ended in failure and the emission request is definitively abandoned.

A reduced image of the first page of the document is automatically associated with each emission report.

To select the type of report:

- 1 Press **MENU**.

- 2 Select **SETTINGS > COMMUNICATION > FAX > TRANSMISSION > REPORT**.
- 3 Select the required report type from the list. Press **OK** to confirm the new setting.
- 4 Press **MENU** to return to the home screen.

Fax TX forwarding

This function is used to set the machine to send a copy of any document sent (by fax or to an email address) to another recipient. The recipient should be chosen from the entries in the machine's address book. It may be a fax number, an email address or an FTP address.

Note



Check that the recipient exists in the address book (see Address book [79]).

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > TRANSMISSION > COPY**.
- 3 Press **ACTIVATION**.
- 4 Select the required option from the list. Press **OK** to confirm the new setting.
- 5 Press **RECIPIENT**.
- 6 Select the required recipient from the entries in the address book. Press **OK** to confirm the new setting.
- 7 Press **MENU** to return to the home screen.

Advanced fax emission settings

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > TRANSMISSION > ADVANCED**.
- 3 To configure the advanced fax emission settings, use the table below:

Parameter	Description / Procedure
Emission heading	If this function is active, all documents received by your correspondents will be printed with heading containing your name, number, the date and the number of pages. Important: If you send a fax from a document feeder, the emission heading will not appear on the document received by your correspondent. To change the setting: 1 Press HEADER. 2 Select the required status from the list. 3 Press OK to confirm the new setting.

Parameter	Description / Procedure
Emission speed	Emission speed of outgoing documents. If the quality of the telephone line is good (suitable, without echo), calls are usually made at maximum speed. However, it may be necessary to limit the emission speed for certain communications. To change the emission speed: 1 Press SPEED. 2 Select the required value from the list. 3 Press OK to confirm the new setting.
Anti echo	If this function is active, the line echo in long distance communications will be attenuated. To change the status of the Anti echo parameter: 1 Press ANTI ECHO. 2 Select the required status. 3 Press OK to confirm the new setting.
Overseas	For some long distance calls (satellites), the line echo may make communication difficult. To change the status of the Overseas parameter: 1 Press OVERSEAS. 2 Select the required status. 3 Press OK to confirm the new setting.
Number of call backs	Number of attempts to be made by the machine if emission fails. To change the number of call backs: 1 Press ATTEMPTS NUMBER. 2 Enter the number of call backs the machine should make using the virtual keyboard. 3 Press OK to confirm the new setting.

Parameter	Description / Procedure
Interval between call backs	Time between two machine call back attempts. To change the time between 2 call backs: 1 Press ATTEMPT TIME. 2 Enter the time between 2 call back attempts made by the machine using the virtual keyboard. 3 Press OK to confirm the new setting.

- 4 Press **MENU** to return to the home screen.

Fax reception settings

Print settings for received faxes

Note



Some parameters also apply to printing of received emails.

Secure printing of received faxes

By default, the machine is configured to print all documents received automatically.

However, you may configure the machine to keep confidential faxes in the memory and not print them out systematically on reception.

To configure secure printing of faxes received:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > PRINT**.
- 3 Press **PRINT HELD**.
- 4 Select the required status from the list. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

When secure printing of faxes received is active, users wishing to retrieve a document in the memory must manually force printing from the machine's print queue (see Printing received faxes in the memory [■ 56]).

Number of copies

You can print several copies (1 to 99) of documents received.

To set the number of copies of each document received:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > PRINT**.
- 3 Press **NUMBER OF COPIES**.

- 4 Enter the number of copies to be printed by the machine for each document received. Press **OK** to confirm the new setting.

- 5 Press **MENU** to return to the home screen.

Printing with toner saving

This parameter is used to reduce the quantity of toner consumed when printing received documents.

To activate toner saving printing:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > PRINT**.
- 3 Press **TONER SAVE**.
- 4 Select the required status from the list. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Duplex printing

This parameter is used to activate duplex printing of documents received.

To activate duplex printing:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > PRINT**.
- 3 Press **DUPLEX**.
- 4 Select the required option. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Binding

If you have configured duplex printing of documents received, you can define the type of binding of printed sheets (see Binding [■ 49]).

To configure the type of binding:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > PRINT**.
- 3 Press **BINDING EDGE**.
- 4 Select the required option. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Printing of images

This parameter is used to define the print format of image files (JPEG) inserted as attachments in received emails.

The print formats are as follows:

Format	Description
PHOTO	Classic 10x15 cm photo printing
FULL PAGE	Print adjusted to page format used.

To specify the print format of photos received:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > PRINT**.
- 3 Press **IMAGE SIZE**.
- 4 Select the required option. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Selecting the paper tray

This parameter is used to specify the paper tray to be used to print out received documents.

To select the paper tray:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > PRINT**.
- 3 Press **PAPER OUTPUT**.
- 4 Select the required option. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Selecting the paper type

This parameter is used to specify the type of paper to be used to print out received documents, in accordance with the paper loaded in the paper tray defined as the output tray (see Selecting the paper tray [■ 31]).

To select the type of paper:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > PRINT**.
- 3 Press **PAPER TYPE**.
- 4 Select the required option. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Fax or PC reception mode

This menu associated with the PC Kit software installed on your computer is used to select which device receives the documents:

- the machine,
- the PC,
- the PC if available, otherwise the machine.

For more information, consult the section PC functions [■ 85].

To select the reception mode:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > PC MANAGEMENT**.
- 3 Press **MODE**.
- 4 Select the required option from the list.
- 5 Press **OK** to confirm the new setting.

To select the PC that will receive the documents:

Note



This menu is only available if a PC is registered on the machine via the PC Kit.

- 1 Press **PC RECEIVER**.
- 2 Select the reception PC.
- 3 Press **OK** to confirm the new setting.

⇒ When a fax is received on the machine, it is sent to the receiving PC and a reception report is printed on the PC's default printer.

Fax RX forwarding

This function is used to set the terminal so that any document received is also sent to another recipient. The recipient should be chosen from the entries in the machine's address book.

Note



Check that the recipient exists in the address book (see Address book [■ 79]).

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > COPY**.
- 3 Press **ACTIVATION**.
- 4 Select the required status from the list. Press **OK** to confirm the new setting.
- 5 Press **RECIPIENT**.
- 6 Select the required recipient from the entries in the address book. Press **OK** to confirm the new setting.
- 7 Press **MENU** to return to the home screen.

Advanced fax reception settings

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > RECEPTION > ADVANCED**.
- 3 To configure the advanced fax emission settings, use the table below:

Parameter	Description / Procedure
Reception heading	If this function is active, all documents received by the machine will be printed with a heading containing the name and number of the sender (if available) and the machine print date and the number of pages. To change the setting: 1 Press HEADER. 2 Select the required status from the list. 3 Press OK to confirm the new setting.

Parameter	Description / Procedure
Reception speed	Reception speed of incoming documents. If the quality of the telephone line is good (suitable, without echo), calls are usually made at maximum speed. However, it may be necessary to limit the reception speed for certain communications. To change the reception speed: 1 Press SPEED. 2 Select the required value from the list. 3 Press OK to confirm the new setting.
Number of rings	Number of rings to automatically trigger your machine. To change the number of rings: 1 Press NUMBER OF RINGS. 2 Enter the number of rings using the virtual keyboard. 3 Press OK to confirm the new setting.

- 4 Press **MENU** to return to the home screen.

Configuring the fax server (optional)

If you have a fax server, this function enables you to select how faxes will be sent by the machine: direct transmission via the telephone line (without passing through a fax server) or transmission to the fax server via the local network.

Accessing the fax server configuration parameters

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > FAX > FAX SERVER**.
- 3 Make the required adjustments using the procedures described below.
- 4 When you have made the modifications, press **MENU** to return to the home screen.

If the fax server function is active, proceed as follows:

Note



Activating the fax server function automatically activates the SMTP server (see *Configuring the SMTP server* [37]).

1. Activate the fax server [32].
2. Define a reply address [32].
3. Define the fax server address [32].

4. Define the domain name [32].
5. Define the type of emission report [33].

Activating the fax server

To activate the fax server:

- 1 Press **ACTIVATION**.
- 2 Select the required option.

Parameter	Description
DIRECT (fax server activated)	The machine sends documents to the fax server over the local network.
DISABLE	The machine sends directly documents over the telephone line.

- 3 Press **OK** to confirm the new setting.

Defining a reply address

The reply address is used to receive emission and reception reports for faxes managed by the fax server.

- 1 Press **SENDER ADDRESS**.
- 2 Enter the required email address using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character.
- 3 Press **OK** to confirm the new setting.

Defining the fax server address

To prevent any interruptions of service, you can define two fax servers to be used:

- **NETWORK 1 ADDRESS**: main fax server.
- **NETWORK 2 ADDRESS**: backup fax server, to be used if the connection with the main fax server fails.

To define the main fax server address:

- 1 Press **NETWORK 1 ADDRESS**.
- 2 Enter the IP address for the fax server using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character.
- 3 Press **OK** to confirm the new setting.

To define the address of the backup fax server, press **NETWORK 2 ADDRESS** and enter its IP address.

Defining the domain name

- 1 Press **DOMAIN**.
- 2 Enter the domain name for the machine using the virtual keyboard. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character.
- 3 Press **OK** to confirm the new setting.

Defining the type of emission report

You can print out an emission report for communications made via the fax server.

You can choose between several criteria for printing out emission reports:

- **WITH** : a report is printed when the emission was successful or when it is definitively abandoned (but there is only one report per emission request);
- **WITHOUT**: no emission report, but the machine records all emissions made in its emissions log;
- **ON FAILURE**: a report is printed only when the emission attempts have ended in failure and the emission request is definitively abandoned. A report is also printed when the fax is sent using the telephone fold-back.

To select the type of emission report:

- 1 Press **SENDING REPORT**.
- 2 Select the required report type from the list.
- 3 Press **OK** to confirm the new setting.

Advanced fax settings

Line parameters

This parameter is used to adapt the telephone line according to the type of telephone switchboard to which your machine is connected.

Two choices are possible:

- **DECIMAL**: for a digital dialling switchboard (electromechanical switchboards).
- **MUSICAL**: for a dial tone switchboard (electronic switchboards).

To define the type of switchboard:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > FAX > ADVANCED**.
- 3 Press **L1 DIALING**.
- 4 Select the type of telephone switchboard for telephone line L1 from the list. Press **OK** to confirm the new setting.
- 5 If you have the dual-line model, press **L2 DIALING** to define the type of switchboard for the telephone line 2 (L2) of the machine, and select the required option. Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Type of telephone network

You can connect your machine to a public telephone network or to a private network built for example using a private automatic branch exchange (PABX). You must define the type of network you prefer.

To select the type of network:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > FAX > ADVANCED**.
- 3 Press **L1 NETWORK TYPE**.

- 4 Select the type of network required for telephone line L1, **PRIVATE** or **PUBLIC**. Press **OK** to confirm the new setting.
- 5 If you have the dual-line model, press **L2 NETWORK TYPE** to define the type of network for the telephone line 2 (L2) of the machine, and select the required network type. Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Note



If your machine is connected to a private network, behind a company exchange (PABX), it may be necessary to specify a local prefix (see Local prefix [28]).

ECM (error correction mode)

This function is used to correct communication errors due to disturbance on the telephone line. This is a useful function when lines are of a low level or noisy. However, emission times may be longer.

To activate or deactivate error correction:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > FAX > ADVANCED**.
- 3 Press **ECM LINE 1**.
- 4 Select the required option from the list for telephone line L1. Press **OK** to confirm the new setting.
- 5 If you have the dual-line model, press **ECM LINE 2** to activate or deactivate the error correction mode for the telephone line 2 (L2) of the machine, and select the required option. Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Service default settings

The machine allows you to define default values for some Copy, Fax and Scan to parameters.

The default values must be configured depending on the habits of the people using the machine. The aim is to reduce the time required to set common functions and optimize their operation.

Accessing the default settings

- 1 Press **MENU**.
- 2 Select **SETTINGS > BY DEFAULT**.
- 3 Define the default parameters for the various functions:
 - ⇒ For the Copy function, see Copy function default settings.
 - ⇒ For the Fax function, see Fax emission default settings.
 - ⇒ For the Scan to function, see Scan to default settings.
- 4 When you have made the modifications, press **MENU** to return to the home screen.

Copy function default settings

1 Press **COPY**.

⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.

2 Make the required adjustments. The following table lists the available parameters.

Parameter	Available settings
NUMBER OF COPIES	1 to 99
QUALITY	SPEED, NORMAL, TEXT, TEXT AND IMAGE or PHOTO
CONTRAST	-4, -3, -2, -1, 0, +1, +2, +3 or +4
BRIGHTNESS	-4, -3, -2, -1, 0, +1, +2, +3 or +4
TONER SAVE	YES or NO
COLLATE COPY	YES or NO
DUPLEX	FRONT -> FRONT, FRONT -> DUPLEX, DUPLEX -> FRONT or DUPLEX -> DUPLEX
BINDING EDGE	LONG or SHORT
PAPER TYPE	NORMAL, TRANSPARENT, THICK, FINE PAPER, ENVELOPE or POST CARD
SCALE	1:1, ZOOM or FORMAT CONVERS.
SCAN FORMAT	A5, A4, or LETTER
PRINTED PAPER	A5, A4, LETTER, LEGAL-14, TRAY 1, TRAY 2, TRAY 3 or TRAY 4
ZOOM	25 to 400% in steps of 1
MOSAIC	WITHOUT, 2 -> 1 or 4 -> 1
BANNER	WITHOUT, 1 -> 4 or 1 -> 9
IDENTITY CARD	YES or NO

3 When you have made the adjustments, press:

⇒ **BY DEFAULT** in the navigation path to return to the previous menu.

⇒ **MENU** to return to the home screen.

Parameter	Available settings
QUALITY	NORMAL, FINE, SUPER FINE or PHOTO
CONTRAST	-4, -3, -2, -1, 0, +1, +2, +3 or +4
DUPLEX	YES or NO
BINDING EDGE	LONG or SHORT
PHONE LINE	LINE 1 , LINE 2 or AUTOMATIC
MULTIPLE SCAN	YES or NO

3 When you have made the adjustments, press:

⇒ **BY DEFAULT** in the navigation path to return to the previous menu.

⇒ **MENU** to return to the home screen.

Scan to default settings

1 Press **SCAN TO**.

2 Make the required adjustments. The following table lists the available parameters.

Parameter	Available settings
DOCUMENT FORMAT	IMAGE, PDF or SECURED PDF
QUALITY	LIGHT, TEXT, TEXT AND IMAGE or PHOTO
COLOUR	YES or NO
CONTRAST	-4, -3, -2, -1, 0, +1, +2, +3 or +4
DUPLEX	YES or NO
MULTIPLE SCAN	YES or NO

3 When you have made the adjustments, press:

⇒ **BY DEFAULT** in the navigation path to return to the previous menu.

⇒ **MENU** to return to the home screen.

Fax emission default settings

1 Press **FAX TRANSMISSION**.

2 Make the required adjustments. The following table lists the available parameters.

Local network settings

You can include your machine in your local network.

Note



Although quite simple, the network settings sometimes require expert knowledge of your computer configuration. We recommend you consult the person in your company who administers the network to do the configuration described in this section.

Depending on the services and security policy implemented in your local network, other network parameters are also available:

- network security settings (Secure IP, SSL certificate);
- configuration of the Sntp server;
- configuration of the client FTP port;
- configuration of the SNMP service;
- configuration of the SMTP server;
- Active Directory configuration;
- print server settings (RAW, LPR, IPP);
- configuration of the LDAP server.

Configuring the Ethernet network

We recommend **automatic configuration** of the machine's local network settings when your local network has a DHCP or BOOTP server that can dynamically allocate addresses to the peripherals present on the LAN, **on the condition that** the IP address allocated to the machine is unique and always identical.

Otherwise, we recommend **manual configuration**.

Note



The machine is able to operate on IPv4 and IPv6 networks.

IEEE (or Ethernet address) or MAC address

The machine's Ethernet interface already contains an IEEE address that cannot be modified, but only consulted.

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > LOCAL NETWORK > GENERAL**.
 - ⇒ The machine's IEEE address is displayed in the network parameter **IEEE ADDRESS**.
- 3 Press **MENU** to return to the home screen.

NetBIOS names

NetBIOS names, which can be used with network options, are used to identify the machine from a PC connected on a local network (for example with the name «IMP-NETWORK-1»).

Note



If the machine is set to automatic configuration (see Automatic configuration of the Ethernet network), these addresses may be filled automatically by some DHCP servers.

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > LOCAL NETWORK > GENERAL**.
- 3 Press **1st NETBIOS NAME** or **2nd NETBIOS NAME**.
- 4 Enter the name using the virtual keyboard (maximum 15 characters). In the event of an error, use the **←** key to delete a character. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Ethernet network communication speed

By default, the machine is configured to adapt its communication speed automatically to that of the Ethernet network. However, you can specify the communication speed to be used on the Ethernet network.

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > LOCAL NETWORK > GENERAL**.
- 3 Press **SPEED**.
- 4 Select the communication speed required from the options available in the list: **AUTOMATIC, 100 FULL DUPLEX, 100 HALF DUPLEX, 10 FULL DUPLEX** and **10 HALF DUPLEX**. Use the up and down arrows to view all available options. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Automatic configuration of the Ethernet network in IPv4

To automatically configure the machine's local network settings:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > LOCAL NETWORK > IPV4**.
- 3 Press **ADDRESS ALLOCATION**.
- 4 Select **AUTOMATIC** from the options available in the list. Press **OK** to confirm the new setting.
 - ⇒ The machine will search for a DHCP or BOOTP server on the local network that can dynamically allocate its network settings.
 - ⇒ This operation may take a few minutes.
- 5 Check that the parameters **IP ADDRESS, SUBNET MASK, GATEWAY, PRIMARY DNS, SECONDARY DNS, WINS 1 SERVER** and **WINS 2 SERVER** are correctly entered. If this is not the case, you will have to configure them manually.

Manual configuration of the Ethernet network in IPv4

To manually configure the machine, you must first avail of the usual information used to configure a peripheral on the local network (IP address, subnet mask and gateway address).

To manually configure the machine's local network settings:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > LOCAL NETWORK > IPV4**.
 - ⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.
- 3 Press **ADDRESS ALLOCATION**.
- 4 Select **MANUAL** from the options available in the list. Press **OK** to confirm the new setting.
- 5 Press **IP ADDRESS**.
- 6 Enter the machine's IP address using the virtual keyboard or the keypad. Press **OK** to confirm the new setting.
- 7 Press **SUBNET MASK**.
- 8 Enter the machine's subnet mask using the virtual keyboard or the keypad. Press **OK** to confirm the new setting.
- 9 Press **GATEWAY**.
- 10 Enter the network gateway IP address using the virtual keyboard or the keypad. Press **OK** to confirm the new setting.
- 11 Press **PRIMARY DNS**.
- 12 Enter the IP address of the primary DNS server using the virtual keyboard or the keypad. Press **OK** to confirm the new setting.
- 13 Press **SECONDARY DNS**.
- 14 Enter the IP address of the secondary DNS server using the virtual keyboard or the keypad. Press **OK** to confirm the new setting.
- 15 Press **WINS 1 SERVER**.

Note



The servers WINS1 and WINS2, used with the network options, are used to access machines on other sub-networks using their NetBIOS names.

These addresses must be entered for the Scan to File function.

- 16 Enter the IP address of the WINS1 server using the virtual keyboard or the keypad. Press **OK** to confirm the new setting.
- 17 Press **WINS 2 SERVER**.
- 18 Enter the IP address of the WINS2 server using the virtual keyboard or the keypad. Press **OK** to confirm the new setting.

Automatic configuration of the Ethernet network in IPv6

To configure the machine on the local IPv6 network, proceed as follows:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > LOCAL NETWORK > IPV6**.
 - ⇒ Then there are several possibilities for configuring the machine on the local network in IPv6.
- 3 Select the configuration type required.

Configuration	Available settings
AUTOCONFIGURATION	YES : Automatic configuration without router requesting machine status. NO : Autoconfiguration on the local network in IPV6 not activated. The default value is "yes".
DHCPV6	YES : Automatic configuration with status. The machine will search for a server on the local network that can dynamically allocate its network settings. NO : Autoconfiguration on the local network in IPV6 by DHCP not activated. The default value is "no".
NAME RESOLUTION	YES : Automatic search for allocation of an IPv6 address for the machine, then search for an IPv4 address. NO : Search for automatic allocation of an IPv4 address only. The default value is "yes".

- 4 Press **OK** to confirm the new setting.

Configuring the SNTP server

The machine can set its time automatically by connecting to an SNTP server.

To activate and configure automatic updating of the machine time via an SNTP server:

Accessing SNTP server configuration

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > SERVICES > SNTP DATE TIME**.
- 3 Make the required adjustments using the procedures described below.
- 4 When you have made the modifications, press **MENU** to return to the home screen.

Activating / Deactivating automatic updating of the machine time via an SNTP server

- 1 Press **ACTIVATION**.
- 2 Select the required status from the list.

- 3 Press **OK** to confirm the new setting.

Once the SNTP function has been activated, you can change the following settings:

- Define the SNTP server address [■ 37]
- Define the SNTP server port [■ 37]
- Define the time zone
- Configure automatic switchover the summer / winter time

Defining the SNTP server address

- 1 Press **SERVER ADDRESS**.
- 2 Enter the name of the SNTP server using the virtual keyboard or the number pad. This name may be in the form of an IP address, a DNS address or a Net-BIOS name. Use the **<** and **>** keys to pass from one character to the next. In the event of an error, use the **←** key to delete a character.
- 3 Press **OK** to confirm the new setting.

Defining the SNTP server port

- 1 Press **PORT**.
- 2 Enter the number of the server port using the virtual keyboard or the number pad. The default port is 123. In the event of an error, use the **←** key to delete a character.
- 3 Press **OK** to confirm the new setting.

Configuring the client FTP port

The machine uses this setting for the **Scan to FTP** function. You can modify it, for example to activate FTPS (Secure FTP).

To modify the machine's FTP port:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > SERVICES > TRANSFER FTP FILE**.
- 3 Press **SECURITY**.
- 4 Select the required encryption from the list. Press **OK** to confirm the new setting.
- 5 Press **PORT**.
- 6 Enter the number of the server port (from 1 to 65535) using the virtual keyboard or the number pad. The default port is **21 (990)** for a connection with **IMPLICIT** encryption). Press **OK** to confirm the new setting.
- 7 Press **MENU** to return to the home screen.

Configuring the SNMP service

An SNMP (Simple Network Management Protocol) agent is available on the machine for network administrators wishing to monitor and manage the device via the local network using their SNMP network service.

To activate and configure the SNMP service on the machine:

Accessing SNMP service configuration

- 1 Press **MENU**.

- 2 Select **SETTINGS > COMMUNICATION > SERVICES > SNMP MANAGER**.
- 3 Make the required adjustments using the procedures described below. Press **OTHER PARAMETERS** to view all available settings.
- 4 When you have made the modifications, press **MENU** to return to the home screen.

Activating / Deactivating the SNMP service

- 1 Press **ACTIVATION**.
- 2 Select the required status from the list.
- 3 Press **OK** to confirm the new setting.

Once the SNMP function has been activated, you can change the following settings:

- Configure the SNMP agent [■ 37]
- Configure the SNMP console [■ 37]

Configuring the SNMP agent

To configure the SNMP service on the machine:

- 1 In **COMMUNITY**, enter the required name for the shared read-write community enabling communication between SNMP agents (machine) and management stations (PC with console).
- 2 In **SYSCONTACT**, enter the contact information for the node administrator.
- 3 In **SYSNAME**, enter the official name of the node on the network.
- 4 In **SYSLOCATION**, enter the physical location information for the node.
- 5 In **WEB JET ADMIN**, select the required compatibility status with the software HP Web JetAdmin: activated or deactivated.
- 6 In **VERSIONS**, select the version of your SNMP network. If you are using a SNMPv3 network, you can activate and configure the authentication and encryption information for network transactions.
- 7 In **TRAPS**, activate / deactivate the alerts to be collected and specify for the SNMP version of your network the community and the IP address of the management station.

Configuring the SNMP console

The machine is supplied with the following integrated management information bases (MIBs):

- MIB-II (RFC 1213), sys, udp, tcp, ip, icmp, if, snmp
- PPP (RFC 1471, 1472, 1473)
- MIB Ressource hôte (RFC 2790)
- Imprimante MIB (RFC 3805)
- Moniteur de port d'imprimante (pwg 5107.1)

Configuring the SMTP server

This setting is automatically activated when the fax server function is active and used during data exchanges between the machine and the fax server.

To edit this setting:

- 1 Press **MENU**.

- 2 Select **SETTINGS > COMMUNICATION > SERVICES > SMTP SERVER**.
- 3 To activate / deactivate this function, press **ACTIVATION**. Select the required status and press **OK** to confirm the new setting.
- 4 To modify the port number used, press **PORT**. Enter the number of the server port (from 1 to 65535) using the virtual keyboard or the number pad. The default port is **25**. Press **OK** to confirm the new setting.
- 5 Press **MENU** to return to the home screen.

Active Directory configuration

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > SERVICES**.
- 3 Press **ACTIVE DIRECTORY**.
- 4 Make the required adjustments.
- 5 Press **MENU** to return to the home screen.

Configuring the print server (RAW, LPR or IPP)

Depending on your needs and on the architecture of your print network, you can configure the machine on the following print servers:

- RAW print server
- LPR print server
- IPP print server

To activate and configure the protocol used by the machine on the print server:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > COMMUNICATION > SERVICES**.
- 3 Press the desired setting, **RAW PRINT** or **LPR PRINT**.
- 4 To activate / deactivate the protocol selected, press **ACTIVATION**. Select the required status and press **OK** to confirm the new setting.
- 5 To modify the port number used, press **PORT**. Enter the number of the server port (from 1 to 65535) using the virtual keyboard or the number pad. The default ports are 9100 for RAW, 515 for LPR and 631 for IPP. Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Note



To avail of SSL encryption, you need to use the Companion Suite Pro LH2 software of a version greater than or equal to v1.2.

For print jobs exchanged between the PC and the printer to be encrypted via port 443, the printer must be installed in safe mode and its certificate accepted, see PC Functions [85].

Configuring the LDAP server

The LDAP server is used to access a directory server for contacts or lists of contacts (maximum 500 recipients).

Note



The LDAP server must be compatible with LDAPv2 or earlier versions.

The LDAP function can only be activated if **at least 50 free entries** exist in the machine's local address book.

To activate and configure the LDAP function:

Accessing LDAP server configuration

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > SERVICES > LDAP SERVER**.
 - ⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.
- 3 Press **SERVER ADDRESS**.
- 4 Enter the IP address or the name of the LDAP server using the virtual keyboard or the keypad. Press **OK** to confirm the new setting.
- 5 Press **LOGIN**.
- 6 Enter the login for the LDAP server using the virtual keyboard. Press **OK** to confirm the new setting.
- 7 Press **PASSWORD**.
- 8 Enter the password for the LDAP server using the virtual keyboard. Press **OK** to confirm the new setting.
- 9 Press **BASE DN**.
- 10 Enter the database name using the virtual keyboard. Press **OK** to confirm the new setting.
- 11 Press **PORT**.
- 12 Enter the number of the server port (from 1 to 65535) using the virtual keyboard or the number pad. The default port is **389** (**636** for a connection with **IMPLICIT** encryption). Press **OK** to confirm the new setting.
- 13 When you have made the modifications, press **MENU** to return to the home screen.

Internet settings via the telephone line

You can configure the machine to connect to the internet via the telephone line, and thus send and receive electronic messages.

To use this configuration, you must:

- have an internet subscription with an internet service provider;
- check that all initialisation parameters comply with the data provided by the service provider;
- adjust the settings for internet access via the telephone line on the machine.

Once these settings are complete, you can configure the connection settings for email and connect to the internet via your service provider to send and receive emails. These two operations will be performed during an internet connection, the frequency of which you can select.

Configuring the internet connection

To configure internet access via the telephone line, have the information provided by your internet service provider to hand.

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > INTERNET / TELEPHONE > MAIL**.
⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to view all available settings.
- 3 Press **PHONE NUMBER**. Enter the call number and press **OK** to confirm.
- 4 Press **LOGIN**. Enter the login and press **OK** to confirm.
- 5 Press **PASSWORD**. Enter the password and press **OK** to confirm.
- 6 Press **PRIMARY DNS**. Enter the name or IP address of the primary DNS server and press **OK** to confirm.
- 7 Press **SECONDARY DNS**. Enter the name or IP address of the secondary DNS server and press **OK** to confirm.
- 8 Press **MENU** to return to the home screen.

⇒ You can now configure the email service.

Email settings

The machine allows you to send and receive documents by email, via your local network or an internet access via the telephone line. You may also print TIFF/JPEG/PDF/TXT documents sent to the machine by email.

To configure and use the email service, you must first configure your machine to connect to the internet:

- either via your local network (see Local Network settings);
- or via the telephone line if you have an internet subscription with an internet service provider (see Internet settings via the telephone line [■ 39]).

You must also configure the email service settings. Have the following connection information to hand:

- email service login
- email service password
- email address
- name or IP address of the SMTP (outgoing) and POP3 (incoming) servers
- SMTP authentication settings

Accessing the email configuration settings

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > SERVICES > MAIL**.
⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.
- 3 Make the required adjustments using the procedures described below.
- 4 When you have made the modifications, press **MENU** to return to the home screen.

Configuring the email service connection

- 1 Press **CONNECTION**.
- 2 Select the type of connection used on the machine. Press **OK** to confirm the new setting.

Select...	for a connection...
ETHERNET	via the local network
PHONE	via the telephone line

- 3 Depending on the type of connection selected, press **BY ETHERNET** or **BY TELEPHONE**.

Note



To print documents sent to the machine by email, select the connection type **BY ETHERNET**.

- 4 Press **POP3 SERVER**. Enter the following settings:

Parameter	Description
SERVER ADDRESS	POP3 server name or IP address.
PORT	Server port number (from 1 to 65535 - 110 by default).
LOGIN	Email login.
PASSWORD	Email password.
EMAIL ADDRESS	Email address.

- 5 Press **SMTP SERVER**. Enter the following settings:

Parameter	Description
SENDER ADDRESS	Outgoing email address.
SERVER ADDRESS	SMTP server name or IP address.
PORT	Server port number (from 1 to 65535 - 25 by default).
AUTHENTICATION	Select in TYPE : ← WITHOUT to deactivate SMTP authentication. ← AS POP3 to activate SMTP authentication and retain the same identification settings. ← WITH to activate SMTP authentication and enter other identification settings.

- 6 If you have set SMTP authentication to **WITH**, enter your identification settings in **LOGIN** and **PASSWORD**.

Defining a reply address

- 1 Press **REPLY ADDRESS**.
- 2 Enter the required email address using the virtual keyboard.
- 3 Press **OK** to confirm the new setting.

Defining the type of emission report

You can print out an emission report for documents sent via email.

You can choose between several criteria for printing out emission reports:

- **WITH**: a report is printed when the emission was successful or when it is definitively abandoned (but there is only one report per emission request);
- **WITHOUT**: no emission report, but the machine records all emissions made in its emissions log;
- **SYSTEMATIC**: a report is printed at each emission attempt;
- **ON FAILURE**: a report is printed only when the emission attempts have ended in failure and the emission request is definitively abandoned.

To select the type of report:

- 1 Press **SENDING REPORT**.
- 2 Select the required report type from the list.
- 3 Press **OK** to confirm the new setting.

PC Management

Note



This menu is only available if a PC is registered on the machine via the PC Kit.

Unregistering a PC

This menu allows you to delete one or more PCs registered on the machine via the PC Kit.

To unregister a PC from the machine:

- 1 Press **MENU**.
- 2 Select **SETTINGS > PC MANAGEMENT**.
- 3 Press **UNREGISTER**.
- 4 If several PCs are registered, select the required PC from the list proposed.
- 5 Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Automatic Consumable Ordering (ACO) and maintenance

Remote reading and maintenance are functions which are part of a maintenance contract and are activated by your installer.

The aim of these functions is to communicate to a server centre the following information which is essential:

- for automatic procurement of consumables;
- for preventive maintenance operations.

Your machine will automatically transmit any information regarding its identification and maintenance to the server centre.

You can also print out the remote reading / maintenance information for your machine, or manually send this information to the server centre.

Connecting to the server centre

The connection to the server centre can be configured on the machine. This information will be supplied with your maintenance contract.

To consult / configure the connection to the server centre:

- 1 Press **MENU**.
- 2 Select **SETTINGS > COMMUNICATION > INTERNET / TELEPHONE > TELE-MAINTENANCE**.
- 3 Press **PHONE NUMBER**. Enter the telephone number of the server centre. Press **OK** to confirm the new setting.
- 4 Press **LOGIN**. Enter the login for connection to the server centre. Press **OK** to confirm the new setting.
- 5 Press **PASSWORD**. Enter the password for connection to the server centre. Press **OK** to confirm the new setting.
- 6 Press **MENU** to return to the home screen.

Triggering an ACO

The remote reading operates according to the following criteria:

- number of pages printed;
- number of days of operation.

The machine automatically sends all the information regarding its identification and maintenance to the server centre at a frequency and threshold defined by the installer.

You can however trigger the sending of this information to the server centre.

- 1 Press **MENU**.
- 2 Press **CONSUMABLES**.
- 3 Press **AUTO COMMAND**.

Triggering remote maintenance

Use this function when you want to authorize technical assistance to take over control of the machine.

- 1 Press **MENU**.
- 2 Select **[OTHER COMMANDS] > INTERNET**.
- 3 Press **SERVICE/TELEPHONE**.

Printing / Exporting / Importing settings

Printing out a list of settings

To print out the list of the machine's current settings:

- 1 Press **MENU**.
- 2 Select **REPORTS > SETTINGS**.

⇒ The machine prints out the list of settings.

Printing out a list of fonts

At any time, you can print out a list of the character fonts installed on your machine.

To print out a list of fonts:

- 1 Press **MENU**.
- 2 Select **REPORTS > FONTS**.

⇒ The machine prints out the list of installed fonts.

Note



You can also access this function via the **PRINT QUEUE** menu.

Exporting setting to the integrated website

This function is only available from the integrated website.

To export the machine's current settings:

- 1 Go to the integrated website (see Remote configuration [■ 21]).
- 2 Select the **SETTINGS** tab.
- 3 Select the menu **TRANSFER PC**.

- 4 Select **EXPORT**.

⇒ A file saving window opens.

- 5 Enter the name of the file, the destination directory and confirm.

⇒ The machine settings are exported in XML format.

