FUJI Xerox

ApeosPort-V 5070
ApeosPort-V 4070
DocuCentre-V 5070
DocuCentre-V 4070

User Guide

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1 Before Using the Machine

This chapter describes how to use this guide, as well as safety notes and legal notice you should read before using the machine.

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Preface

Thank you for selecting the ApeosPort-V 5070/4070, DocuCentre-V 5070/4070(hereafter referred to as "the machine").

This guide describes how to operate the machine and the precautions you should follow during operation. To get the most out of the machine and to use it effectively, be sure to read this guide before use.

The guide assumes that you are familiar with a personal computer and that you are knowledgeable of computer networks. When you need additional information, refer to the manuals provided with the personal computer, operating system, and network products.

For information on how to configure your network environment, refer to the Administrator Guide. For information on optional components for the print feature, also refer to the guide provided with each optional accessory.

After reading this guide, be sure to keep it handy for quick reference. It will be useful in case you forget how to perform operations or if a problem occurs with the machine.

Warning:
The equipment will be inoperable when main power fails.

When you use this machine, we recommend that you change the system administrator's user ID and passcode immediately after installing the machine.

For more information on changing the user ID and passcode, refer to "5 Tools" > "Authentication/Security Settings" > "System Administrator Settings" in the Administrator Guide.

Types of Manuals

The following guides are provided with the machine.

Accompanying Manuals

■ User Guide <this guide>

The guide describes all the necessary steps for copy, print, scan, and fax. This guide is included in the Media (Software/Product Manual).

■ Administrator Guide

The guide is intended for system administrators, and describes how to configure network and how to solve problems that may occur with the machine. This guide also describes daily maintenance and the system settings procedures. This guide is included in the Media (Software/Product Manual).

■ Quick Reference Guide (Booklet)

The guide describes the basic operations of the machine, as well as daily management and maintenance.

■ Security Function Supplementary Guide

The guide is intended for the manager and system administrator of the organization where the machine is installed, and describes the setup procedures related to security. This guide is included in the Media (Software/Product Manual).

■ Manual (HTML)

The manual describes installation and configuration procedures for print drivers and the printer environment. This manual is included in the Media (Software/Product Manual).

■ Print Driver Help

The help describes print features and operations.

■ CentreWare Internet Services Help

The help describes how to change various settings of the machine using a web browser, and how to import scanned data to a computer from the machine.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Guides for Optional Components

Optional components are available for the machine. Some of them come with user guides. The guides for optional components describe all the necessary steps for using the optional components and installing the software.

Using This Guide

This guide is intended for first time users of the machine. It describes the basic operations for the Copy, Print, Scan, and Fax services.

Organization of This Guide

This guide consists of the following chapters:

■ 1 Before Using the Machine

Describes how to use this guide, as well as safety notes, legal notices, and other important information you should read before using the machine.

■ 2 Product Overview

Describes the basic information of the machine, such as the names of components, how to use the touch screen, how to switch the machine on and off, and how to exit the Power Saver mode.

■ 3 Copy

Describes the basic operations and features for the Copy service.

■ 4 Fax

Describes the basic operations and features for the Fax services.

■ 5 Scan

Describes the basic operations and features for the Scan services.

■ 6 Send from Folder

Describes the basic operations and features to use folders.

■ 7 Job Flow Sheets

Describes the operations to use a job flow created on a remote system.

■ 8 Stored Programming

Describes the Stored Programming service that enables you to store customized job settings.

■ 9 Web Applications

Describes the operations to connect to web applications.

■ 10 Media Print - Text

Describes the basic operations and features of Media Print that allows you to print document files.

■ 11 Job Status

Describes how to check job status and how to delete jobs.

■ 12 Computer Operations

Describes operations performed from a computer, such as printing documents, importing scanned files, using Direct Fax, and operating CentreWare Internet Services.

■ **13 Appendix**

Contains a glossary of terms used in this guide.

Conventions

- The screen shots and illustrations used in this guide vary depending on the machine configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your machine configuration.
- The procedures in this guide may vary depending on the driver and utility software being used due to the upgrades.
- In this guide, "Computer" refers to a personal computer or workstation.
- The following terms are used in this guide:

  Important : Important information that you should read.

  Note : Additional information on operations or features.

- The following symbols are used in this guide:

  " " : • A cross-reference included in this guide.
  • Names of features, touch screen messages and input text.

  [ ] : • Folders, files, applications, button or menu names displayed on the touch screen.
  • Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.

  < > button : Hardware buttons on the control panel.

  < > key : Keys on the keyboard of the computer.

  > : • Path to a certain item within a procedure on the control panel.

  For example: When you see the procedure "select [Tools] > [Setup] > [Create Folder]", this means that you need to select [Tools], select [Setup], and then select [Create Folder].

  • Path to a certain item within a procedure on a computer.

  For example: When you see the procedure "to search for files and folders, click [Start] > [Search] > [For Files or Folders]", this means that you need to click [Start], click [Search], and then click [For Files or Folders] to search for files and folders.

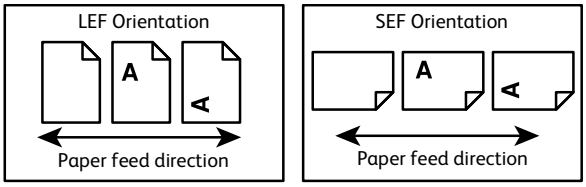
  • Cross-reference

  For example: "Refer to "5 Tools" > "Common Service Settings" > "Audio Tones" in the Administrator Guide."
  The sentence above means that it is recommended to refer to the section "Audio Tones" in "Common Service Settings" in chapter 5 "Tools" of the Administrator Guide.

- Orientation of documents or paper is described in this guide as follows:

  , , Long Edge Feed (LEF): Loading the document or paper in portrait orientation when you view the machine from the front of the machine.

  , , Short Edge Feed (SEF): Loading document or paper in landscape orientation when you view the machine from the front of the machine.



Safety Notes

Before using this product, read "Safety Notes" carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

> **⚠WARNING**
>
> **Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact your local Fuji Xerox representative for more information.**

Follow all warning instructions marked on this product. The warning marks stand for the followings:

⚠DANGER	**Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.**
⚠WARNING	**Used for items that if not followed strictly, can lead to severe or fatal injuries.**
⚠CAUTION	**Used for items that if not followed strictly, can cause injuries to user or damages to machine.**

△: A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely.

Caution | **Flammable** | **Explodable** | **Electric shock** | **Heated surface** | **Moving object** | **Pinched fingers**

⃠: A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.

Prohibited | **No fire** | **Do not touch** | **Do not use in bathroom** | **Do not tear down** | **Keep away from wet** | **Never touch with wet hand**

●: A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.

Instructions | **Unplug** | **Ground/ Earth**

Electrical Safety

⚠WARNING

This product shall be operated by the power source as indicated on the product's data plate. Consult your local power company to check if your power source meets the requirements.

WARNING: Connect this product to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. This is a safety feature. If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal.

Improper connection of a grounding conductor may cause electric shock.

Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult your local Fuji Xerox representative to check if an outlet is grounded.

Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.

Never touch the power cord with wet hands. It may cause electric shock.

Do not put an object on the power cord.

Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.

To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by Fuji Xerox.

The power cord is exclusive use for this product. Do not use it for any other product.

Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident.

If the power cord is damaged or insulated wires are exposed, contact your local Fuji Xerox representative for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.

⚠CAUTION

When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.

Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.

Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.

Switch off and unplug the product when it (i.e., fax function) is not used over weekends or long holidays. Please note that it cannot receive fax message during switch-off.

Once a month, switch off this product and check if

- **the power cord is plugged firmly into an electrical outlet;**
- **the plug is not excessively heated, rusted or bent;**
- **the plug and electrical outlet are free of dust; and**
- **the power cord is not cracked or worn down.**

Once you notice any unusual condition, switch off and unplug this product first and contact your local Fuji Xerox representative.

Machine Installation

⚠WARNING

Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

⚠CAUTION

Never locate this product in the following places:

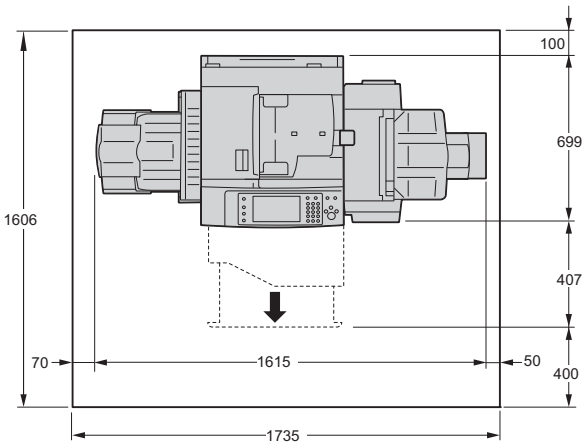
- **Near radiators or any other heat sources**
- **Near volatile flammable materials such as curtains**
- **In the hot, humid, dusty or poorly ventilated environment**
- **In the place receiving direct sunlight**
- **Near cookers or humidifiers**

Locate this product on a level and sturdy surface that can withstand a weight of 236.4 Kg. Otherwise, if tilted, the product may fall over and cause injuries.

Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product.

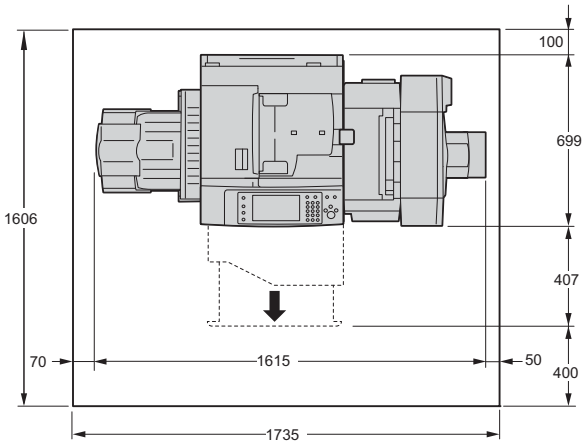
Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.

With Finisher-B1 (optional) and Side Tray (optional)



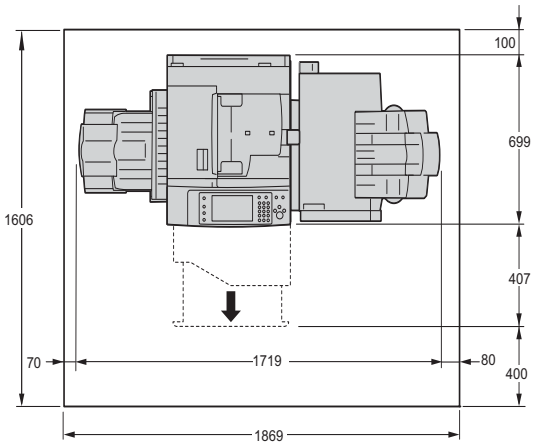
(Unit: mm)

With Booklet Maker Unit for Finisher-B1 (optional) and Side Tray (optional)



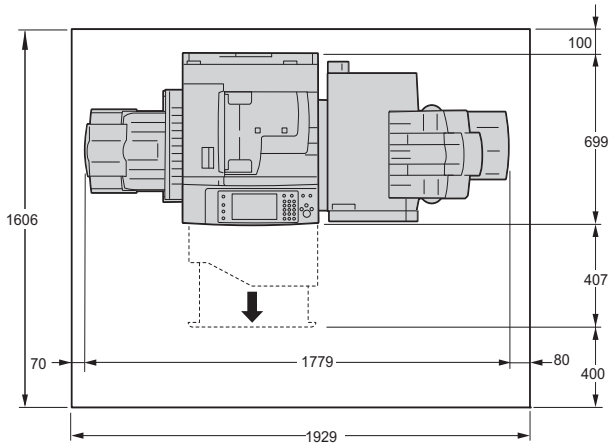
(Unit: mm)

With C3 Finisher (optional) and Side Tray (optional)