Exporting the settings to a USB key

This function enables you to export the machine's settings to a USB key:

Note



Before exporting the settings, check that there is sufficient space on your USB key.

To export the settings to a UBS key, proceed as follows:

Note



You may cancel an operation at any time by pressing .

- 1 Insert your USB key into the machine respecting the insertion direction.

⇒ The USB key is analysed. When the analysis is complete, the **USB KEY** menu is displayed.

- 2 Press **ADVANCED FUNCTIONS**.

- 3 Press **SAVE** to access the settings export function and/or the machine's address book.

⇒ The selection window for files to export is displayed on the screen.

⇒ The left-hand side contains the list of exportable files: **PARAMETERS** and **ADDRESS BOOK**

⇒ The right-hand pane contains your selection.

- 4 In the left-hand pane, press **PARAMETERS** to select it. It becomes blue.

- 5 Use the keys provided to move the file(s) to the right-hand pane:

Key	Action
»	All all files for export.
>	All the selected file for export.
<	Remove the selected file from the list of files to export.
«	Remove all files from the list of files to export.

- 6 Press **OK** to confirm and start the save or **Cancel** to return to the previous menu.

- 7 When the **Export successful** message appears, press **YES** to return to the previous menu.

Note

The machine's settings are exported in xml format, to the Root directory **\HFXv2\backup** on the USB key under the name **MachineParams_YYMMDD_HHMMSS.xml**

Importing the settings from the integrated website

This function is only available from the integrated website.

Caution

When you import settings, you overwrite the machine's current settings.

You can only import files exported from the machine.

To import settings:

- 1 Go to the integrated website (see Remote configuration [21]).
- 2 Select the **SETTINGS** tab.
- 3 Select the **PC TRANSFER** menu.
- 4 Select **IMPORT**.

⇒ A file selection window opens.

- 5 Select the file to import and confirm.

⇒ The settings are imported to the machine.

Importing the settings from a USB key

This function enables you to import and restore machine settings from a USB key.

Caution

When you import settings, you overwrite the machine's current settings.

Note

You can only import files exported from the machine that are in the Root directory **\HFXv2\backup** on the USB key. The settings files are in the format **MachineParams_YYMMDD_HHMMSS.xml**

To import settings:

- 1 Insert your USB key into the machine respecting the insertion direction.
⇒ The USB key is analysed. When the analysis is complete, the **USB KEY** menu is displayed.
- 2 Press **ADVANCED FUNCTIONS**.
- 3 Press **LOAD** to access the settings import function and/or the machine's address book.

⇒ The selection window for files to import is displayed on the screen.

- 4 Use the keys available to filter the file types that can be seen in the selection window:

Key	Action
All	View "settings" files and "address book" files.
Directory	View "address book" files.
Parameters	View "settings" files.

- 5 Browse through the list to select the file you want to import using the keys available:

Key	Action
	Move the list up 1 file at a time at each press.
	Move the list up 10 files at a time at each press.
	Move the list down 1 file at a time at each press.
	Move the list down 10 files at a time at each press.

- 6 Press on the file type **MachineParams_YYMMDD_HHMMSS.xml** to select it. It becomes blue.
- 7 When you have selected the file, press **OK** to confirm and start the import or **Cancel** to return to the previous menu.
- 8 When the **Import successful** message appears, press **YES** to return to the previous menu.

Note

When the import is complete, the machine may request a restart if necessary.

See also

- Remote configuration [21]

Machine monitoring and activity counters

Communications log

The machine saves the last 25 communications made (emission and reception) in a communications log.

The following communications are saved in the log:

- faxes sent and received
- emails sent and received
- scan to archive operations

The communications log is automatically printed out every 25 communications. However, you can request a print-out at any time.

For each direction of communication (incoming and outgoing), the log saves the following information:

- date and time the document was sent or received;
- correspondent's identification;
- document resolution;
- number of pages sent or received;
- length of the communication (only for faxes);
- emission or reception result:
 - **Correct** when the communication was successful;
 - error code in the event of failure.
- cause of communication failure.

To print out the communications log:

- 1 Press **MENU**.
- 2 Select **REPORTS**.
- 3 Press **LOG**.

⇒ The machine prints out the communications log.

Activity counters

At any time, you can consult the machine's activity counters.

The machine saves information on usage of:

- the printer;
- the scanner.

The usage counter for the **printer** contains the following print operations:

Counter	Description
Copy	Number of pages copied
Print	Number of pages printed
Fax	Number of pages received by fax and printed
Total	Total number of pages printed

The usage counter for the **scanner** contains the following scan operations:

Counter	Description
Copy	Number of scanned pages for copy
Fax	Number of pages scanned and faxed
Scan to Mail	Number of pages scanned and sent by email
Scan to File	Number of pages scanned and sent to an FTP or SMB address
Scan to Key	Number of pages scanned and saved on a USB key.

Counter	Description
Scan to Archive	Number of pages scanned and sent to the archive server
Scan to PC	Number of pages scanned and sent to a PC
PC Scan	Number of pages scanned from a PC
Total	Total number of pages scanned

To print out the activity counters:

- 1 Press **MENU**.
- 2 Select **REPORTS**.
- 3 Press **COUNTERS**.

⇒ The machine prints out the activity counters.

Note



You can also access this function via the **STATUS** menu.

Consumable status

You can check the status of consumables at any time.

To **view** the status of consumables:

- 1 Press **MENU**.
- 2 Select **CONSUMABLES > DISPLAY**.

⇒ For each consumable, the machine displays the remaining capacity, expressed as a percentage.

To **print out** the status of consumables:

- 1 Press **MENU**.
- 2 Select **CONSUMABLES > PRINT**.

⇒ For each consumable, the machine prints a report indicating the remaining capacity, expressed as a percentage.

Hardware and software information

The **STATUS** menu contains the machine's hardware and software information which may be requested in the event of technical intervention or during a maintenance operation.

To access this information:

- 1 Press **MENU**.
- 2 Select **[OTHER COMMANDS] > STATUS**.

The following information can be consulted:

Menu	Description
MACHINE TYPE	Machine type
SERIAL NUMBER	Machine's serial number

Menu	Description
SOFTWARE VERSION	Software version installed
VERSION MINIBOOT	Miniboot version installed
OPTIONS	Access to options installed on the machine (additional paper trays, etc.)
PRINT	Printing counters: ← activities (see Activity counters [43]) ← consumables (see Consumable status [43])

Creating and managing user accounts

By default, the machine is set to free access. The functions and configuration menus can be used by everyone with no access restrictions.

However, if you want to rationalize machine resources in your organization, you can activate management of user rights and create user accounts.

Thus, you can:

- reserve the use of certain costly functions (copying, scanning, fax emissions, etc.) to users;
- define monthly use quotas for each user (maximum number of photocopies, scans, fax emissions, etc.);
- monitor and assess the use of resources by means of monthly activity counters per user;
- delegate machine administration rights (access to configuration menus, management of user accounts, etc.) to certain users;
- preserve the confidentiality of faxes received by defining users authorised to view and print them.

A user account is characterized by a 4-digit user code, with a fingerprint if the user has recorded one. A restricted function can only be performed by entering a user code or reading a fingerprint. The machine authorises or prohibits the function requested by the user according to the rights allocated and the quotas defined in the user account.

Activating / Deactivating user rights management

When user rights management is **deactivated**, the machine functions are accessible by everyone with no access restrictions.

When user rights management is **activated**, the functions defined as restricted are only accessible to authorised user accounts.

The "Admin" user account is the machine's default user account. This account has administrator rights and thus authorizes access to all machine functions, with no quota restrictions. **Note**, if you activate user rights management and limit access to all machine functions, without creating user accounts, the machine will only be able to be used by the "Admin" user account.

Therefore, in order to set up user rights management, you must:

1. activate user rights management
2. define the restricted functions
3. create user accounts

To activate / deactivate user rights management:

- 1 Press the **MENU** key.

- 2 Select **SETTINGS > [OTHER PARAMETERS] > RIGHTS MGT. > ACTIVATION**.
- 3 Press **ADMINISTRATION**. Select the required status from the list. Press **OK** to confirm the new setting.
 - ⇒ Activating user rights management makes the list of functions to restrict accessible.
- 4 Specify the functions whose access you want to restrict to authorised user accounts, using the following table. Press **OTHER COMMANDS** to view all available functions.

Function	Description / Procedure
WEB ACCESS	Select the required status: ← NO : any person can access the machine's integrated website and remotely configure the machine. No identification is required. ← YES : only authorised user accounts can access the integrated website, after logging in. Press OK to confirm the new setting.
PRINT	Select the required status: ← NO : any person can print on the machine. No identification is required. ← YES : only authorised user accounts can print on the machine. Authorised users must send their document for printing with their identification information (secure printing). The machine cancels other print requests. Press OK to confirm the new setting.
COPY	Select the required status: ← NO : any person can photocopy on the machine. No identification is required. ← YES : only authorised user accounts can photocopy on the machine, after logging in. Press OK to confirm the new setting.
FAX TRANSMISSION	Select the required status: ← NO : any person can send faxes from the machine. No identification is required. ← YES : only authorised user accounts can send faxes from the machine, after logging in. Press OK to confirm the new setting.

Function	Description / Procedure
FAX RECEPTION	When automatic printing of received faxes is deactivated (see Secure printing of received faxes [■ 30]), users wishing to retrieve a received fax saved in the memory must manually force printing from the print queue. You may restrict this right to authorised user accounts only. Select the required status: ← NO: any person can view and print faxes received saved in the memory in the print queue. No identification is required. ← YES: only authorised user accounts can view and print received faxes saved in the memory in the print queue, after logging in. Press OK to confirm the new setting.
SCAN	Select the required status: ← NO: any person can scan and send documents using the SCAN function. No identification is required. ← YES: only authorised users accounts can scan and send documents using the SCAN function, after logging in. Press OK to confirm the new setting.

- 5 When the settings are complete, press **RIGHTS MGT.** in the navigation path to return to the previous menu.

⇒ You may now create user accounts and allocate rights and usage quotas.

Creating a user account

When user rights management is activated, you must have machine administration rights (by default, "Admin" user account) to create user accounts. You may create up to 49 user accounts.

To create a user account:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > [OTHER PARAMETERS] > RIGHTS MGT. > CREATE USER**.

⇒ The list of properties of the new user account is displayed on the screen. Press **OTHER COMMANDS** to view all properties.
- 3 Specify the properties of the user account using the following table. Press **OK** to confirm each property modified.

Ownership	Description
CODE	4-digit code generated by the machine. This code is unique and personal. The administrator may modify the user code, and must inform the user.
SECURITY LEVEL	Defines the time period during which the user account remains active on the machine, before the user account is automatically logged off: ← LOW: identification of the user account remains active for 180 seconds. ← MODERATE: identification of the user account remains active for 60 seconds. ← HIGH: identification of the user account remains active for 15 seconds. ← ABSOLUTE: the user must login each time a restricted function is used.
ADMINISTR. RIGHT	Allocates machine administration rights to a user account.
WEB ACCESS RIGHTS	Allocates the right to access the integrated website and remotely configure the machine to the user account.
B&W PRINT RIGHTS	Allocates the right to print documents on the machine to the user account.
B&W COPY RIGHTS	Allocates the right to photocopy documents on the machine to the user account.
FAX TRANSM. RIGHTS	Allocates the right to send faxes from the machine to the user account.
FAX RECEPT. RIGHTS	Allocates the right to view and print faxes received saved in the memory in the print queue to the user account.
SCAN RIGHTS	Allocates the right to scan and send documents using the Scan to function to the user account.
B&W PRINT QUOTA	Defines the maximum number of print outs that the user account is authorised to make per month (maximum 10000 pages).
B&W COPY QUOTA	Defines the maximum number of photocopies that the user account is authorised to make per month (maximum 10000 pages).

Ownership	Description
FAX EMISS. QUOTA	Defines the maximum number of faxes that the user account is authorised to send per month (maximum 10000 pages).
SCAN QUOTA	Defines the maximum number of scans that the user account is authorised to make per month (maximum 10000 pages).

Note

Only the user can specify his name, email address and record his fingerprint in his user account (see *Personalising your user account / fingerprint* [19]).

- 4 Once the user account is created, press:
 - ⇒ **RIGHTS MGT.** in the navigation path to return to the previous menu.
 - ⇒ **MENU** to return to the home screen.

The user account created can be used immediately. You may inform the user of his code.

Modifying a user account

Any modifications made to a user account take effect immediately.

To change the rights and quotas of a user account, proceed as follows:

Note

You must have machine administrator rights to access this function.

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > [OTHER PARAMETERS] > RIGHTS MGT. > DISPLAY/EDIT.**
 - ⇒ The list of existing user accounts is displayed on the screen. Use the up and down arrows to view the whole list.
- 3 Select the user account to modify and press **OK.**
- 4 Make the required modifications. Use the procedure for creating a user account for help in modifying the required properties.
- 5 Once the user account has been modified, press:
 - ⇒ **RIGHTS MGT.** in the navigation path to return to the previous menu.
 - ⇒ **MENU** to return to the home screen.

Deleting a user account

Deleting a user account is immediate and leads to:

- invalid identification (user code and fingerprint no longer recognized);
- deletion of secure prints in the print queue;
- deletion of usage counters.

The "Admin" user account cannot be deleted.

To delete a user account, proceed as follows:

Note

You must have machine administrator rights to access this function.

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > [OTHER PARAMETERS] > RIGHTS MGT. > DELETE USER.**
 - ⇒ The list of existing user accounts is displayed on the screen. Use the up and down arrows to view the whole list.
- 3 Select the user account to delete and press **OK.**
 - ⇒ The selected user account is deleted.

Printing the list of user accounts

For each user account on the machine, the print-out of the list of user accounts contains the following information:

- 4-digit user code
- personalised name of the user account
- the rights and usage quotas for machine functions

Note

You must have machine administrator rights to access this function.

To print out the list of user accounts:

- 1 Press the **MENU** key.
- 2 Select **REPORTS > USER RIGHTS.**
 - ⇒ The machine prints out the list of user accounts.

User account reports and usage counters

User rights management allows you to monitor and assess the use of the machine's functions by means of monthly usage counters for each user.

The machine records usage counters for each existing user account:

- when user rights management is activated;
- only for restricted functions (whose use is not free).

At the end of each month, the machine generates a secure print-out under the "Admin" user account of a report containing the quotas and usage counters for each user account. usage counters are then reset to zero.

Note

If the "Admin" user account specifies an email address, the report is also sent by email.

If you have administrator rights on the machine, you can perform the following operations at any time:

- print out an interim report
- send an interim report by email
- export an interim report
- reset the usage counters

Printing an interim report

Printing out an interim report does not affect monthly print-outs of the usage counters.

To print out an interim report of usage counters:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > [OTHER PARAMETERS] > RIGHTS MGT. > COUNTERS**.
- 3 Press **PRINT**.

⇒ The machine prints out the interim report for the usage counters.

Sending an interim report

Sending an interim report does not affect monthly print-outs of the usage counters.

This action sends an interim report of usage counters by email to the "Admin" user account, on the condition that this user account specifies an email address.

To send an interim report of usage counters:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > [OTHER PARAMETERS] > RIGHTS MGT. > COUNTERS**.
- 3 Press **SEND**.

⇒ The machine sends the interim report of usage counters to the email address specified in the "Admin" user account.

Resetting the usage counters

This action resets the usage counters of all user accounts for the current month.

To reset the usage counters:

- 1 Press the **MENU** key.
- 2 Select **SETTINGS > [OTHER PARAMETERS] > RIGHTS MGT. > COUNTERS**.
- 3 Press **DELETE**.

⇒ The usage counters for the current month are reset to zero.

Photocopying documents

Your machine allows you to make one or several photocopies.

You can also configure numerous settings to make photocopies according to your needs.

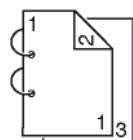
Choosing the photocopy options correctly

Binding

Binding means the way printed pages are bound together to make up a book. Two bindings are possible: long edges and short edges.

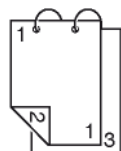
Long edge binding

The pages are printed to be bound on the left margin and turned from right to left.



Short edge binding

The pages are printed to be bound at the top and turned from bottom to top.

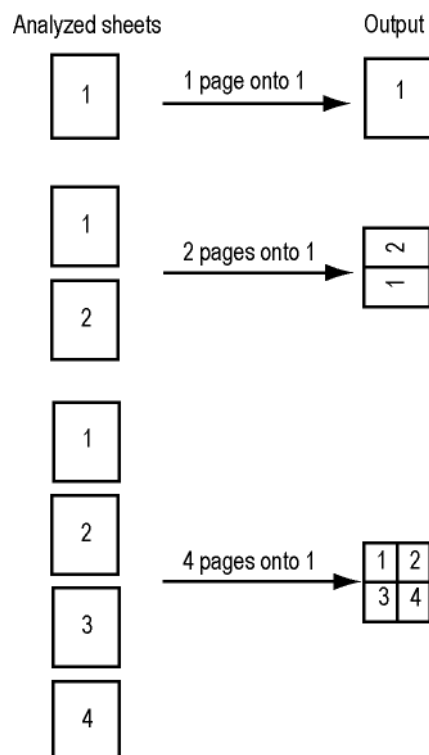


Mosaic copy

Mosaic copying allows several pages to be photocopied on 1 page. The possible combinations are WITHOUT (1 -> 1), 2 -> 1 or 4 -> 1.

This mode is only available for the autoseed scanner.

MOSAIC Copy mode

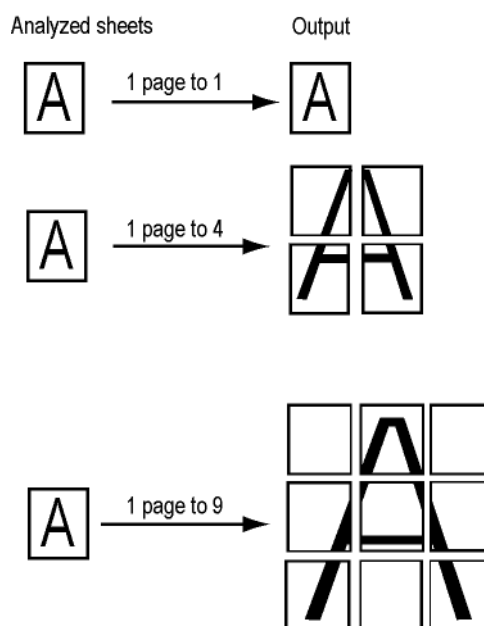


Poster copy

Poster mode allows one page to be photocopied onto several pages. The possible combinations are WITHOUT (1 -> 1), 1 -> 4 or 1 -> 9.

This mode is only available for the flatbed scanner.

POSTER Copy mode



Zoom

The zoom parameter is used to enlarge or reduce the original document. The zoom value is between 25% and 400%.

The configuration of this function depends on two parameters, **SCALE** and **ZOOM**. The following table summarizes the possibilities available according to the defined values:

SCALE	ZOOM
1:1	Inactive
ZOOM	The zoom value is defined in the ZOOM parameter. This value can be entered or selected from the list of predefined values.
FORMAT CONVERS.	Scaling is automatic depending on the paper formats defined in the SCAN FORMAT and PRINTED PAPER parameters.

Simple photocopy

In this case, the default settings are applied.

Note



You may cancel an operation at any time by pressing .

- 1 Insert the document to photocopy (see section Inserting original documents [18]).
- 2 Press the **COPY** key.
- 3 Enter the number of copies required and press **OK**.
- 4 Press  to photocopy the document.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Duplex photocopying

Note



You may cancel an operation at any time by pressing .

- 1 Insert the document to photocopy (see section Inserting original documents [18]).
- 2 Press the **COPY** key.
- 3 Enter the number of copies required and press **OK**.

⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.

- 4 Press **DUPLEX**.
- 5 Select the required option from the list. Press **OK** to confirm.

Duplex mode	Description
DUPLEX -> DUPLEX	input document duplex output document duplex
FRONT -> DUPLEX	input document reverse side only output document duplex
DUPLEX -> FRONT	input document duplex output document reverse side only
FRONT -> FRONT	input document reverse side only output document reverse side only

- 6 To change the binding type, press **BINDING EDGE**. Select the required option from the list (see section Binding [49]). Press **OK** to confirm.

- 7 Press  to photocopy the document.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Photocopy with toner saving

TONER SAVE mode is used to reduce the quantity of toner consumed on the page and thus reduce printing costs.

When using this mode, the consumption of toner is reduced and the print is lighter.

Note



You may cancel an operation at any time by pressing .

- 1 Insert the document to photocopy (see section Inserting original documents [18]).
- 2 Press the **COPY** key.
- 3 Enter the number of copies required and press **OK**.
- 4 Press **TONER SAVE**.
- 5 Select the required status from the list.
- 6 Press **OK** to confirm the new setting.
- 7 Press  to photocopy the document.

Note

Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Elaborated photocopy

Elaborated copies are used to set specific settings for the current photocopy.

- 1 Insert the document to photocopy (see section Inserting original documents [18]).
- 2 Press the **COPY** key.
- 3 Enter the number of copies required and press **OK**.
⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.
- 4 To change the resolution, press **QUALITY**. Select the resolution the best suited to your document from the options available and press **OK** to confirm.

Resolution	Description
SPEED	Low resolution.
NORMAL	Resolution suited for documents with frames (magazines, cover pages, etc.). Use this resolution to prevent dithering problems.
TEXT	Resolution suitable for documents containing text.
TEXT AND IMAGE	Resolution suitable for documents containing text and colour images.
PHOTO	Resolution suitable for documents containing colour images, photographs.

- 5 To change the contrast, press **CONTRAST**. Select the most suitable contrast for your document from the available options. Press **OK** to confirm.
- 6 To change the luminosity, press **BRIGHTNESS**. Select the most suitable luminosity for your document from the available options. Press **OK** to confirm.
- 7 To activate / deactivate the collated copy option, press **COLLATE COPY**. Select the required option. Press **OK** to confirm.

Collated copy option	Description
YES	The printer collates the copies of the original document. E.g.: If you make three copies of a 10-page document, the document is copied three times from page 1 to 10.

Collated copy option	Description
NO	The printer does not collate the copies of the original document. E.g.: If you make three copies of a 10-page document, page 1 is copied three times, then page 2, then page 3 and so on.

- 8 Press **PAPER TYPE**. Select the paper type used from the list. Press **OK** to confirm.
- 9 To change the size of the photocopied document, press **SCALE**.

Option	Description
1:1	The document is printed in scale 1.
ZOOM	When this option is activated, the value defined in the ZOOM parameter is taken into account.
FORMAT CONVERS.	Scaling is automatic depending on the paper formats defined in the SCAN FORMAT and PRINTED PAPER parameters.

- 10 To modify the analysis format, press **SCAN FORMAT**. Select the paper format of the original document in the list. Press **OK** to confirm.
- 11 To define the output document format, press **PRINTED PAPER**. Select the required option in the list and press **OK** to confirm.
- 12 To define the zoom to be applied, press **ZOOM**. Enter the required zoom value using the virtual keyboard or select a value from the predefined values in the list. Press **OK** to confirm.
- 13 If you are using the autofeed scanner, you can mosaic print your documents. Press **MOSAIC** and select the required option from the list (see section Mosaic copy [49]). Press **OK** to confirm.
- 14 If you are using the flatbed scanner, you can poster print your documents. Press **BANNER** and select the required option from the list (see section Poster copy [49]). Press **OK** to confirm.
- 15 Press  to photocopy the document.

Note

Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Identity card photocopy

Note



You may cancel an operation at any time by pressing .

The IDENTITY CARD Copy function is used to copy both sides of an identity card or a document such as a driver's license on a sheet of A4 format (original document size < A5) or a sheet in Letter format (original document size < Statement).

The screen displays the instructions (when the original document should be placed, when the document should be turned over, etc.) and asks your confirmation to start the task.

- 1 Press the **COPY** key.
- 2 Enter the number of copies required and press **OK**.
⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.
- 3 Press **IDENTITY CARD**. Select the required status from the list. Press **OK** to confirm.
- 4 To change the resolution, press **QUALITY**. Select the resolution the best suited to your document from the options available and press **OK** to confirm.

Resolution	Description
SPEED	Low resolution.
NORMAL	Resolution suited for documents with frames (magazines, cover pages, etc.). Use this resolution to prevent dithering problems.
TEXT	Resolution suitable for documents containing text.
TEXT AND IMAGE	Resolution suitable for documents containing text and colour images.
PHOTO	Resolution suitable for documents containing colour images, photographs.

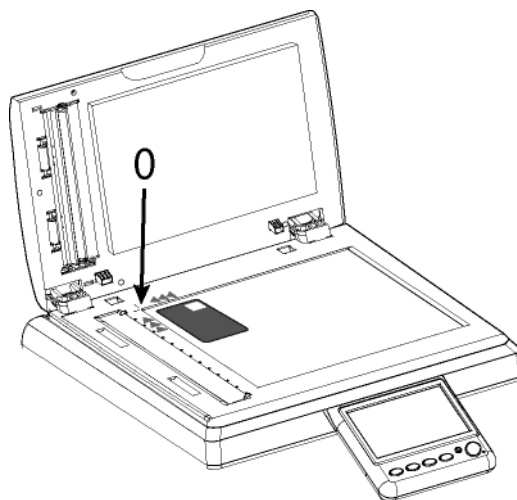
Note



For best results, select **PHOTO** resolution.

- 5 To change the contrast, press **CONTRAST**. Select the most suitable contrast for your document from the available options. Press **OK** to confirm.
- 6 To change the luminosity, press **BRIGHTNESS**. Select the most suitable luminosity for your document from the available options. Press **OK** to confirm.
- 7 Press **PAPER TYPE**. Select the paper type used from the list. Press **OK** to confirm.

- 8 Place your identity card or other official document against the flatbed scanner glass, as indicated below:



- 9 Press  to photocopy the document.
⇒ The document is scanned.
- 10 Turn the document over and press **OK** to confirm. The machine prints out a copy of your document.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Faxing documents

Sending faxes

Simple emission

Note



You may cancel an operation at any time by pressing .

- 1 Insert the document to fax (see section Inserting original documents [18]).
- 2 Press the **FAX** key.
- 3 Enter the number of the recipient using the virtual keyboard or the keypad or select the recipient as follows:

To select a recipient...	then...
from the address book	In the data field Address book, press then: ← Select the contact or list of contacts required from the address book entries. Use the up and down arrows to view all entries in the address book. OR ← Enter the first few letters of the name of your correspondent using the virtual keyboard, and add letters until the full name of the required correspondent is displayed. OR ← Enter the figures of short number of your correspondent using the virtual keyboard or the keypad until the full name of the required correspondent is displayed.
from the 10 last recipients saved.	Press . Select the required recipient. Use the up and down arrows to view all recipients in the memory.

- 4 To add other recipients, press and specify the second recipient (see previous step). Repeat the operation for each recipient to add (maximum 10 contacts or lists of contacts).

Note



You can delete the last recipient entered by pressing the key. Repeat this until the first recipient entered if you want to delete all.

Note



You can view the recipient(s) entered by pressing **OTHER PARAMETERS**.

- 5 Press to send the document.

Note



If you are using the flatbed scanner, you can scan more than one page. Place the next page on the scanner, select **NEXT**. Select **SEND** when all pages have been scanned.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Elaborate emission

Note



You may cancel an operation at any time by pressing .

- 1 Insert the document to fax (see section Inserting original documents [18]).
- 2 Press the **FAX** key.
- 3 Enter the number of the recipient using the virtual keyboard or select the recipient as follows:

To select a recipient...	then...
from the address book	In the data field Address book, press then: ← Select the contact or list of contacts required from the address book entries. Use the up and down arrows to view all entries in the address book. OR ← Enter the first few letters of the name of your correspondent using the virtual keyboard, and add letters until the full name of the required correspondent is displayed. OR ← Enter the figures of short number of your correspondent using the virtual keyboard or the keypad until the full name of the required correspondent is displayed.
from the 10 last recipients saved.	Press . Select the required recipient. Use the up and down arrows to view all recipients in the memory.

- 4 To add other recipients, press and specify the second recipient (see previous step). Repeat the operation for each recipient to add (maximum 10 contacts or lists of contacts)..

Note



You can delete the last recipient entered by pressing the key. Repeat this until the first recipient entered if you want to delete all.

Note



You can view the recipient(s) entered by pressing **OTHER PARAMETERS**.

- 5 Press **OTHER PARAMETERS** to access the parameters you want to change
- 6 To change the resolution, press **QUALITY**. Select the resolution the best suited to your document from the options available and press **OK** to confirm.

Quality	Description
NORMAL	Resolution suitable for good quality documents not containing drawings and/or small details.
FINE	Resolution suitable for documents containing drawings or small characters.
SUPER FINE	Resolution suitable for documents containing drawings (with fine lines) or very small characters (on the conditions that the receiving fax machine can process them).
PHOTO	Resolution suitable for documents containing colour images and/or photographs.

- 7 To change the contrast, press **CONTRAST**. Select the most suitable contrast for your document from the available options. Press **OK** to confirm.
- 8 If you use the autofeed scanner and your document is double-sided, press **DUPLEX** to activate / deactivate double-sided scanning of the document. Select the required option from the list. Press **OK** to confirm.
- 9 If you have the dual-line model, you can select the telephone line to use to send the document. Press **PHONE LINE** to select the telephone line to use from the available options and press **OK** to confirm.

Line	Description
LINE 1	The document is sent on telephone line 1 (LINE 1) of the machine.
LINE 2	The document is sent on telephone line 2 (LINE 2) of the machine.
AUTOMATIC	The document is sent on telephone line 1 (LIGNE 1) or 2 (LIGNE 2) of the machine as per availability.

- 10 To specify the number of pages in the document before sending, press **NUMBER OF PAGES**. Enter the number of pages using the virtual keyboard or the number pad. Press **OK** to confirm.
- 11 To activate / deactivate the Multiple Scan option, press **MULTIPLE SCAN**. Select the option **YES** to activate or **NO** to deactivate it (see Using the Multiple Scan option correctly [18]). Press **OK** to confirm.
- 12 Press to send the document.

Note

If you are using the flatbed scanner, you can scan more than one page. Place the next page on the scanner, select **NEXT**. Select **SEND** when all pages have been scanned.

Note

Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Deferred emission

This function allows you to send a document later.
To plan a deferred emission:

Note

You may cancel an operation at any time by pressing .

- 1 Insert the document to fax (see section Inserting original documents [18]).
- 2 Press the **FAX** key.
- 3 Enter the number of the recipient using the virtual keyboard or select the recipient as follows:

To select a recipient...	then...
from the address book	In the data field Address book, press  then: ← Select the contact or list of contacts required from the address book entries. Use the up and down arrows to view all entries in the address book. OR ← Enter the first few letters of the name of your correspondent using the virtual keyboard, and add letters until the full name of the required correspondent is displayed. OR ← Enter the figures of short number of your correspondent using the virtual keyboard or the keypad until the full name of the required correspondent is displayed.

To select a recipient...**then...**

from the 10 last recipients saved.

Press .

Select the required recipient. Use the up and down arrows to view all recipients in the memory.

- 4 To add other recipients, press  and specify the second recipient (see previous step). Repeat the operation for each recipient to add (maximum 10 contacts or lists of contacts)..

Note

You can delete the last recipient entered by pressing the  key. Repeat this until the first recipient entered if you want to delete all.

Note

You can view the recipient(s) entered by pressing **OTHER PARAMETERS**.

- 5 Press **OTHER PARAMETERS** to access the parameters you want to change
- 6 To modify the send date, press **DATE**. Enter the required date using the virtual keyboard. Use the  and  keys to pass from one character to the next. In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 7 To modify the send time, press **TIME**. Enter the required time using the virtual keyboard. Use the  and  keys to pass from one character to the next. In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 8 Press  to send the document.

Note

If you are using the flatbed scanner, you can scan more than one page. Place the next page on the scanner, select **NEXT**. Select **SEND** when all pages have been scanned.

Your document is saved and placed on standby in the send queue. It will be sent at the planned date and time.

Note

Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Stopping an emission in progress

It is possible to stop an emission in progress whatever the emission type, but it will differ depending on whether the emission is to one or several recipients.

- For an emission to one recipient, the document is deleted.
- For an emission to several recipients, only the recipient for the document in progress when the emission is stopped is deleted from the emission queue.

To stop an emission in progress :

- 1 Press .

⇒ A message asking you to confirm the cancellation is displayed on the screen.

- 2 Press **OK** to confirm cancelling the emission in progress.

For several recipients, you can delete the other recipients from the emission queue (see Deleting a document awaiting emission [■ 56]).

If the machine is configured to print out an emission report (see the section Emission report [■ 28]), it will be printed out, indicating that the communication was stopped at the request of the user.

Receiving faxes

The reception of faxes depends on the configuration of your machine.

By default, the machine prints out the faxes as and when they are received.

If the administrator has activated secure printing of received faxes, users wishing to retrieve a document saved in the memory, must manually force printing from the machine's print queue.

The settings for customizing printing of received faxes are described in the section Fax reception settings [■ 30].

Printing received faxes in the memory

When secure printing of received documents is active, the machine saves the faxes received in the memory to preserve confidentiality.

To retrieve a fax received and saved in the memory:

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

- 1 Press **MENU**.
- 2 Press **PRINT QUEUE**.
- 3 Press **PRINT**.

⇒ The faxes received and saved in the memory are identified by **FAX HELD**.

- 4 Select the required fax.

The machine prints out the fax selected.

Monitoring fax emissions

The emission queue contains requests:

- currently being sent,
- awaiting emission (preceded by other requests or awaiting a new emission attempt),
- deferred,
- rejected (stopped or maximum number of attempts reached).

Accessing the emission queue

- 1 Press **MENU**.
- 2 Press **SEND QUEUE**.

The emission queue allows you to:

- Force a request (on standby or rejected) to be sent
- Edit the recipient(s) for an emission request (on standby)
- Edit the date / time of an emission request
- Delete an emission request (on standby or rejected)
- Print out a document awaiting emission

Forcing an emission request

To force sending or resend a fax that is on standby or has been rejected:

- 1 Press **SEND**.
- ⇒ The faxes are identified by **FAX**.
- 2 Select the required emission request and press **OK**.

Your emission request becomes the priority. The corresponding document is sent once the telephone line is available.

Editing an emission request

To edit an emission request from the emission queue:

- 1 Press **DISPLAY/EDIT**.
- ⇒ The faxes are identified by **FAX**.
- 2 Select the required emission request and press **OK**.
- ⇒ The emission options for the selected request are displayed.
- 3 To change the recipient(s), press **RECIPIENT**. Enter the required modifications and press **OK** to confirm.
- 4 To modify the send date, press **DATE**. Enter the required date and press **OK** to confirm.
- 5 To modify the send time, press **TIME**. Enter the required time and press **OK** to confirm.