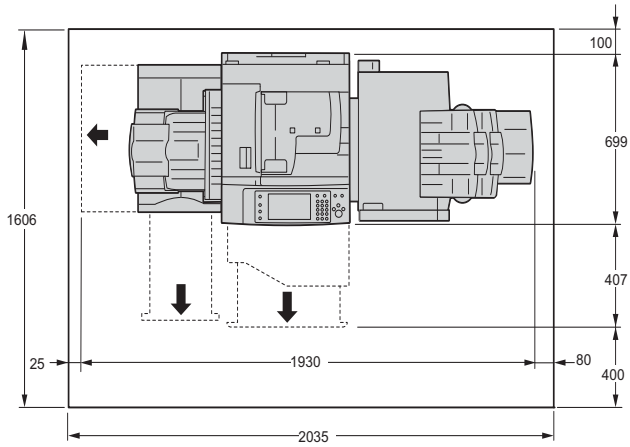
(Unit: mm)

With C3 Finisher with Booklet Maker (optional) and Side Tray (optional)



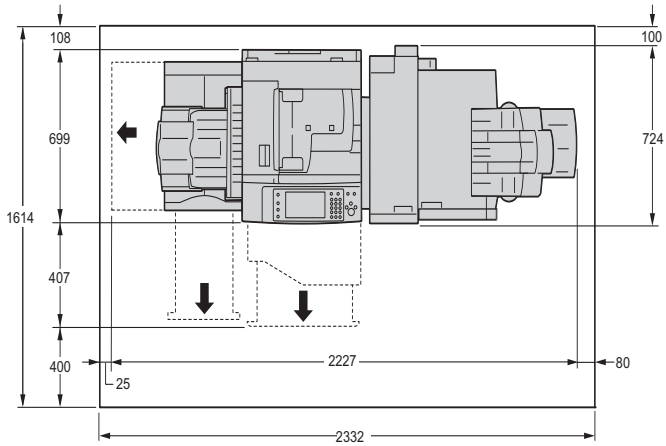
(Unit: mm)

With C3 Finisher (optional), and Side Tray (optional), and HCF B1 (optional)



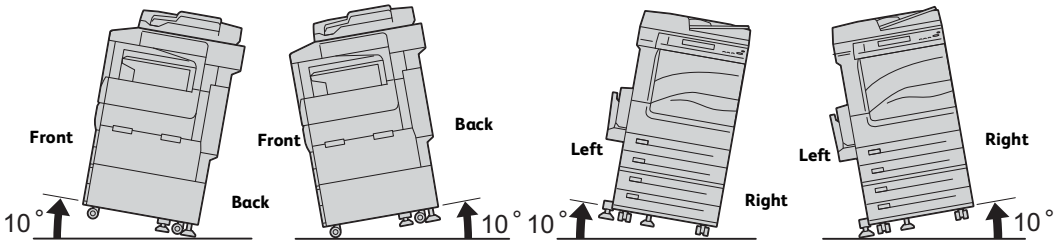
(Unit: mm)

With C3 Finisher with Booklet Unit (optional), Folder Unit CD1 (optional), Side Tray (optional), and HCF B1 (optional)

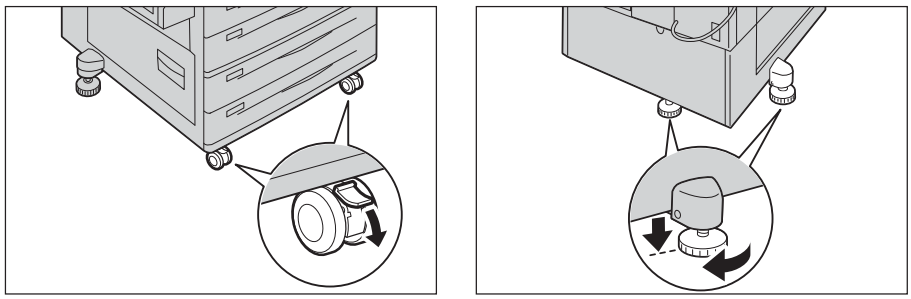


(Unit: mm)

Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.



Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.



To bundle wires and cables, always use the cable ties and spiral tubes that Fuji Xerox supplies. Otherwise, it may cause some defects.

Others

To keep this product in a good performance and condition, always use it in the following environment:

- **Temperature: 10 - 32˚C**
- **Humidity: 15 - 85%**

When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.

Operational Safety

⚠WARNING

The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.

This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.

To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact your local Fuji Xerox representative.

- **The product emits smoke or its surface is unusually hot.**
- **The product emits unusual noise or odor.**
- **The power cord is cracked or worn down.**
- **A circuit breaker, fuse or any other safety device becomes activated.**
- **Any liquid is spilled into the product.**
- **The product is soaked in water.**
- **Any part of the product is damaged.**

Do not insert any object into slots or openings of this product.

Do not put any of the followings on the product:

- **Liquid container such as flower vases or coffee cups**
- **Metal parts such as staples or clips**
- **Heavy objects**

If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.

Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.

When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.

If you need to pull out a tray to remove paper jam, contact your local Fuji Xerox representative. Do not pull out a tray, otherwise it may cause injuries.

When you play the media (e.g., CD-ROM, DVD) supplied with the product, always use said media-enabled device. Otherwise, large sound may damage its speakers or your ears.

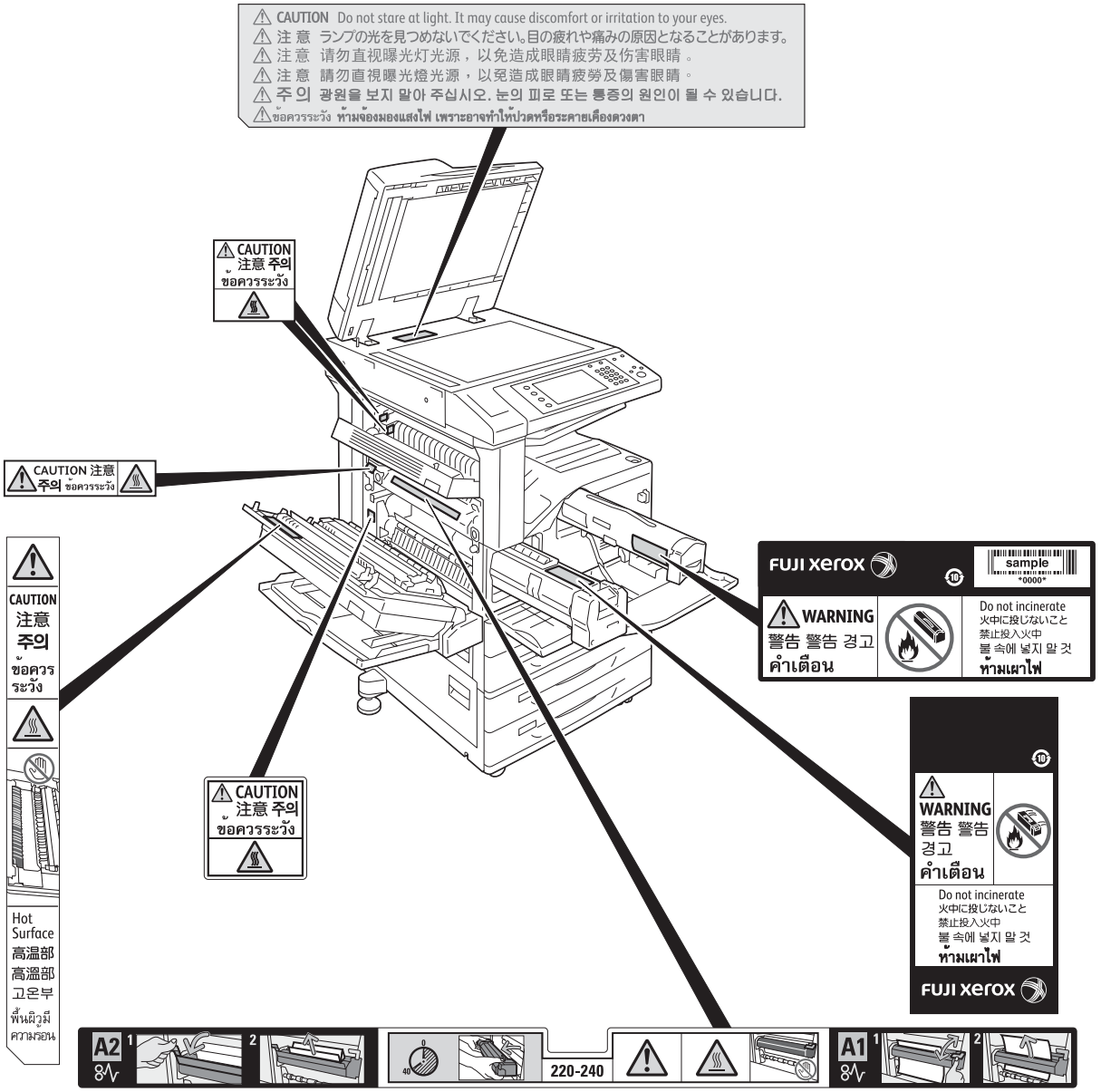
Laser Safety
CAUTION: Any operations or adjustments not stated in the operation manual may cause hazardous light exposure and eventually burn injuries or loss of eyesight.

This product has been tested and found to comply with the Class 1 Laser Equipment requirements defined by the international standard IEC60825 and has no light exposure hazard. The product has no hazardous light emission as it features light protection components and covers to shut in all light beam during operation and maintenance.

⚠CAUTION

Always follow all warning instructions marked on or supplied with this product.

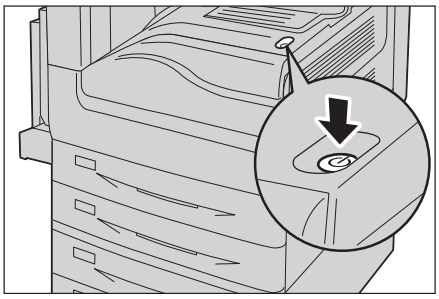
To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.



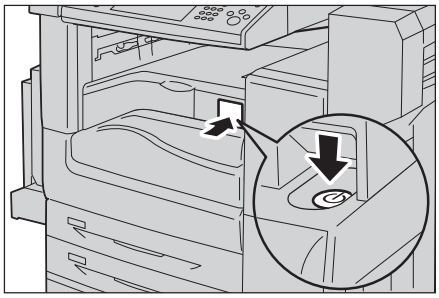
Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.

A ground fault interrupter is embedded in this product. If current leakage occurs, the ground fault interrupter automatically cuts off power circuit to prevent electric shock and a fire accident. The ground fault interrupter is normally ON. Check once a month if the ground fault interrupter works properly in accordance with the following procedures:

1 **Press the power switch to switch the power off.**

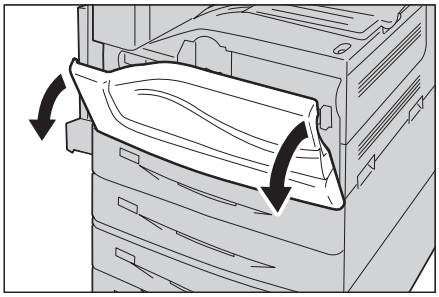


-When the Finisher-B1 (optional) is installed

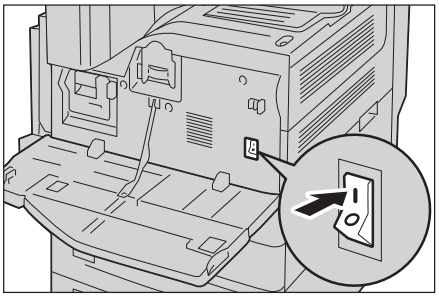


2 **Make sure that the touch screen is blank and the <Energy Saver> button is not lit.**

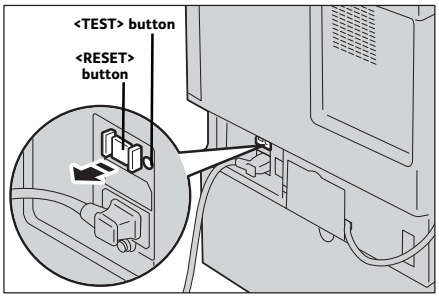
3 **Open the front cover.**



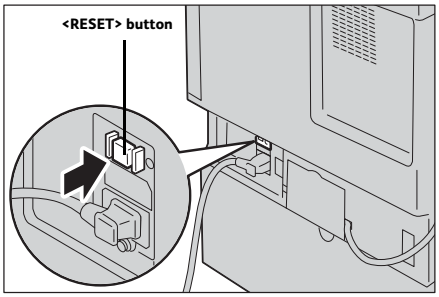
4 **Press the main power switch to the [○] position to switch the main power off.**



5 **Press the <TEST> button lightly with asharp edge such as a pen tip. If the <RESET> button pops up, it means thatthe ground fault interrupter circuit isworking properly. If not, the circuit is notworking properly.**



6 **Press the <RESET> button back to thedepressed position.**



**If the circuit does not work properly,
contact your local Fuji Xerox representative.**

Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Fuji Xerox representative.