Deleting a document awaiting emission

To delete an emission request from the emission queue and cancel the emission:

Note

Deleting an emission request is irreversible.

1 Press DELETE.

⇒ The faxes are identified by **FAX**.

2 Select the required emission request and press OK.

The selected emission request disappears from the emission queue.

Print out a document awaiting emission

To print out a document awaiting emission:

1 Press PRINT.

⇒ The faxes are identified by **FAX**.

2 Select the required emission request and press OK.

Printing documents from a PC

Your machine offers numerous printing options. In particular, you can configure numerous settings to print documents according to your needs.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Prerequisites

To be able to print on the machine, you must first have installed the print drivers available in the PC Kit on your computer.

For more information, consult the section PC functions [■ 85].

Choosing print options correctly

In this section you will find a description for each tab of the printing options available in the machine's print driver.

To access these options, launch a print from your computer, select the machine from the list of available printers and click on the print options.

A preview allows you to check the print options applied to your document in real time.

Note



The availability and access to the print options may vary according to the operating system used and the print drivers installed.

Paper tab

This tab allows you to:

- specify the **number of copies** of the document to print. When printing several copies, remember to use the copy assembly option.
- define the **paper format and type** to be used to print the document according to the paper formats and types loaded in the machine's paper trays, or activate automatic selection and verification of the paper to be used by the machine.
- define or not **duplex** printing. If you select **Printer settings**, the printing will depend on the default settings for the printer. Select **No (single side)** to force single-sided printing. Select **Yes (duplex)** to print the document in duplex.

- to print **duplex**, define the binding type required: long edges or short edges (see section Binding [■ 49]).
- specify the **orientation** of the document to be printed (portrait or landscape) or apply a 180° rotation.
- print **several pages** of the document on the same page (16 maximum), insert a surround, modify the layout.

Printing in **booklet mode** allows you to print the document on double format paper of the specified document format. In this way you can fold the document in two to make a booklet.

Custom sizes tab

This tab allows you to:

- create a personalised paper format. The personalized paper format will then be available in the list of paper formats offered by the machine. **Before starting**, ensure that the paper format you want to create is compatible with the paper formats which can be used on the machine (see Recommendations for paper [■ 139]).
- edit a personalised paper format.
- delete a personalised paper format.

Job security tab

Note



This function is not available for PostScript print drivers.

This tab allows you to:

- **name** the print task to be able to identify it more easily in the machine's print queue. You can allocate a name and associate a user name to the task.
- **activate / deactivate saving** of the print task in the machine's print queue, before and / or after printing:
 - **hold before printing**: on receiving the print task, the machine does not automatically print the document. You have to manually launch printing of the document by forcing it directly from the machine's print queue. Don't hesitate to use this function if you want to be present when your document is printed.
 - **save after printing**: once the document is printed, the machine does not delete the print task from the print queue, but saves it for subsequent printing. You can then manually launch printing of the document again by forcing it directly from the machine's print queue. Don't hesitate to use this function to make documents available for printing on demand.
 - **job life**: the print task is held before printing and / or saved after printing for a period that you define; indefinitely or for a specified number of hours.

- **secure printing** of the document by associating a 4-digit code or a fingerprint. On receiving the print task, the machine does not automatically print the document. You have to manually launch printing of the document by forcing it directly from the machine's print queue. You will then be asked for the 4-digit code or the fingerprint associated with the print task.

However, before using this function, consider the following:

- if rights management is deactivated or if the print function is free for all to use, you can enter the identification information of your choice.
- if rights management is activated and the print function is restricted, only authorized user accounts will be able to print on the machine. If you user account authorizes you to print, you must enter the 4-digit code or use the fingerprint associated with your user account. On receiving the print task, the machine will check if the identification information correspond to those in the authorized user account. Otherwise, the machine will delete the print task from the print queue.

Advanced tab

This tab allows you to:

- print front and back cover pages, and dividers.
- select the paper tray containing the front and back cover pages, and the dividers.
- specify the paper format and type on which to print the front and back cover pages, and the dividers.
- specify the print and binding margins for printing several pages on one page or in booklet mode.

Watermarks tab

This tab allows you to:

- insert a watermark in a document to be printed, on all pages of the document or only on the first page.
- create a personalised watermark. The personalised watermark will then be available in the list of watermarks offered by the machine. Creating a watermark allows you to personalize the text to insert, specify the font characteristics and define its position in the document.
- edit a watermark.
- delete a watermark.

Overlays tab

Note



This function is only available for PostScript print drivers.

This tab allows you to:

- select an overlay to be used. **Ensure** that the format and orientation of the overlay to be used correspond to the format and orientation of the document to print.
- add or delete overlay files.
- create an overlay.
- define the superposition of an overlay and a document.
- print the overlay on all pages, the first page, even pages and odd pages.
- place the overlay in the foreground or background of the document to print.

Fonts tab

This tab allows you to:

- select the font usage mode.
- select the font transmission mode.

Device options tab

This tab allows you to consult the options installed on the machine (duplex module, additional paper tray, etc.).

Settings tab

This tab allows you to:

- restore the factory settings.
- restore the print options to their default values.
- save your most commonly used print options. Then you can select them directly in the selection box of settings to apply to document printing. If modifications are made, you will be able to restore these print options.

Simple printing

In this case, the default settings are applied.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

- 1 Use the command **Print** in the **File** menu of the application open on the screen.
- 2 Select the machine from the list of available printers.
- 3 Enter the number of copies to print.
- 4 Click **OK** to start printing.

You can monitor your print tasks in the print queue (see the section Monitoring printing [■ 61]).

Duplex printing

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

- 1 Use the command **Print** in the **File** menu of the application open on the screen.
- 2 Select the machine from the list of available printers.
- 3 Click **Properties** to access the print options.
- 4 Select the **Paper** tab.
- 5 Enter the number of copies to print. When printing several copies, activate / deactivate the copy assembly option.
- 6 Activate duplex printing by selecting the required binding: long edges or short edges.
- 7 Click **OK** to start printing.

You can monitor your print tasks in the print queue (see the section Monitoring printing [■ 61]).

Secure printing

In order to guarantee confidentiality of your prints, you can secure printing of a document by associating a 4-digit code or a fingerprint.

On receiving the print task, the machine does not automatically print the document.

You have to manually launch printing of the document by forcing it directly from the machine's print queue. You will then be asked for the 4-digit code or the fingerprint associated with the print task.

However, before using this function, consider the following:

- if rights management is deactivated or if the print function is free for all to use, you can enter the identification information of your choice.
- if rights management is activated and the print function is restricted, only authorized user accounts will be able to print on the machine. If your user account authorizes you to print, you must enter the 4-digit code or use the fingerprint associated with your user account. On receiving the print task, the machine will check if the identification information correspond to those in the authorized user account. Otherwise, the machine will delete the print task from the print queue.

Receiving your fingerprint

To save and receive your fingerprint in the form of an electronic file:

Note



If you have a user account, you can save your fingerprint and receive it at your email address. To do so, personalize your user information (see Personalising your user account / fingerprint [■ 19]).

- 1 Press the **MENU** key.
- 2 Select **OTHER COMMANDS > IDENTIFICATION > SEND FINGERPRINT**.
- 3 Press **RECIPIENT(S)**. Enter your email address using the virtual keyboard. In the event of an error, use the  key to delete a character. Press **OTHER PARAMETERS** to confirm.
- 4 To copy the email to other recipients, press **CC RECIPIENT(S)**. Specify the recipient(s) on copy, and press **OTHER PARAMETERS** to confirm.
- 5 Press **SUBJECT**. Enter the subject of the email using the virtual keyboard (80 characters maximum). In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 6 To customize the name of the attachment, press **FILENAME**. Enter the file name using the virtual keyboard (maximum 20 characters). In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 7 Press the  key.
 - ⇒ The procedure to save your fingerprint is launched.
- 8 Place the finger you will always use, your reference finger, on the fingerprint reader and slide it slowly downwards. The machine informs you when the option is successful.

The fingerprint is scanned and the email message is saved. Depending on the machine configuration, the email is sent via the local network or during the next planned internet connection.

To force the internet connection and send / receive emails, press **MENU** then select **INTERNET > MAIL / PHONE**.

On receipt of the email, just copy the file containing the fingerprint to your computer's hard disk.

Launching secure printing

To launch secure printing from your computer:

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

- 1 Use the command **Print** in the **File** menu of the application open on the screen.
- 2 Select the machine from the list of available printers.

- 3 Click **Properties** to access the print options.
- 4 Define the print options required for your document (number of copies, paper format, etc.).
- 5 Click on the **Job Security** tab.
- 6 To easily identify your secure print, enter a print task name and a user name.
- 7 To associate a 4-digit code, check the **PIN** box and enter the code.
- 8 To associate a fingerprint, check the **Fingerprint** box, click on **Browse** and select the file that contains your fingerprint (see Receiving your fingerprint).
- 9 Click **OK** to start printing.

The print task is saved on the machine. To retrieve your print, you must manually force it from the print queue.

Retrieving/Releasing secure prints

To retrieve a secure print on the machine:

- 1 Press **MENU**.
- 2 Press **PRINT QUEUE**.
- 3 Press **PRINT**.
 - ⇒ Secure prints are identified by **PC HELD**.
- 4 Select your print task from the list.
 - ⇒ An identification screen is displayed.
- 5 Identify yourself with the information entered when you sent your print task:
 - ⇒ enter the 4-digit code associated with the print task.
 - ⇒ if you associated your fingerprint with the print task, place your reference finger in the fingerprint reader and slide it slowly downwards.
- 6 When the identification is successfully completed, the machine prints your document.

If identification fails, the machine displays an explanatory message (insufficient rights, unknown account, etc.). In all cases, contact the machine's administrator.

Cancelling a print in progress

To cancel a print in progress:

- 1 Press the  key.
 - ⇒ A message asking you to confirm the cancellation appears on the screen.
- 2 Press **OK** to confirm cancellation of the print task in progress.

Monitoring printing

The print queue contains documents that are:

- currently being printed,
- awaiting printing (preceded by other print tasks),
- saved in the memory for printing,
- secured awaiting to be forced.

Accessing the print queue

- 1 Press the **MENU** key.
- 2 Press **PRINT QUEUE**.

To be able to identify documents awaiting printing, the print queue allocates a type to the various print tasks managed by the machine:

The type...	identifies...
PRINT PC	print tasks sent from a computer.
FAX	faxes received awaiting printing.
EMAIL	emails received awaiting printing.
PRINT USB KEY	print tasks sent from a USB memory key.
PRINT REPORT	print tasks automatically generated by the machine (emission report, communication log) or launched by a user from a machine menu (printing of function guide, address book, settings, etc.).
PC HELD	print tasks sent from a computer with at least one of the following properties: ← hold before printing ← secure printing
FAX HELD	received faxes saved in the memory (see Receiving faxes [56]).

The print queue allows you to perform the following operations:

- Print out the list of saved print tasks
- Force a print task
- Edit the properties of a print task
- Delete a print task

Print out the list of saved print tasks

To print out the list of print tasks saved in the memory by the machine for subsequent printing (held after printing):

- 1 Press **PRINT QUEUE**.
 - ⇒ The machine prints out the list of print tasks with the property "Keep After".

Force a print task

To force or reprint a document from the print queue:

- 1 Press **PRINT**.
- 2 Select the required print task and press **OK**.

Your print task becomes the priority. The corresponding document is printed as soon as the machine is available to print.

Editing a print task

To edit the properties of a print task from the print queue:

- 1 Press **DISPLAY/EDIT**.
- 2 Select the required print task and press **OK**.
 - ⇒ The properties of the selected print task are displayed.
- 3 Make the required modifications and press **OK** to confirm.

Deleting a print task

To delete a print task from the print queue:

Note



Deleting a print task is irreversible.

-
- 1 Press **DELETE**.
 - 2 Select the required print task and press **OK**.

The selected print task disappears from the print queue.

Printing documents sent by email

Your machine can print documents sent by email.

This function is limited to documents of format TIFF/JPEG/PDF/TXT.

SMTP/POP3 protocols are used to send the documents to the machine by email.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Prerequisites

To be able to print documents sent by email on the machine, you must first configure your machine's connection and the email service settings. You need:

An operational Ethernet connection with an email account authorized to send outside your local network.

The following connection information for your email account:

- email service login
- email service password
- email address
- name or IP address of the SMTP (outgoing) and POP3 (incoming) servers
- SMTP authentication settings (if necessary)

For more information, consult the section Email settings [■ 39].

Note



Although quite simple, the network settings sometimes require expert knowledge of your computer configuration. We suggest you contact the machine administrator.

See also

■ PC Functions [85]

Configuring the connection

To configure your machine's email connection, proceed as follows:

- 1 Do the operations described in the chapter Accessing email configuration settings [■ 39].
- 2 Do the operations described in the chapter Configuring the email connection [■ 39].

Note



*To print documents sent to the machine by email, select the connection type **BY ETHERNET**.*

Printing

Attached documents in TIFF/JPEG/PDF/TXT format sent by email to the machine will be printed automatically

To guarantee confidentiality, you may also safeguard printing of your documents by associating a 4-digit code to your email address. On receiving the print job, the document will not be printed automatically. Printing of the document can be launched from the machine's print queue using this 4-digit code.

You can also manage the configuration of secure printing from the machine.

Retrieving the machine's email address and safeguarding printing

To send a document to the machine by email for printing, you must first identify the machine's email address.

To retrieve the machine's email address, proceed as follows:

- 1 Press the **MENU** key.
- 2 Press **MOBILE PRINT > PRINTER ADDR**
- 3 Enter your email address using the virtual keyboard. In the event of an error, use the  key to delete a character. Press **Send**.
- 4 The printer asks if you have associated a 4-digit code with your email address. Select your print type by pressing the **YES** or the **NO** key.

To select your print type	Description
YES	The print is secured using a 4-digit code. An identification screen is displayed:  Enter the 4-digit code using the virtual keyboard.  Confirm this 4-digit code.  Press OK to send the machine's email address and the associated 4-digit code to your email address.
NO	The machine's email address is sent to your email and the print is not secured. There is no 4-digit code associated with the print jobs.

Note

The machine sends an email to your personal email address containing an attachment named «**printer.vcf**». This attachment contains the coordinates of the machine to be saved in your personal address book.

Note

You may cancel the procedure at any time by pressing **Cancel**.

Note

If you have not received the machine's email address in your personal email, consult the **machine's emission queue** to check if the email has been sent. To do so, press **MENU > SEND QUEUE > SEND** then select the email sent to yourself and press **OK**.

If the problem persists, contact your machine administrator.

Sending documents to the machine by email for printing

To send documents by email to the machine, proceed as follows:

- 1 From your email:
Use the **reply to** command from the email sent by the machine and add an attachment in format TIFF/JPEG/PDF/TXT.
or
"Open" or "save" the attachment sent by the machine in VCF format to add the machine's address to your address book and send the document(s) to the machine later.
- 2 After sending the email, go to the machine to retrieve your documents that have been printed or are awaiting printing.

Note

In the event of a problem importing the Gmail/Android contact, check that you are using the Smartphone's own email client and not Gmail to be able to import the contact file. If not, save the VCF file locally. Then click "File" and "Save as" to manually import from the Gmail interface to avoid this problem.

Printing from the Mobile Print menu

To retrieve a print on the machine from the **MOBILE PRINT** menu, proceed as follows:

- 1 Press the **MENU** key.

- 2 Press **MOBILE PRINT > GET DOCUMENTS** to retrieve your print.

- ⇒ The document prints automatically if the print is not secure.
- ⇒ If the print is secured, the machine automatically sends you to the **print queue**. In this case, repeat the operations described in chapter Recovering/releasing prints from the print queue [■ 64].

Note

There are two possibilities for retrieving all your prints (secure or not). Either use the menu **MOBILE PRINT** or the menu **PRINT QUEUE**. Only secure prints need the document to be selected in the **print queue** and the 4-digit code to be entered.

Retrieving/Releasing prints from the print queue

To retrieve a secure print on the machine from the **print queue**, proceed as follows:

- 1 Press the **MENU** key.
- 2 Press **PRINT QUEUE**.
- 3 Press **PRINT**.
 - ⇒ Non secure prints are printed automatically.
 - ⇒ Secure prints are identified by the type **EMAIL**.
- 4 Select your secure print task from the list.
 - ⇒ An identification screen is displayed.
- 5 Identify yourself with the information entered when you sent your print task:
 - ⇒ enter the 4-digit code associated with the user email address.
- 6 When the identification is successfully completed, the machine prints your document.

If identification fails, the machine displays an explanatory message (insufficient rights, unknown account, etc.). In all cases, contact the machine's administrator.

Note

For printing in secure mode, the time to receive and display documents for printing may require additional processing time. To check if the documents have arrived, you can consult the **print queue** as often as necessary by pressing **MENU > PRINT QUEUE**. If your documents do not appear after several minutes, contact the machine administrator.

Managing configuration of secure printing

To manage configuration of secure printing (email with associated 4-digit code) in the **list of users**, proceed as follows:

Access the list of users

- 1 Press the **MENU** key.
- 2 Press **MOBILE PRINT > LIST OF USERS**.

The list of users with codes appears on the screen and you can do the following actions:

- Add a new configuration, new email address with associated 4-digit code.
- Edit your configuration, your email address and/or its associated 4-digit code. Receive your 4-digit code if you have forgotten it.
- Delete your configuration, email with associated 4-digit code

Note



You may cancel the procedure at any time by pressing **Exit** or the  key.

Adding a user

To add a user from the **list of users**, proceed as follows:

- 1 Press **Add**.
- 2 Enter your email address using the virtual keyboard. In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 3 The window to enter the 4-digit code opens:
 - ⇒ Enter the 4-digit code using the virtual keyboard.
 - ⇒ Confirm this 4-digit code.
 - ⇒ Press **OK** to send the machine's email address and the associated 4-digit code to your email address.

Note



The machine sends an email to your personal email address containing an attachment named «**printer.vcf**». This attachment contains the coordinates of the machine to be saved in your personal address book.

Note



You may cancel the procedure at any time by pressing **Cancel** or the  key.

Note



If you have not received the machine's email address in your personal email, consult the **machine's emission queue** to check if the email has been sent. To do so, press **MENU > SEND QUEUE > SEND** then select the email sent to yourself and press **OK**.

If the problem persists, contact your machine administrator.

Editing a user

To edit your user account from the **list of users**, proceed as follows:

- 1 Select the user account you want to edit by pressing the corresponding email address in the list.
- 2 Press **Edit**.
- 3 Identify the user account you want to edit by entering its 4-digit code and press **Entry** or **OK** to confirm identification.

Note



If you have forgotten the 4-digit code associated with the user account to edit, press **Lost Code**. The machine sends a new email with your code and you can continue the procedure.

- 4 Press **EMAIL** if you want to edit your email address.
- 5 Enter your new email address using the virtual keyboard. In the event of an error, use the  key to delete a character. Press **OK** to return to the previous screen.
- 6 Press **CODE** if you want to edit the code associated with your email address. An identification screen is displayed:
 - ⇒ Enter your new 4-digit code using the virtual keyboard.
 - ⇒ Confirm this new 4-digit code.
 - ⇒ Press **OK** to return to the previous screen.

Note



You may cancel the procedure at any time by pressing **Cancel** or the  key.

- 7 Press **OK** to confirm the modification.

Deleting a user

To delete your user account from the **list of users**, proceed as follows:

- 1 Select the user account you want to delete by pressing the corresponding email address in the list.
- 2 Press **Delete**.
- 3 Identify the user account you want to delete by entering its 4-digit code and press **Entry** or **OK** to delete it. The user account no longer appears in the **list of users**.

Caution



When a user is deleted, the machine also definitively deletes any documents awaiting printing received from this user.

Note

If you have forgotten the 4-digit code associated with the user account to delete, press **Lost Code**. The machine sends a new email with your code and you can continue the procedure.

Note

You may cancel the procedure at any time by pressing **Cancel** or the  key.

Cancelling a print in progress

To cancel a print in progress:

- 1 Press the  key.
⇒ A message asking you to confirm the cancellation appears on the screen.
- 2 Press **OK** to confirm cancellation of the print task in progress.

Monitoring printing

The print queue contains documents that are:

- currently being printed,
- awaiting printing (preceded by other print tasks),
- saved in the memory for printing,
- secured awaiting to be forced.

Accessing the print queue

- 1 Press the **MENU** key.
- 2 Press **PRINT QUEUE**.

To be able to identify documents awaiting printing, the print queue allocates a type to the various print tasks managed by the machine:

The type...	identifies...
PRINT PC	print tasks sent from a computer.
FAX	faxes received awaiting printing.
EMAIL	emails received awaiting printing.
PRINT USB KEY	print tasks sent from a USB memory key.
PRINT REPORT	print tasks automatically generated by the machine (emission report, communication log) or launched by a user from a machine menu (printing of function guide, address book, settings, etc.).

The type...	identifies...
PC HELD	print tasks sent from a computer with at least one of the following properties: ← hold before printing ← secure printing
FAX HELD	received faxes saved in the memory (see Receiving faxes [56]).

The print queue allows you to perform the following operations:

- Print out the list of saved print tasks
- Force a print task
- Edit the properties of a print task
- Delete a print task

Print out the list of saved print tasks

To print out the list of print tasks saved in the memory by the machine for subsequent printing (held after printing):

- 1 Press **PRINT QUEUE**.
⇒ The machine prints out the list of print tasks with the property "Keep After".

Force a print task

To force or reprint a document from the print queue:

- 1 Press **PRINT**.
- 2 Select the required print task and press **OK**.

Your print task becomes the priority. The corresponding document is printed as soon as the machine is available to print.

Editing a print task

To edit the properties of a print task from the print queue:

- 1 Press **DISPLAY/EDIT**.
- 2 Select the required print task and press **OK**.
⇒ The properties of the selected print task are displayed.
- 3 Make the required modifications and press **OK** to confirm.

Deleting a print task

To delete a print task from the print queue:

Note

Deleting a print task is irreversible.

- 1 Press **DELETE**.
 - 2 Select the required print task and press **OK**.
- The selected print task disappears from the print queue.

Using a USB memory key

You can connect a USB key to the machine. The compatible files are analyzed and you may perform the following operations:

- print files from your USB key;
- scan and save a document on your USB key;
- scan the content of your USB key.

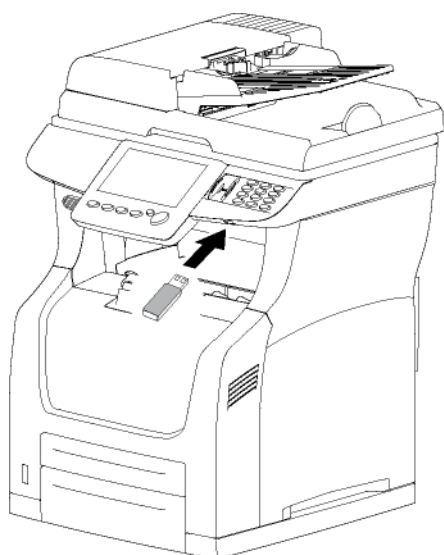
Support compatibility

The machine can read the contents of the following USB peripherals:

Support	Characteristics
Peripheral	← Mass storage peripheral 2.0 formatted in FAT 16 or FAT 32 ← Maximum size 20 Gb
Files	Photo / Image: JPEG Document: TIFF, TXT, PDF

Recommendations for using USB keys

- Before using a USB key, always make a backup of its contents. Thus, in the event of any data loss, you will be able to retrieve the contents using the backup copy.
- Always insert your USB key in the machine without forcing and respecting the direction of insertion.



- Never disconnect a USB key when a read or save operation is in progress.
- Remove the inserted USB key only when the machine has completed any printing or saving operations.
- If the machine cannot read the content of the USB key, check that the USB key is compatible, that it is correctly inserted, and that the file formats are compatible.

Viewing the content of a USB key

When you insert a USB key into the machine, its content is immediately analyzed. The number of files present is displayed and the special menu **USB KEY** opens.

The **USB KEY** function offers you methods of display and selection suited to the types of documents you wish to print:

Mode	Description
DOCUMENTS	Only printable documents on the USB key are displayed in the form of a list. The file names and their extensions are displayed to facilitate selection.
IMAGES	Only printable image files present on the USB key are displayed. The images/photos are displayed as thumbnails to facilitate selection.

Printable files (documents and images) are displayed without taking account of their arborescence on the USB key.

Printing files from a USB key

For clarity and to help you select the right printing options for the type of files to be printed, this section explains the following operations separately:

- Printing photos from a USB key;
- Printing documents from a USB key.

It is possible to select image and document files to be printed in the same operation. In this case, common printing options (paper format, paper type, number of copies, etc.) will apply to all files selected.

Printing photos from a USB key

To print image files present on your USB key, proceed as follows:

Note



You may cancel an operation at any time by pressing .

- 1 Insert your USB key into the machine respecting the insertion direction.
 - ⇒ The USB key is analyzed. When the analysis is complete, the **USB KEY** menu is displayed.
- 2 Press **PRINT**.
 - ⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.
- 3 Press **IMAGES** to select the photos to print.

- ⇒ The image file selection window is displayed on the screen.
 - ⇒ The left-hand side contains the list of available files.
 - ⇒ The right-hand side contains the files selected for printing.
- 4 Use the up and down arrows to view all available files. Select the required files in the left-hand side using the keys:

Key	Action
»	Add files to the list of files to print.
>	Add the selected file to the list of files to print.
<	Remove the selected file from the list of files to print.
«	Remove all files from the list of files to print.

- 5 When you have selected the files, press **OK** to confirm.
- 6 To change the number of copies of files to print, press **NUMBER OF COPIES**. Enter the required number of copies using the virtual keyboard or the number pad. Press **OK** to confirm.
- 7 To specify the print format of the photos, press **IMAGE SIZE**. Select the print format for image files and press **OK** to confirm.

Format	Description
PHOTO	Classic 10x15 cm photo printing
FULL PAGE	Print adjusted to page format used.

- 8 To change the paper type, press **PAPER TYPE**. Select the required option in the list and press **OK** to confirm.
- 9 To define the output document format, press **PRINTED PAPER**. Select the required option in the list and press **OK** to confirm.
- 10 To activate toner-saving printing, press **TONER SAVE** and select the required status. Press **OK** to confirm.
- 11 Press  to print the files.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Printing documents from a USB key

To print document files present on your USB key, proceed as follows:

Note



You may cancel an operation at any time by pressing .

- 1 Insert your USB key into the machine respecting the insertion direction.
 - ⇒ The USB key is analyzed. When the analysis is complete, the **USB KEY** menu is displayed.
- 2 Press **PRINT**.
 - ⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.
- 3 Press **DOCUMENTS** to select the documents to print.
 - ⇒ The file selection window is displayed on the screen.
 - ⇒ The left-hand side contains the list of available files.
 - ⇒ The right-hand side contains the files selected for printing.
- 4 Use the up and down arrows to view all available files. Select the required files in the left-hand side using the keys:

Key	Action
»	Add files to the list of files to print.
>	Add the selected file to the list of files to print.
<	Remove the selected file from the list of files to print.
«	Remove all files from the list of files to print.

- 5 When you have selected the files, press **OK** to confirm.
- 6 To change the number of copies of files to print, press **NUMBER OF COPIES**. Enter the required number of copies using the virtual keyboard or the number pad. Press **OK** to confirm.
- 7 If you have selected documents to print on both sides, you can use the options **DUPLEX** and **BINDING EDGE**. To activate/deactivate duplex document printing, press **DUPLEX**. Select the required option in the list and press **OK** to confirm.
- 8 To change the binding type, press **BINDING EDGE**. Select the required option from the list (see section Binding [49]). Press **OK** to confirm.
- 9 To change the paper type, press **PAPER TYPE**. Select the required option in the list and press **OK** to confirm.
- 10 To define the output document format, press **PRINTED PAPER**. Select the required option in the list and press **OK** to confirm.

11 To activate toner-saving printing, press **TONER SAVE** and select the required status. Press **OK** to confirm.

12 Press  to print the files.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

Saving a document on a USB key

This function enables you to scan and save a document directly to a USB key, in JPEG, PDF or Secure PDF format.

Note



Before scanning a document, check that there is sufficient space on your USB key.

To scan a document and save it to a USB key, proceed as follows:

Note



You may cancel an operation at any time by pressing .

- 1 Insert the document to scan (see section Inserting original documents [18]).
- 2 Insert your USB key into the machine respecting the insertion direction.
⇒ The USB key is analyzed. When the analysis is complete, the **USB KEY** menu is displayed.
- 3 Press **SCANNER**.
⇒ The first settings appear on the screen. Use **OTHER PARAMETERS** to access all available settings.

Note



You can also access this function by pressing **SCAN** then by selecting **USB KEY**.

- 4 To change the destination directory on the USB key, press **DIRECTORY PATH**. Enter the file destination directory (maximum 80 characters). In the event of an error, use the  key to delete a character. Press **OK** to confirm.

- 5 To customize the name of the scanned file, press **FILENAME**. Enter the name using the virtual keyboard (maximum 20 characters). In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 6 To customize the format of the scanned file, press **DOCUMENT FORMAT**. Select the format from the available options and press **OK** to confirm.

Format	Description
IMAGE	The scanned file is in format: ← TIFF (black and white document) ← JPEG (colour document)
PDF	The file is scanned in PDF format (black and white or colour document).
SECURED PDF	The file is scanned in PDF format (black and white or colour), protected by a password which you can define.

- 7 If you have selected **SECURED PDF** format, press **PASSWORD**. Enter the password using the virtual keyboard (maximum 20 characters). In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 8 To change the resolution, press **QUALITY**. Select the resolution the best suited to your document from the options available and press **OK** to confirm.

Resolution	Description
LIGHT	Low resolution.
TEXT	Resolution suitable for documents containing text.
TEXT AND IMAGE	Resolution suitable for documents containing text and colour images.
PHOTO	Resolution suitable for documents containing colour images, photographs.

- 9 To scan the document in colour, press **COLOUR**. Select the required option in the list and press **OK** to confirm.
- 10 To change the contrast, press **CONTRAST**. Select the most suitable contrast for your document from the available options. Press **OK** to confirm.
- 11 If you use the autofeed scanner and your document is double-sided, press **DUPLEX** to activate / deactivate double-sided scanning of the document. Select the required option in the list and press **OK** to confirm.
- 12 To specify the number of pages in the document before scanning, press **NUMBER OF PAGES**. Enter the number of pages using the virtual keyboard or the number pad. Press **OK** to confirm.

13 To activate / deactivate the Multiple Scan option, press **MULTIPLE ANALYSIS**. Select **YES** to activate it or **NO** to deactivate it (see Using the Multiple Scan option correctly [18]). Press **OK** to confirm.

14 Press  to scan the document.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

The document is scanned and saved to the inserted USB key.

Analyzing the content of your USB key

After prolonged inactivity, the machine exits the **USB KEY** menu.

To view the content of your USB key again, proceed as follows:

- 1** Press the **MENU** key.
- 2** Select **[OTHER COMMANDS] > USB KEY**.
- 3** Press **ANALYZE THE KEY**.

⇒ The USB key is analyzed.

Importing and exporting from a USB key

The menu **ADVANCED FUNCTIONS** enables the user to save settings, the address book and to update the machine easily using a USB key:

- The function **UPDATE SOFTWARE** enables you to update one or three machine software components from a USB key. (**BOOT**, **Software**, **JFFS2**).
- The function **SAVE** enables you to save the machine's settings and/or the address book on a USB key.
- The function **LOAD** enables you to import the machine's settings and/or address book from a USB key.

To access the advanced functions, proceed as follows:

- 1** Insert your USB key into the machine respecting the insertion direction.
⇒ The USB key is analysed. When the analysis is complete, the **USB KEY** menu is displayed.
- 2** Press **ADVANCED FUNCTIONS**.
- 3** Select the required function:

Key	Description / Procedure
UPDATE SOFTWARE	To update, see section Updating Firmware by USB key [108].

Key	Description / Procedure
SAVE	To save the settings, see section Exporting settings to a USB key [41]. To save the address book, see section Exporting the address book to a USB key [82].
LOAD	To import the settings, see section Importing settings from a USB key [42]. To import the address book to the machine from a USB key, see section Importing an address book from a USB key [83].

See also

 Remote configuration [21]

Scanning and sending documents

Your machine allows you to scan and send paper documents in a single operation.

The scan and send function includes several **Scan to** actions, depending on the media used:

Function	Description
Scan to Key	Scan a document and save it on a key connected to the machine.
Scan to Mail	Send an email with the scanned document as an attachment.
Scan to File	Save a scanned document in a file and place it directly: ← on an FTP server (Scan to FTP) ; ← in a shared directory on a computer connected to the local network (Scan to SMB).
Scan to PC	Scan a document and save it directly on a computer via the document manager associated with the Companion Suite Pro software.
Scan to Archive	Scan a document and save it directly in the fax server archiving system.

You can also configure numerous settings to scan and send documents according to your needs.

Scan to Key

The **Scan to Key** function allows you to scan a document and save it on a USB key connected to the machine. For the detailed procedure, and for information about compatibility and recommendations for using USB peripherals, see the section Using a USB memory key [67].

Scan to Mail

The **Scan to Mail** function allows you to scan a document and send it as an attachment to an email address, in JPEG, PDF or Secure PDF format.

To scan a document and send it as an attachment to an email address:

Note



You may cancel an operation at any time by pressing .

- 1 Insert the document to scan (see section Inserting original documents [18]).
- 2 Press the **SCAN** key.
- 3 Select **SCAN TO MAIL**.
- 4 Enter the email address of the recipient using the virtual keyboard or select the recipient as follows:

To select a recipient...	then...
from the address book	In the data field Address book , press ▼ then: ← Select the contact or list of contacts required from the address book entries. Use the up and down arrows to view all entries in the address book. OR ← Enter the first few letters of the name of your correspondent using the virtual keyboard, and add letters until the full name of the required correspondent is displayed. OR ← Enter the figures of short number of your correspondent using the virtual keyboard or the keypad until the full name of the required correspondent is displayed.
from the 10 last recipients saved.	Press Select the required recipient. Use the up and down arrows to view all recipients in the memory.

- 5 To add other recipients, press and specify the second recipient (see previous step). Repeat the operation for each recipient to add (maximum 10 contacts or lists of contacts)..

Note



You can delete the last recipient entered by pressing the key. Repeat this until the first recipient entered if you want to delete all.

Note

You can view the recipient(s) entered by pressing **OTHER PARAMETERS**.

- 6 Press **OTHER PARAMETERS** to access the parameters you want to change
- 7 To copy the email to other recipients, press **CC RECIPIENT**. Specify the recipient(s) on copy, and press **OTHER PARAMETERS** to confirm.
- 8 Press **SUBJECT**. Enter the subject of the email using the virtual keyboard (80 characters maximum). In the event of an error, use the key to delete a character. Press **OK** to confirm.
- 9 To customize the name of the attachment, press **FILENAME**. Enter the file name using the virtual keyboard (maximum 20 characters). In the event of an error, use the key to delete a character. Press **OK** to confirm.
- 10 To customize the format of the attachment, press **DOCUMENT FORMAT**. Select the format from the available options and press **OK** to confirm.

Format	Description
IMAGE	The file is sent in format: ← TIFF (black and white document) ← JPEG (colour document)
PDF	The file is sent in PDF format (black and white or colour document).
SECURED PDF	The file is sent in PDF format (black and white or colour), protected by a password which you can define.

- 11 If you have selected **SECURED PDF** format, press **PASSWORD**. Enter the password using the virtual keyboard (maximum 20 characters). In the event of an error, use the key to delete a character. Press **OK** to confirm.

Note

Note the password entered, strictly respecting the characters, upper and lower case letters. You will need to send it to the recipient(s). On opening the document, the password will be requested.

- 12 To change the resolution, press **QUALITY**. Select the resolution the best suited to your document from the options available and press **OK** to confirm.

Resolution	Description
LIGHT	Low resolution.

Resolution	Description
TEXT	Resolution suitable for documents containing text.
TEXT AND IMAGE	Resolution suitable for documents containing text and colour images.
PHOTO	Resolution suitable for documents containing colour images, photographs.

- 13 To scan the document in colour, press **COLOUR**. Select the required option from the list. Press **OK** to confirm.
- 14 To change the contrast, press **CONTRAST**. Select the most suitable contrast for your document from the available options. Press **OK** to confirm.
- 15 If you use the autofeed scanner and your document is double-sided, press **DUPLEX** to activate / deactivate double-sided scanning of the document. Select the required option from the list. Press **OK** to confirm.
- 16 To specify the number of pages in the document before sending, press **NUMBER OF PAGES**. Enter the number of pages using the virtual keyboard or the number pad. Press **OK** to confirm.
- 17 To activate / deactivate the Multiple Scan option, press **MULTIPLE SCAN**. Select the option **YES** to activate or **NO** to deactivate it (see Using the Multiple Scan option correctly [18]). Press **OK** to confirm.
- 18 Press to send the document.

Note

If you are using the flatbed scanner, you can scan more than one page. Place the next page on the scanner, select **NEXT**. Select **SEND** when all pages have been scanned.

Note

Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

The document is scanned and the email message is saved. Depending on the machine configuration, the email is sent via the local network or during the next planned internet connection.

To force the internet connection and send / receive emails, press **MENU** then select **INTERNET > MAIL / PHONE**.

You can monitor document emissions via the emission queue (see the section Monitoring document emissions [77]).

Scan to FTP

The **Scan to FTP** function allows you to scan a document in JPEG, PDF or Secure PDF format and place it on an FTP server, for archiving for example.

To connect to the FTP server, you need to know the FTP user name and the password.

When sending files, the machine connects to the FTP server using the defined connection settings.

To scan a document and place it on an FTP server:

Note



You may cancel an operation at any time by pressing .

- 1 Insert the document to scan (see section Inserting original documents [18]).
- 2 Press the **SCAN** key.
- 3 Select **SCAN TO FTP**.
- 4 Enter the address of the FTP server using the virtual keyboard or select it as follows:

To select an FTP address...	then...
defined in an address book contact	In the data field Address book, press  then: ← Select the contact or list of contacts required from the address book entries. Use the up and down arrows to view all entries in the address book. OR ← Enter the first few letters of the name of your correspondent using the virtual keyboard, and add letters until the full name of the required correspondent is displayed. OR ← Enter the figures of short number of your correspondent using the virtual keyboard or the keypad until the full name of the required correspondent is displayed.

Note



Emission to several recipients is not possible with this function.

Note



If you have selected the FTP address from the address book, the settings **NETWORK USER**, **NETWORK PASSWD** and **NETWORK PATH** are automatically completed with the existing information.

- 5 Press **OTHER PARAMETERS** to access the parameters you want to change
- 6 Press **NETWORK USER**. Enter the FTP user name (80 characters maximum). In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 7 Press **NETWORK PASSWD**. Enter the FTP password. Press **OK** to confirm.
- 8 To specify a destination directory on the FTP server, press **NETWORK PATH**. Enter the file destination directory (for example: server name/John), and press **OK** to confirm.
 - ⇒ When no directory is entered, the files are stored directly in the root directory of the FTP server.
- 9 To customize the name of the attachment, press **FILENAME**. Enter the file name using the virtual keyboard (maximum 20 characters). In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 10 To customize the format of the attachment, press **DOCUMENT FORMAT**. Select the format from the available options and press **OK** to confirm.

Format	Description
IMAGE	The file is sent in format: ← TIFF (black and white document) ← JPEG (colour document)
PDF	The file is sent in PDF format (black and white or colour document).
SECURED PDF	The file is sent in PDF format (black and white or colour), protected by a password which you can define.

- 11 If you have selected **SECURED PDF** format, press **PASSWORD**. Enter the password using the virtual keyboard (maximum 20 characters). In the event of an error, use the  key to delete a character. Press **OK** to confirm.

Note

Note the password entered, strictly respecting the characters, upper and lower case letters. You will need to send it to the recipient(s). On opening the document, the password will be requested.

- 12** To change the resolution, press **QUALITY**. Select the resolution the best suited to your document from the options available and press **OK** to confirm.

Resolution	Description
LIGHT	Low resolution.
TEXT	Resolution suitable for documents containing text.
TEXT AND IMAGE	Resolution suitable for documents containing text and colour images.
PHOTO	Resolution suitable for documents containing colour images, photographs.

- 13** To scan the document in colour, press **COLOUR**. Select the required option from the list. Press **OK** to confirm.
- 14** To change the contrast, press **CONTRAST**. Select the most suitable contrast for your document from the available options. Press **OK** to confirm.
- 15** If you use the autoseed scanner and your document is double-sided, press **DUPLEX** to activate / deactivate double-sided scanning of the document. Select the required option from the list. Press **OK** to confirm.
- 16** To specify the number of pages in the document before sending, press **NUMBER OF PAGES**. Enter the number of pages using the virtual keyboard or the number pad. Press **OK** to confirm.
- 17** To activate / deactivate the Multiple Scan option, press **MULTIPLE SCAN**. Select the option **YES** to activate or **NO** to deactivate it (see Using the Multiple Scan option correctly [18]). Press **OK** to confirm.
- 18** Press  to send the document.

Note

*If you are using the flatbed scanner, you can scan more than one page. Place the next page on the scanner, select **NEXT**. Select **SEND** when all pages have been scanned.*

Note

Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

The document is scanned and saved. It will be placed on the FTP server at the next connection to the local network.

You can monitor document emissions via the emission queue (see the section Monitoring document emissions [77]).

Scan to SMB

The **Scan to SMB** function allows you to scan a document in JPEG, PDF or Secure PDF format and place it directly in a shared directory on a computer connected to the local network, on your PC for example.

To connect to the destination PC, you must know the name of the PC, the full path to the destination directory (shared address), the SMB user and its password.

The SMB address is in the following format:

- smb://Server_name/SharedFolder
- smb://Server_IP_address/SharedFolder

When sending files, the machine connects to the destination PC using the defined connection settings.

To scan a document and place it in a shared directory on a PC via the local network:

Note

You may cancel an operation at any time by pressing .

- 1** Insert the document to scan (see section Inserting original documents [18]).
- 2** Press the **SCAN** key.
- 3** Select **SCAN TO SMB**.
- 4** Enter the SMB address using the virtual keyboard or select it as follows:

To select an SMB address...	then...
defined in an address book contact	In the data field Address book, press ▼ then: ← Select the contact or list of contacts required from the address book entries. Use the up and down arrows to view all entries in the address book. OR ← Enter the first few letters of the name of your correspondent using the virtual keyboard, and add letters until the full name of the required correspondent is displayed. OR ← Enter the figures of short number of your correspondent using the virtual keyboard or the keypad until the full name of the required correspondent is displayed.

Note

Emission to several recipients is not possible with this function.

Note

*If you have selected the SMB address from the address book, the settings **NETWORK USER**, **NETWORK PASSWD** and **NETWORK PATH** are automatically completed with the existing information.*

- 5 Press **OTHER PARAMETERS** to access the parameters you want to change
 - 6 Press **NETWORK USER**. Enter the SMB user name (80 characters maximum). In the event of an error, use the ← key to delete a character. Press **OK** to confirm.
 - 7 Press **NETWORK PASSWD**. Enter the SMB password. Press **OK** to confirm.
 - 8 To specify a destination directory in the shared directory on the destination PC, press **NETWORK PATH**. Enter the file destination directory and press **OK** to confirm.
- ⇒ When no directory is entered, the files are stored directly in the root directory of the shared directory on the destination PC.

- 9 To customize the name of the attachment, press **FILENAME**. Enter the file name using the virtual keyboard (maximum 20 characters). In the event of an error, use the ← key to delete a character. Press **OK** to confirm.
- 10 To customize the format of the attachment, press **DOCUMENT FORMAT**. Select the format from the available options and press **OK** to confirm.

Format	Description
IMAGE	The file is sent in format: ← TIFF (black and white document) ← JPEG (colour document)
PDF	The file is sent in PDF format (black and white or colour document).
SECURED PDF	The file is sent in PDF format (black and white or colour), protected by a password which you can define.

- 11 If you have selected **SECURED PDF** format, press **PASSWORD**. Enter the password using the virtual keyboard (maximum 20 characters). In the event of an error, use the ← key to delete a character. Press **OK** to confirm.

Note

Note the password entered, strictly respecting the characters, upper and lower case letters. You will need to send it to the recipient(s). On opening the document, the password will be requested.

- 12 To change the resolution, press **QUALITY**. Select the resolution the best suited to your document from the options available and press **OK** to confirm.

Resolution	Description
LIGHT	Low resolution.
TEXT	Resolution suitable for documents containing text.
TEXT AND IMAGE	Resolution suitable for documents containing text and colour images.
PHOTO	Resolution suitable for documents containing colour images, photographs.

- 13 To scan the document in colour, press **COLOUR**. Select the required option from the list. Press **OK** to confirm.
- 14 To change the contrast, press **CONTRAST**. Select the most suitable contrast for your document from the available options. Press **OK** to confirm.

- 15** If you use the autofeed scanner and your document is double-sided, press **DUPLEX** to activate / deactivate double-sided scanning of the document. Select the required option from the list. Press **OK** to confirm.
- 16** To specify the number of pages in the document before sending, press **NUMBER OF PAGES**. Enter the number of pages using the virtual keyboard or the number pad. Press **OK** to confirm.
- 17** To activate / deactivate the Multiple Scan option, press **MULTIPLE SCAN**. Select the option **YES** to activate or **NO** to deactivate it (see Using the Multiple Scan option correctly [■ 18]). Press **OK** to confirm.
- 18** Press  to send the document.

Note

If you are using the flatbed scanner, you can scan more than one page. Place the next page on the scanner, select **NEXT**. Select **SEND** when all pages have been scanned.

Note

Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

The document is scanned and saved. It will be placed in the shared directory on the destination PC during the next connection to the local network.

You can monitor document emissions via the emission queue (see the section Monitoring document emissions [■ 77]).

Scan to PC

The **Scan to PC** function allows you to scan a document and save it directly to a computer via the document manager in the Companion Suite Pro software.

For more information on installing and configuring the Companion Suite Pro software, see the section PC Functions [■ 85].

To scan a document and open it directly on a computer registered on the machine:

Note

You may cancel an operation at any time by pressing .

- 1** Insert the document to scan (see section Inserting original documents [■ 18]).
- 2** Press the **SCAN** key.
- 3** Select **SCAN TO PC**.

- 4** If more than one computer is registered on the machine, a list of available computers is displayed on the screen. Select the required computer and press **OK** to confirm.
- 5** Press  to send the document.

Note

Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

The document is scanned and saved on the selected computer, with the scan settings defined in the peripheral manager associated with the Companion Suite Pro software.

Scan to Archive

The **Scan to Archive** function allows you to scan a document and send it on your fax server for archiving.

To use this function, the fax server function must be activated and configured on the machine (see Configuring the fax server (optional) [■ 32]).

To scan a document and archive it directly on your fax server:

Note

You may cancel an operation at any time by pressing .

- 1** Insert the document to scan (see section Inserting original documents [■ 18]).
- 2** Press the **SCAN** key.
- 3** Select **SCAN TO ARCHIVE**.
- 4** To modify the user name, press **USER**. Enter the required name using the virtual keyboard (80 characters maximum, the default name is PUBLIC). Press **OK** to confirm.
- 5** To change the resolution, press **QUALITY**. Select the resolution the best suited to your document from the options available and press **OK** to confirm.

Resolution	Description
LIGHT	Low resolution.
TEXT	Resolution suitable for documents containing text.
TEXT AND IMAGE	Resolution suitable for documents containing text and colour images.
PHOTO	Resolution suitable for documents containing colour images, photographs.

- 6 To scan the document in colour, press **COLOUR**. Select the required option from the list. Press **OK** to confirm.
- 7 To change the contrast, press **CONTRAST**. Select the most suitable contrast for your document from the available options. Press **OK** to confirm.
- 8 If you use the autofeed scanner and your document is double-sided, press **DUPLEX** to activate / deactivate double-sided scanning of the document. Select the required option from the list. Press **OK** to confirm.
- 9 To specify the number of pages in the document before sending, press **NUMBER OF PAGES**. Enter the number of pages using the virtual keyboard or the number pad. Press **OK** to confirm.
- 10 To activate / deactivate the Multiple Scan option, press **MULTIPLE SCAN**. Select the option **YES** to activate or **NO** to deactivate it (see Using the Multiple Scan option correctly [■ 18]). Press **OK** to confirm.

11 Press  to send the document.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

The document is scanned and saved. It will be sent to the fax server for archiving during the next connection to the local network.

You can monitor document emissions via the emission queue (see the section Monitoring document emissions [■ 77]).

Stopping an emission in progress

It is possible to stop an emission in progress whatever the emission type, but it will differ depending on whether the emission is to one or several recipients.

- For an emission to one recipient, the document is deleted.
- For an emission to several recipients, only the recipient for the document in progress when the emission is stopped is deleted from the emission queue.

To stop an emission in progress :

1 Press .

⇒ A message asking you to confirm the cancellation is displayed on the screen.

2 Press **OK** to confirm cancelling the emission in progress.

For several recipients, you can delete the other recipients from the emission queue (see Deleting a document awaiting emission [■ 78]).

If the machine is configured to print out an emission report (see the section Emission report [■ 40]), it will be printed out, indicating that the communication was stopped at the request of the user.

Receiving emails

Emails are automatically received via the local network or at each internet connection, if this is configured on the machine.

Note



To force the internet connection and send / receive emails, press **MENU** then select **INTERNET > MAIL / TELEPHONE**.

The machine systematically prints out emails received. Some email and attachment formats cannot be processed by the machine. They will be printed out with an indication of the elements that could not be processed. You will still be able to consult them directly on your email client.

The machine can process the following formats:

Element	Format processed
Message body	TXT
Attachment	← TXT ← TIFF ← JPEG ← PDF

The settings for customizing printing of received emails are described in the section Print settings for received faxes [■ 30].

Monitoring document emissions

The emission queue contains requests:

- currently being sent,
- awaiting emission (preceded by other requests or awaiting a new emission attempt),
- deferred,
- rejected (stopped or maximum number of attempts reached).

Accessing the emission queue

1 Press **MENU**.

2 Press **SEND QUEUE**.

To enable you to identify emissions, the emission queue allocates a type to the various Scan to emission modes:

The type...	identifies emissions...
MAIL or NETWORK	← Scan to Mail ← Scan to Archive
FILE or NETWORK	← Scan to FTP ← Scan to SMB

The emission queue allows you to:

- Force a request (on standby or rejected) to be sent
- Edit the recipient(s) for an emission request (on standby)
- Edit the destination directory for an emission request
- Delete an emission request (on standby or rejected)
- Print the document in an emission request

Forcing an emission request

To force sending or resend a document that is on standby or has been rejected:

- 1 Press **SEND**.
 - ⇒ Documents sent by email or for archiving are identified by **MAIL** or **NETWORK**, documents sent to an FTP or SMB address are identified by **FILE** or **NETWORK**.
- 2 Select the required emission request and press **OK**.

Your emission request becomes the priority.

Editing an emission request

To edit an emission request from the emission queue:

- 1 Press **DISPLAY/EDIT**.
 - ⇒ Documents sent by email or for archiving are identified by **MAIL** or **NETWORK**, documents sent to an FTP or SMB address are identified by **FILE** or **NETWORK**.
- 2 Select the required emission request and press **OK**.
 - ⇒ The emission options for the selected request are displayed.
- 3 Enter the required modifications and press **OK** to confirm.

Deleting a document awaiting emission

To delete an emission request from the emission queue and cancel the emission:

Note



Deleting an emission request is irreversible.

- 1 Press **DELETE**.
 - ⇒ Documents sent by email or for archiving are identified by **MAIL** or **NETWORK**, documents sent to an FTP or SMB address are identified by **FILE** or **NETWORK**.
- 2 Select the required emission request and press **OK**.

The selected emission request disappears from the emission queue.

Print out a document awaiting emission

To print out a document awaiting emission:

- 1 Press **PRINT**.
- 2 Select the required emission request and press **OK**.

Address book

You may build up an address book by creating contacts and lists of contacts. You can create up to 500 contacts, which can be grouped in 32 contact lists.

For each contact or contact list, you can create, consult, edit or delete the content. You can also print out the address book.

If you have installed the PC kit, you can also manage your address book from your computer. For more information, consult the section PC functions [85].

Finally, you can save and, if necessary, restore the address book using the import and export functions.

Creating and managing contacts

Contact properties

Depending on the available contact details for your correspondents, you can create contacts for sending faxes, documents via email, to an FTP address or an SMB address.

A contact **must** contain the following information:

Property	Description
Name	The name is used to identify the correspondent. The name must be unique .
Speed dial	Number associated with the contact, enabling rapid selection of the correspondent. The number must be unique .
Contact details	At least one of the following contact details: ← Fax number and / or ← Network address , to select from the following possibilities: – email address – FTP address – SMB address Note: a contact can only have one network address (email or FTP or SMB).

Creating a contact

To create a contact:

Note



You may cancel an operation at any time by pressing .

- 1 Press the **MENU** key.
- 2 Select **ADDRESS BOOK > CONTACTS > CREATE**.
- 3 Press **NAME**.
- 4 Enter your correspondent's name using the virtual keyboard (maximum 16 characters). In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 5 To customize the number associated with the contact, press **SPEED DIAL**. Enter the desired number using the virtual keyboard or the number pad (from 1 to 500). Press **OK** to confirm.
- 6 To change the resolution, press **QUALITY**. Select the resolution the best suited to your document from the options available and press **OK** to confirm.

Resolution	Description
PHOTO	Low resolution.
LIGHT	Resolution suitable for documents containing text.
QUALITY	Resolution suitable for documents containing text and colour images.
TEXT AND IMAGE	Resolution suitable for documents containing colour images, photographs.

- 7 To scan the document in colour, press **COLOUR**. Select the required option in the list and press **OK** to confirm.

You can now enter the contact details, with at least one of the following:

- **Fax number and / or**
- **Network address**, to select from the following possibilities:
 - email address
 - FTP address
 - SMB address

Associating a fax number

- 1 Press **FAX NUMBER**.
- 2 Enter your correspondent's fax number using the virtual keyboard or the number pad (maximum 30 characters). Press **OK** to confirm.

Note

If the machine is connected to a switch-board (PABX), it may be necessary to insert an outgoing prefix followed by a tone pause. This operation is not necessary if the local prefix has already been programmed on the machine (see Local prefix [28]). To insert a pause after the dial tone, enter the symbol "/" (slash) using the virtual keyboard.

- 3 If you want to force a fax emission speed for the contact, press **SPEED**. Select the required emission speed from the available values (expressed in bits/second) in the list and press **OK** to confirm.

Note

For communications on a good quality telephone line, with no echo, the maximum speed is recommended. For communications on a bad quality line, it may be necessary to reduce the transmission speed.

Associating an email address

- 1 Press **MAIL/FTP/SMB ADD**. Enter the email address of your correspondent using the virtual keyboard. In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 2 Press **DOCUMENT FORMAT**. Select the format for documents sent to the contact: **PDF** or **IMAGE**. Press **OK** to confirm.

Associating an FTP address

- 1 Press **MAIL/FTP/SMB ADD**. Enter the contact's FTP address (for example: ftp://134.1.22.9) using the virtual keyboard or the number pad. In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 2 Press **NETWORK USER**. Enter the FTP user name (for example: John). Press **OK** to confirm.
- 3 Press **NETWORK PASSWD**. Enter the FTP password. Press **OK** to confirm.
- 4 Press **DOCUMENT FORMAT**. Select the format for documents sent to the contact: **PDF** or **IMAGE**. Press **OK** to confirm.

Associating an SMB address

- 1 Press **MAIL/FTP/SMB ADD**. Enter the contact's SMB address (for example: smb://Server_name/SharedFolder or smb://Server_IP_address/SharedFolder) using the virtual keyboard or the number pad. The length of the SMB address is limited to 80 characters. In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 2 Press **NETWORK USER**. Enter the SMB user name (for example: John). Press **OK** to confirm.
- 3 Press **NETWORK PASSWD**. Enter the SMB password. Press **OK** to confirm.

- 4 Press **DOCUMENT FORMAT**. Select the format for documents sent to the contact: **PDF** or **IMAGE**. Press **OK** to confirm.

Editing a contact

To edit a contact:

Note

You may cancel an operation at any time by pressing .

- 1 Press the **MENU** key.
- 2 Select **ADDRESS BOOK > CONTACTS > EDIT**.
- 3 Select the contact to edit from the scroll down list. You can also enter the contact's name directly using the virtual keyboard. Press **OK** to confirm the selection.
 - ⇒ The contact properties appear on the screen.
- 4 Change the required properties and confirm each modification by pressing **OK**.
- 5 When the modifications are complete, press **MENU** to exit the address book.

Deleting a contact

To delete a contact from the address book:

Note

Deletion is irreversible. When a contact is deleted from the address book, it is automatically deleted from any lists in which it is included.

- 1 Press the **MENU** key.
- 2 Select **ADDRESS BOOK > CONTACTS > DELETE**.
- 3 Select the contact to be deleted from the scroll down list. You can also enter the contact's name directly using the virtual keyboard. Press **OK** to confirm the selection.
 - ⇒ A confirmation message is displayed.
- 4 Press **OK** to confirm the deletion.
 - ⇒ The contact is deleted from the address book. Press **MENU** to exit the address book.

Creating and managing contact lists**Properties of a contact list**

You can create lists of contact for sending faxes and documents by email.

A list of contacts contains contacts that already exist in the address book.

A list of contacts has the following properties:

Property	Description
Name	The name is used to identify the list of contacts. The name must be unique .
Speed dial	Number associated with a list of contacts, used for rapid selection. The number must be unique .
Content	All contacts in the list.

A list can contain correspondents with a fax number and / or a network address (email, FTP or SMB address).

The machine ignores the contacts in a list that do not have the appropriate contact details when sending a fax (contacts without a fax number) or an email (contacts without an email address).

The same correspondent can be included in several contact lists. **However**, it is not possible to include a list of contacts in another list of contacts.

Creating a list of contacts

To create a list of contacts:

Note



You may cancel an operation at any time by pressing .

- 1 Press the **MENU** key.
- 2 Select **ADDRESS BOOK > LISTS > CREATE**.
- 3 Press **NAME**.
- 4 Enter the name of the list using the virtual keyboard (maximum 16 characters). In the event of an error, use the  key to delete a character. Press **OK** to confirm.
- 5 To customize the number associated with the list, press **SPEED DIAL**. Enter the desired number using the virtual keyboard or the number pad (from 1 to 1000). Press **OK** to confirm.
- 6 Press **CONTACTS** to select the contacts included in the list.
 - ⇒ The contact selection window is displayed on the screen.
 - ⇒ The left-hand side contains existing contacts.
 - ⇒ The right-hand side contains contacts selected for the list.
- 7 Use the up and down arrows to view all available contacts. Select the required contacts in the left-hand side using the keys:

Key	Action
	Add all contacts to the list.

Key	Action
	Add the selected contact to the list.
	Remove the selected contact from the list.
	Remove all contacts from the list.

- 8 When you have comprised the list, press **OK** to confirm.
- ⇒ The list of contacts has been created. Press **MENU** to exit the address book.

Editing a list of contacts

To edit a list of contacts:

Note



You may cancel an operation at any time by pressing .

- 1 Press the **MENU** key.
- 2 Select **ADDRESS BOOK > LISTS > EDIT**.
- 3 Select the list of contacts to edit from the scroll down list. You can also enter the list's name directly using the virtual keyboard. Press **OK** to confirm the selection.
 - ⇒ The properties of the list of contacts is displayed on the screen.
- 4 Change the required properties and confirm each modification by pressing **OK**.
- 5 When the modifications are complete, press **MENU** to exit the address book.

Deleting a list of contacts

To delete a list of contacts from the address book:

Note



Deletion is irreversible.

- 1 Press the **MENU** key.
 - 2 Select **ADDRESS BOOK > LISTS > DELETE**.
 - 3 Select the list of contacts to delete from the scroll down list. You can also enter the list's name directly using the virtual keyboard. Press **OK** to confirm the selection.
 - ⇒ A confirmation message is displayed.
 - 4 Press **OK** to confirm the deletion.
- ⇒ The list of contacts is deleted from the address book. Press **MENU** to exit the address book.

Printing the address book

You can print out all entries saved in the address book, comprising all existing contacts and lists of contacts.

To print out the address book:

- 1 Press the **MENU** key.
 - 2 Select **ADDRESS BOOK > PRINT**.
- ⇒ The contents of the address book are printed, classified in alphabetical order. Press **MENU** to exit the address book.

Accessing contacts on the LDAP server

When the LDAP function is activated and configured on the machine, you can send documents to contacts declared in the LDAP server directory.

By default, when a document is sent, the screen for entering recipients allows you to access entries in the address book and the BIS function.

When the LDAP function is activated, the contacts on the LDAP server are directly accessible from the address book of the machine.

Exporting / Importing the address book

The address book export and import functions are particularly useful if you wish to make a backup copy of the address book, restore the content of an address book after accidental modifications, or to configure several machines with the same address book.

Exporting the address book to the integrated website

This function is only available from the integrated website.

Note



Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

To export the machine's address book:

- 1 Go to the integrated website (see Remote configuration [■ 21]).
 - 2 Select the tab **ADDRESS BOOK**.
 - 3 Select the menu **TRANSFER PC**.
 - 4 Select **EXPORT**.
- ⇒ A file saving window opens.
- 5 Enter the name of the file, the destination directory and confirm.
- ⇒ The address book is exported.

Exporting the address book to a USB key

This function enables you to export the machine's address book to a USB key:

Note



Before exporting the address book, check that there is sufficient space on your USB key.

To export the address book to a UBS key, proceed as follows:

Note



You may cancel an operation at any time by pressing .

- 1 Insert your USB key into the machine respecting the insertion direction.
- ⇒ The USB key is analysed. When the analysis is complete, the **USB KEY** menu is displayed.
- 2 Press **ADVANCED FUNCTIONS**.
 - 3 Press **SAVE** to access the settings export function and/or the machine's address book.
- ⇒ The selection window for files to export is displayed on the screen.
- ⇒ The left-hand side contains the list of exportable files: **PARAMETERS** and **ADDRESS BOOK**
- ⇒ The right-hand pane contains your selection.
- 4 In the left-hand pane, press **ADDRESS BOOK** to select it. It becomes blue.
 - 5 Use the keys provided to move the file(s) to the right-hand pane:

Key	Action
»	All all files for export.
>	All the selected file for export.
<	Remove the selected file from the list of files to export.
«	Remove all files from the list of files to export.

- 6 Press **OK** to confirm.
- 7 When the **Export successful** message appears, press **YES** to return to the previous menu.

Note

The machine's address book is exported to the Root directory **\HFXv2\backup** of the USB key under the name **Databook_YYMMDD_HHMMSS.dir**.

Importing the address book to the integrated website

This function is only available from the integrated website.

Note

Access to functions depends on your user rights. To know which rights you have, consult your machine administrator.

You may only import address books that have been exported from the machine.

To import the address book:

Note

Importing an address book fully deletes the existing address book.

- 1 Go to the integrated website (see Remote configuration [21]).
- 2 Select the tab **ADDRESS BOOK**.
- 3 Select the menu **TRANSFER PC**.
- 4 Select **IMPORT**.

⇒ A file selection window opens.

- 5 Select the file to import and confirm.

⇒ The address book is imported to the machine.

Importing an address book from a USB key

This function enables you to import a machine address book from a USB key.

Caution

Importing an address book fully deletes the existing address book.

Note

You can only import address books exported from the machine that are in the Root directory **\HFXv2\backup** on the USB key. The address book files are in the format **Databook_YYMMDD_HHMMSS.dir**.

To import the address book:

- 1 Insert your USB key into the machine respecting the insertion direction.

⇒ The USB key is analysed. When the analysis is complete, the **USB KEY** menu is displayed.

- 2 Press **ADVANCED FUNCTIONS**.

- 3 Press **LOAD** to access the settings import function and/or the machine's address book.

⇒ The selection window for files to import is displayed on the screen.

- 4 Use the keys available to filter the file types that can be seen in the selection window:

Key	Action
All	View "settings" files and "address book" files.
Directory	View "address book" files.
Parameters	View "settings" files.

- 5 Browse through the list to select the file you want to import using the keys available:

Key	Action
	Move the list up 1 file at a time at each press.
	Move the list up 10 files at a time at each press.
	Move the list down 1 file at a time at each press.
	Move the list down 10 files at a time at each press.

- 6 Press the file **DataBook_YYMMDD_HHMMSS.dir** to select it. It becomes blue.

- 7 When you have selected the file, press **OK** to confirm and start the import or **Cancel** to return to the previous menu.

- 8 When the **Import successful** message appears, press **YES** to return to the previous menu.

Note

When the import is complete, the machine may request a restart if necessary.

See also

- Remote configuration [21]

Restoring the address book (Directory card option)

This function is used to import the address book from a previous generation machine.

Note

This function is only for technicians.

The import is based on the use of directory cards on which the content of a previous generation address book has been saved. Depending on the number of entries, the content may have been saved on several directory cards. In this case, you must insert the directory cards in the order in which they were saved (from the first to the last). To **import** the content of an address book saved on a directory card:

Note

Importing an address book fully deletes the existing address book.

- 1** Insert the first directory card into the machine's smart card reader.
 - ⇒ The machine analyzes the directory card contents.
- 2** If several directory cards are required, a message asking you to insert the next card is displayed on the screen. Insert the next directory card.
 - ⇒ When the whole address book has been analyzed, the machine displays a restoration confirmation message.
- 3** Press **OK** to confirm the restoration on the machine of the previous generation address book.

We recommend you check the entries in the address book and correct any contact details that may have been forced during the restoration (for example: absent fax number forced to 0).

PC Functions

Introduction

The Companion Suite Pro software allows you to connect a personal computer to a compatible multifunction machine.

From the PC you can:

- manage a multifunction machine and configure it according to your needs;
- print your documents on the multifunction machine from your usual applications;
- scan documents in colour, in grey scale or in black and white and edit them on your PC;
- convert them into text using the optical character recognition (OCR) application.

Required configuration

Your personal computer must have the minimum following characteristics:

Operating systems supported:

- Windows 2000 with Service Pack 4 minimum;
- Windows XP x86 (Home and Pro) with Service Pack 2 minimum;
- only for the print driver: Windows Server 2003 x86 with Service Pack 2 minimum;
- only for the print driver: Windows Server 2008;
- Windows Vista;
- Windows 7;
- only for the print driver: Mac OS 10.3 to 10.5;
- only for the print driver: Red Hat Enterprise Linux (version 4), Debian GNU/Linux version 3.1 and 4.0, SuSE Linux Enterprise Server (version 10).

Note



Consult the Mac/Linux CD-ROM for more information and the installation instructions.

A processor of:

- 800 MHz for Windows 2000;
- 1 GHz for Windows XP x86 (Home and Pro);
- 1 GHz for Windows Vista;
- 1 GHz for Windows 7.

A CD-ROM drive.

A USB port or a free local network (LAN) port.

600 Mb of free disk space for the installation.

RAM memory of:

- minimum 256 Mb for Windows 2000;
- minimum 512 Mb for Windows XP x86 (Home and Pro);
- 2 Gb for Windows Vista;
- 2 Gb for Windows 7.

Installing the software

This section describes the following installation procedures:

- complete installation of the Companion Suite Pro software;
- installation of drivers only using the Companion Suite Pro software;
- installation of drivers only.

Complete installation of the software

Complete installation copies the software required to run the Companion Suite Pro kit on your hard disk, i.e.:

- Companion Suite Pro LH2 (machine management software, printer, scanner drivers, etc.) ;
- Adobe Acrobat Reader;
- PaperPort.

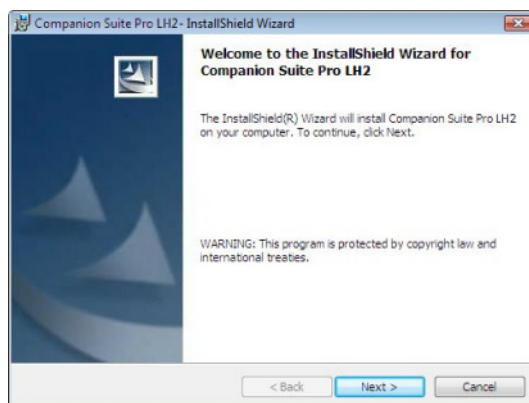
Note



You may already have a version of one of the softwares present on the installation CD-ROM. If this is the case, use customized installation, select the software you want to install on your hard drive and confirm your choice.

Switch on your PC. Open an Administration session.