Waste staples may come out with output paper. Be careful not to get injured by the staples.

Never touch safety interlocks. When a front cover is open, safety interlocks become activated to stop the machinery. Do not apply pressure on safety interlocks with a coin or screwdriver. Otherwise, the machinery may become activated and cause injuries.

Do not staple punched holes of paper. Sharp points of a staple may cause injuries.

Never touch the paper output area of the finisher during operation. It may cause injuries.

Be careful in removing jammed staples.

Ventilate well during extended operation or mass copying. It may affect the office air environment due to odor such as ozone in a poorly ventilated room.

Provide proper ventilation to ensure the comfortable and safe environment.

Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

To move this product to another location, contact your local Fuji Xerox representative.

When you use earphones, adjust the volume. Loud sound may cause hearing loss.

Consumable

⚠WARNING

Store all consumables in accordance with the instructions given on its package or container.

Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact your local Fuji Xerox representative.

Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.

If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

⚠CAUTION

Keep drum cartridges (or drum if not a cartridge type) and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

If toner spills onto your skin or clothing, wash it off with soap and water.

If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.

If you inhale toner particles, move to a fresh air location and rinse your mouth with water.

If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

Regulation

Regulatory Information for RFID

This product contains Radio Frequency Identification system device (RFID) and it is certified in compliance with applicable local laws and/or regulations.

Radio Frequency Emissions (Class B)

⚠CAUTION

This product has been tested and found to comply with the limits for a Class B digital device, pursuant to the International Standard for Electromagnetic Interference (CISPR Publ. 22) and Radiocommunications Act 1992 in Australia/New Zealand. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This product generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this product does cause harmful interference to radio or television reception, which can be determined by turning this product off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- **Reorient or relocate the receiving antenna.**
- **Increase the separation between this product and the receiver.**
- **Connect this product into an outlet on a circuit different from that to which the receiver is connected.**
- **Consult the dealer or an experienced radio/TV technician for help.**

Changes and modifications to this product not specifically approved by Fuji Xerox may void the user's authority to operate this product.

Product Safety Certification (CB)

This product is certified by the following agency using the safety standards listed.

Standard

IEC 60950-1 2nd +A1

IEC 60825-1:2007(2nd Edition)

Environment

- **For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges and drum cartridges to make recycle parts, recycle materials or energy recovery.**
- **Proper disposal is required for toner cartridges and drum cartridges no longer needed. Do not open toner cartridges and drum cartridges. Return them to your local Fuji Xerox representative.**

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Heimdal

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JPEG Code

Our printer software uses some of the codes defined by the Independent JPEG Group.

Libcurl

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Version 2.8, 17 August 2003

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2 Product Overview

This chapter describes the basic information of the machine, such as machine components, how to switch the machine on and off, and how to use the touch screen.

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- Control Panel 81
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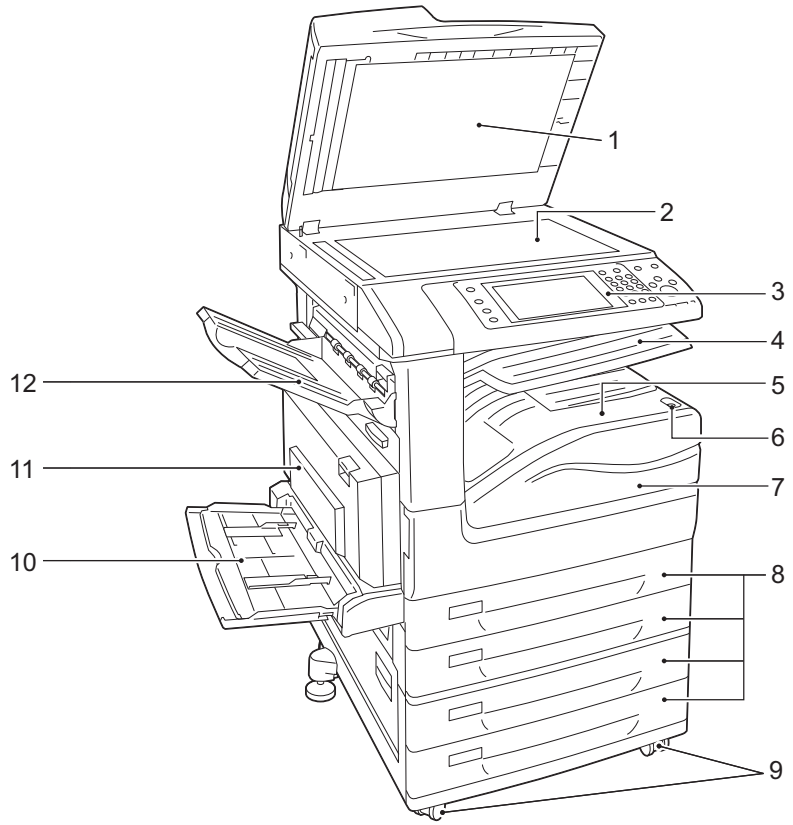
Machine Components

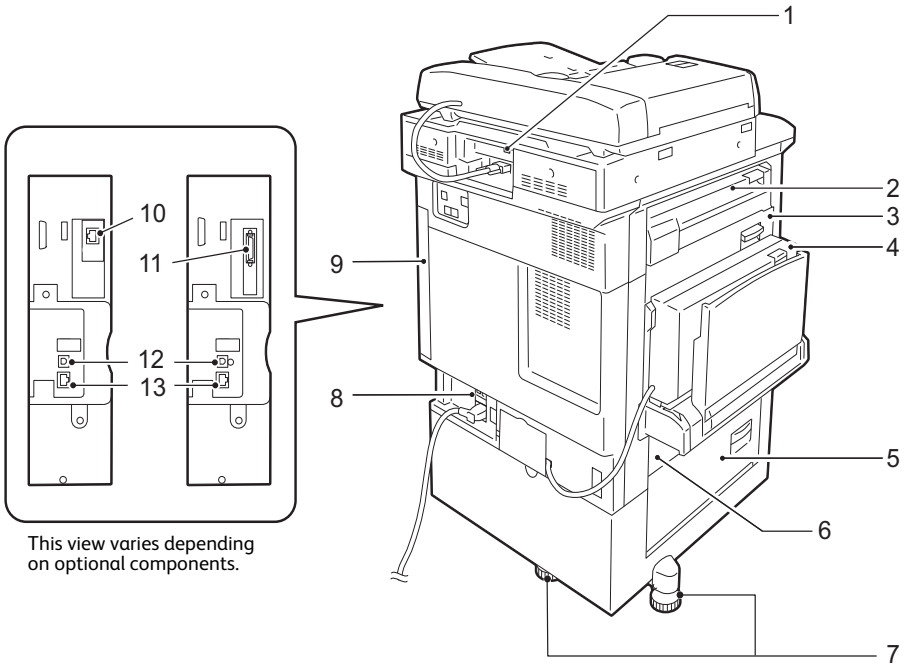
The following describes machine components and their functions.

■ **4 Tray Model**



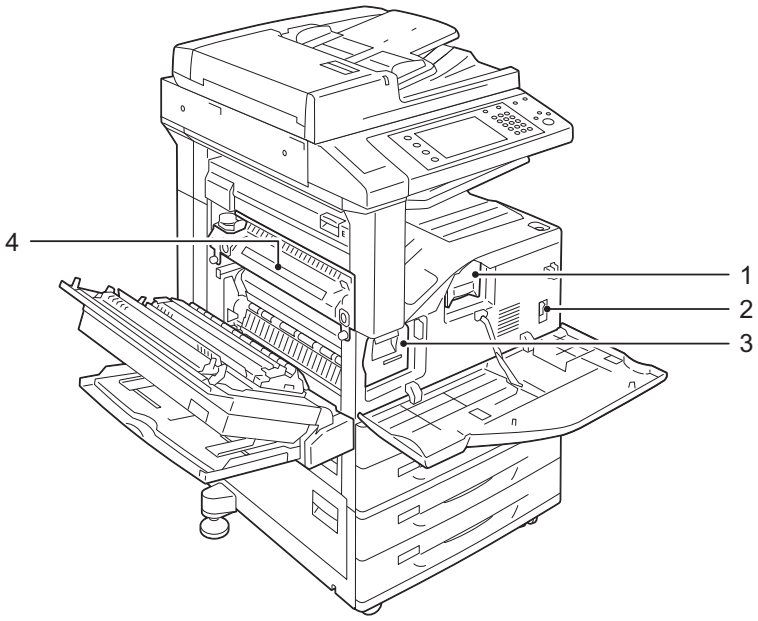
No.	Component	Function
1	Document cover	Holds a document in place.
2	Document glass	Load a document here.
3	Control panel	Consists of operation buttons, LED indicators, and a touch screen. Refer to "Control Panel" (P.81).
4	Exit 2 tray (optional)	Outputs are delivered here by separating the center tray into two levels.
5	Center tray	Copies and prints are delivered here, facing down.
6	Push-button power switch	Switches the power of the machine on and off. Refer to "Power Source" (P.73).
7	Front cover	Open this cover to replace the consumables.
8	Tray 1, 2, 3 (optional), 4 (optional)	Load paper here.
9	Locking casters	Used for locking the wheels of the machine. Lock these casters after moving the machine to its installation site.
10	Tray 5 (Bypass)	Used for loading non-standard paper (thick-stock paper, and other special media) that cannot be loaded in the Trays 1 to 4, and 6.
11	Duplex module	Automatically prints or copies on both sides of paper.
12	Side tray (optional)	Copies and prints are delivered here, facing up.

■ **Left and rear view**



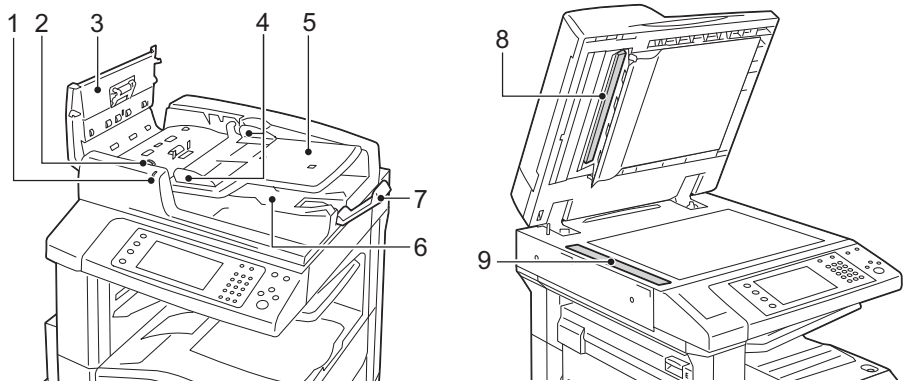
No.	Component	Function
1	USB 2.0 interface connector (optional)	Connects to the cable of a Memory Card Reader or a USB memory device.
2	Cover E	Open this cover to clear paper jams.
3	Cover A	Open this cover to clear paper jams.
4	Cover D	Open this cover to clear paper jams.
5	Cover C	Open this cover to clear paper jams. When Tray 6 is installed, open this cover after moving Tray 6 to the left.
6	Cover B	Open this cover to clear paper jams. When Tray 6 is installed, open this cover after moving Tray 6 to the left.
7	Adjusting foot	Prevents the machine from toppling over. Move the machine to its installation site and then rotate this adjuster in the clockwise direction until it touches the floor.
8	RESET button	Automatically switches the machine off when a current leakage is detected.
9	Rear right cover	Open this cover when connecting an interface cable.
10	Secondary Ethernet connector (optional)	Connects to a network cable. Can be used as Gigabit Ethernet interface connector.
11	Parallel interface connector (optional)	Connects to a Centronics-conformed interface cable, and connects the machine to a computer.
12	USB 2.0 interface connector	Connects a USB cable for printing.
13	10BASE-T/100BASE-TX connector	Connected to a network cable. To use this as a Gigabit Ethernet interface connector, install the Gigabit Ethernet Kit (optional).

■ Inside



No.	Component	Function
1	Toner cartridge	Contains toner (image forming powder).
2	Main power switch	Switches the main power of the machine on and off. Always follow the instructions of the system administrator. **Important** • Always switch the power off before switching the main power off. For details, refer to "Power Source" (P.73).
3	Drum cartridge	Contains a photoconductor.
4	Fusing unit	Fuses toner on paper. **Important** • Do not touch this unit as it is extremely hot.

■ Duplex Automatic Document Feeder

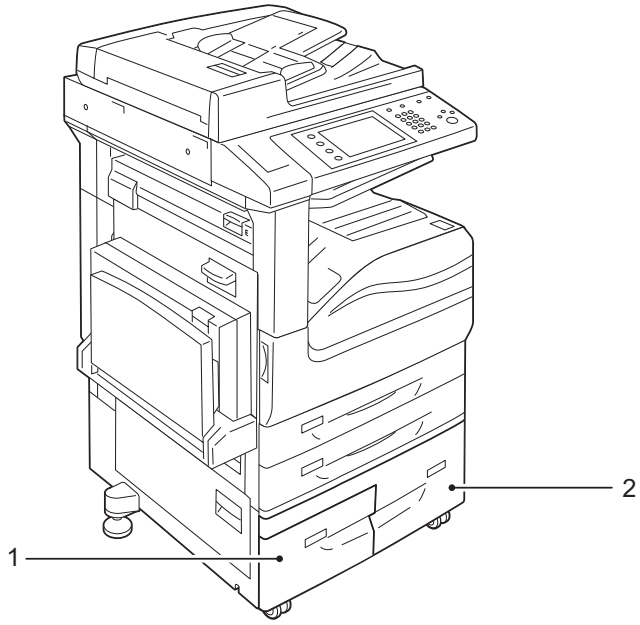


No.	Component	Function
1	Confirmation indicator	Lights up when a document is loaded correctly.
2	Lever	Turn this lever to clear paper jams.
3	Left cover	Open this cover to clear paper jams.
4	Document guides	Use these guides to align the edges of documents.

No.	Component	Function
5	Document feeder tray	Load documents here.
6	Document output tray	Scanned documents are delivered here.
7	Document stopper	Prevents outputs from falling off.
8	Side 2 constant velocity transport glass	Scans Side 2 of the loaded document.
9	Side 1 constant velocity transport glass	Scans Side 1 of the loaded document.

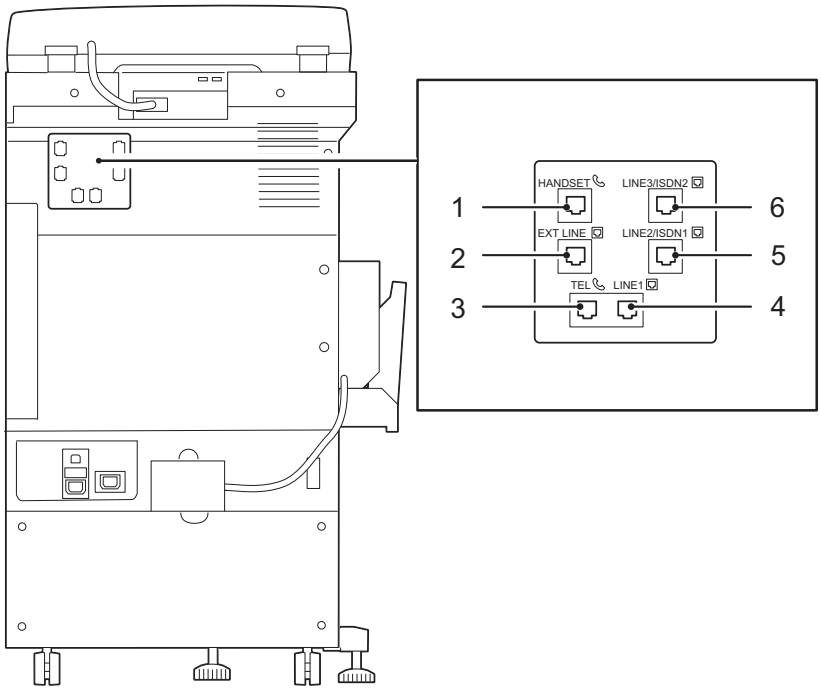
Note • In this guide, the duplex automatic document feeder is referred to as the "document feeder" or "DADF".

■ Tandem Tray Module Model



No.	Component	Function
1	Tray 3 (optional)	Load paper here.
2	Tray 4 (optional)	Load paper here.

■ Telephone line connectors

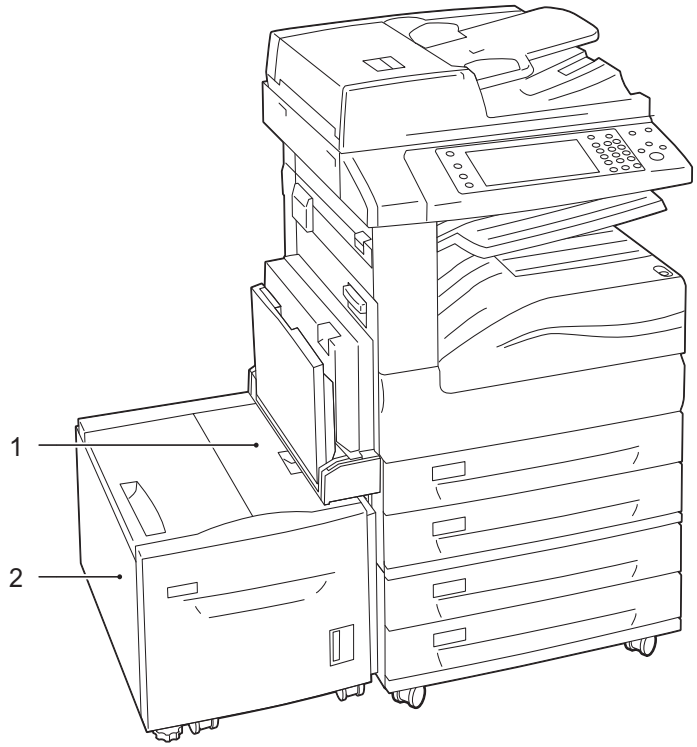


No.	Name marked on the cover of the machine	Name displayed on the touch screen	Function
1	HANDSET	-	Not available.
2	EXT. LINE	-	Not available.
3	TEL	-	Enables you to connect the machine to a telephone device. Do not connect any device (fax system) other than a telephone.
4	LINE 1	Line 1	Use this connector to connect to a telephone line.
5	LINE 2 / ISDN 1	Line 2	Use this connector to connect to a telephone line.
6	LINE 3 / ISDN 2	Line 3	Use this connector to connect to a telephone line.

Note

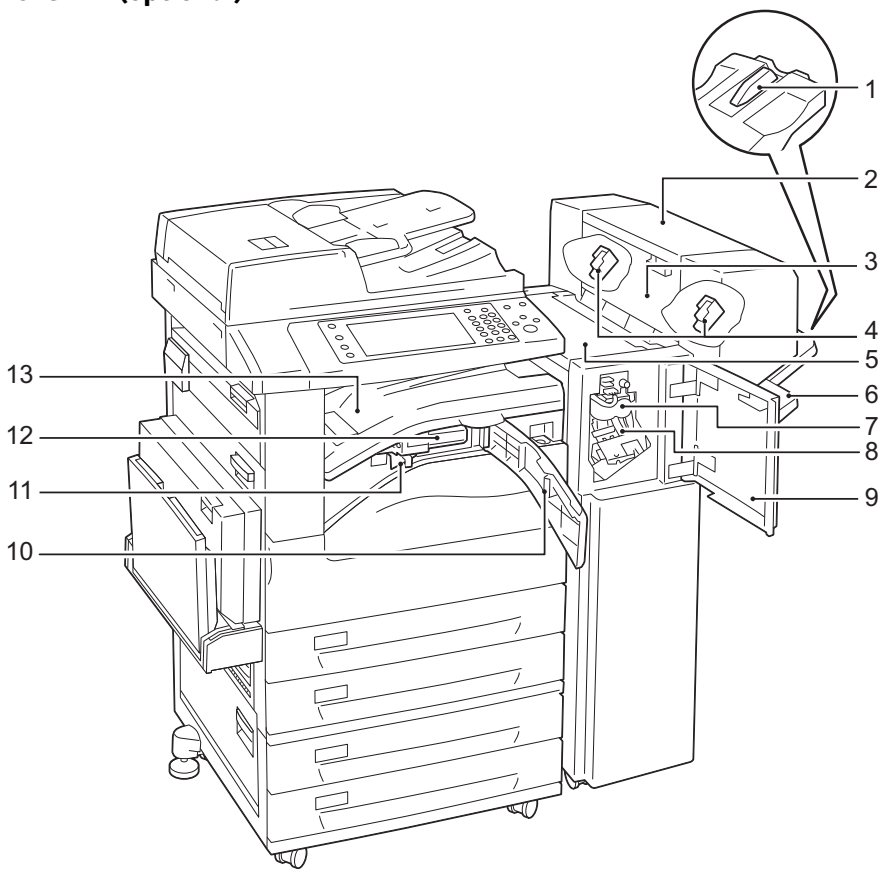
- The Fax service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.
- LINE 2 (Line 2) and LINE 3 (Line 3) are optional.
- HANDSET and EXT. LINE are not used.
- ISDN connection is not available.
- When you talk into the external telephone receiver connected to TEL, only the line connected to LINE 1 is available. (LINE 2 and LINE 3 are not available.)

■ **HCF B1 (optional)**



No.	Component	Function
1	Tray 6 top cover	Open this cover to clear paper jams after moving Tray 6 to the left.
2	Tray 6	Load paper here.