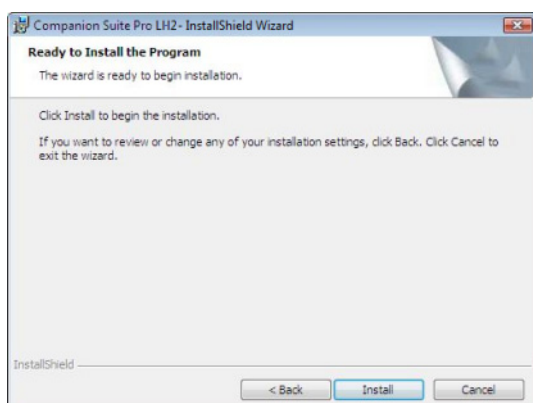
- 1 Open the CD-ROM drive, insert the installation CD-ROM and close the drive.
- 2 An installation procedure runs automatically (Auto run). Otherwise, double click on setup.exe in the CD-ROM root directory.
- 3 A screen entitled **Companion Suite Pro LH2** appears. This screen enables you to install or uninstall software, access the product's user manuals or explore the CD-ROM content.
- 4 Click on **Install products**.
- 5 The production installation screen appears. Click on **All products**.
- 6 The welcome screen appears. Click on **Next** to run the installation of the Companion Suite Pro kit on your PC.



- 7 To continue the installation, you must read and accept the software license proposed.



- 8 Click on **Next**.
9 The final installation is ready to be run. Click on **Install**.



- 10 A screen appears indicating the progress of the installation.
11 When the installation is complete, restart your PC when necessary to update the system files.

The Companion Suite Pro is now installed on your PC.

Note



If a firewall is installed, you will be asked if you want to authorize the application MF-Services to access the network. Click on Yes or Authorize (depending on your firewall) to authorize MFService.exe to access the network.

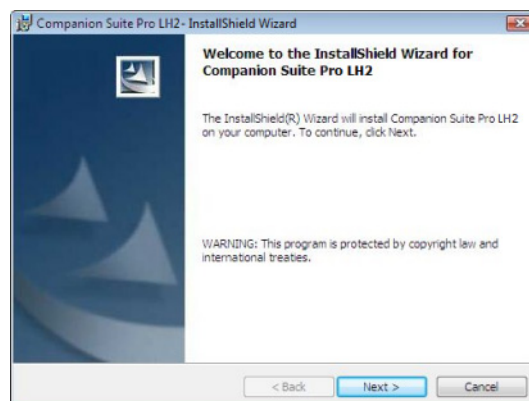
Some firewalls also require the port to be configured. Check that the ports upf 137 and tcp 26 are open.

Note: Windows XP with Service Pack 2 and later and Windows Vista and Windows 7 have a default firewall installed.

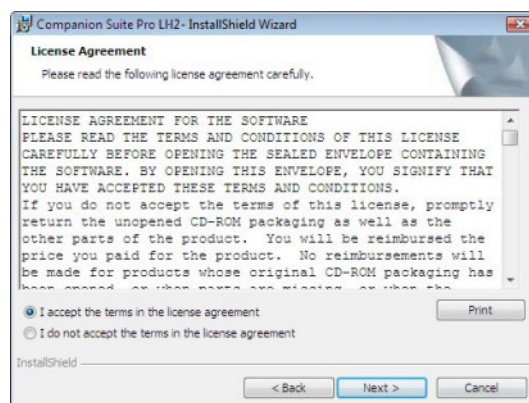
Installing drivers using the Companion Suite Pro software

Switch on your PC. Open an Administration session.

- 1 Open the CD-ROM drive, insert the installation CD-ROM and close the drive.
- 2 An installation procedure runs automatically (Auto run). Otherwise, double click on setup.exe in the CD-ROM root directory.
- 3 A screen entitled **Companion Suite Pro LH2** appears. This screen enables you to install or uninstall software, access the product's user manuals or explore the CD-ROM content.
- 4 Click on **Install products**.
- 5 The production installation screen appears. Click on **Customized**.
- 6 Click on **Companion Suite Pro LH2**.
- 7 The welcome screen appears. Click on **Next** to run the installation of the Companion Suite Pro kit on your PC.



- 8 To continue the installation, you must read and accept the software license proposed.



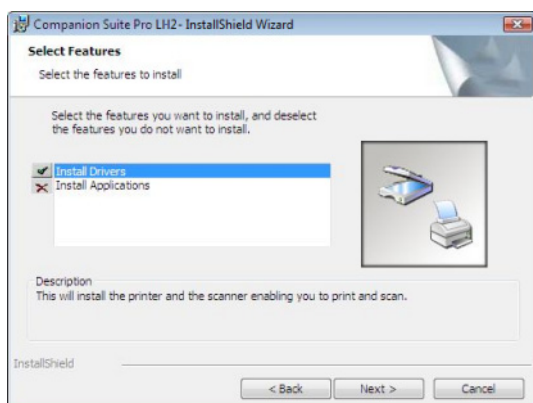
- 9 Click on **Next**.

You can now connect your multifunction machine.

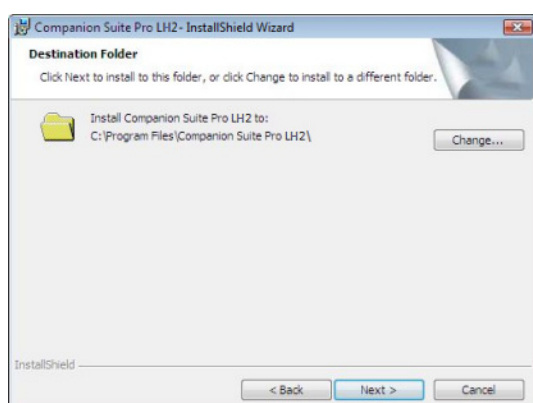
To connect the multifunction machine to the PC via the local network, consult the section Adding a peripheral connected to the network.

You can run the management software for your multifunction machine from the menu **Start > All programmes > Companion Suite > Companion Suite Pro LH2 > Companion Director** or by clicking on the icon **Companion Director** on your desktop.

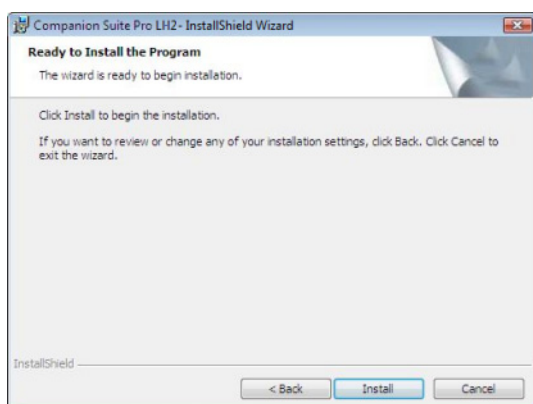
10 Select **Install Drivers** in the list and click on **Next**.



11 Select the destination directory for installation and click on **Next**.



12 The final installation is ready to be run. Click on **Install**.



13 A screen indicates the progress of the installation.

14 Click on **OK** to complete the installation.

When the installation is complete, restart your PC when necessary to update the system files.

The Companion Suite Pro is now installed on your PC.

You can now connect your multifunction machine.

To connect the multifunction machine to the PC via the local network, consult the section Adding a peripheral connected to the network.

Manual installation of the drivers

You can manually install the drivers for the printer and the scanner without running the configuration software.

Note



If you decide to install the drivers manually, some advanced functions will not be available. To benefit fully from all the functions of the Companion Suite Pro software, do a complete installation (see Complete installation of the software [85]).

Note



This installation mode is only possible in Windows 2000, XP, Vista and 7.

LAN (local network) printer and scanner drivers

It is possible to add the LAN (local network) printers without installing the Companion Suite Pro software.

From the Printers window (**Start > Control Panel > Printers and faxes** or **Start > Control Panel > Hardware and sound > Printer**, depending on the operating system), select "Add a printer" and follow the instructions on the screen.

When the drivers are requested, insert the installation CD-ROM. The drivers are automatically detected.

Installing PostScript printer drivers

If you wish to install PostScript print drivers on your multifunction machine:

- 1 Connect to the Adobe website (<http://www.adobe.com/support/downloads/product.jsp?product=44&platform=Windows>) and download the appropriate universal driver installer.
- 2 Run the installation file on your computer and follow the instructions on the screen.
- 3 When you are asked for the PPD file, insert the installation CD-ROM Companion Suite Pro. The PPD file is in the Drivers/PPD directory.

The PostScript printer is identified by default as **Companion Suite Pro LH2 PS**.

Monitoring the multifunction machine

The software you have installed contains two applications to manage the multifunction machine, **Companion Director** and **Companion Monitor**, that enable you to:

- check that your multifunction machine is properly connected to your PC;
- monitor the activities of your multifunction machine graphically;
- monitor the status of machine consumables from your PC;
- rapidly access image editing applications.

To manage the multifunction machine, run the application **Companion Director** by clicking on the icon on your desktop or from the menu **Start > All programmes > Companion Suite > Companion Suite Pro LH2 > Companion Director**.

To check that the connection between the PC and the multifunction machine is OK, run the application **Companion Monitor** by clicking on the icon on your desktop or from the menu **Start > All programmes > Companion Suite > Companion Suite Pro LH2 > Companion Monitor**.

Companion Director

This graphic interface enables you to run utilities and software to manage your multifunction machine.

Graphic presentation

Run the application by clicking on the **Companion Director** icon on your desktop or from the menu **Start > All programmes > Companion Suite > Companion Suite Pro LH2 > Companion Director**.



Activating utilities and applications

The graphic interface Companion Suite Pro enables you to run the following utilities and software:

- access the **Help** in this manual;
- run the **PaperPort** software (Doc Manager).

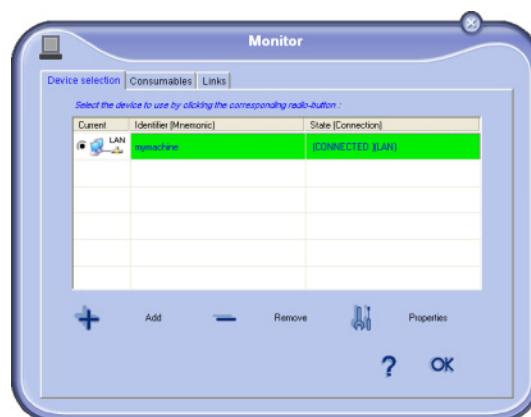
To run a utility or a software present in the Companion Suite Pro kit, place your cursor on it and click on the left button of the mouse.

Companion Monitor

Graphic presentation

Run the application **Companion Monitor** by clicking on the icon on your desktop or from the menu **Start > All programmes > Companion Suite > Companion Suite Pro LH2 > Companion Monitor**.

Pro LH2 > Companion Monitor.



From this screen you can monitor the information or configure your multifunction machine from the tabs:

- **Device selection:** Display the list of peripherals managed by the PC.
- **Consumables:** Display the status of consumables.
- **Links:** Display the links to the machine parameters and the address book.

Peripheral management

This tab displays the list of peripherals managed by the PC.

Adding a peripheral connected to the network

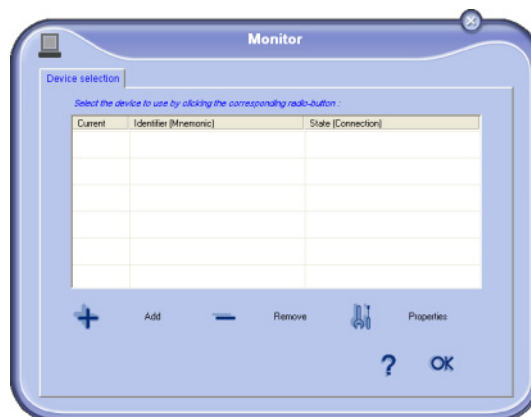
You can connect your multifunction machine to the network.

Note

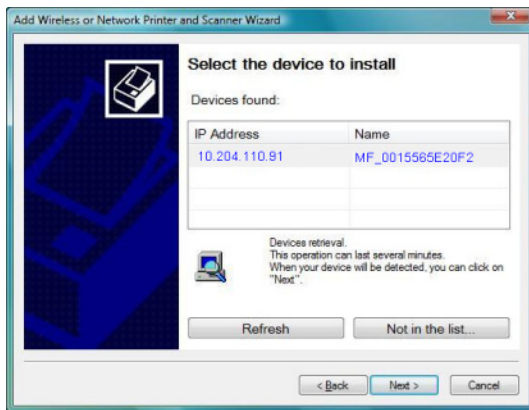


The Companion Suite Pro software must be installed for this operation.

- 1 Run the application **Companion Monitor** by clicking on the icon on your desktop or from the menu **Start > All programmes > Companion Suite > Companion Suite Pro LH2 > Companion Monitor**.
- 2 Click on the + sign or **Add**.



- 3 The list of peripherals detected on the network appears. Click on **Update** to update the list.



Note



The peripherals detected appear with the following information:

- NetBios name (hardware identifier) or IP address (network identifier).
- Network name (defined by the user).

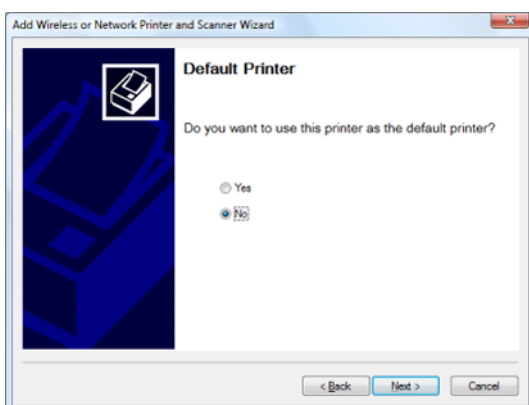
To define the name of a peripheral on the local network, see section Local network settings.

Note

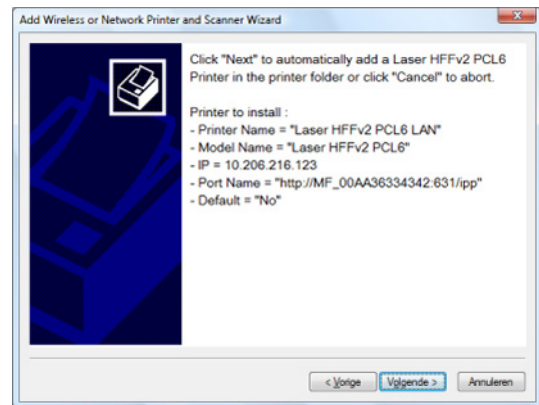


Only peripherals found on the same local sub-network as the PC are automatically detected and displayed.

- 4 Select your multifunction machine and click on **Next**.
- 5 To print with the multifunction machine in encrypted mode (secure IPP print), click on **Yes** then click on **Next**.
- 6 To define the multifunction machine as the default printer, click on **Yes** then click on **Next**.



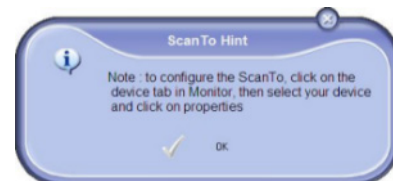
- 7 The following window shows the list of the various properties of the printer to be installed. Click on **Next**.



- 8 The window indicating that the installation procedure was successful appears. Click on **End**.
- 9 Enter the name for your PC and click on **OK**. The multifunction machine will use this name to identify your PC.



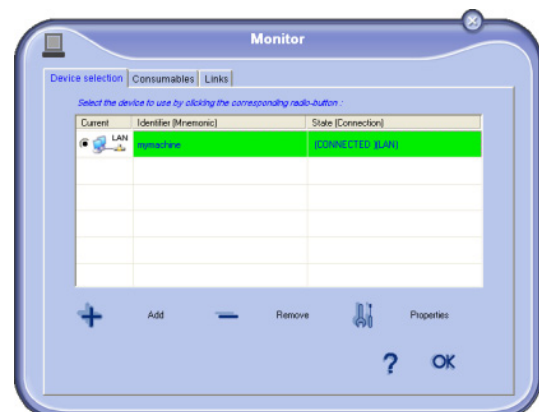
- 10 Click on **OK**.



- 11 The window indicating that the installation procedure was successful appears. Click on **OK**.

Selecting the current peripheral

Only one peripheral can be connected at a time. You can select the current peripheral by clicking on the radio button corresponding to the peripheral.



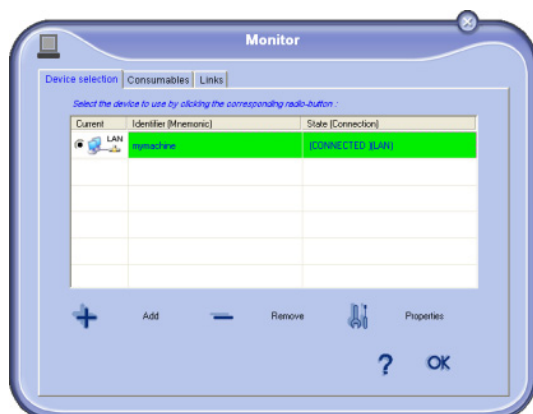
Connection status

The status of the connection between the current peripheral and the PC is indicated by a colour code. The following table indicates the possible connections statuses:

Colour	Status
Yellow	Connection in progress.
Green	Connection established.
Red	The PC cannot connect to the peripheral. Check the connection between the peripheral and the PC.

Peripheral parameters

- 1 Select a peripheral by clicking on the corresponding line in the list and click on **Properties** to configure the scanning settings to apply to this peripheral when you use the **Scan to** function.



- 2 Select the required scan **mode** from the scroll down list.



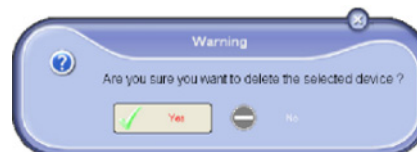
- 3 Select the required scan **resolution** from the scroll down list.
- 4 Select the required **output format** from the scroll down list.

Option	Description
PaperPort TIFF	When a Scan to PC is done from the peripheral, the document is put in TIFF format and saved in the directory Scan to.
PaperPort PDF	When a Scan to PC is done from the peripheral, the document is put in PDF format and saved in the directory Scan to.
Mail PDF	When a Scan to PC is done from the peripheral, your email application is opened and the document scanned is attached as an attachment to a new message. Important: to use this option, a client email must be configured on your PC.

- 5 Select the required **Duplex Mode**, by pressing the check box.
- 6 Click on **OK** to confirm the new settings.

Deleting a peripheral

- 1 Select the peripheral from the list and click on the - sign or on **Remove**.
- 2 To confirm deletion of the peripheral, click on **Yes**. To cancel the deletion, click on **No**.

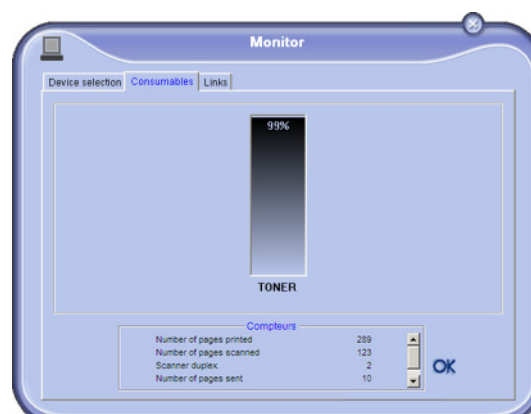


The peripheral no longer appears in the list. You can also unregister a PC from the multifunction machine (see section Unregistering a PC [40]).

Displaying the status of consumables

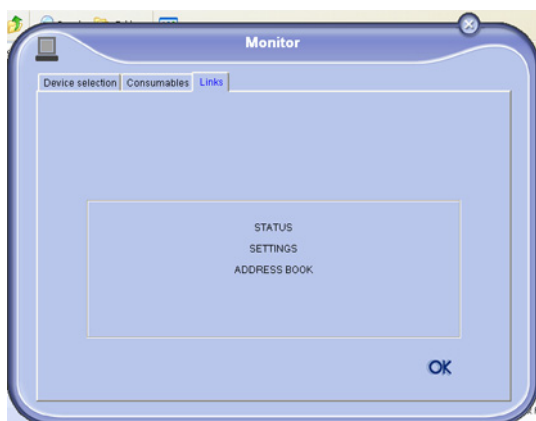
The following information is available in the **Consumables** tab:

- current status of consumables;
- number of pages printed;
- number of pages scanned;
- number of pages sent and received.



Links

The **Links** tab allows you to access various configuration tools from the peripheral's integrated website.



The **Settings** link opens the page devoted to the peripheral settings (see section Configuring the machine and services [21] for a detailed description of the settings available).

The **Status** link opens the page devoted to the peripheral status enabling you to consult its activity status.

The **Address Book** link opens the page for the peripheral's address book, allowing you to view and manage all the contact information stored in the peripheral.

Companion Suite Pro functions

Document analysis

The document can be analyzed in two ways:

- using the **Scan to** function (application accessible from the Companion Director window or the machine's **SCAN** key);
- or directly from a standard compatible application.

Analysis using the Scan to function

Run the application by clicking on the **Companion Director** icon on your desktop or from the menu **Start > All programmes > Companion Suite > Companion Suite Pro LH2 > Companion Director**.



- 1 Click on the **Scan to** icon or press the **SCAN** key on your machine.

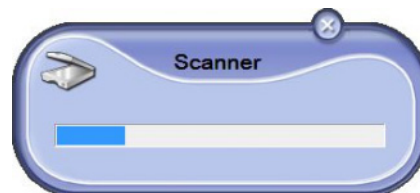
- 2 If you press the **SCAN** key on your machine, you will then have to select **Scan to PC**.

Note

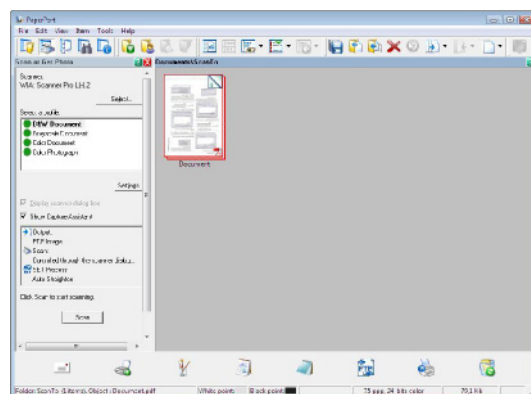


*If more than one computer is registered on the machine, a list of available computers is displayed on the screen. Select the required computer and press **OK** to confirm. The available computers are identified with the name of the PC you entered on adding the peripheral (see Peripheral management [88]).*

- 3 A screen displays the progress of the current scan.



- 4 When the scan is complete, the scanned image appears in the PaperPort window.



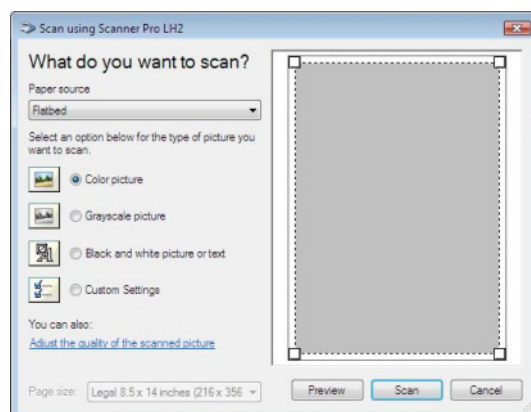
Note



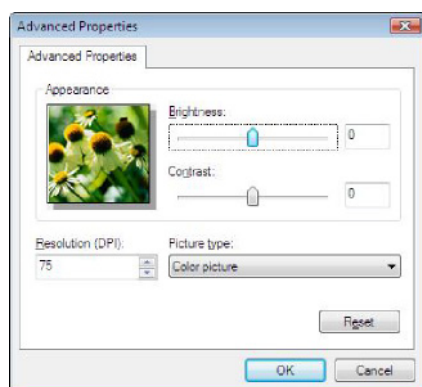
If the PaperPort software is not installed on your PC, the scanned image will appear on your desktop in TIFF format.

To scan a document from PaperPort:

- 1 Click on **File > Scan**.
- 2 Select the scanner of your choice: autofeed or flat-bed scanner.



- 3 Personalize the advanced scan properties by clicking on the link **Adjust the quality of the scanned picture**.



- 4 Adjust the required settings and click on **OK**.
- 5 Click on **Scan**, you can follow the scan progress on the screen.

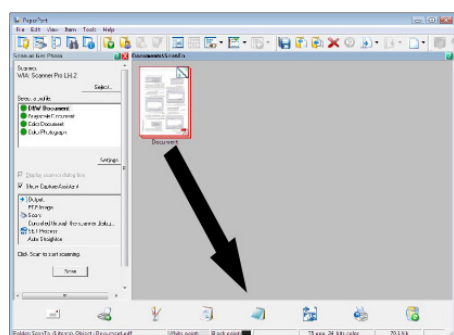
Optical Character Recognition (OCR)

The optical character recognition function allows you to create a document editable in office software from a paper document or an image file.

Character recognition can only occur on printed characters, such as printer outputs or typed text.

- 1 After scanning a document in the PaperPort workspace, you can convert it into editable text.
- 2 Drag the view of the scanned document onto the

NotePad icon.



- 3 The scanned text appears in the NotePad window.

Note



For more details on how to use this software, consult the product's on line help.

Printing

The **Laser HFFv2** print driver is automatically installed on your PC when you install the Companion Suite Pro software.

Printing on the multifunction machine

The procedure to print a document on the multifunction machine from your PC is identical to that of a document in Windows.

- 1 Use the **Print** command in the **File** menu of the application currently open on the screen.
- 2 Select the printer **Laser HFFv2**.

For more information on the print options, see the section Printing documents from a PC [58].

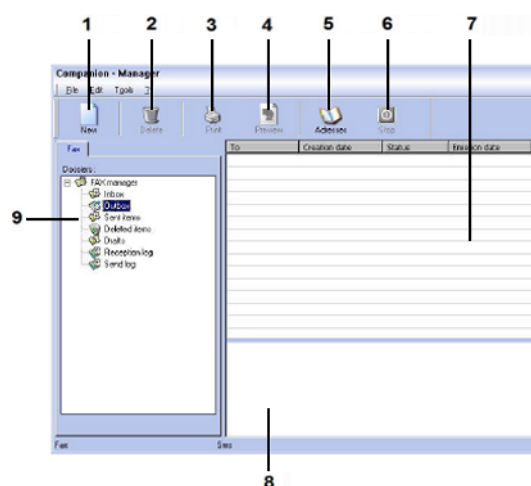
Fax communications

Fax communications enables you to:

- send documents by fax, from your machine's scanners, the hard disk or your PC screen;
- receive faxes;
- monitor communications, using various services: the outbox, the inbox, sent items, the send log and the reception log.

Settings can be used to change how your machine deals with fax communications. You can change these settings to adapt fax communications to your needs. To do so, see the section Fax settings [94].

Presentation of the Fax window

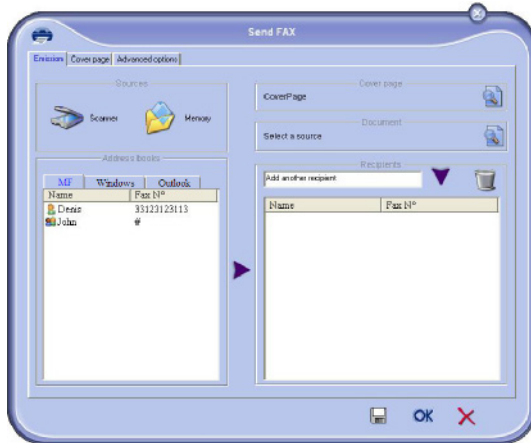


Marker	Action
1	Create a new fax.
2	Delete a fax from one of the fax management folders. Except for the Send log and Reception log folders for which this command will delete the whole log.
3	Print a fax from one of the fax management folders.
4	View a fax in the Viewer.
5	Access the address book.
6	Stop sending a fax (active only for the outbox).
7	View all faxes present in the selected folder in the fax manager.
8	Preview of faxes.
9	Fax manager folders.

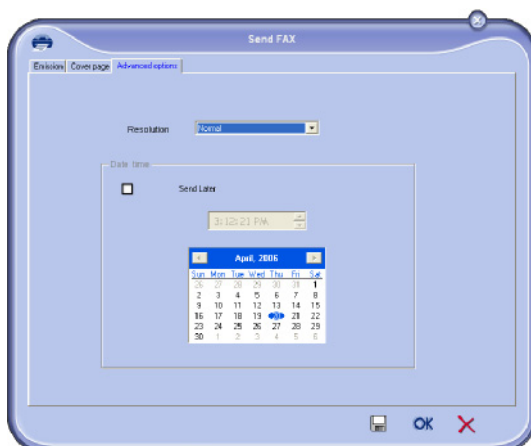
Sending a fax

Sending a fax from the hard disk or from the machine

- 1 Click on the  icon in the **Companion Director** window.
- 2 Click on **New** then on **FAX**.



- 3 In the zone **Sources**, select **Scanner** if your document is in paper format or **Memory** if the document is a computer file located on your hard disk (this file must be in TIFF or FAX format).
 - 4 To send your fax to a contact, enter his number in the **Recipients** field and click on ▼ or select a contact (or a group) from one of the address books in the field **Address books** and click on ►.
- ⇒ Repeat this operation as many times as necessary (use the  button to delete a contact from the list of contacts).
- 5 If necessary, set the advanced options (deferred sending and resolution), in the **Advanced Options** tab.



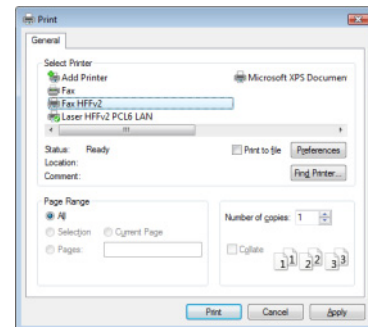
- 6 To attach a cover page, select the **Cover page** tab and check the box **With cover page**. Select the cover page you want to include in the drop down menu or create a new one. For more information, consult the section Cover page [95].
- 7 Click on **OK** to send your fax to all the contacts in your contacts list.

If you wish, you can consult your emission request in the outbox.

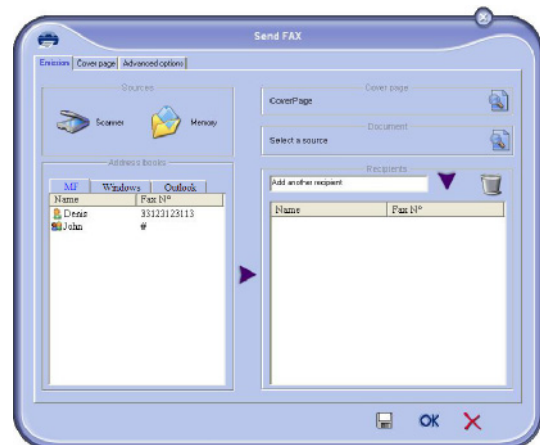
Sending a fax from an application

This method allows you to send a document created using an office application directly without printing it first.

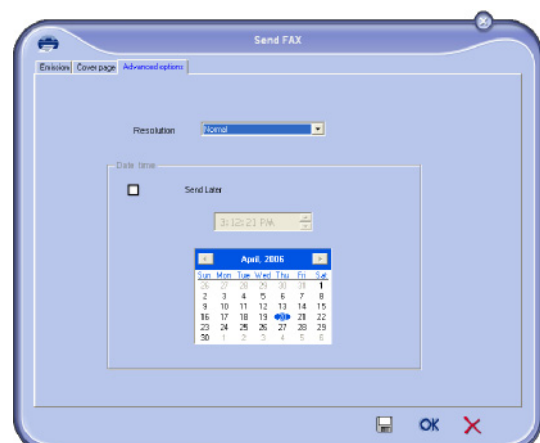
- 1 From your office application, select **File > Print**.



- 2 Select the printer **Fax HFFv2** and click on **OK**.
- ⇒ The Fax window opens.



- 3 To send your fax to a contact, enter his number in the **Recipients** field and click on ▼ or select a contact (or a group) from one of the address books in the field **Address books** and click on ►.
- ⇒ Repeat this operation as many times as necessary (use the  button to delete a contact from the list of contacts).
- 4 If necessary, set the advanced options (deferred sending and resolution), in the **Advanced Options** tab.



- 5 To attach a cover page, select the **Cover page** tab and check the box **With cover page**. Select the cover page you want to include in the drop down menu or create a new one. For more information, consult the section Cover page [95].
- 6 Click on **OK** to send your fax to all the contacts in your contacts list.

If you wish, you can consult your emission request in the outbox.

Receiving a fax

The windows **Companion FAX Manager** and **Companion Director** use various messages to indicate

that a fax is being received. The  icon appears at the bottom of the window **Companion FAX Manager** and the  icon appears in the task bar.

You can automatically print out faxes once they have been received. To do so, you must define this setting. See the section Fax settings [94].

Monitoring fax communications

You can monitor fax communications via:

- an outbox;
- an inbox;
- an emission memory (sent items);
- a send log;
- a reception log.

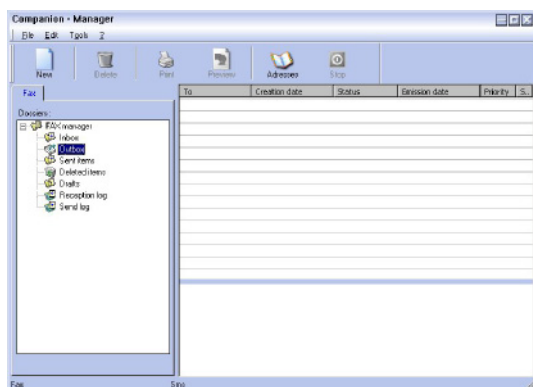
These services enable you to monitor precisely the machine's communications, both sent and received.

The send and reception logs are automatically printed out when their content reaches a full page. After the automatic print-out, the machine creates a new log.

The outbox

The fax outbox contains:

- requests currently being sent;
- deferred emission requests;
- requests for which several attempts have been made and which are about to be reattempted;
- requests which have been rejected (failed calls).



Rejected requests are listed at the end so they are accessible if you want to resend them or delete them. The requests are listed in the order they will be dealt with.

The send memory

The send memory allows you to save all the faxes you have sent.

The following information is contained in the send memory:

- the fax recipient;
- the date of creation of the fax;
- the date the fax was sent;
- the size of the fax.

The send log

The send log saves the history of all fax communications (successful or rejected) made by the machine. The log is automatically printed out when its content reaches a full page.

Note



*The **Delete** button can be used to delete the whole log, and not just the selected message(s).*

The log contains the following information:

- the fax recipient;
- the date the fax was sent;
- the fax status (sent, rejected, etc.).

The reception log

The reception log saves the history of all faxes received by the machine. The log is automatically printed out when its content reaches a full page.

Note



*The **Delete** button can be used to delete the whole log, and not just the selected message(s).*

The reception log contains the following information:

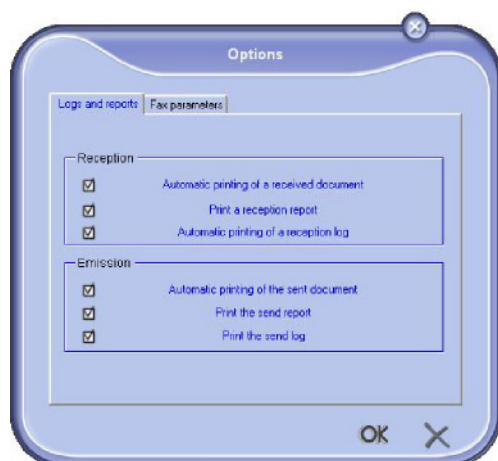
- the fax sender;
- the date of reception of the fax;
- the type of reception (on the machine or on the PC);
- the fax status.