■ Finisher-B1 (optional)

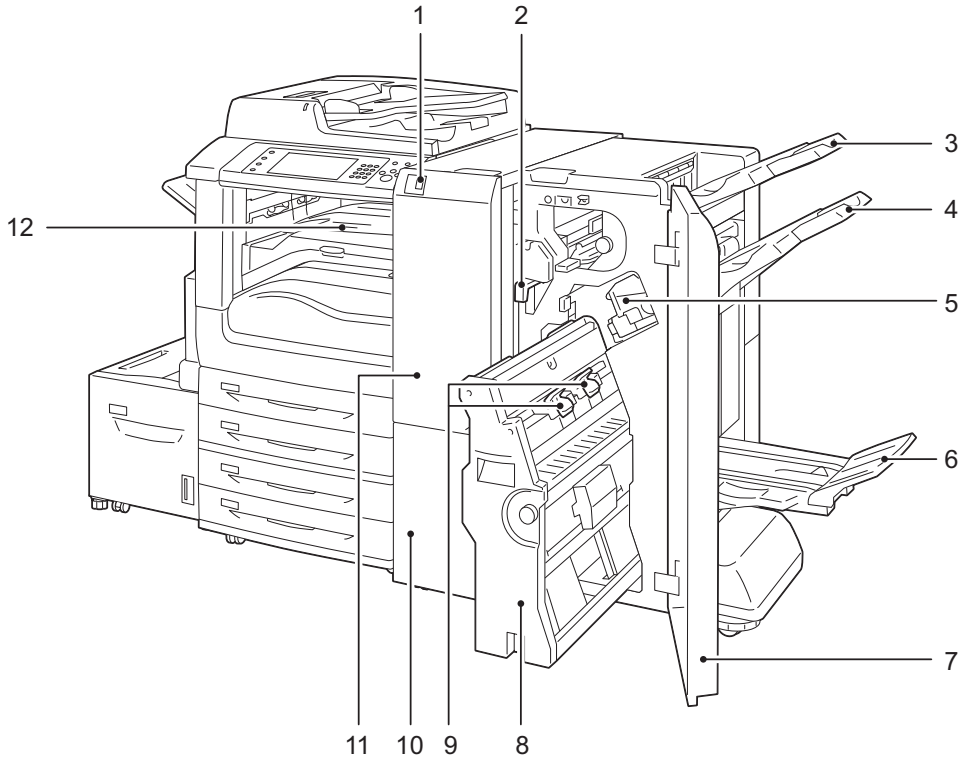


No.	Component	Function
1	Tray attachment	Install this attachment when delivering A4□ or B5□ paper to the finisher tray without stapling. For more information, refer to "Installing the Tray Attachment on the Finisher-B1" (P.93).
2	Booklet unit (optional)	Staples creased outputs.
3	Booklet unit side cover	Open this cover when replacing the booklet staple cartridge.
4	Booklet staple cartridge	Contains staples. Remove this cartridge when replacing or adding staples, or clearing staple jams.
5	Top cover	Open this cover to clear paper jams.
6	Finisher tray	Stapled or creased outputs are delivered here.
7	Creaser unit	Creases outputs in half.
8	Staple cartridge	Contains staples.
9	Front door	Open this cover when clearing paper jams or replacing staples.
10	Front transport cover	Open this cover when discarding punch scraps.
11	Hole-punch waste container	Collects scraps from the puncher.
12	US 2/3 Hole Punch Kit (optional) 2/4 Hole Punch Kit (optional)	Hole-punches outputs. **Note** • The distance between the two holes made with the US 2/3 Hole Punch Kit (US standard) is 70 mm, which is different from the 80 mm distance made with the 2/4 Hole Punch Kit.
13	Center tray (Top cover of the finisher transport)	Copies and prints are delivered here when they are unable to be delivered to the finisher tray. Pull the cover upward when clearing paper jams. **Note** • Remove outputs delivered to the center tray constantly.

Note

- The Finisher-B1 is optional. The common features of the Finisher-B1 and C3 Finisher described in this guide are referred to as the "finisher".
- The power cord connected to the Finisher-B1 is a connecting cord dedicated to the machine. Do not connect this cord to any other devices than the machine.

■ C3 Finisher (optional), C3 Finisher with Booklet Maker (optional), and Folder Unit CD1 (optional)



No.	Component	Function
1	Tri-fold output tray button (When the optional Folder Unit CD1 is installed)	Press this button to open the tri-fold output tray.
2	Hole-punch waste container	Collects punch scraps from the puncher. Remove this container when discarding the scraps.
3	Output tray	Outputs are delivered here.
4	Finisher tray	Outputs are delivered here.
5	Staple cartridge	Staples are stored in this cartridge. Pull out this cartridge to replace staples or clear staple jams.
6	Booklet tray	Bound booklets are delivered here.
7	Finisher front door	Open this door to clear paper or staple jams, replace staples, or discard punch scraps.
8	Booklet unit	This unit is for folding outputs in half and stapling the folded outputs.
9	Booklet staple cartridge	Two staple cartridges for booklet creation. Take out the cartridges when clearing stapled jams, or when replacing them with new ones.
10	Tri-fold output tray (When the optional Folder Unit CD1 is installed)	Tri-folded outputs are delivered here.

No.	Component	Function
11	Folder Unit cover (When the optional Folder Unit CD1 is installed)	Open this cover to clear paper jams.
12	Finisher transport center tray (Top cover of the finisher transport)	Copies and prints are delivered here when they are unable to be delivered to the output tray or finisher tray. Pull the cover upward when clearing paper jams. **Note** • Remove outputs delivered to the center tray constantly.

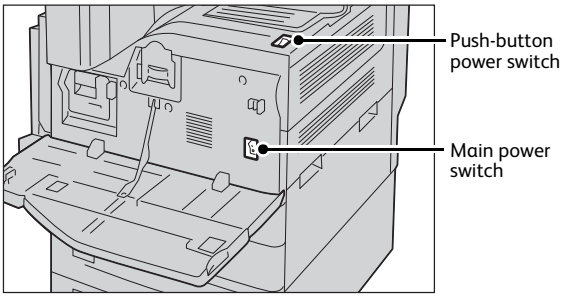
Note • The C3 Finisher and the C3 Finisher with Booklet Maker are optional. The common features of the Finisher-B1 and C3 Finisher described in this guide are referred to as the "finisher".

Power Source

The machine is provided with the push-button power switch and the main power switch.

■ **Push-button power switch**

To use the machine, press the push-button power switch to switch its power on. You can start operations after the machine warms up.



■ **Main power switch**

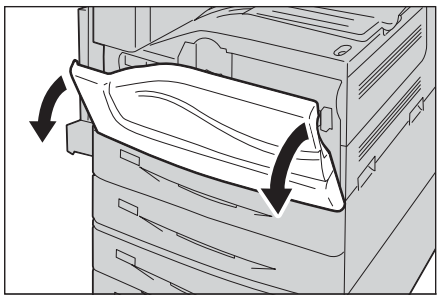
Press the main power switch to the [◯] position. The <Main Power> indicator goes out on the right side of the control panel, and the machine powers off. Do not switch the main power off except when you connect a cable to the machine or clean the machine. Switching off the main power may erase the data in the memory when using the Fax service.

Switching the Main Power On

The following describes how to switch the main power on.

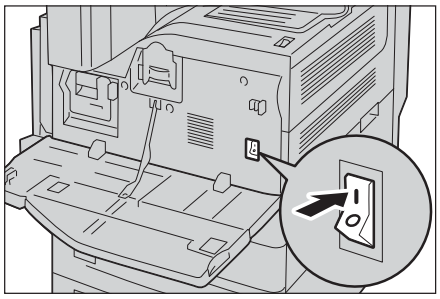
Important • Do not switch off the main power immediately after switching on the main power. This may damage the hard disk and the memory or cause a machine malfunction.

1. Make sure that the power cord is plugged in correctly.
2. Open the front cover.



3. Press the main power switch to the [|] position to switch the main power on.

   The <Main Power> indicator lights up on the control panel.



4. Close the front cover.

Switching the Power On

The following describes how to switch the power on.

The machine takes approximately 30 seconds to warm up and to be ready to copy or print after switching the power on. This may take more time depending on the configuration of your machine.

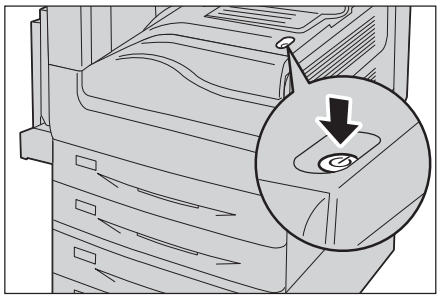
Switch the power off at the end of the day or when not using the machine for an extended period of time.

You can also use the Power Saver feature to save power consumption while the machine is not in use.

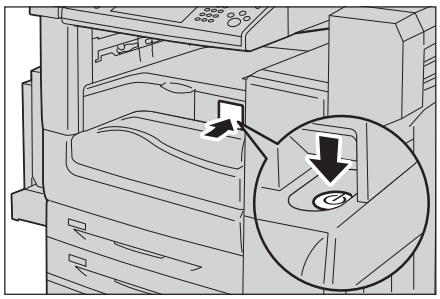
For information on the Power Saver feature, refer to "Power Saver Mode" (P.79).

Important • If the power is switched off, all the services of the machine will stop. When using the machine throughout the day for jobs such as receiving fax, do not switch the power off.

1 Press the push-button power switch to switch the power on.

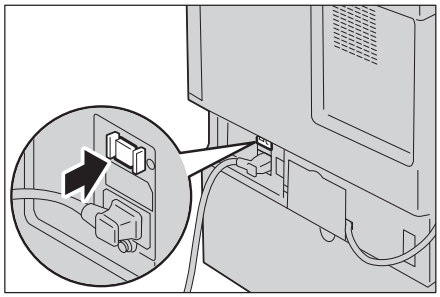


- When the Finisher-B1 (optional) is installed



Note

- The “Please wait...” message indicates that the machine is warming up. The machine is not available during warming up.
- If the machine does not power on, check the following:
  - The power cord is plugged in.
  - The main power is switched on.
  - The <RESET> button is set on and is in the depressed position.



Switching the Power Off

The following describes how to switch the power off.

Important • If the power is switched off, all the services of the machine will stop. When using the machine throughout the day for jobs such as receiving fax, do not switch the power off.

Note • You can set the machine to be switched off automatically at the same time every day. For more information, refer to "5 Tools" > "Common Service Settings" > "Power Saver Settings" >"Scheduled Power Off" in the Administrator Guide.

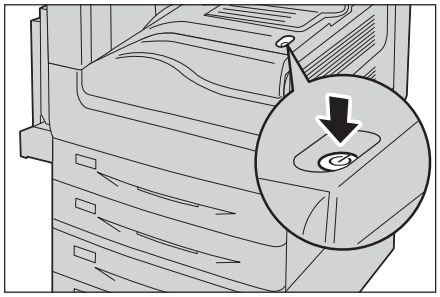
1 Before switching the power off, make sure that the machine has completed all copy or print jobs. Then, make sure that the <Data> indicator is not blinking.

Important • Do not switch the power off in the following situations. If the power is switched off, the data being processed may be erased.
- While data is being received
- While a job is being printed
- While a job is being copied
- While a job is being scanned

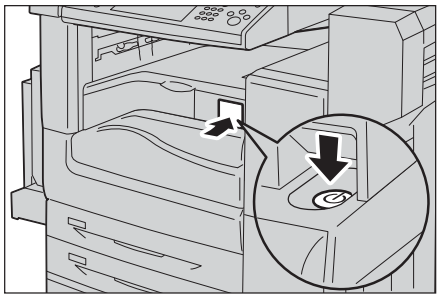
• When switching the power off, wait 5 seconds after outputs have been delivered.

2 Press the push-button power switch.

Important • Power off processing is performed internally on the machine for a while after the power is switched off. Therefore, do not switch the main power off immediately after switching the power off.



• When the Finisher-B1 (optional) is installed



Switching the Main Power Off

The following describes how to switch the main power off.

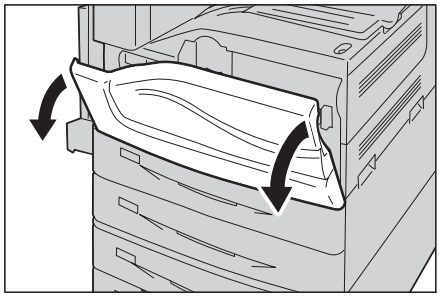
Important • Do not switch the main power off when a screen is displayed on the touch screen or while the <Power Saver> button is blinking. Switching off the main power under such circumstances may damage the hard disk and the memory or cause a machine malfunction.

• Switch the main power off first when unplugging the power cord. Unplugging the power cord with the main power on may damage the hard disk and the memory or cause a machine malfunction.