Fax settings

Accessing the Fax settings

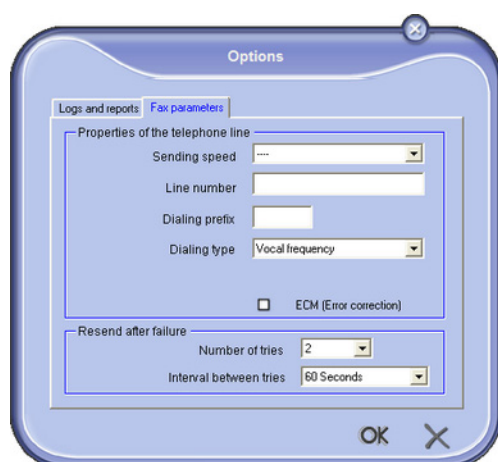
- 1 Click on the  icon in the **Companion Director** window.
- 2 Select **Tools > Options > Fax**.
- 3 Adjust the required settings referring to the description of the settings below and confirm by clicking on **OK**.

Description of the Logs and reports tab



Option	Description
Automatic printing of a received document	The fax is automatically printed when it is received.
Print a reception report	A reception report is printed for each fax received.
Automatic printing of a reception log	The log is automatically printed out when its content reaches a full page.
Automatic printing of the sent document	The fax is automatically printed when it is sent.
Print the send report	An emission report is printed out each time a fax is sent.
Print the send log	The log is automatically printed out when its content reaches a full page.

Description of the Fax parameters tab



Option	Description
Sending speed	Default fax emission speed.

Option	Description
Line number	Number of the telephone line to which your machine is connected.
Dialling prefix	This dialling prefix is automatically inserted in front of the number before a fax is sent on this line.
Dialling type	Must be set according to the type of telephone exchange to which your machine is connected.
ECM	Corrects communication errors due to line disturbance. This option guarantees the integrity of documents received. However, communication times may be longer if the link is poor.
Number of tries	Number of attempts to be made by the machine in the event of emission failure.
Interval between tries	Time between two emission attempts.

Cover page

The cover page is part of a faxed document automatically generated by your machine in which information concerning the sender, the recipient, the send date and time, comments, etc., appear.

This page can be sent alone or as the first page of a fax, but always in the same communication as the fax. It is possible to send a document with a cover page from the multifunction machine or from the hard disk. In the latter case, part of the information on the cover page can be entered by the user on the emission request. A cover page template must be created before sending a document using it. However, once the cover page is created, a cover page template can be used for all sent documents.

Your machine allows you to create and personalize several cover pages templates that can be selected for an emission.

Creating a cover page template

Creating a cover page template creates a template in which fields (fax number, comment, subject, etc.) will be completed automatically by the Fax application using the information provided for each document recipient.

There are two steps to creating the cover page template:

- **First step:** Create a background image with the required logos and page formatting.

- **Second step:** Add the field you want to be displayed on the cover page: fax number, comment, subject, etc. As mentioned before, these fields will be completed by the Fax application when the document is sent.

Creating a background image

For the first step, there are two ways of creating a background image.

You can:

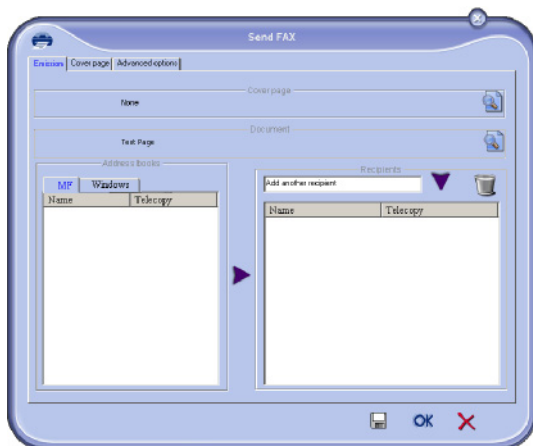
- **Option (A):** Design this background image in another application (such as Word, Excel, etc.);
- OR
- **Option (B):** Scan a sheet of paper containing the page formatting of the cover page.

Details concerning option A and option B:

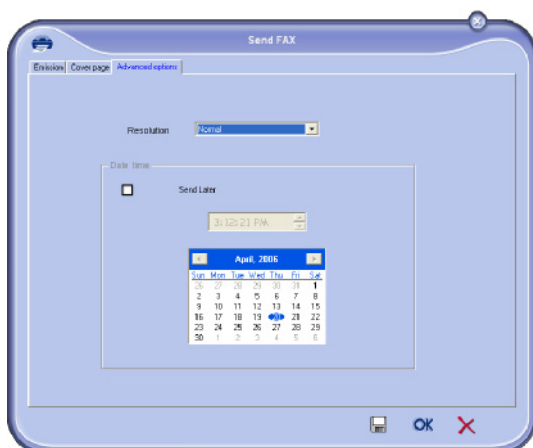
Option (A):

- 1 Open the application you want to use to edit the background (Word, Excel, etc.).
- 2 Design the background image and print this document using the printer called **Fax HFFv2**.

⇒ The **Send FAX** dialogue box opens:



- 3 Add the recipients to the list of recipients. Click on the tab **Advanced options** and select the resolution **Fine** as indicated below:

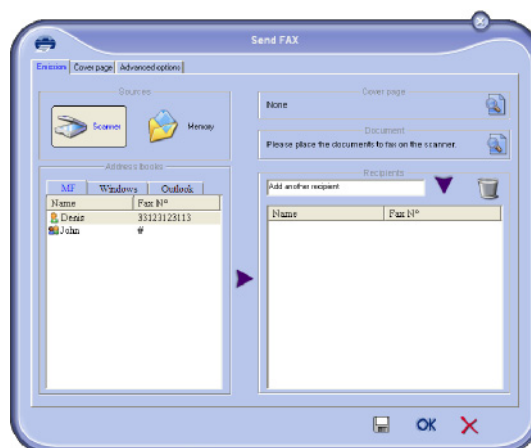


- 4 Click on  to save the background image.

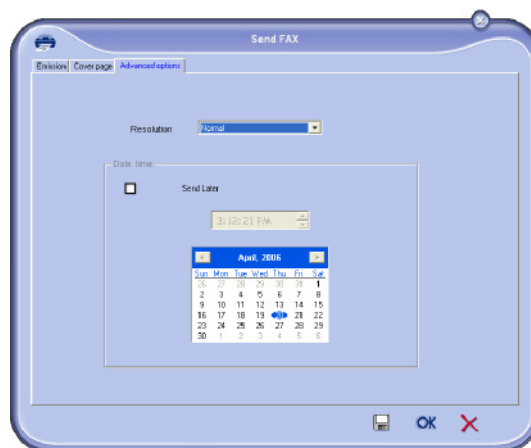
⇒ The background image is created in the folder C:\Program Files\Companion Suite Pro LH2\Documents\FAX\Temporary and has the file extension .fax.

Option (B):

- 1 Run **Companion FAX Manager**, select **New > Fax** and select the scanner as the source as indicated below:



- 2 Add the recipients to the list of recipients. Click on the tab **Advanced options** and select the resolution **Fine** as indicated below:



- 3 Click on  to save the background image.

⇒ The background image is created in the folder C:\Program Files\Companion Suite Pro LH2\Documents\FAX\Temporary and has the file extension .fax.

Whether you choose option **A** or **B**, a background image with the extension .fax is created in C:\Program Files\Companion Suite Pro LH2\Documents\FAX\Temporary.

You can now proceed to the second step described below.

Adding information fields

Now that the background image is created in C:\Program Files\Companion Suite Pro LH2\Documents\FAX\Temporary, you can add the required fields on the cover page background image:

To do so:

- 1 Run **Companion FAX Manager**, select **New > Fax**, click on the tab **Cover page** and click on the box **With cover page**.
- 2 Click on the **New** button. The cover page Creation page is displayed.

- 3 Click on **Open** in the tool bar, switch the file filter to *.fax and go to the directory C:\Program Files\Companion Suite Pro LH2\Documents\FAX\Temporary containing the background image you created in the first step.
- 4 Click on the button **Fields** in the tool bar. A window opens enabling you to add the fields to the background image.
- 5 Click on **Save** to save the cover page template and exit this window.
- 6 The **New Fax** window opens. You can now select the cover page template that you want to use. By double clicking on the preview in the lower right-hand corner, another window opens, displaying a preview of the cover page with the fields completed with the recipients contact details.

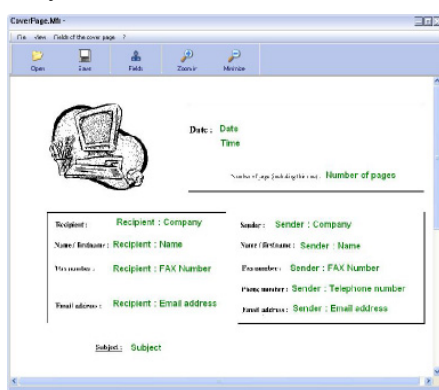
Creating a cover page

Note



A cover page template must be created before sending a fax using it.

- 1 From the tab **Cover page**, click on **New**.
 - 2 Select the cover page template you created from the menu **File**.
- ⇒ A window opens containing the cover page template you created:



- 3 Click on the  icon to display the fields available.



- 4 To add a field:
 - Select the field you want to insert by checking the available fields. A stamp appears as the mouse cursor.
 - Click on the location in the template where you want to insert the field.
 - You can move or enlarge the field as required.

Note

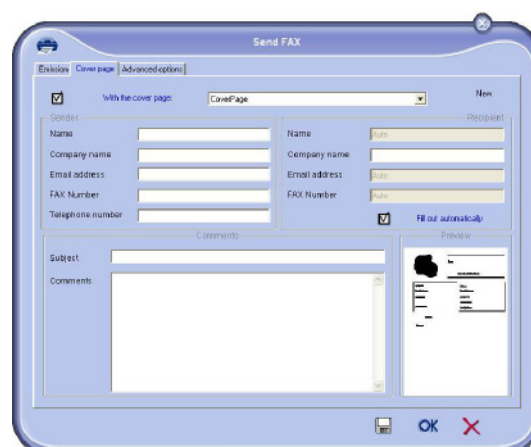


Adjust the size of your field boxes so that the text is legible.

- 5 When the fields have been inserted, save the cover page.

This cover page can then be selected in the tab **Cover page** of the fax emission window.

Description of the Cover page tab



Option	Description
Name of the cover page	Name of the page selected by default or the name of the page you have chosen to use.
Sender	You can enter information concerning the sender.
Recipient	You can enter information concerning the recipient. If the term Auto appears in one of the fields, the field is updated on emission if the recipient is in the address book.

Option	Description
Comments	This is an editing window with all the basic functions of a text editor enabling you to enter a text that will be sent on the cover page.
Template preview	A preview for viewing the cover page to be sent.

Uninstalling the software

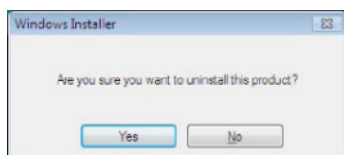
This section describes the following procedures:

- complete uninstallation of the Companion Suite Pro software,
- uninstallation of drivers only.

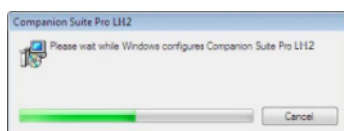
Complete uninstallation of the software

Switch on your PC. Open an Administration session. Run the uninstall programme from the menu **Start > All programmes > Companion Suite > Companion Suite Pro LH2 > Uninstall**.

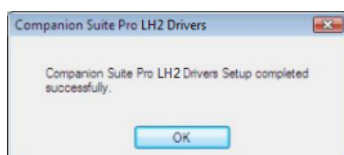
- 1 A confirmation window appears. Click on **Yes** to continue uninstalling the Companion Suite Pro programme.



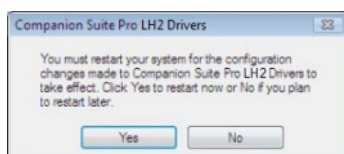
- 2 The uninstall programme starts. You can cancel the uninstall by clicking on **Cancel**.



- 3 Click on **OK**.



- 4 You will need to restart your system when the procedure is complete. Click on **Yes**.



Uninstalling the drivers

Switch on your PC. Open an Administration session. Depending on the installation method used, select the appropriate uninstall mode:

- If you installed the drivers using the Companion Suite Pro software, consult the section Uninstalling drivers using the Companion Suite Pro software [98].
- If you installed the drivers manually, consult the section Manually uninstalling the drivers [98].

Uninstalling drivers using the Companion Suite Pro software

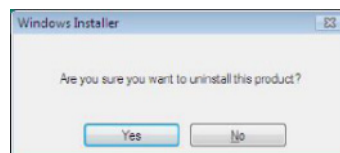
Run the uninstall programme from the menu **Start > All programmes > Companion Suite > Companion Suite Pro LH2 > Uninstall**.

Note

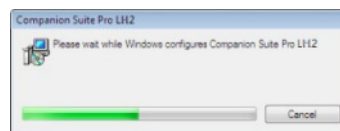


You can also uninstall the **Companion Suite Pro LH2** drivers using the Windows function **Add/Remove programs** in the control panel.

- 1 A confirmation window appears. Click on **Yes** to continue uninstalling the **Companion Suite Pro LH2** drivers.



- 2 The uninstall programme starts. You can cancel the uninstall by clicking on **Cancel**.



Manually uninstalling the drivers

The following drivers must be removed:

- print driver
- scanner driver

To remove the print driver:

- 1 Open the window **Printers (Start > Devices and Printers)**, depending on the operating system).
- 2 Select the **Laser HFFv2** printer and click on the right button of your mouse.
- 3 Select **Remove device** in the menu click on the left button of your mouse.
- 4 Click on **OK** to confirm the deletion.
- 5 Open the window **Administrative Tools (Start > Control panel > System and Security > Administrative Tools)**, depending on the operating system).
- 6 In the sub-menu **Print Management**, select the sub-menu **Print Servers** then the sub_menu **Drivers**.
- 7 Select the **Laser HFFv2** driver and click on the right button of your mouse.
- 8 Select **Remove driver package** in the menu and click on the left button of your mouse.

- 9 Click on **OK** to confirm the deletion.

To remove the scanner driver:

- 1 Open the window **Computer** (**Start > Computer**, depending on the operating system).
- 2 Select the **System Properties** tab.
- 3 Select the **Device manager**.
- 4 In the sub-menu **Imaging device**, select the **Scanner HFFv2** driver and click on the right button of the mouse.
- 5 Select **Uninstall** in the menu and click on the left button of your mouse.
- 6 A confirmation window appears.
- 7 Select the deletion, by pressing the check box.
- 8 Click on **OK** to confirm the deletion.

Maintenance and incidents

Maintenance

General information

Caution



For your safety, you must read the safety instructions in the chapter safety [121].

In order to maintain your machine in good working order, it is recommended to periodically clean the inside.

Normal use of the machine, requires the following rules to be respected:

WARNING



Firstly, disconnect the power cable and all interface cables. Ensure that no water or detergent enters the printer, or it may be damaged or cause electrocution.

Caution



The fuser unit is extremely hot. If you open the access cover to the fuser unit, it takes about one hour to cool down.

- When cleaning the inside of the printer or removing jams, be careful not to touch the fuser unit or other hot parts.
- To clean the printer, use a soft cloth.
- Never spray detergent directly onto the printer as it may infiltrate the vents and damage internal circuits.
- To clean the machine, avoid using abrasive or corrosive solvents or products containing solvents (alcohol or benzene).
- Always start by applying the cleaning product (mild detergent) to a small surface of the printer to check the result.
- Never use abrasive or rough cloths (steel wool or plastic).
- Never leave the scanner cover open unnecessarily.
- Never try to lubricate the machine.
- Close the scanner cover gently and never subject the machine to vibrations.
- Never open the cartridge access cover during printing.
- Never try to dismantle the machine.
- Never use paper which has remained too long in the paper tray.

Cleaning

The presence of dust, dirt and paper debris on the external surfaces and inside the printer may hinder its operation. We recommend you clean it regularly.

Cleaning the outside of the printer

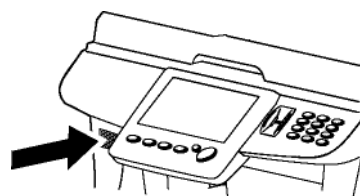
Clean the outside of the printer using a soft cloth soaked in mild household detergent.

Use a soft cloth to clean the printer. Never use abrasives or corrosive detergents.

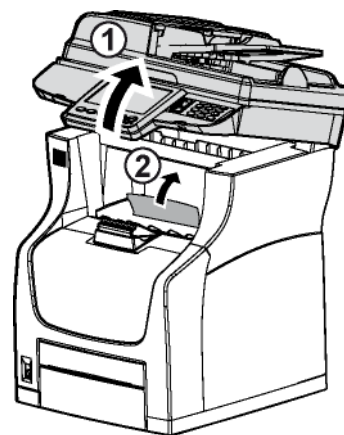
Cleaning the inside of the printer

After removing a paper jam or replacing a toner cartridge, inspect the inside of the machine before closing the access flap to the toner cartridge.

- 1 Press the On/Off button to switch off the machine (position 0) and disconnect the mains power cable.
- 2 Press the toner cartridge access button.



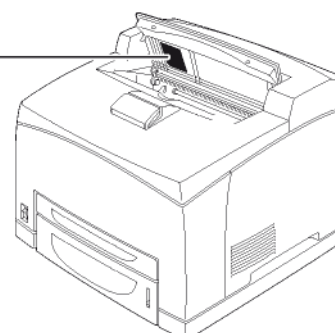
- 3 Lift up the flatbed scanner and open the access flap to the toner cartridge.



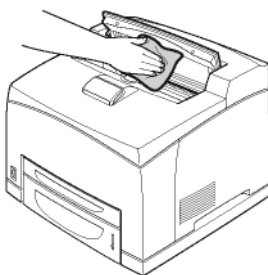
WARNING



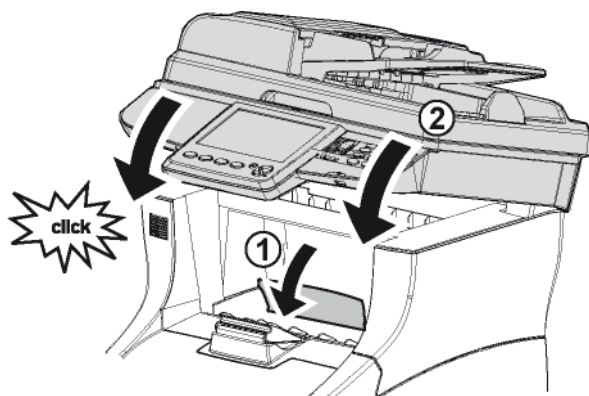
The fuser unit may reach very high temperatures during operation. To avoid injury, do not touch this zone.



- 4 Remove the toner cartridge.
- 5 Use a soft, lint-free cloth to dust and clean the inside of the printer.



- 6 Insert the toner cartridge into its compartment, pushing it fully in until it engages (last movement downwards).
- 7 Close the access flap to the toner cartridge and lower the flatbed scanner.



- 8 Connect the power cable to the mains and press the On/Off button to switch the machine on (position I).

Cleaning the touch screen

To clean the touch screen safely, you must follow the recommendations and procedure described below.

Recommendations

- Use a soft lint-free cloth so as not to scratch the touch screen.
- Only use the cleaning products listed in this section.
- When using a cleaning product, always apply the solution to the cloth and use the cloth to clean the touch screen.

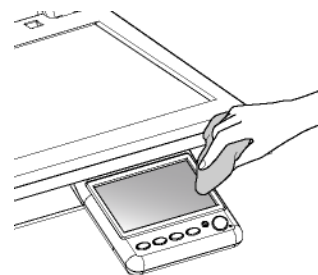
If you spray liquid directly onto the touch screen, you risk damaging it.

List of authorised and prohibited cleaning products

You may use...	 NEVER USE
← Water	← Acetone
← Vinegar (mixed with water)	← Ethyl alcohol
← Isopropyl alcohol	← Ethyl acid
← Benzene	← Ammonia
	← Methyl chloride

- 1 Press the On/Off button to switch off the machine (position 0) and disconnect the mains power cable.

- 2 Clean the touch screen using a soft, lint-free cloth, with one of the authorised cleaning products.

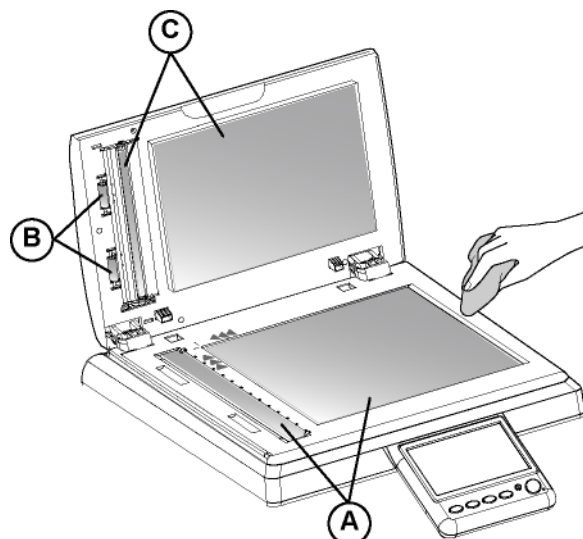


- 3 Gently wipe the surface with a soft, dry cloth until it is dry. Exert as little pressure as possible.
- 4 Connect the power cable to the mains and press the On/Off button to switch the machine on (position I).

Cleaning the scanner read devices

If one or several vertical lines appear on copies, clean the scanner window.

- 1 Open the flatbed scanner cover by folding it back until it is maintained in the vertical position.
- 2 Clean the two transparent analysis windows (A), the white rollers (B) and the white mats (C), using a soft, lint-free cloth soaked in isopropyl alcohol.



- 3 Close the cover of the flatbed scanner.
- 4 Make a copy to check that the symptoms have disappeared.

Cleaning the paper feed rollers

The accumulation of paper dust and other debris on the paper feed rollers may cause paper feed problems.

Cleaning the paper feed rollers on the automatic feeder

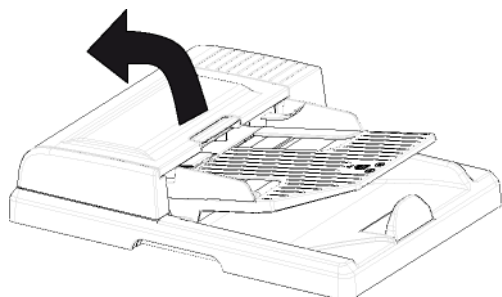
Clean the paper feed rollers on the automatic feeder when:

- one or more vertical lines appear on copies of documents placed in the automatic feeder (presence of debris, ink, glue, etc., in the paper feed mechanism).

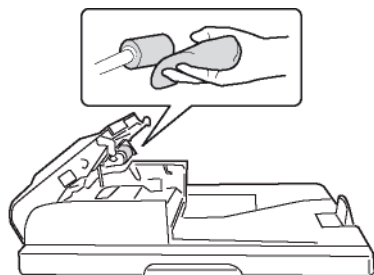
- the message ****PLEASE CLEAN THE SCANNER FEED ROLLER AS DESCRIBED IN THE USER MANUAL, THEN PRESS <STOP>**** informs you that the automatic feeder can no longer feed sheets of paper (dust, dirt or debris obstructing the rollers). Press **OK** to delete the message from the screen.

To clean the paper feed rollers on the automatic feeder:

- 1 Press the On/Off button to switch off the machine (position 0) and disconnect the power cable.
- 2 Open the cover of the autofeed scanner.



- 3 Clean the paper feed rollers using a soft, lint-free cloth soaked in isopropyl alcohol.
To clean the rollers, rotate them in the same direction as normal paper feed.

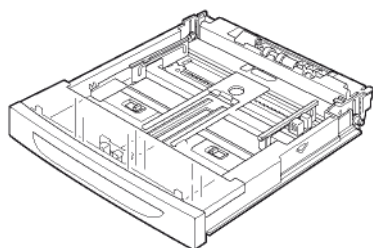


- 4 Wipe the rollers using a soft, lint-free cloth until they are dry.
- 5 Close the cover of the autofeed scanner.
- 6 Connect the power cable to the mains and press the On/Off button to switch the machine on (position I).
- 7 Make a copy to check that the symptoms have disappeared.

Cleaning the paper feed rollers in the paper trays

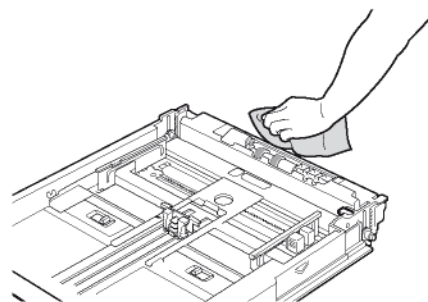
The procedure for cleaning the paper feed rollers described in this section applies to all paper trays in the machine.

- 1 Remove the paper tray from the machine and place it on a flat surface.



- 2 Clean the paper feed rollers by wiping them with a soft, dry cloth.

To clean them, rotate them in the same direction as normal paper feed.



- 3 Replace the paper tray in the machine and push it in fully.

Replacing consumables

To access the status of consumables, press **MENU** and select **CONSUMABLES > DISPLAY** (see Consumable status [■ 43]).

After replacing a consumable, you must inform the machine of its characteristics.

To do so, the smart card, supplied with each toner cartridge, must be read by the machine after installing a new consumable.

The replacement of certain consumables must be declared on the machine, in the menu **CONSUMABLES > DECLARE REPLACE**.

Replacing the toner cartridge

The machine is equipped with a consumable management system. It indicates when your toner cartridge is nearing the end of its lifespan. The following messages will appear on your machine:

- THE TONER CARTRIDGE IS NEARLY EMPTY:** the toner cartridge has reached the critical level (less than 10 % remaining in the toner cartridge);
- THE TONER CARTRIDGE IS EMPTY - REPLACE IT:** the toner cartridge is empty.

You can replace the toner cartridge between the time it has reached critical threshold and when it is empty.

Note

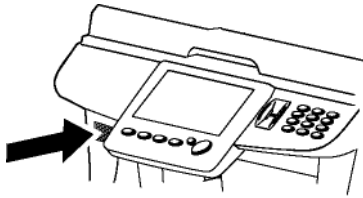


Always use the smart card provided when replacing the toner cartridge. The smart card contains the information required to re-set the toner level. If you replace the toner cartridge without using the smart card provided, the consumable management system may indicate an error.

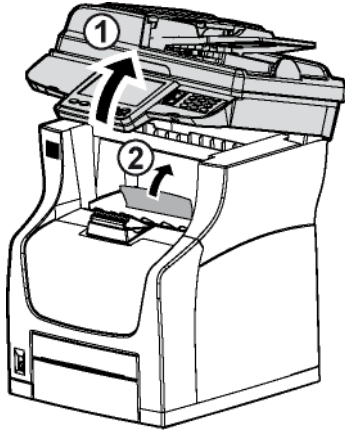
To replace the toner cartridge:

- 1 Stand opposite the machine.

- 2 Press the toner cartridge access button.

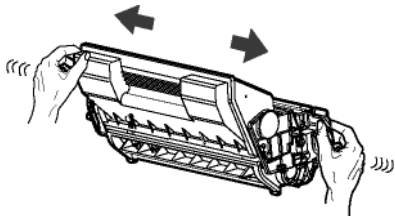


- 3 Lift up the flatbed scanner and open the access flap to the toner cartridge.

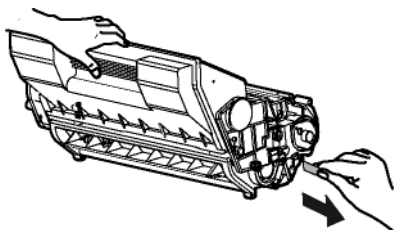


- 4 Remove the used toner cartridge and place it in the plastic bag (provided in the toner kit). Dispose of it in accordance with local regulations in force.
- 5 Unpack the new toner cartridge and shake it gently 7 to 8 times to distribute the toner evenly through the cartridge.

Shaking the toner cartridge carefully will guarantee the maximum number of copies per cartridge.



- 6 Take hold of the toner cartridge by the handle, place it on a flat surface and remove the cover by pulling on it horizontally.



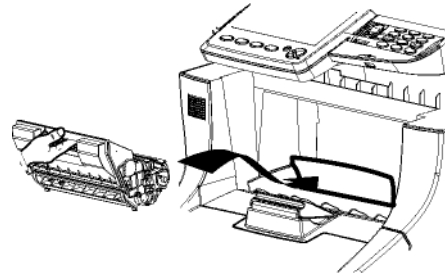
Note



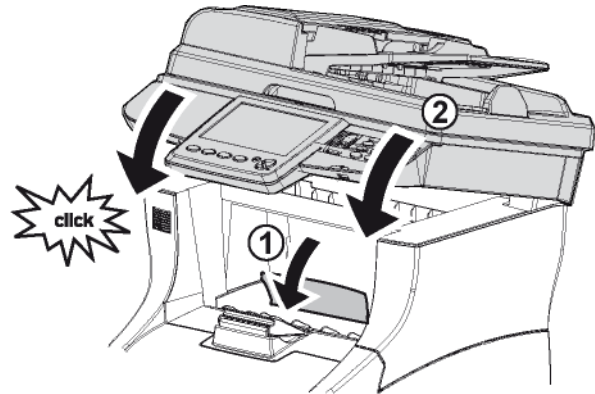
Make sure you remove the toner cartridge cover horizontally so as not to break it inside the toner cartridge.

After removing the cover, do not shake the toner cartridge. You may risk spilling toner.

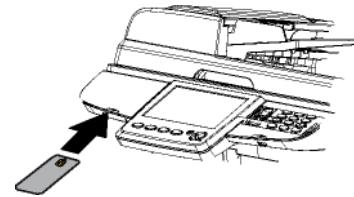
- 7 Insert the toner cartridge into its compartment, pushing it fully in until it engages (last movement downwards).



- 8 Close the access flap to the toner cartridge and lower the flatbed scanner.



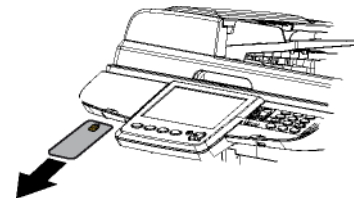
- 9 Insert the smart card provided with the new toner cartridge into the smart card reader.



- 10 The machine detects the smart card and displays a message asking you to confirm the installation of the new consumable. Press **YES** to confirm.

⇒ The machine reads the smart card. After reading, the machine displays a message asking you to remove the smart card.

- 11 Remove the smart card from the reader.



Replacing the perfume cartridge

Replace the perfume cartridge when the machine displays the message **PERFUME CARTRIDGE END OF LIFE: REPLACE THE**.

The procedure for replacing the consumable is included with the new cartridge.

After replacing the cartridge, you must declare the replacement of this consumable.

Note

You must have machine administrator rights to access this function.

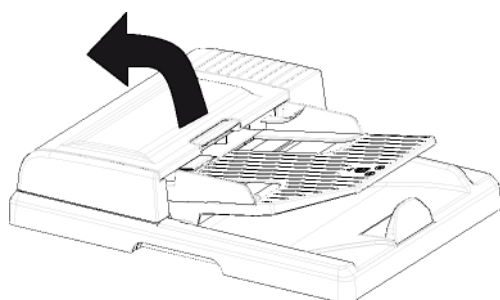
- 1 Press the **MENU** key.
- 2 Select **CONSUMABLES > DECLARE REPLACE**.
- 3 Press **PERFUME**.

⇒ The machine takes the replacement of this consumable into account.

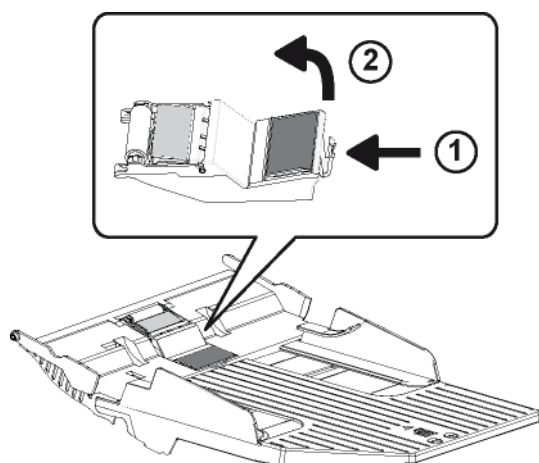
Replacing the feeder shoe

Replace the feeder shoe on the autofeed scanner when the machine displays the message **scanner SCANNER PAD END OF LIFE: REPLACE THE**. After replacing, you must declare the replacement of this consumable.

- 1 Open the cover of the autofeed scanner.



- 2 Press down on the tab on the feeder shoe and lift to remove it.



- 3 Unpack the new feeder shoe, place it in its housing and clip in into place.
- 4 Close the cover of the autofeed scanner.

You must now declare the replacement of this consumable:

Note

You must have machine administrator rights to access this function.

- 1 Press the **MENU** key.
- 2 Select **CONSUMABLES > DECLARE REPLACE**.
- 3 Press **SCANNER PAD**.

⇒ The machine takes the replacement of this consumable into account.

Servicing

In order to ensure the performance of your machine, the printer should be serviced (drum change, etc.) every 200,000 pages printed.

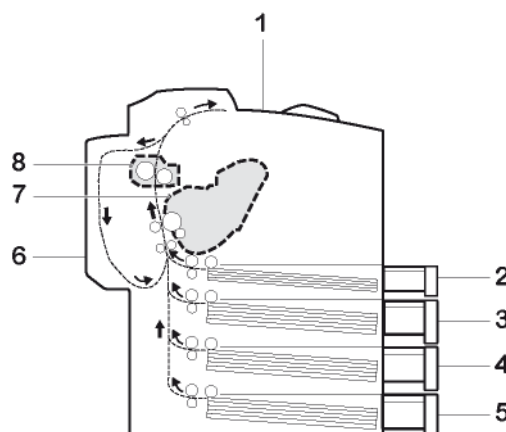
The feeder shoe and the loading unit should be replaced every 50 000 pages scanned on the autofeed scanner. Contact your retailer to have servicing carried out.