1 Make sure that the power is switched off.

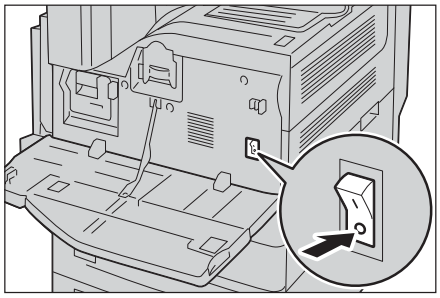
2 Make sure that the touch screen is blank and the <Power Saver> button is not lit.

3 Open the front cover.



4 Press the main power switch to the [◯] position to switch the main power off.

The <Main Power> indicator goes out on the control panel.



5 Close the front cover.

Switching the Power Off from Remote Location

The following describes how to switch the power off from remote location.

Note

- A user ID and passcode are required to switch the power off. Ask your system administrator for the user ID and passcode.

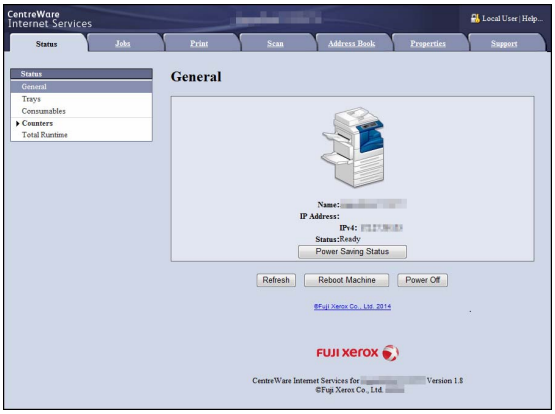
1 From your computer, access to CentreWare Internet Services.

For information on how to access to CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.443).

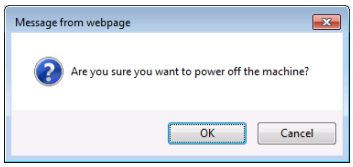
2 Click [Power Off].

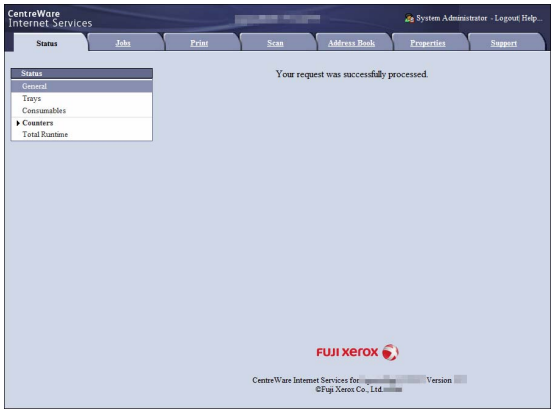
Note

- If there are any jobs in process, the request for powering off the machine will not be processed.



3 Click [OK].





Ground Fault Interrupter

The machine is provided with a ground fault interrupter.

In the event of a current leakage, the ground fault interrupter will automatically cut off the power circuit to prevent any leakage or fire from occurring.

Check that the ground fault interrupter works properly at least once a month.

If you have any problems with the ground fault interrupter, contact our Customer Support Center.

For information on how to check if the ground fault interrupter is working, refer to "Safety Notes" (P.19).

Power Saver Mode

The machine is equipped with the Power Saver mode that saves electricity by reducing power consumption.

The Power Saver feature has two modes: Low Power mode and Sleep mode.

■ Low Power Mode

In this mode, the power to the control panel is lowered to save power.

Note • When the machine enters the Low Power mode, the power supply to the fusing unit is suspended.

■ Sleep Mode

In this mode, the power supply to devices such as hard disk drive is suspended and the power is lowered more than in the Low Power mode.

Entering the Power Saver Mode

When the machine enters the Power Saver mode, the touch screen is lit off and the <Power Saver> button on the control panel is lit on.

The machine enters the Power Saver mode by the following instances:

- Pressing the <Power Saver> button
- The machine is not operated, data is not received, or a job is not processed until the machine enters the Power Saver mode.

For how to change the interval for entering the Power Saver mode, refer to "1 Before Using the Machine" > "Power Saver Mode" > "Changing the Interval for Entering Power Saver Mode" in the Administrator Guide.

Note
- When the machine displays an error such as paper jams, it does not enter the Power Saver mode.
- When the machine enters the Power Saver mode while a user is authenticated, the machine exits the authentication mode.
- When the <Power Saver> button is pressed, the machine enters the Power Saver mode after 5 seconds.
- When you press the <Power Saver> button soon after the touch screen is lit off and when the machine does not enter the Power Saver mode completely, it may take time to exit the mode. Wait a few seconds until the machine is ready to exit the Power Saver mode and push the <Power Saver> button again.
- The machine will not enter the Power Saver mode when [Skip Blank Pages] is enabled. For information on [Skip Blank Pages], refer to "5 Tools" > "Fax Service Settings" > "Fax Control" > "Skip Blank Pages" in the Administrator Guide.

Exiting the Power Saver Mode

The machine exits the Power Saver mode by the following instances:

- Pressing the <Power Saver> button on the control panel
- Receiving jobs such as print and fax
- Selecting [Apply] in CentreWare Internet Services
- Opening the document cover

Note
- When the machine is in the Sleep mode, it takes longer time to exit the Power Saver mode than when the machine is in the Low Power mode.

When the following device is connected to the machine and a user performs the following operation, the Low Power mode can be deactivated without pressing the <Power Saver> button.

- Touching the IC Card Reader (optional) with a card

Note
- The Sleep mode cannot be deactivated by the operation. When the above device is connected to the machine, you can make the machine exit the Power Saver mode without pressing the <Power Saver> button by setting longer time to elapse until the machine enters the Sleep mode.
- When the machine enters the Sleep mode with the IC Card Reader (optional) connected, it may take longer time to exit the Power Saver mode.

Making devices necessary to activate the machine exit the Power Saver mode

The machine is equipped with the feature to save electricity by supplying power only to the devices necessary to activate the machine when the machine exits the Power Saver mode.

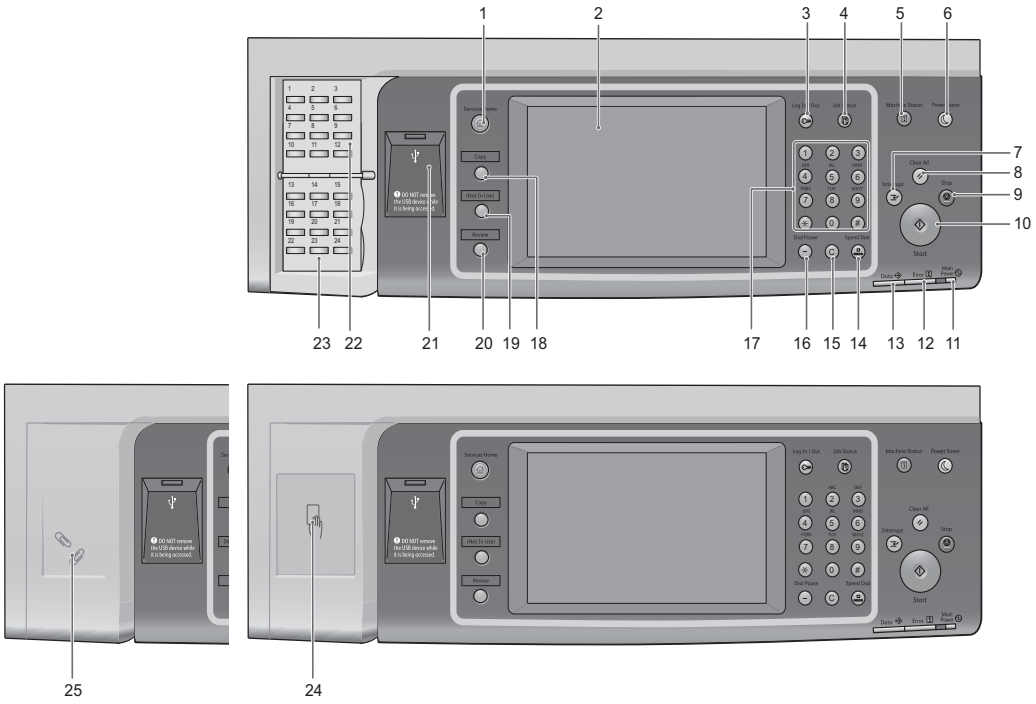
When the <Power Saver> button is pressed, the touch screen is lit on, but the document feeder and the output devices do not exit the Power Saver mode. Afterwards, by selecting a service on the touch screen, the machine supplies power only to the devices necessary to activate the service.

Note
- When the machine receives jobs such as print and print fax, the touch screen does not lit on and only the output devices exit the Power Saver mode and start to print.
- When the machine receives jobs such as stored print (Secure print, Delayed print, Charge print, and Private charge print), direct fax, and fax using folder receive, and when you access a folder of the machine using CentreWare Internet Services, the touch screen does not lit on and only the hard disk exits the Power Saver mode.

The machine cannot load papers and replace consumables appropriately when the machine is in the Power Saver mode. Press the <Power Saver> button and then <Machine Status> button to load papers and replace consumables.

Control Panel

The following describes the names and functions of components on the control panel.



No.	Component	Function
1	<Services Home> button	Press this button to display the Services Home screen. You can change the services displayed on the Services Home screen. For more information, refer to "1 Before Using the Machine" > "Customizing the Control Panel" > "Customizing the Button Layout" > "Services Home" in the Administrator Guide.
2	Touch screen	Displays messages required for operation, and buttons for various features. You can directly touch the touch screen to instruct operations and set features.
3	<Log In/Out> button	Lights up when a user is authenticated in the System Administration mode, the Authentication mode, or the Accounting mode. Displays the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode. Press this button to exit these modes.
4	<Job Status> button	Press this button to check or cancel the current job, to check or print stored jobs, or to check completed jobs.
5	<Machine Status> button	Press this button to check the machine status and meters, to check the status of consumables, and to print reports.
6	<Power Saver> button	When the machine is not used for a while, it enters the Power Saver mode to reduce power consumption. When the Power Saver mode is active, the <Power Saver> button lights up. Press this button to enter or exit the Power Saver mode.

No.	Component	Function
7	<Interrupt> button	Press this button to suspend a copy or print job in progress to have the machine process another job. During the Interrupt mode, the <Interrupt> button lights up. Pressing the <Interrupt> button again exits the Interrupt mode and resumes the suspended job. For notes and restrictions on the Interrupt mode, refer to "16 Appendix" > "Notes and Restrictions" > "Notes and Restrictions on the Interrupt Mode" in the Administrator Guide.
8	<Clear All> button	Returns the settings you made to the default values. The machine returns to the same state as when it is powered on.
9	<Stop> button	Press this button to pause the current job or communications.
10	<Start> button	Press this button to start scanning a document.
11	<Main Power> indicator	Lights up when the main power is switched on. **Note** • If the main power is not switched on, the machine will not be powered on even when the power is switched on.
12	<Error> indicator	Blinks if a system error occurs. This indicator lights up when a problem other than a system error occurs with the machine, including paper jams and running out of paper or toner. If the <Error> indicator blinks, contact our Customer Support Center. If the <Error> indicator lights up, refer to "15 Problem Solving" > "Machine Trouble" in the Administrator Guide.
13	<Data> indicator	Blinks when the machine is sending or receiving data to or from a client. This indicator lights up when data is stored in the machine's memory, when received faxes are waiting to be printed, or when faxes are stored in a folder. You can check stored scan files in a Folder List. For information on the Folder List, refer to "4 Machine Status" > "Machine Information" > "Print Reports" > "Folder List" in the Administrator Guide. You can check stored fax files in a Stored File List. For information on the Stored File List, refer to "4 Machine Status" > "Machine Information" > "Print Reports" > "Job Status/Activity Report" > "Stored File List" in the Administrator Guide. You can change the lighting pattern of the <Data> indicator. For more information, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Data Indicator" in the Administrator Guide.
14	<Speed Dial> button	Press this button to specify a recipient with an address number when sending a fax or e-mail.
15	<C (Clear)> button	Press this button to cancel a numerical value you have entered with the numeric keypad.
16	<Dial Pause> button	Press this button to insert a pause into a destination number.
17	Numeric keypad	Use the numeric buttons on the keypad to enter the number of copies, passcodes, and other numerical values.
18	<Custom Button 1> (Copy)	"Copy" is assigned to this button by default. Press this button to display the [Copy] screen. For information on how to assign a service to the button, refer to "1 Before Using the Machine" > "Customizing the Control Panel" > "Assigning Services to the Custom Buttons" in the Administrator Guide.
19	<Custom Button 2> (Fax)	"Fax" is assigned to this button by default. Press this button to display the [Fax] screen. **Note** • The Fax Kit (optional) must be installed to use this button for Fax service. For information on how to assign a service to the button, refer to "1 Before Using the Machine" > "Customizing the Control Panel" > "Assigning Services to the Custom Buttons" in the Administrator Guide.