Removing paper jams

If a paper jam occurs in the paper feed unit, or if no paper is fed, the message **PAPER JAM** appears with an indication of where the jam has occurred. The printer automatically goes offline when this message appears. Remove the paper causing the jam. When the jammed paper has been removed, the printer resumes printing.

Possible paper jam locations

The illustration below shows the path taken by the paper through the machine, including when additional paper trays are installed. The locations where paper jams may occur are indicated. Paper jams may occur at several places on the same path.



1	Paper output	5	Additional paper tray
2	Secondary paper tray	6	Duplex unit
3	Main paper tray	7	Toner cartridge
4	Additional paper tray	8	Fuser unit

Considerations for removing paper jams

Remember the following indications when you try to remove a paper jam:

- If paper jams occur frequently, try using another type of paper, replacing the paper with paper from another ream, airing the pile before inserting it in the printer or turning it over. If paper jams persist despite these measures, it is possible that the problem is due to the printer.
- Depending on where the jam occurred, jammed pages may be reprinted when printing resumes.

Note

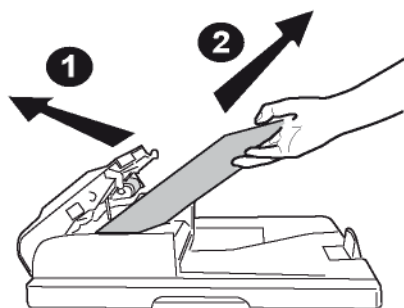


When you remove a paper jam, remove the paper gently so as not to tear it. Torn paper is difficult to remove and may go unnoticed. Never reload pages that have been removed from a jam.

Scanner paper jam

In the event of paper jam:

- 1 Open the cover of the autofeed scanner.

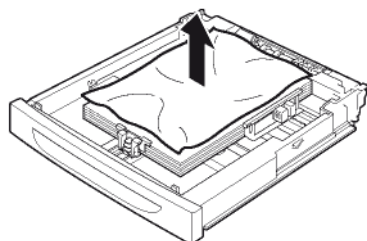


- 2 Remove the paper causing the jam without tearing it.
- 3 Close the cover of the autofeed scanner.

Paper tray paper jam

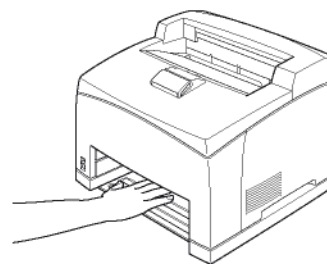
The procedure for removing paper jams described in this section applies to all paper trays in the machine.

- 1 Remove the paper tray from the machine and place it on a flat surface.
- 2 Remove the paper causing the jam without tearing it.

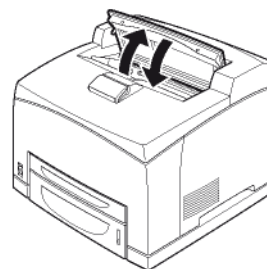


- 3 Remove the paper stuck inside the printer without tearing it.

If necessary, remove all paper trays installed in order to access the jammed paper.

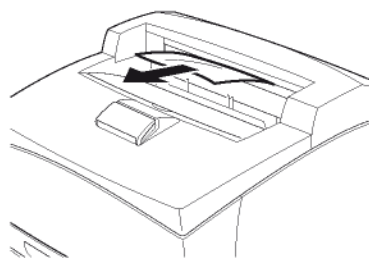


- 4 Replace the paper tray in the machine and push it in fully.
- 5 Open and close the access flap to the toner cartridge.

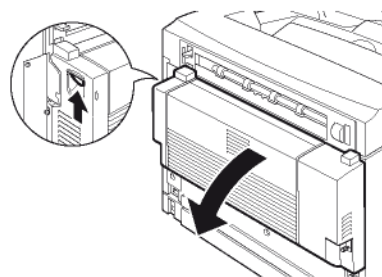


Duplex module paper jam

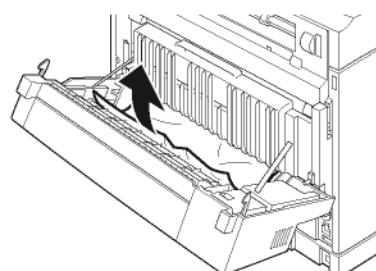
- 1 Remove all paper without tearing it from the machine's paper output.



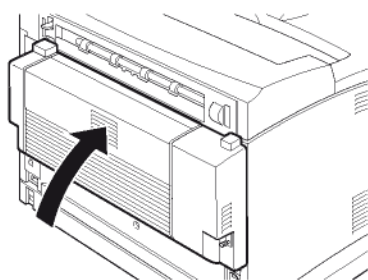
- 2 Open the cover of the duplex module by lifting the latch.



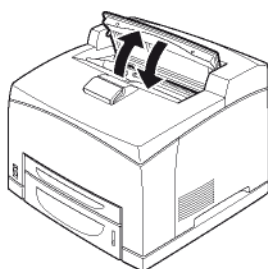
- 3 Remove the paper causing the jam without tearing it.



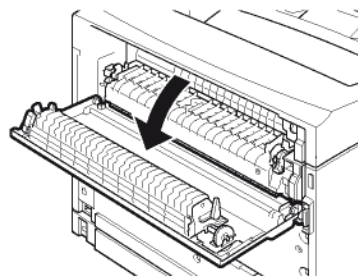
- 4 Close the cover of the duplex module.



- 5 Open and close the access flap to the toner cartridge.



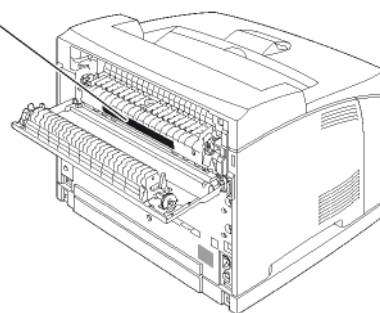
- 4 Open the rear cover.



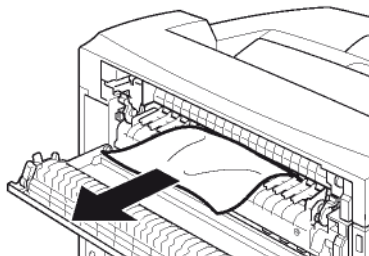
WARNING



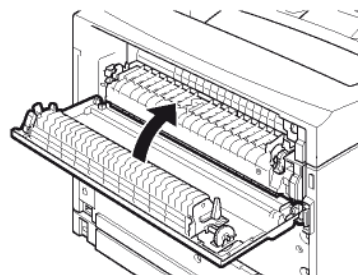
The fuser unit may reach very high temperatures during operation. To avoid injury, do not touch this zone.



- 5 Remove the paper causing the jam without tearing it.

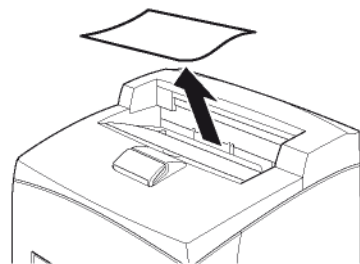


- 6 Close the rear cover.

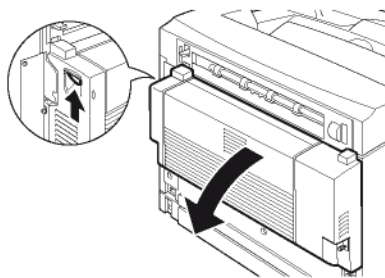


Fuser unit paper jam

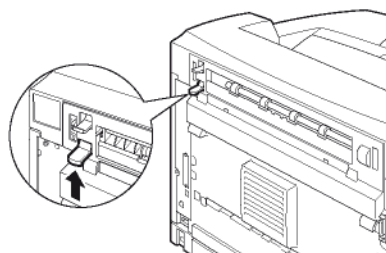
- 1 Remove all paper from the machine's paper output.



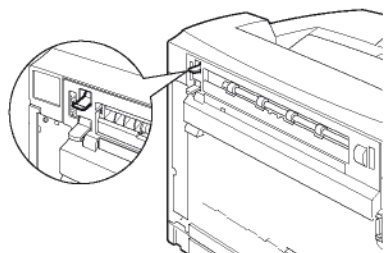
- 2 Open the cover of the duplex module by lifting the latch.



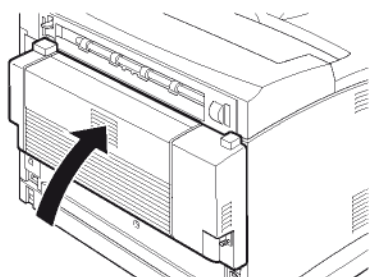
- 3 Lift up the inner lever on the top left of the machine's rear cover.



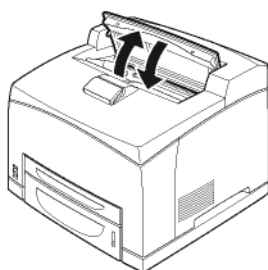
- 7 Check that the levers located on the machine's rear cover have returned to their initial position, as illustrated below:



- 8 Close the cover of the duplex module.

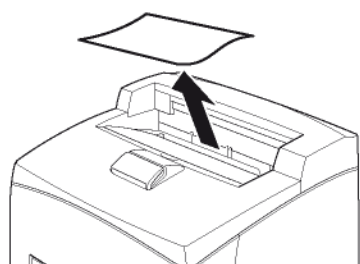


- 9 Open and close the access flap to the toner cartridge.

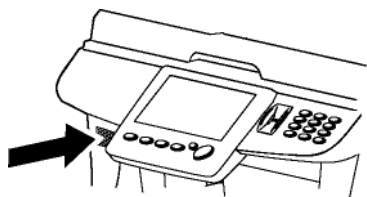


Toner cartridge paper jam

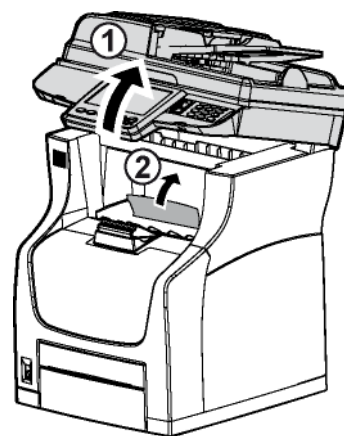
- 1 Remove all paper from the machine's paper output.



- 2 Press the toner cartridge access button.



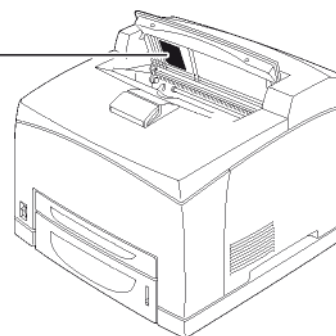
- 3 Lift up the flatbed scanner and open the access flap to the toner cartridge.



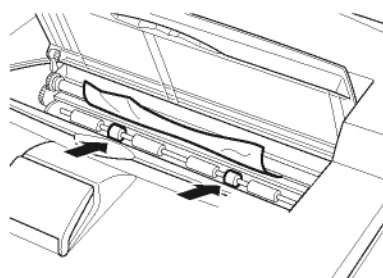
WARNING



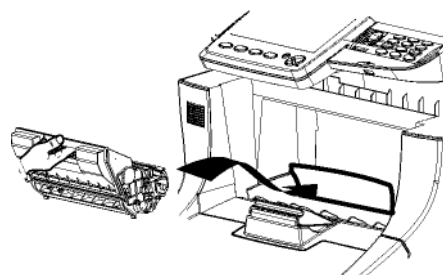
The fuser unit may reach very high temperatures during operation. To avoid injury, do not touch this zone.



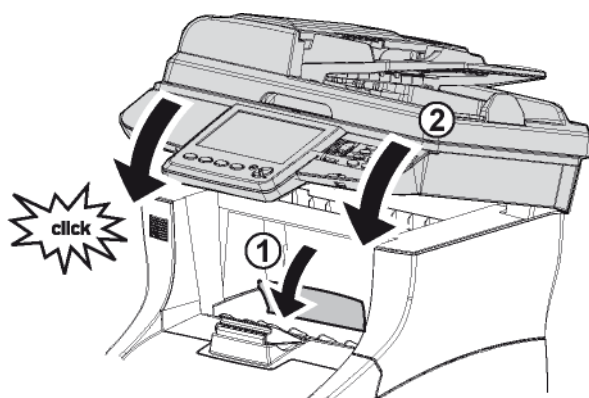
- 4 Remove the toner cartridge gently by pulling on its handle and place it on a flat surface.
5 Remove the paper causing the jam without tearing it. To remove the paper more easily, turn the paper feed rollers in the same direction as normal paper transport.



- 6 Insert the toner cartridge into its compartment, pushing it fully in until it engages (last movement downwards).



- 7 Close the access flap to the toner cartridge and lower the flatbed scanner.



Storage

If you plan not to use the machine for an extended period, disconnect the power cable.

We recommend you consult your retailer for the precautions to be taken to avoid damage when the machine is once again in use.

Packing and transporting the machine

If you wish to transport the machine, use its original packaging. If you do not pack the machine correctly, the warranty may be void.

- 1 Press the On/Off button to switch off the machine (position 0) and disconnect the mains power cable.
- 2 Disconnect all cables connected to the machine.
- 3 Remove the automatic document feeder and close the scanner reception stop.
- 4 Remove the toner cartridge from the printer. Place the toner cartridge in the plastic bag provided to prevent any toner spills.
- 5 Remove the duplex module from the machine.
- 6 Place the automatic document feeder and the duplex module into their original plastic and cardboard boxes with their documents (hardcopies, CD-ROMs, etc.).
- 7 Pack the printer and place it in its original box with all the original protective spacers.
- 8 Place all documentation (printed documents, CD-Rom, etc.) in the box.
- 9 Close the box using adhesive tape.

Updating the Firmware from the integrated website

Consult our website www.sagem-communications.com to know whether there are any firmware updates available for your machine and download the appropriate file to your PC.

You can then install it from the integrated website.

Note



You must have machine administrator rights to access this function.

To install the update from the integrated website:

- 1 Go to the integrated website (see Remote configuration [21]).
- 2 Select the **SERVICES** tab.
- 3 Select the **PC TRANSFER** menu.
- 4 In **SOFTWARE UPDATE**, press **Browse**.
- 5 Select the file to download and run the update.

Do not hesitate to consult the website www.sagem-communications.com to know whether new versions of this manual are available once your software has been updated.

Updating the Firmware via USB key

You can update the three components of your machine's firmware (**BOOT**, **Software** and **JFFS2** from a USB key. Consult our website at www.sagemcom.com to know whether firmware updates are available for your machine and download the appropriate pack to your USB key.

You can then install it from the USB key.

Caution



*To fully update your machine, it is necessary to update three files (**BOOT**, **Software** and **JFFS2** in that order.*

Caution



*Updating the file **JFFS2** overwrites all the machine's settings and returns the configuration to "factory" settings.*

To install your update from a USB key, proceed as follows:

- 1 Go to the website www.sagemcom.com and download the update pack for your machine to your USB key.
- 2 From the USB key, run the executable file and let the software decompress the files in the default folder.
- 3 Insert your USB key into the machine respecting the insertion direction.
 - ⇒ The USB key is analysed. When the analysis is complete, the **USB KEY** menu is displayed.
- 4 Press **ADVANCED FUNCTIONS**.
- 5 Press **UPDATE SOFTWARE** to access the firmware update function.
 - ⇒ The selection window for files available for update is displayed on the screen.
- 6 Use the keys available to filter the file types that can be seen in the selection window:

Key	Action
BOOT	View "BOOT" files.
Software	View "Software" files.
JFFS2	View "JFFS2" files.

- 7 Browse through the list to select the file you want to update using the keys available:

Key	Action
	Move the list up 1 file at a time at each press.
	Move the list up 10 files at a time at each press.
	Move the list down 1 file at a time at each press.
	Move the list down 10 files at a time at each press.

- 8 Press the file to select it. It becomes blue.
- 9 When you have selected the file, press **OK** to confirm and start the update or **Cancel** to return to the previous menu.

Note



*Before downloading, the machine settings and the address book are automatically saved in the Root directory **\HFXv2\backupAuto** of the USB key under the names **MachineParams_YYMMDD_HHMMSS.xml** and **DataBook_YYMMDD_HHMMSS.dir**.*

- 10 A download confirmation message is displayed. Press **OK** to confirm, the download starts. **Import successful**, press **YES** to return to the previous menu.

Caution



It is essential not to cut off the power, or switch off the machine during the download.

- 11 When the download is complete, the machine re-starts automatically.

Note



Remember to import the settings and the address book saved on the USB key if you have downloaded the JFFS2 file, see sections [Importing settings from a USB key \[42\]](#) and [Importing an address book from a USB key \[83\]](#).

See also

-  Remote configuration [21]

Troubleshooting

The following sections describe problems you may encounter and the corrective actions you can implement to resolve them.

Some solutions may require cleaning or replacing certain machine components.

If the corrective action suggested does not solve the problem, reboot the terminal before contacting a maintenance technician.

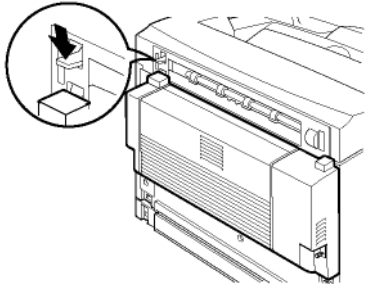
Troubleshooting

The table in this section exhaustively presents the problems that may occur and the corrective actions you can implement to solve them.

If the corrective action suggested does not solve the problem, reboot the terminal before contacting a maintenance technician.

Symptom	Possible cause	Solution
When the machine is switched on, nothing appears on the screen	The mains cable is not correctly connected to the power plug.	Check that the mains cable is correctly connected to the power plug.
	The On/Off button is not in position I.	Place the switch in the O position (Off), then to the I position (On).
	The plug used for the machine is defective.	Connect another electrical appliance to the plug to check if it is working.
The machine resets or switches off frequently.	The mains cable is not correctly connected to the power plug.	Switch off the machine, check that the power cable is connected to the plug and switch the machine on again.
	A system error occurred.	Contact a maintenance technician.
The machine does not detect the presence of the document inserted in the autofeed scanner	The document is too thick or incorrectly positioned.	1 Remove the document. 2 Check that the document is not too thick (maximum 70 sheets of paper 80 g/m²). 3 Fan the sheets. 4 Move the sheets close to the limit stop.
The machine does not receive faxes	The telephone cable is not correctly connected to the telephone line.	1 Check that the telephone cable is correctly connected. 2 Connect a telephone to the line to check that there is a dial tone on the telephone line.
The machine does not send faxes	The telephone cable is not correctly connected to the telephone line.	1 Check that the telephone cable is correctly connected. 2 Connect a telephone to the line to check that there is a dial tone on the telephone line. 3 Check that the prefix is properly programmed and used.
The machine receives a blank page	Document incorrectly sent or printer problem	1 Photocopy a document: if it is correct, the machine is working normally. 2 Call your correspondent and ask him to send the document again. The document may have been inserted upside down.
The machine will not print sent data	An error message is displayed on the machine screen.	Follow the instruction in the screen message.
	The print job was cancelled because you are not authorized to print.	Contact the machine administrator to know your rights. Print rights must be defined in your user account.

Symptom	Possible cause	Solution
The message TONER CARTRIDGE X NEARLY EMPTY is displayed more than is normal	A toner cartridge is defective.	Replace the defective toner cartridge with a new toner cartridge.
	The printed pages are highly charged with toner.	See the consumable specifications described in Characteristics.
Impossible to print from a USB key	The USB key is not compatible.	Check the compatibility of the USB key used (see Using a USB memory key [■ 67]).
	The file format is not compatible.	Check the compatibility of your files (see Using a USB memory key [■ 67]).
	The print job was cancelled because you are not authorized to print.	Contact the machine administrator to know your rights. Print rights must be defined in your user account.
Printing is too slow	The printer is configured to print in slow mode (e.g. thick or transparent paper).	Printing on special media is slower. If you are using standard paper, ensure that the appropriate media is defined in the printer driver.
	The energy saving mode is activated.	In this mode, printing takes a while to start (see Energy saving).
	The print job is very complex.	Please wait. No action required.
	Printer memory is insufficient.	If the print jobs dealt with by the machine are mostly comprised of very complex jobs, and print times are affected, you can add memory. Contact your retailer for more information.
	An incorrect toner cartridge is installed.	Only use the correct toner cartridges. See the consumable specifications described in Characteristics. Contact your retailer for more information.
Duplex printing is causing problems	The media used is not correct or the printing parameters are not correctly defined.	Ensure you are printing on media that is compatible with duplex mode (see Recommendations for paper [■ 139]). Do not use envelopes, labels, cards, thick or glossy supports, transparencies. Check that the paper tray does not contain different types of media.
		Check that your document contains more than one page.
		In the printer driver, check that you have selected "Duplex" mode.
The printer is making an unusual noise	The machine is not resting on a flat and stable surface.	The machine must be placed on a solid, horizontal surface (see Location conditions [■ 123]).
	The paper tray is not correctly installed.	Remove the paper tray you are printing from and re-insert it completely.
	An object is caught in the printer.	Switch off the machine, disconnect the mains cable and remove the object. If you cannot remove it, contact a maintenance technician.
The display is disturbed	The display can be disturbed by interference with radio equipment.	Move the affected equipment away as far as possible. Redirect or change the position of the antenna of the affected radio or TV receiver. Connect the affected equipment to a mains power outlet on a different circuit to that of the source. Reboot the terminal.

Symptom	Possible cause	Solution
The paper comes out at the back of the terminal	The lever located at the back of the terminal is in the incorrect position.	 Put the lever down.

Troubleshooting paper jams

Frequent paper jams in a specific zone mean that this zone requires cleaning, servicing or repair.

Frequent paper jams may also occur if you are not using a compatible support.

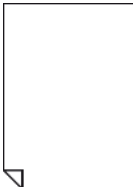
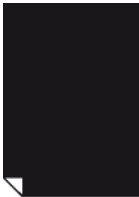
Symptom	Possible cause	Solution
← Several sheets are fed at the same time into the printer ← Paper is getting stuck in the printer.	The media is not correctly inserted in the paper tray.	Remove the jammed sheets and reload the media correctly into the paper tray (see Loading media [■ 9]).
	The paper tray contains too many sheets of paper.	Remove the excess sheets and reload the required quantity of sheets (see Loading media [■ 9]).
	The paper guides are not correctly adjusted to the format used.	Adjust the guides against the pile of paper loaded in the paper tray according to the format used.
	The media loaded is warped or creased.	Remove the sheets, smooth and reload them. If the jams persist, use another media.
	The media used is damp.	Remove the loaded media and replace it with dry media.
	The media used is not compatible (format, thickness, type, etc.).	Only use compatible media supports (see Recommendations for the paper [■ 139]).
	The paper tray is not correctly installed.	Remove the paper tray you are printing from and re-insert it completely.
	The machine is not resting on a flat and stable surface.	The machine must be placed on a solid, horizontal surface (see Location conditions [■ 123]).
	Have you just been printing on postcards?	Clean the paper feed rollers (see Cleaning the paper feed rollers [■ 102]).
Jams in the Duplex module	The media used is not compatible (format, thickness, type, etc.).	Only use compatible media supports (see Recommendations for the paper [■ 139]).
		Automatic duplex printing is only possible on standard paper from 60 to 90 g/m ² [16 to 24 lb] (see Recommendations for the paper [■ 139]).
		Check that the paper tray does not contain different types of media.
	Envelopes, postcards, thick, glossy or transparent media cannot be duplex printed.	
	One or several sheets have remained stuck in duplex module.	Check once again the paper path in the duplex module and remove any sheets which may still be stuck.

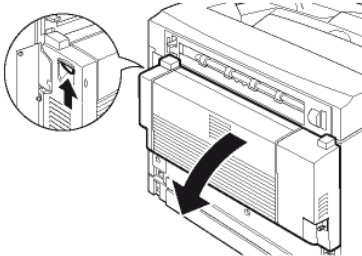
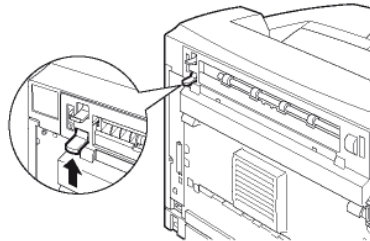
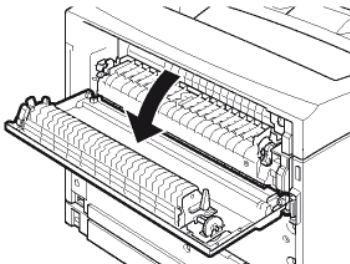
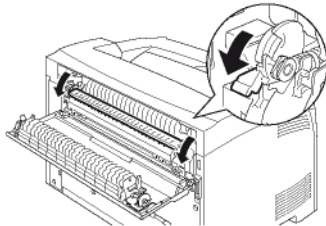
Symptom	Possible cause	Solution
The jam message remains displayed.	The access flap to the toner cartridge must be opened and closed to reset the printer.	Open and close the access flap to the toner cartridge.
	One or several sheets have remained stuck in the printer.	Check once again the paper path and remove any sheets which may still be stuck.

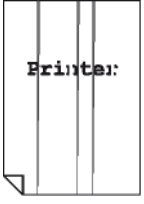
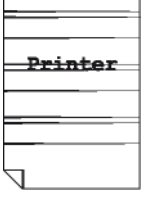
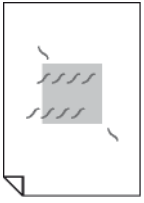
Troubleshooting print quality problems

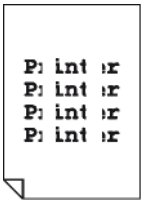
The table and illustrations in this section exhaustively present print quality problems that may occur and the corrective actions you can implement to solve them.

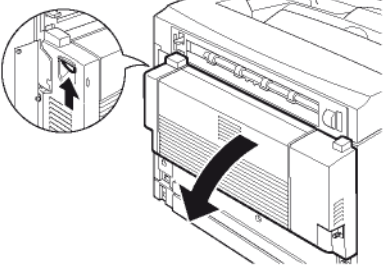
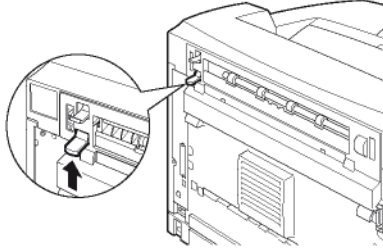
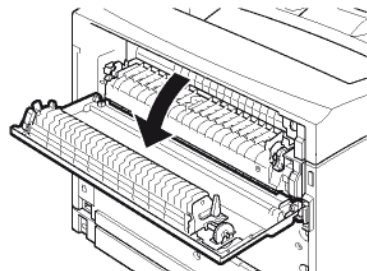
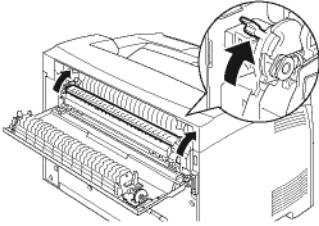
If the corrective action suggested does not solve the problem, reboot the terminal before contacting a maintenance technician.

Symptom	Possible cause	Solution
Blank print 	The toner cartridge cover has not been removed.	Remove the toner cartridge and check that the cover has been removed (see Installing the toner cartridge [8]).
	The toner cartridge is defective or incorrectly installed.	Remove the toner cartridge and check its condition. Replace the defective toner cartridge. Correctly reinstall the toner cartridge (see Installing the toner cartridge [8]).
	Several sheets are fed at the same time into the printer	Remove the sheets from the paper tray and check they are not sticking together. Fan sheets of paper (not transparencies), and replace them in the paper tray.
	The media used is damp.	Check the ambient humidity in the media storage room. Remove the loaded media and replace it with dry media.
Black background 	The toner cartridge is defective.	Remove the toner cartridge and check its condition. Replace the defective toner cartridge.

Symptom	Possible cause	Solution
Pale and fuzzy print 	The media used is not compatible (format, thickness, type, etc.).	Only use compatible media supports (see Recommendations for the paper [■ 139]).
	The media used is damp.	Check the ambient humidity in the media storage room. Remove the loaded media and replace it with dry media.
	The toner cartridge is defective.	Remove the toner cartridge and check its condition. Replace the defective toner cartridge.
	The toner cartridge is almost empty.	Replace the toner cartridge (see Replacing the toner cartridge [■ 102]).
	The levers located on either side of the fuser unit are not lowered.	← Open the cover of the duplex module by lifting the latch.  ← Lift up the inner lever on the top left of the machine's rear cover.  ← Open the rear cover.  ← Lower the levers. 
	The ink saving mode is activated.	In this mode, the quantity of toner consumed by printing is reduced.

Symptom	Possible cause	Solution
Black spots on the printed page 	The media used is not compatible (format, thickness, type, etc.). The toner cartridge is defective.	Only use compatible media supports (see Recommendations for the paper [139]). Remove the toner cartridge and check its condition. Replace the defective toner cartridge.
Black stripes on the printed page 	The toner cartridge is defective.	Remove the toner cartridge and check its condition. Replace the defective toner cartridge.
Regularly spaced residues 	There is toner in the paper path. The toner cartridge is defective.	Print out several blank pages to eliminate the toner. Remove the toner cartridge and check its condition. Replace the defective toner cartridge.
Traces like hair inside and outside half-shade zones 	The media used has been left in an open packet or left unpacked for a long period (in low humidity conditions).	Remove the loaded media and replace it with new media.
Shadows around black areas 	The media used has been left in an open packet or left unpacked for a long period (in low humidity conditions).	Remove the loaded media and replace it with new media.
White spots in black areas 	The media used is not compatible (format, thickness, type, etc.). The toner cartridge is defective.	Only use compatible media supports (see Recommendations for the paper [139]). Remove the toner cartridge and check its condition. Replace the defective toner cartridge.

Symptom	Possible cause	Solution
← Image not sufficiently fixed ← Image is easily smudged 	The media used is damp. The media used is not compatible (format, thickness, type, etc.).	Check the ambient humidity in the media storage room. Remove the loaded media and replace it with dry media. Only use compatible media supports (see Recommendations for the paper [139]).
← Irregular printing ← Spotted image 	The media used is damp. The media used is not compatible (format, thickness, type, etc.).	Check the ambient humidity in the media storage room. Remove the loaded media and replace it with dry media. Only use compatible media supports (see Recommendations for the paper [139]).
← Sloping print ← Printing in unexpected places 	The toner cartridge is defective or incorrectly installed.	Remove the toner cartridge and check its condition. Replace the defective toner cartridge. Correctly reinstall the toner cartridge (see Installing the toner cartridge [8]).
Vertical white stripes 	The toner cartridge is defective or incorrectly installed.	Remove the toner cartridge and check its condition. Replace the defective toner cartridge. Correctly reinstall the toner cartridge (see Installing the toner cartridge [8]).
Print media creased 	The media used is not compatible (format, thickness, type, etc.). The media used is damp. The media is not correctly inserted in the paper tray(s).	Only use compatible media supports (see Recommendations for the paper [139]). Remove the loaded media and replace it with dry media. Remove the sheets from the paper tray and align their front edges. Replace them in the paper tray and adjust the guides against the pile of paper.

Symptom	Possible cause	Solution
Creased printed envelopes 	Envelopes may be creased depending on the type used.	← Open the cover of the duplex module by lifting the latch.  ← Lift up the inner lever on the top left of the machine's rear cover.  ← Open the rear cover.  ← Left up the levers to prevent creasing.  ← Once the envelope printing is complete, remember to lower the levers again.
Fuzzy printing 	The media used is damp.	Remove the loaded media and replace it with dry media.
	The media used is not compatible (format, thickness, type, etc.).	Only use compatible media supports (see Recommendations for the paper [■ 139]).

Symptom	Possible cause	Solution
Printing on transparencies lacks clarity	The transparencies used are not compatible (format, thickness, type, etc.).	Only use compatible media supports (see Recommendations for the paper [■ 139]).
	The transparencies are not correctly loaded in the paper tray(s).	Remove the transparencies from the paper tray and align their front edges. Replace them in the paper tray and adjust the guides against the stack of transparencies (see Loading transparencies into the paper tray [■ 11]).
Printing on postcards lacks clarity	The postcards used are not compatible (format, thickness, type, etc.).	Only use compatible media supports (see Recommendations for the paper [■ 139]).
	The postcards are not correctly loaded in the paper tray(s).	Remove the postcards from the paper tray and align their front edges. Replace them in the paper tray and adjust the guides against the postcards (see Loading media [■ 9]).
Printing on envelopes lacks clarity	The envelopes used are not compatible (format, thickness, type, etc.).	Only use compatible media supports (see Recommendations for the paper [■ 139]).
	The envelopes are not correctly loaded in the paper tray(s).	Remove the envelopes from the paper tray and align their front edges. Replace them in the paper tray and adjust the guides against the envelopes (see Loading media [■ 9]).

Smart card incidents

The table in this section presents problems that may occur reading smart cards and their causes.

Message	Cause
Unknown card	The smart card is wrong or defective.
Zero smart card capacity	The smart card has already been used.
Operation cancelled	Operator stop.
Operation prohibited	The toner cartridge has not yet reached its critical threshold and may still be used before being replaced.

Communication failures

Communication failures may occur when scanning or sending a document.

If the communication fails, the machine will automatically reattempt to make the call later.

Scanning failure

You can:

- resend the document immediately by pressing  , if the document is still present;
- cancel the operation by pressing .

Sending failure

You can:

- wait for the machine to attempt to send the document again;
- send the document again immediately via the emission queue (see section Forcing an emission request [■ 56]);

- cancel the operation by deleting the corresponding request from the emission queue (see section Deleting a document awaiting emission [■ 56]).

The machine will make 5 automatic call-back attempts. The unsent document is automatically deleted and an emission report is printed with a failure code and the reason why the communication failed.

Communication failure codes

The communication failure codes appear in logs and emission reports.

General codes

Code	Meaning	Reason / Solution
01	Busy or no fax answer	This code appears after 6 unsuccessful attempts. You should try again later.
02	Busy or no fax answer	This code appears after 6 unsuccessful attempts. You should try again later.
03	Operator stop	The communication was interrupted by the user by pressing  .
04	Non programmed number	A number saved as a one-touch key or abbreviated number is not valid, check it. (Example: a delayed transmission was programmed with a one-touch key and this key has been deleted in the meantime).
07	Disconnection	The communication was cut off (bad quality link). Check the number.
08	Quality	The document you sent was not properly received. Contact your correspondent to see whether it is necessary to resend the document. It is possible the interference occurred in a useless part of the document.
12	Document receive error	Ask your correspondent to check the length of the document (it is too long to be received in full).
13	Document incorrectly sent	Ask your caller to send the document again.
15	Incompatible coding	Recipient machine does not match with the send document's encoding.
19	Memory saturated	The machine can no longer receive as the memory is full. There are too many unprinted documents or documents waiting to be sent. Print out the documents received and immediately send or delete documents waiting to be sent.
20	Memory saturated	Received documents memory saturated. Print out received documents.
25	Caller stop	The communication was stopped by the caller.
26	Disconnection	Sending did not start. The telephone line is too noisy.
27	Document incorrectly sent	← For emission: send the document again. ← For reception: ask your caller to send the document again.

Internet codes

Code	Meaning	Reason / Solution
64	No provider response	Modem cannot connect to the service provider. If the error is systematic, check the call number for the service provider and possibly the machine's prefix.

Code	Meaning	Reason / Solution
67	Cannot connect to SMTP server	Cannot connect to outgoing SMTP server, the service is momentarily unavailable. If the error is systematic, check the internet connection and server parameters.
68	Cannot connect to POP3 server	Cannot connect to incoming POP3 server, the service is momentarily unavailable. If the error is systematic, check the internet connection and server parameters.
69	Disconnection from provider	The service is momentarily unavailable. Try again later.
70	SMTP server disconnection	Disconnection from the outgoing SMTP server, the service is momentarily unavailable. Try again later.
71	POP3 server disconnection	Disconnection from the incoming POP3 server, the service is momentarily unavailable. Try again later.
72	Internet disconnection	The service is momentarily unavailable. Try again later.

Network codes

Code	Meaning	Reason / Solution
80	Disk protected or file already exists	The file could not be archived, either because the directory is write protected, or because a file with the same name already exists in the directory.
81	Incorrect authentication	Incorrect "Login" and / or "Password"
82	Unsupported authentication dialect or method	Check that the authentication proposed by the Server is NTLM.
83	Invalid password or directory unknown	Incorrect "Password" and / or "Directory" parameters

Safety

Safety Instructions

 Before connecting your machine, check that the mains plug to which you are connecting the machine complies with the indications on the information label (voltage, current, frequency of electricity network) on the machine. This machine must be connected to a single-phase mains power supply. The machine should not be installed directly on the ground.

Batteries, packaging and electrical and electronic equipment (EEE), must be disposed of in accordance with the instructions in the ENVIRONMENT chapter in this manual.

 Depending on the model, the machine's power plug may be the only means of disconnecting from the electricity supply. As a result, the following precautions must be taken: the machine must be connected to a nearby power plug. The power plug must remain easily accessible.

 The machine is supplied with a mains power cable fitted with an earthed plug. An earthed power plug must be connected to a wall socket fitted with an earth connected to the building earth protection.

 APPAREIL A RAYONNEMENT LASER DE CLASSE 1 CLASS 1 LASER PRODUCT LASER KLASSE 1 PRODUKT PRODUCTO LASER DE CLASE 1 APARECCHIO LASER DI CLASSE 1	Repair-maintenance: Have any repair and maintenance work carried out by a qualified technician. It is prohibited for users to repair internal components. To prevent all risk of electrocution, you should not conduct these operations yourself, as by opening or removing covers, you are exposed to a double risk: ← Irremediable injury may be caused to the human eye if it is exposed to laser rays. ← Contact with powered components may cause electrical shock with extremely serious consequences.
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For installation conditions and precautions for use, please consult chapter Installation [8].

Laser Safety Information

 **CAUTION:** The use of controls, adjustments or performance of procedures other than those specified in this guide may result in hazardous light exposure.

This equipment complies with international safety standards and is classified as a Class 1 Laser Product.

With specific reference to lasers, the equipment complies with laser product performance standards set by governmental, national and international agencies as a Class 1 laser product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance.

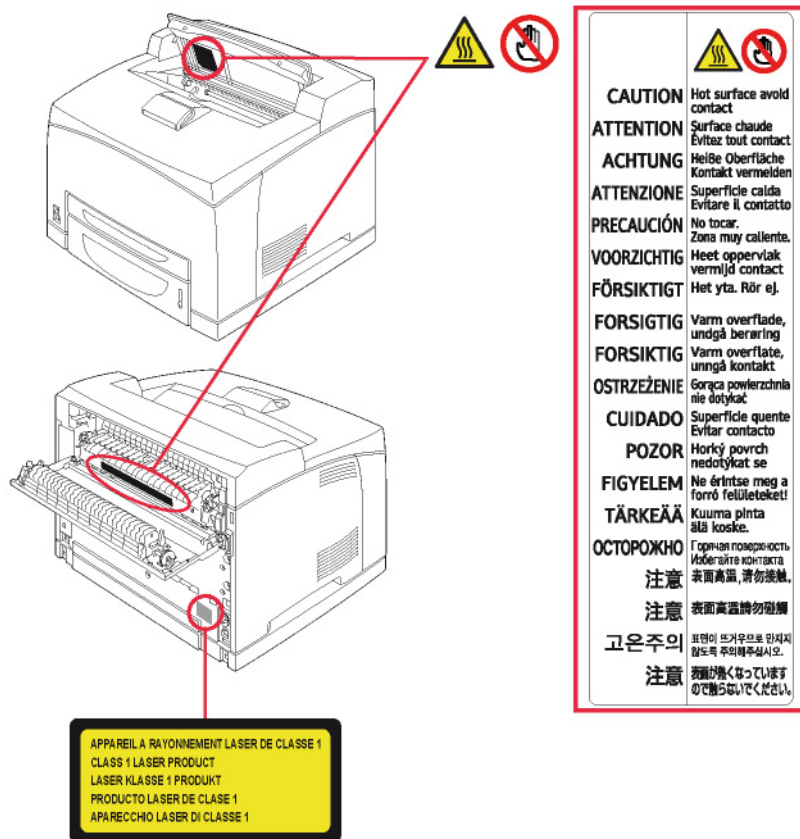
For Europe/Asia

This machine complies with EN 60825-1:2007, is classified as class 1 Product and is safe for office/EDP use. It contains a laser diode of 10mW power and wavelength 785nm.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible customer exposure to laser radiation.

Position of safety labels on the machine

For safety, warning labels have been placed on the machine in the positions indicated below. For your safety, never touch these surfaces when removing a paper jam or replacing the toner cartridge.



Power switch symbols

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- **I** means POWER ON.
- **O** means POWER OFF.

Regulatory information

Certifications in Europe



The CE mark applied to this product indicates the declaration of conformity of Sagemcom Documents SAS with the applicable directions of the European Union, as per the dates indicated:

- 21 October 2009:** Directive 2009/125/EC establishing a framework for the setting of ecodesign requirements.
- 12 December 2006:** Directive 2006/95/EC amended. Harmonization of the laws of Member States relating to low-voltage equipment.
- 15 December 2004:** Directive 2004/108/EC amended. Harmonization of the laws of Member States relating to electromagnetic compatibility.

9 March 1999: Directive 1999/5/EC on radio and telecommunications terminal equipment and mutual recognition of conformity.
The declaration of conformity can be consulted online at www.sagemcom.com in the "support" section or may be requested from the following address:
Sagemcom Documents SAS - Customer service department
250, route de l'Empereur- 92848 Rueil-Malmaison cedex - France

Location conditions



By choosing an appropriate location, you will preserve the longevity of the machine. Ensure that the selected location has the following characteristics:

- Do not install the machine directly on the ground.
- Choose a well-ventilation location.
- Ensure that the air vents located on either side of the machine and at the back of the Duplex module, are not obstructed. During installation, ensure that the machine is placed about forty centimetres from any object so as to facilitate opening of covers.
- **Ensure that this location does not present any risk of emissions of ammonia or any other organic gases.**
- The earthed socket (see safety instructions [121]) to which you will be connecting the machine is located nearby and easily accessible.
- **Ensure that the machine is not directly exposed to sunlight.**
- Do not place the machine in a zone exposed to drafts of air generated by air conditioning, heating or ventilation systems, or in a zone subject to significant differences of temperature or humidity.
- Choose a stable, horizontal surface on which the machine will not be exposed to intense vibrations.
- **Keep the machine away from any objects that may obstruct the air vents.**
- Do not place the machine near drapes or other flammable objects.
- Choose a location where the risks of splashes of water or other liquids are limited.
- Ensure that this location is dry, clean and dust-free.

Precautions for use

Take account of the important precautions below when using the machine.

Operating environment

The following section describes the operating environment required for the machine:

- Temperature: 10 °C to 32 °C [50 °F to 89.6°F] with ambient humidity of between 15 and 80 % (up to 65 % ambient humidity for a temperature of 32 °C [89.6°F]).

Precautions for using the machine



The following section describes the precautions to be taken when using the machine:

- During printing, never switch the machine off or open its covers.
- Never use gas or flammable liquids, or objects which may generate a magnetic field around the machine.
- When disconnecting the mains cable, always take hold of the plug without pulling on the cable. A damaged cable presents a potential risk of fire or electrical discharge.
- Never touch the mains cable with wet hands. You risk getting an electric shock.
- Always disconnect the power cable before moving the machine; Otherwise, you risk damaging the cable and creating a risk of fire or electric shock.
- Always disconnect the mains cable if you do not plan to use the machine for a prolonged period of time.
- Never place objects on the mains cable, and never pull on it or fold it. This may cause a risk of fire or electric shock.
- Ensure that the machine never lies on the mains cable or the communication cables from any other electrical appliances. Also ensure that no cables are inserted into the machine mechanism. This may prevent the machine from operating correctly or create a fire hazard.

- Never try to remove a fixed panel or cover. The machine contains high voltage circuits. Any contact with these circuits may lead to a risk of electric shock.
- Never try to modify the machine. This may cause a risk of fire or electric shock.
- Ensure that all paper clips, staples or other small metal parts do not enter the machine through the air vents or other openings. These objects may generate a risk of fire or electric shock.
- Prevent any water or other liquids from being spilled on or near the machine. Any contact of the machine with water or liquid may cause a risk of fire or electric shock.
- If liquid or a metal part accidentally penetrates the machine, switch it off immediately, disconnect the mains cable and contact your retailer. Otherwise, you may be exposed to a risk of fire or electric shock.
- If the machine emits heat, smoke, unusual smells or abnormal noises, switch it off, disconnect it immediately and contact your retailer. Otherwise, you may be exposed to a risk of fire or electric shock.
- Avoid using the machine during a thunder storm, as there may be a risk of electrical shock caused by lightning.
- Never move the machine during printing.
- If you want to move the machine, lift it. To move the machine, see the section Handling and moving the machine [■ 125].



Place the machine in a well-ventilated room. When the machine is in operation, a small quantity of ozone is generated. Unpleasant smells may emanate from the machine if it is operated intensively in a poorly ventilated room. For safe operation, place the machine in a well-ventilated room.

Precautions for using the touch screen

The following section describes the precautions to be taken when using the touch screen:

- Never use sharp or pointed objects on the touch screen. You risk scratching or breaking the screen.
- Never subject the screen to violent shocks or pressure. You risk breaking the touch screen.

Safety information

When using the machine, the following safety precautions must always be respected.

Safety during operation

To ensure continuous safe operation of your equipment, follow these safety instructions at all times (the list below is non-exhaustive and may be added to or changed without prior notice).

In this section, the following symbols are used:

CAUTION	Indicates a potentially dangerous situation that may lead to death or serious injury if instructions are not followed.
Warning	Indicates a potentially dangerous situation that may lead to minor or moderate injury, or damage the equipment if instructions are not followed.



CAUTION

- Connect the power cable directly to the wall socket and never use an extension flex.
- Disconnect the power plug (by pulling on the plug and not the cable) if the power cable or plug show signs of wear or damage.
- To prevent any risk of electric shock or exposure to laser beams, never remove any cover or screws other than those specified in the instructions.
- Switch off the power and disconnect the power plug (by pulling on the plug and not the cable) if any one of the following situations occur:
 - You spill something on the equipment.
 - You suspect the equipment needs maintenance or repair.
 - The equipment cover is damaged.
- Never incinerate spilled or waste toner. Toner dust may catch fire if it is exposed to an open flame.

**Warning**

- Protect the equipment from any humidity (rain, snow, etc.).
- Disconnect the mains cable from the wall socket before moving the equipment. When moving the equipment, ensure that the mains cable does not remain under the machine so as not to damage it.
- When disconnecting the mains cable from the wall socket, always pull on the plug (and not the cable).
- Ensure that paper clips, staples and other small metal parts do not fall into the machine.
- Keep toners (used or unused), toner cartridges (or bottles), ink (used or unused) or ink cartridges out of the reach of children.
- Take care not to cut yourself when working inside the machine to remove paper jams.
- For environmental reasons, do not dispose of the machine or consumables at a household waste collection point. The equipment can be disposed of at an authorized dealer's or a suitable collection site.
- Our products are designed to meet the highest requirements in terms of quality and functionality. We recommend you only use consumables purchased from an authorized dealer.

**Warning**

This product complies with class A regarding radiated emissions (EN55022), and may create interference with other information technology equipment or radio-TV or radiocommunications receivers placed in proximity, especially if it is installed in a residential environment.

The installation instructions in this respect are important and must be adhered to. If it is suspected that this installation is creating electromagnetic interference, switching it on / off may ensure that it is indeed the source of the interference.

If the interference is created by the installation, preventive measures must be taken to reduce interactions, i.e.:

- move the affected equipment away as far as possible,
- redirect or change the position of the antenna of the affected radio or TV receiver,
- connect the affected equipment to a mains power outlet on a different circuit to that of the source.

Power supply

The plug must remain near the appliance and easily accessible.

For the Fax or the Telephone

**Warning**

Line interfaces are classified TNV-3 in accordance with standard 60950-1.

- Never use this machine near a water source (for example beside a bath, sink or washtub), in a damp basement or near a swimming pool.
- Avoid using the telephone (other than cordless) during an electrical storm. You may risk exposure to electric shock due to lightening.
- Do not use a telephone near a gas leak to report the leak.

Handling and moving the machine

Shocks during handling

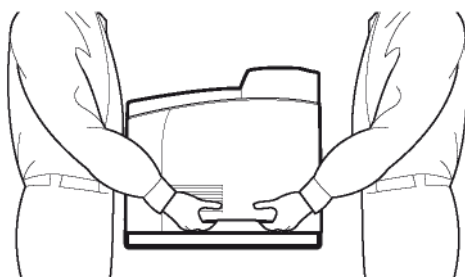
During printing, the paper tray, paper feeder, trap and other machine parts should not be subjected to any shocks.

Moving the machine

When moving the machine, it should be lifted, not dragged.

- Two people are required to move the machine. Keep the machine horizontal to prevent spilling toner.
- **Never lift the machine using the metal scanner frame or you risk damaging it.**

- To lift the machine, close the manual feeder and take hold of the machine as shown opposite.



- Even when an additional paper tray is installed, lift the machine as shown below. Do not take hold of the additional paper tray handle, or the side cover, as you risk damaging the lower paper feeder.

Handling toner cartridges

Handle toner cartridges with care, avoiding spilling toner on your hands or in the printer.

- Never place a toner cartridge on its end. Never hold the toner cartridge upside down.
- Never incinerate toner or toner cartridges. The sparks generated may cause burns.
- Never open the toner cartridge or throw away the waste toner bottle.
- Keep cartridges and waste toner bottles away from children.
- Never inhale toner. If your hands are stained with toner, never wipe your eyes or touch your mouth. Ensure that toner does not come in contact with your skin.
- If you get toner in your eyes, rinse immediately with cold water and consult a doctor.**
- Toner on the hands can be cleaned using cold water and a mild soap.
- For the removal of used cartridges and waste toner bottles, consult your retailer; or dispose of toner and toner cartridges at a point specified by the local or national authority.

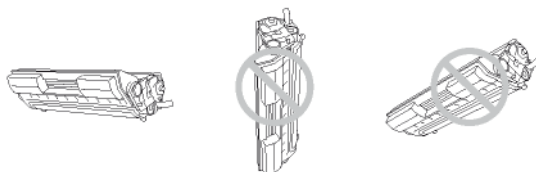
Keep new toner cartridges:

- In their original packaging.
- In a dry, cool room away from sunlight and heat.

The storage temperature should not exceed 35 °C [95 °F] and 85 % humidity free of condensation.

- Flat.

Do not store toner cartridges vertically or upside down as the toner risks compacting or becoming unevenly distributed.



- Away from the sea air or corrosive vapours (aerosols for example).

Environment

Preserving the environment is an essential concern of the manufacturer. The manufacturer wishes to operate installations that are environmentally-friendly and has chosen to integrate environmental performance in the whole life cycle of its products, from manufacture to installation, use and elimination.

Packaging



The presence of the logo (green point) means that a contribution has been paid to an approved national organisation, for improving packaging retrieval and recycling infrastructures. To facilitate recycling, please respect the sorting rules in place locally for this type of waste.

Batteries and rechargeable batteries

If your product contains batteries or rechargeable batteries, they must be disposed of in designated collection points.

The product



The crossed bin symbol on the product indicates that it belongs to the electric and electronic equipment family.

As such, European regulations require that it be collected selectively:

- ← At distribution points in the event an equivalent item of equipment is purchased.
- ← In collection points available locally (household waste facility, selective collection, etc.).

In this way, you participate in the reuse and retrieval of Waste Electrical and Electronic Equipment which may have potential effects on the environment and human health.

Energy Star



The international ENERGY STAR® programme aims at promoting the development and awareness of low-consumption office equipment.

As an ENERGY STAR® partner, Sagemcom Documents SAS has determined that this product meets the ENERGY STAR® directives in terms of energy savings.

Your machine comes with a timer which switches to Energy saving mode after the last copy/print, configured to 5 or 15 minutes depending on the model. You will find a more detailed description of this function in the section Configuring the machine in this guide.

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Ty Coon, President of Vice

That's all there is to it!

Characteristics

Device type: professional machine, rapid, operating with all group 3 appliances according to UIT-T recommendations.

Physical characteristics	
Machine	
Dimensions (excluding options):	Width: 505 mm Depth: 571 mm Height: 684 mm
Weight:	Approx. 38 kg
Additional paper tray (2 maximum)	
Dimensions:	421 x 510 x 143 mm
Weight:	6.3 kg

Electrical and environmental characteristics	
Power (see identification plate):	Single phase 220-240 V - 50/60 Hz - 6 A
consumption:	≤ 25 W on standby 120 W typically in wait mode 800 W on average during printing (peak of 1300 W)
Admissible ambient temperature:	- Operating: 10 °C to 32 °C [50 °F to 89.6 °F] with maximum difference of 10 °C per hour. - Storage: -20 °C to 40 °C [-4 °F to 104 °F] with maximum difference of 10 °C per hour.
Admissible humidity:	15 % to 85 % RH (without condensation) with maximum difference of 20 % per hour.

Peripheral characteristics	
Printer	
Type:	Laser
Resolution:	1200 dpi
Speed:	43 ppm (A4) <i>Print speed may vary according to the operating system, computer specifications, the application, connection method (LAN, USB or wifi), the paper format and finally on the type and size of the file.</i>
Preheating time:	17 s
Memory:	256 Mb, extendible to 512 Mb
Time to print the first page:	8 s First print (Ready) 25 s First print (Standby)
Copier	
Type:	B&W copier
Copy speed:	43 ppm (A4) maximum during multiple copy
Resolution:	600 dpi
Multiple copies:	99 pages maximum
Zoom ranges:	25 % to 400 %
Scanner	
Type:	Colour scanner
Autofeed capacity:	70 sheets (80 g/m ²)

Peripheral characteristics	
Colour depth:	48 bits
Optical resolution:	600 dpi
Software compatibility:	TWAIN, WIA
Flatbed scanner format:	- Maximum length: A4 - Maximum width: Letter
Print media	
Main paper tray:	- Capacity: maximum 550 sheets of standard paper (80 g/m² [22 lb]). - Paper format: A4, A5, B5 (ISO), B5 (JIS), Executive, Letter, Legal-14, Legal-13, Statement, 1/3 A4, Envelope Com10, Envelope C5, Envelope DL, Envelope Monarch, A6 postcard, Japanese postcard - Paper: Standard, Thick, Fine, Transparencies, Envelopes, Labels, Postcards - Weight: 64 to 216 g/m² [17.1 to 80 lb]
Secondary paper tray:	- Capacity: 150 sheets maximum - Paper format: A4, A5, B5 (ISO), B5 (JIS), Executive, Letter, Legal-14, Legal-13, Statement, 1/3 A4, Envelope Com10, Envelope C5, Envelope DL, Envelope Monarch, A6 postcard, Japanese postcard, US postcard, Index card - Paper: Standard, Thick, Fine, Transparencies, Envelopes, Labels, Postcards - Weight: 64 to 216 g/m² [17.1 to 80 lb]
Additional paper tray:	- Capacity: maximum 550 sheets of standard paper (80 g/m² [22 lb]). - Paper format: A4, A5, B5 (ISO), B5 (JIS), Executive, Letter, Legal-14, Legal-13, Statement, 1/3 A4, Envelope Com10, Envelope C5, Envelope DL, Envelope Monarch, A6 postcard, Japanese postcard - Paper: Standard, Thick, Fine, Transparencies, Envelopes, Labels, Postcards - Weight: 64 to 216 g/m² [17.1 to 80 lb]
Output tray capacity:	500 sheets standard paper (80 g/m ² [20 lb]).
Duplex:	- Paper format: A4, A5, B5 (ISO), B5 (JIS), Executive, Letter, Legal-14, Legal-13, Statement, 1/3 A4 - Paper: Standard, Thick - Weight: 64 to 216 g/m² [17.1 to 80 lb]
Print languages	
Emulation:	- PCL® 6, PCL® 5 - PostScript® level 3 - PDF 1.4 without transparency or gradient

Communication	
Fax Communication	
Type:	PSTN, ITU T30, G3
Fax-Modem type:	PSTN-Super G3
Communication speed:	In group 3: 33600 / 14400 / 12000 / 9600 / 7200 / 4800 / 2400 bps <i>The effective transmission duration for an A4 page varies from a few seconds to about one minute (depending on the quality of the line, the modem speed, the quantity of information on the original and the resolution), without taking into account the exchange initialisation procedure.</i>
Types of coding:	MH (Modified Huffman), MR (Modified Read), MMR (Modified Modified Read), JBIG, JPEG

Communication	
Dial type:	DTMF
Internet - general characteristics	
Type:	PSTN-V34
Communication speed:	33600 bps maximum (V34Fax)
Protocol:	• TCP/IP/PPP protocols • PAP & CHAP - MD5 C protocols • SMTP/POP3/MIME protocols for emails

Connectivity	
Network port:	Ethernet 10 BaseT/100 BaseTx
USB port:	• 1 x USB 2.0 slave port (PC connection) • 3 x USB 2.0 master ports (USB memory key reader)
PC connection:	Operating system: Windows 2000 Š SP4, Windows XP x86 Š SP2, Windows 7, Windows Vista, Windows 2003 Server x86 Š SP2 (for printing only), Windows 2008 Server (for printing only)

Consumable specifications	
Reference paper:	Xerox 4200 20lb Letter / Xerox 80 A4 (3R91720) / Fuji Xerox P A4
Toner cartridge:	<i>The lifespan of the cartridge toners depends mainly on the type of document printed and the average number of pages per print. Contact your retailer for more detailed information.</i>

These specifications may be changed, with a view to their improvement, without notice.

Recommendations for the paper

This paragraph contains information concerning the type of support that can be used for printing.

- Adding paper to the pile may cause double feed.
- When removing the paper tray, always take it in both hands to prevent dropping it.
- Do not use paper that is already printed by your machine or another printer; the ink or toner on the paper may damage your machine's printing system.
- Correct any rippling in the paper before printing.
- Rippling (or curving) should not exceed 10 mm.
- Store the paper carefully to prevent feed problems and image defects due to paper being left in damp conditions.
- Never use damp paper or paper that has been left in an open packet.
- After opening the package, keep the paper in a plastic bag.
- Never use paper with extreme rippling, folded paper or any other damaged paper.

Which paper formats can be used?

Support	Format Millimetres (inches)	Main tray and additional	Tray secondary	Duplex
Letter	215.9 x 279.4 (8.5 x 11.0)	Yes	Yes	Yes
Legal-13	215.9 x 330.2 (8.5 x 13.0)	Yes	Yes	Yes
Legal-14	215.9 x 355.6 (8.5 x 14.0)	Yes	Yes	Yes
Statement	139.7 x 215.9 (5.5 x 8.5)	Yes	Yes	Yes
Executive	184.0 x 266.7 (7.25 x 10.5)	Yes	Yes	Yes
A4	210.0 x 297.0 (8.2 x 11.7)	Yes	Yes	Yes
A5	148.0 x 210.0 (5.9 x 8.3)	Yes	Yes	Yes

Support	Format Millimetres (inches)	Main tray and additional	Tray secondary	Duplex
1/3 A4	99.0 x 210.0 (3.89 x 8.3)	Yes	Yes	Yes
B5 (ISO)	176.0 x 250.0 (6.9 x 9.8)	Yes	Yes	Yes
B5 (JIS)	182.0 x 257.0 (7.1 x 10.1)	Yes	Yes	Yes
Envelope Com10	104.7 x 241.3 (4.09 x 9.5)	Yes	Yes	No
Envelope DL	110.0 x 220.0 (4.3 x 8.7)	Yes	Yes	No
Envelope C5	162.0 x 229.0 (6.4 x 9.0)	Yes	Yes	No
Envelope Monarch	98.4 x 190.5 (3.875 x 7.5)	Yes	Yes	No
A6 postcard	105.0 x 148.5 (4.1 x 5.8)	Yes	Yes	Yes*
Japanese postcard	100.0 x 148.0 (3.9 x 5.9)	Yes	Yes	Yes*
US postcard	88.9 x 139.7 (3.5 x 5.4)	No	Yes	Yes*
Index card (3" x 5")	76.2 x 127.0 (3 x 5)	No	Yes	No
* Duplex printing on postcards is possible, but print quality on the reverse side is not guaranteed.				

Standard / recycled paper

	Main and additional paper tray	Secondary paper tray
Capacity	Up to 550 sheets depending on the weight used. Maximum height 49.4 mm	Up to 150 sheets depending on the weight used. Maximum height 17.5 mm
Orientation	Print side facing up	Print side facing up
Driver	Standard / recycled paper	
Weight	64 to 216 g/m ² [17.1 to 80 lb]	
Duplex	See section Which paper formats can be used? [■ 139].	

Recommendations for use

Use: media suitable for laser printing such as standard or recycled paper.

Do not use the media listed below:

- Surface-treated media (such as carbon paper or treated colour paper).
- Carbon-backed paper.
- Media not approved for laser (heat-sensitive paper, paper for lamination or filming).
- Cold transfer media.
- Press printing media.
- Specific media for ink jet printers (ultra-fine paper, glossy paper, glossy film, post cards, etc.).
- Paper pre-printed on another machine:
 - pre-printed on an ink jet printer,
 - pre-printed on a monochrome or colour laser printing and copying system,
 - pre-printed on a thermal printer,
 - pre-printed on another printer or fax machine.
- Dusty media.
- Wet or damp paper.

Note

Store media in a room where the temperature is between 10 °C and 30 °C and where relative humidity is between 35% and 85%.
Toner does not adhere to damp surfaces.

- Coated paper.
- Adhesive paper.
- Folded, creased, warped, embossed, deformed or crinkled paper.
- Cut-out, perforated or torn paper.
- Paper that is too supple, too rigid or too fibrous.
- Paper with a different texture (roughness) on the front and the back.
- Paper too fine or too thick.
- Media charged with static electricity.
- Laminated, gilded or too bright media.
- Media not withstanding the fusing temperature (150 °C [302 °F]).
- Paper not cut at right angles or of irregular dimensions.
- Paper with glue, adhesive, staples, attachments, hooks or eyes.
- Acid paper.
- Any any other unapproved media.

Thick paper

Paper is considered to be thick when its weight exceeds 90 g/m² (24 lb).

	Main and additional paper tray	Secondary paper tray
Capacity	Up to 160 sheets depending on thickness. Maximum height 49.4 mm	Up to 60 sheets depending on thickness. Maximum height 17.5 mm
Orientation	Print side facing up	Print side facing up
Driver	Thickness 1 (91 to 150 g/m ²) Thickness 2 (151 to 216 g/m ²)	
Weight	91 to 216 g/m ² (25 to 80 lb)	
Duplex	See section Which paper formats can be used? [139].	

Note

Banner paper can be printed if it complies with the following conditions:
Weight between 127 and 160 g/m²
Maximum width 216 mm
Maximum length 357 mm

Recommendations for use

Avoid placing different types of paper (different weights or formats) in the paper tray as this may risk causing paper jams.

Fine paper

First test the fine paper to be used to ensure acceptable print quality.

	Main and additional paper tray	Secondary paper tray
Capacity	Up to 550 sheets depending on thickness. Maximum height 49.4 mm	Up to 150 sheets depending on thickness. Maximum height 17.5 mm

	Main and additional paper tray	Secondary paper tray
Orientation	Print side facing up	Print side facing up
Driver	Fine	
Weight	64 to 67 g/m ² (17.1 to 18 lb)	
Duplex	See section Which paper formats can be used? [139].	

Recommendations for use

Avoid placing different types of paper (different weights or formats) in the paper tray as this may risk causing paper jams.

Envelopes

	Main and additional paper tray	Secondary paper tray
Capacity	Up to 80 envelopes depending on thickness. Maximum height 49.4 mm	Up to 20 envelopes depending on thickness. Maximum height 17.5 mm
Orientation	Print side facing up	Print side facing up
Driver	Envelope	
Weight	91 to 163 g/m ² (25 to 43 lb)	
Duplex	Not supported	

Recommendations for use

Note



Envelopes must be printed on the address side. It is recommended to print outside the three-play zones (front+back+flap) in order to avoid printing problems (poorly printed characters, etc.).

Use envelopes:

- For laser printers, with diagonal closure, ordinary pre-glued folds, edges and flaps.
- Approved for laser printing.
- Dry.

Do not use envelopes:

- With self-adhesive flaps.
- With adhesive ribbons, metal attachments, clips or removable strips.
- With transparent windows.
- Of thick texture (example: reinforced envelopes).
- Comprised of fused, volatile, or discolouring material or emitting toxic vapours.
- Pre-sealed.

Labels

A sheet of labels is comprised of a front side (printable surface) and an adhesive back, covered with a protective film:

- The front side must meet standard Paper specifications.
- The front must fully cover the protective side, without allowing any adhesive to show on the surface.

You can print continuous sheets of labels but depending on the media used and the printing environment, paper feed problems may occur. If so, stop the continuous print and print out sheets one by one.

Before printing on label sheets, it is recommended to print out a test on standard paper to check page formatting. For more information concerning printing labels, consult your application documentation.

	Main and additional paper tray	Secondary paper tray
Capacity	Up to 290 sheets of labels depending on thickness. Maximum height 49.4 mm	Up to 100 sheets of labels depending on thickness. Maximum height 17.5 mm
Orientation	Print side facing up	Print side facing up
Driver	Labels	
Weight	64 to 163 g/m ² (17.1 to 43 lb)	
Duplex	Not supported	

Recommendations for use**Using sheets of labels:**

- Recommended for laser printers
- Format A4 or Letter (sheets of self-adhesive labels).

Do not use sheets of labels:

- With easily removed labels or protective film that is unstuck.
- Allowing adhesive substances to show on the surface.
- Pre-cut or perforated.

Cards

Before starting printing cards, print out a test on standard paper to check page formatting.

	Main and additional paper tray	Secondary paper tray
Capacity	Up to 200 cards depending on thickness. Maximum height 49.4 mm	Up to 55 cards depending on thickness. Maximum height 17.5 mm
Orientation	Print side facing up	Print side facing up
Driver	Standard paper	
Weight	64 to 90 g/m ² (17.1 to 24 lb)	
Duplex	See section Which paper formats can be used? [139].	

Recommendations for use

Use cards for laser printers.

Do not use cards:

- Coated.
- For ink-jet printers.
- Pre-cut or perforated.
- Pre-printed or multicoloured.

Note

If the cards are deformed, flatten them before loading them into the paper tray.

Transparencies

It is possible to print continuously on transparencies, but feed problems may occur due to the media quality, the accumulation of static electricity and the print environment.

Before starting printing transparencies, print out a test on standard paper to check page formatting.

	Main and additional paper tray	Secondary paper tray
Capacity	Up to 100 transparencies. Maximum height 12.4 mm	Up to 100 transparencies. Maximum height 11.9 mm
Orientation	Print side facing up	Print side facing up

	Main and additional paper tray	Secondary paper tray
Driver	Transparency	
Weight	64 to 90 g/m ² (17.1 to 24 lb)	
Duplex	Not supported	

Recommendations for use:

- Only use transparencies for laser printers.
- Only use transparencies for black and white printing.
- Regularly clean the printer paper path as transparencies are highly sensitive to dirt.
- Remove printed transparencies from the output tray to prevent the accumulation of static electricity.
- Avoid handling transparencies before loading them into the paper tray as fingerprints may affect print quality.
- Do not use transparencies:
 - For colour printing.
 - For ink-jet printers.

Index cards

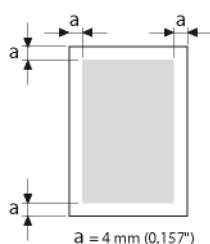
Before starting printing index cards, print out a test on standard paper to check page formatting.

	Main and additional paper tray	Secondary paper tray
Capacity	Not supported	Up to 120 index cards depending on thickness.
Orientation	Not supported	Print side facing up
Driver	Standard paper	
Weight	64 to 90 g/m ² (17.1 to 24 lb)	
Duplex	Not supported	

Printable surface

Each media has its own printable surface, the maximum surface which can be printed clearly without distortion.

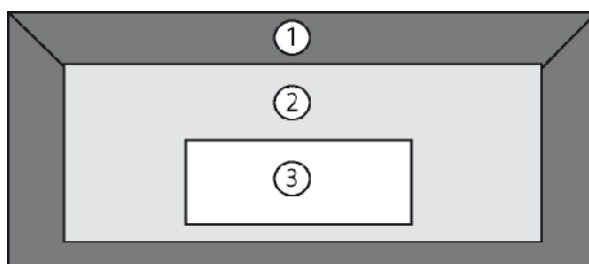
This surface is limited by two hardware constraints, the size of the media and the margins required by the printer and a software constraint, the memory available for the full page frame buffer. Whatever the media, the guaranteed print surface corresponds to the size of the media minus 4 mm from each edge.



On Banner paper, the bottom margin is 10 mm.

Printable surface for envelopes

Envelopes have a flap zone that is not guaranteed which varies according to type.



Marker	Description
1	Non printable surface 4 mm (0.157")
2	Surface not guaranteed
3	Surface guaranteed

Page margins

The margins are defined in the computer application. When the application allows, personalise the margins taking account of the guaranteed printable surface.

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