No.	Component	Function
20	<Custom Button 3> (Review)	"Review" is assigned to this button by default. On the [Review] screen, you can check a list of the status of Copy, Fax, and Scan services whose settings have been changed from the defaults. You can also check the details of fax and e-mail recipients. For information on how to assign a service to the button, refer to "1 Before Using the Machine" > "Customizing the Control Panel" > "Assigning Services to the Custom Buttons" in the Administrator Guide.
21	USB memory slot	Insert a USB 2.0 memory device directly here. **Important** • A memory card reader cable or a USB memory device cable cannot be directly connected to the machine. Use the USB Hub (optional) to connect a memory card reader or a USB memory device cable. **Note** • This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.
22	One-touch panels (Only available for machines with the Fax service)	Contains one-touch buttons. Turn over the panels to display buttons 1 - 70, M01, and M02. There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following: • [Type 1] The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2. • [Type 2] The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12. **Note** • By default, [Type 1] is selected. • This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center. For information on how to change the settings registered to the one-touch buttons, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" in the Administrator Guide.
23	One-touch buttons (Only available for machines with the Fax service)	Allows you to specify a recipient with the simple press of a button. You can use the buttons for the Fax, Internet Fax, Scan (E-mail), and Scan to PC jobs. Turn over the panels to display buttons 1 - 70, M01, and M02. There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following: • [Type 1] The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2. • [Type 2] The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12. **Note** • By default, [Type 1] is selected. • This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center. For information on how to change the settings registered to the one-touch buttons, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" in the Administrator Guide.

No.	Component	Function
24	IC Card Reader (optional)	Used to authenticate a user using a smart card. When you touch the smart card to the IC Card Reader, the machine reads the user information registered on the smart card and authenticates the user. **Note** • An optional component is required to use this feature. For more information, contact our Customer Support Center. • When the machine is in the Power Saver mode, touching the smart card to the IC Card Reader deactivates the Power Saver mode. However, this operation does not deactivate the Sleep mode. For more information, refer to "Exiting the Power Saver Mode" (P.80).
25	Paper clip tray	Used for placing paper clips and staples.

Screens and Buttons Displayed

You can register or change the services and buttons displayed on the touch screen. You can customize the following screens:

Note • The following settings may have been changed by the system administrator. Use the machine according to the changes that have been made.

Setting the Initial Screen

You can set the screen displayed after switching the power on or exiting the Power Saver mode.

Setting the Screen Displayed after Auto Clear

You can select [Last Selection Screen] or Services Home for the screen to be displayed after Auto Clear.

Assigning Services to the Custom Buttons

You can assign services to the custom buttons on the control panel: Custom 1 to Custom 3.

By assigning frequently-used services to the custom buttons, you can switch to the services without returning to the Services Home screen.

Note • By default, "Copy" is assigned to the <Custom Button 1>, "Fax" is assigned to the <Custom Button 2>, and "Review" is assigned to the <Custom Button 3>.

Customizing the Services Home Screen

You can customize the layout of services and buttons on the Services Home screen that is displayed when you press the <Services Home> button on the control panel.

For information on how to customize the Services Home screen, refer to "1 Before Using the Machine" > "Customizing the Control Panel" > "Customizing the Button Layout" > "Services Home" in the Administrator Guide.

About the Services Home Screen

This section describes the fields and buttons on the Services Home screen, which is displayed by pressing the <Services Home> button.

For information on how to drag or flick, refer to "Touch Screen" (P.90).

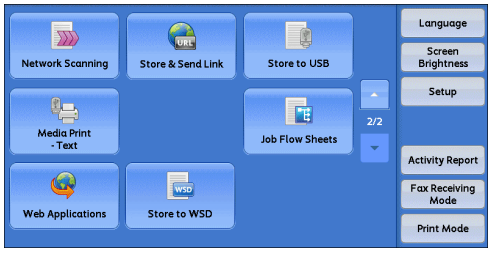
Next page

* WSD stands for Web Services on Devices.

Note

- When operations such as flick and double-tap are disabled, the following home screen appears. In this case, you can switch pages by selecting the [▲] [▼] button. For information on how to disable flick or double-tap, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" in the Administrator Guide.

Next page



* WSD stands for Web Services on Devices.

Message Field

Displays a message.

Login Information Field

Select this field in the upper right corner of the touch screen to display the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode.

When a user is authenticated, the login information is displayed in this field.

Note
- You can also press the <Log In/Out> button on the control panel to enter the Authentication mode.
- To exit the Authentication mode, press the <Log In/Out> button on the control panel. You can also select the login information field in the upper right corner of the touch screen, and select [Logout] from the pop-up menu to exit the Authentication mode.

For information on the Authentication or Accounting mode, refer to "14 Authentication and Accounting Features" in the Administrator Guide.

Service Buttons

Allows you to set the features for each service.

■ Copy

You can set the features for the Copy service.

For more information, refer to "Copy" (P.95).

■ Fax/Internet Fax

You can set the features for the Fax service.

For more information, refer to "Fax" (P.169).

■ E-mail

You can scan documents and send the scanned data as an e-mail attachment.

For more information, refer to "E-mail" (P.276).

■ Simple Copy

You can set the features for the Copy service. Selecting [Simple Copy] allows you to easily specify the basic copy features on a single screen.

For more information, refer to "Simple Copy" (P.105).

■ Simple Fax

You can set the features for the Fax service. Selecting [Simple Fax] allows you to easily specify the basic fax features on a single screen.

Note
- This service does not appear on the screen when the Server Fax service is enabled.

For more information, refer to "Simple Fax" (P.196).

■ Scan to PC

You can scan documents and send the scanned data to a network computer via the FTP or SMB protocol.

For more information, refer to "Scan to PC" (P.306).

■ Store to Folder

You can scan documents and save the scanned data in a folder of the machine.

For more information, refer to "Store to Folder" (P.318).

■ Send from Folder

You can operate files stored in a folder of the machine.

For more information, refer to "Send from Folder" (P.349).

■ Stored Programming

You can operate stored programs.

Stored Programming is a service that allows you to store settings that you expect to use frequently and call them with a single button operation.

For more information, refer to "Stored Programming" (P.373).

■ Network Scanning (ApeosPort Series Models only)

You can scan documents after specifying a file (job template) saving scanning conditions, information on the forwarding destination server, and others.

For more information, refer to "Network Scanning" (P.304).

■ Store & Send Link

After you scan documents, the machine temporarily saves the scanned data and sends you e-mail attached with two URLs: one is for the location to retrieve the scanned data, and the other is for the location to delete the data.

For more information, refer to "Store & Send Link" (P.326).

Note • This service appears on the screen when the Authentication feature is enabled.

For information on how to display [Store & Send Link] on the Services Home screen, refer to "1 Before Using the Machine" > "Customizing the Control Panel" in the Administrator Guide.

■ Store to USB

You can scan documents and save the scanned data to a USB memory device.

For more information, refer to "Store to USB" (P.320).

Note • This service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

■ Media Print - Text

You can print document files (PDF, TIFF, XML Paper Specification (XPS), XDW (XBD), and JPG (JFIF)) after retrieving the files from a CompactFlash card or a USB memory device. You can also print the scan data stored with the Store to USB service.

For more information, refer to "Media Print - Text" (P.396).

Note • This service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

■ Job Flow Sheets (ApeosPort Series Models only)

You can scan documents using a job flow sheet.

Job Flow Sheets is a service that allows you to set a flow of transfer settings for scanning data to enable efficient routine transfer.

For more information, refer to "Job Flow Sheets" (P.367).

■ Web Applications (ApeosPort Series Models only)

You can access to web applications via a network using the browser on the machine in order to display and store data.

For more information, refer to "Web Applications" (P.383).

Note • This service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

■ Store to WSD

You can scan documents set on the machine and save the scanned data by operating from a computer on the network. Also, you can save the scanned data to a computer on the network.

For more information, refer to "Store to WSD" (P.329).

Note • WSD stands for Web Services on Devices.

Additional Feature Buttons

Allows you to set the additional features that are not related to jobs.

■ Language

You can select the language to be displayed on the touch screen.

The setting here will be reset when the power is switched off and on.

Important • When you select [English], only ASCII characters can be used.

• When you set [Language] to [English] on the Services Home screen and an Address book entry or contents of [Details] of Job Flow Sheets is entered in double-byte characters, the characters may not be displayed properly. When you use CentreWare Internet Services to import a CSV file* that includes double-byte characters other than a selected language, the characters in the file may be garbled or the import may fail.

* : CSV (Comma Separated Values) is a file format that is often used for saving data by spreadsheets and database programs.

Note • Under [Default Language] in the System Administration mode, you can select the standard language displayed on the touch screen when the power is switched on. For more information on how to set [Default Language], refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" > "Default Language" in the Administrator Guide.

■ Screen Brightness

You can adjust the screen brightness of the touch screen.

■ Lock Out Printer/Release Printer

You can set the machine to temporarily enable printing during the printer lockout period or to temporarily disable printing while [Release Printer] is displayed.

Note • You can assign this button when [Printer Lockout] is set to [On] under [Tools] > [Common Service Settings] > [Machine Clock/Timers] and the [Allow User to Lock Out] check box is selected. For information on how to assign the feature to the button, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" in the Administrator Guide.

■ Setup

You can create or update folders, job flows, and the Address Book.

For more information, refer to "5 Tools" > "Setup" in the Administrator Guide.

■ Activity Report

You can print an Activity Report to check if a transmission is successfully completed.

For information on the contents listed in the Activity Report, refer to "16 Appendix" > "Activity Report" in the Administrator Guide.

■ Fax Receiving Mode

You can specify a mode for receiving faxes.

For more information, refer to "4 Machine Status" > "Machine Information" > "Fax Receiving Mode" in the Administrator Guide.

■ Print Mode

You can register a print mode and change its settings.

For more information, refer to "4 Machine Status" > "Machine Information" > "Print Mode" in the Administrator Guide.

Touch Screen

On the touch screen of the machine, you can switch pages and scroll a list by the following operations.

Note

- The touch screen of the control panel used in the machine is pressure-sensitive. Adjust the power to touch the screen.
- You can set whether to enable flick and double-tap or not. For more information, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" in the Administrator Guide.

■ Drag

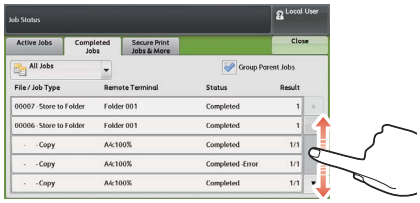
Slide your finger to the position desired with your finger touched the touch screen.

Drag the touch screen from side to side to switch pages.

Drag the touch screen up and down to scroll a list.

Note

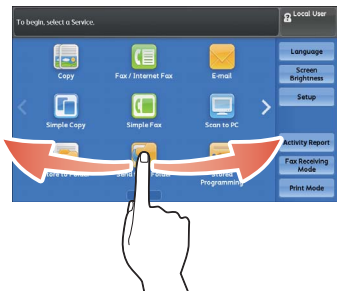
- During drag, scrolling stops when you move your finger away from the touch screen.



■ Flick

Slide your finger quickly to the position desired and release it.

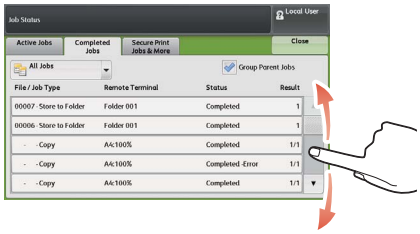
Flick the touch screen from side to side or up and down to switch pages.



Flick the touch screen up and down to scroll a list.

Note

- During flick, scrolling continues for a while even after you move your finger away from the touch screen.



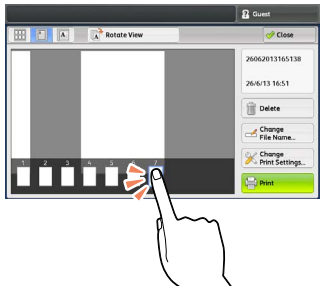
■ Tap

Touch the touch screen and move your finger away from the screen quickly. To tap the same position of the screen twice is called double-tap.

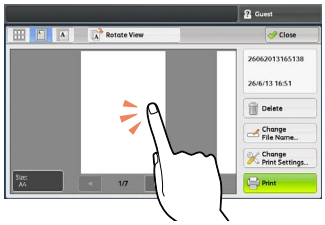
Tap the touch screen to switch the thumbnail bar to be displayed or not.

Note

- The operation of pinch in or pinch out (moving two fingers inward or outward) to zoom in or out screens is not supported.

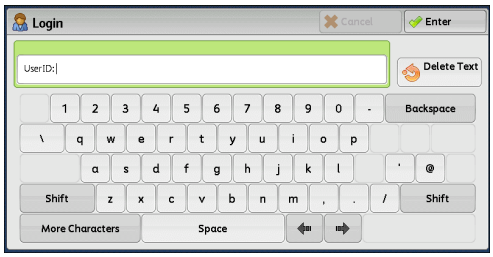


Double-tap a previewed image to enlarge the image.



Entering Text

During operations, a screen for entering text sometimes appears. The following describes how to enter text.



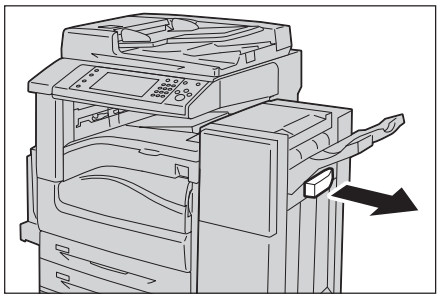
You can enter the following characters: numerals, alphabets, and symbols.

Item	Description
Entering alphabets and numerals	To enter uppercase letters, select [Shift]. To return to the lowercase letters, select [Shift] again.
Entering symbols	Select [More Characters]. **Note** • Depending on the keyboard, you can select a symbol from the pull-up options displayed on the bottom left of the screen.
Entering a space	Select [Space].
Deleting characters	Select [Backspace] to delete one character at a time. Select [Delete Text] to delete all characters.

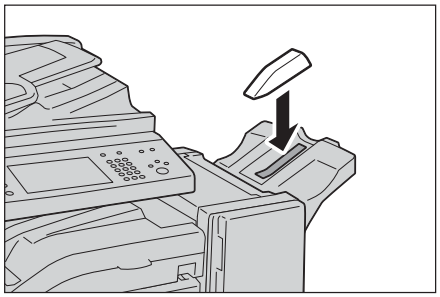
Installing the Tray Attachment on the Finisher-B1

Setting the tray attachment on the finisher tray may help you deliver and stack A4 and B5 sheets without staples more neatly on the finisher tray of Finisher-B1.

1 Remove the tray attachment from the rear of the finisher tray.



2 Install the tray attachment onto the middle of the finisher tray as shown in the diagram.



3 Copy

This chapter describes the basic operation and features for the Copy service.

- Copying Procedure 96
- Operations during Copying 102
- Simple Copy 105
- Copy 109
- Image Quality 116
- Layout Adjustment 119
- Output Format 132
- Job Assembly 160

Copying Procedure

This section describes the basic copy procedures. The following shows the reference section for each procedure.

Step 1 Loading Documents 96
Step 2 Selecting Features 98
Step 3 Entering a Quantity 99
Step 4 Starting the Copy Job 100
Step 5 Confirming the Copy Job in Job Status 101

Step 1 Loading Documents

The following two methods are available to load documents:

■ **Document Feeder**

- Single sheet
- Multiple sheets

■ **Document Glass**

- Single sheet
- Bound documents, such as books

Note • The maximum number of pages that the machine can scan is 999 pages per job. If the number of pages scanned by the machine exceeds the maximum, follow the instructions of the message displayed on the screen to print the already-scanned data or cancel the job.
In the case the following features are selected, the machine will not print the already scanned data.
"Covers (Attaching Covers to Copies)" (P.136)
"Annotations (Adding a Comment/a Date/Page Numbers to Copies)" (P.140)
"Watermark (Printing Control Numbers on the Background of Copies)" (P.146)

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 125 x 85 mm (Standard size: A5, A5□) to 297 x 432 mm (Standard size: A3, 11 x 17").

The document feeder automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying the Scan Size for the Document)" (P.123).

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on [Paper Size Settings], refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

The document feeder accepts the following number of sheets.

Documemt Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 gsm)	130 sheets
Plain paper (50 - 80 gsm)	130 sheets
Heavyweight paper (81 - 128 gsm)	85 sheets

Important • To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.

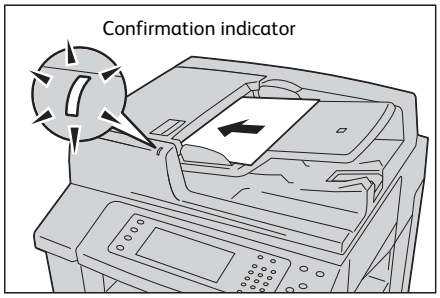
- 2-sided scanning of lightweight paper (38 - 49 gsm) is not supported.

For information on how to copy mixed sized documents, refer to "Mixed Size Originals (Scanning Different Size Documents Simultaneously)" (P.124).

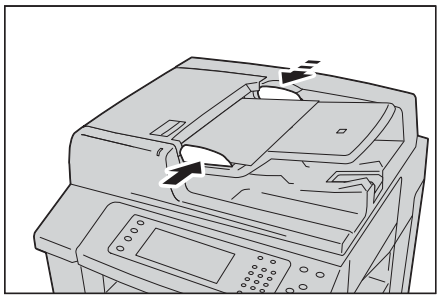
1 Remove any paper clips and staples before loading a document.

2 Load the document face up (when the document is 2-sided, load the front side up) in the center of the document feeder.

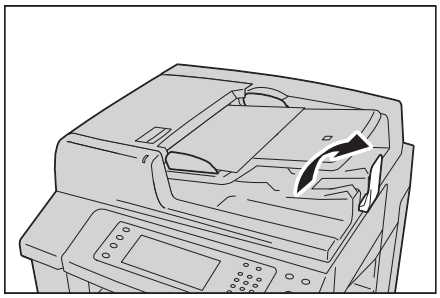
Note • The Confirmation indicator lights up when the document is loaded correctly. If the indicator does not light, load the document again.



3 Adjust the document guides to match the size of the document loaded.



4 Pull out the document stopper.



Document Glass

The document glass supports a single sheet, a book, or other similar documents with sizes up to 297 x 432 mm (Standard size: A3, 11 x 17").

Important • Always close the document cover after using the document glass.

The document glass automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying the Scan Size for the Document)" (P.123).

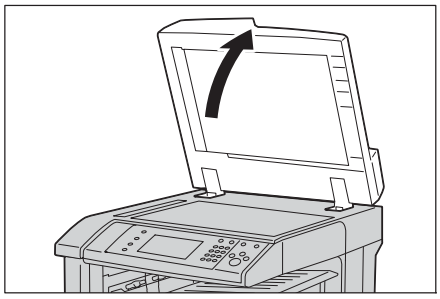
The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

⚠CAUTION

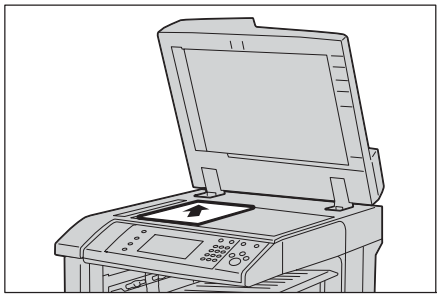
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

1 Open the document cover.

Important • Make sure that the touch screen is active, and then load a document. Otherwise, the machine may not properly detect the document size.



2 Load the document face down, and align it against the top left corner of the document glass.



3 Close the document cover.

Note • When a standard size document is loaded on the document glass, the size of the document is displayed in the message field.

Step 2 Selecting Features

The following two services are available to copy documents.

■ Simple Copy

Allows you to only select basic features to copy documents.

■ Copy

Allows you to make detailed settings to copy documents.

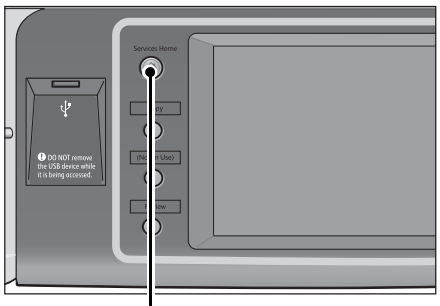
The following describes how to select features on the [Copy] screen.

For information on Simple Copy, refer to "Simple Copy" (P.105).

Note • The features displayed on the screen depend on the configuration of your machine .

• When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

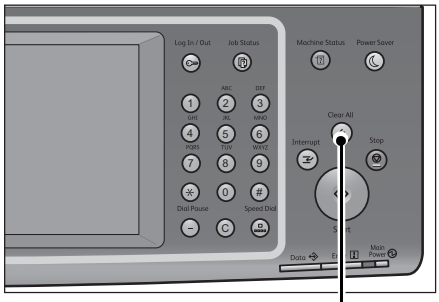
1 Press the <Services Home> button.



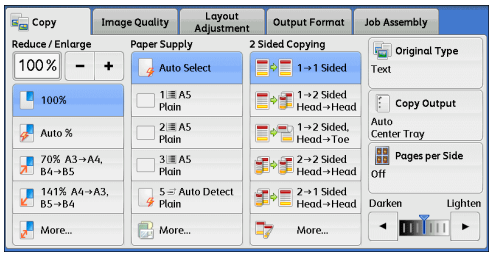
<Services Home> button

2 Select [Copy].

3 If the previous settings still remain, press the <Clear All> button.



4 Select each tab, and configure features as necessary.



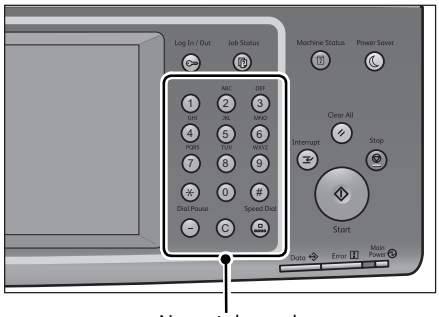
The following shows the reference section for each tab.

"Copy" (P.109)
"Image Quality" (P.116)
"Layout Adjustment" (P.119)
"Output Format" (P.132)
"Job Assembly" (P.160)

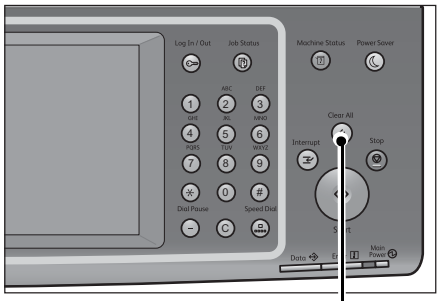
Step 3 Entering a Quantity

You can enter up to 999 sets.

1 Enter the number of copies using the numeric keypad. The number of copies entered appears on the upper right of the touch screen.



2 If you have entered an incorrect value, press the <C (Clear)> button and then enter the correct value.

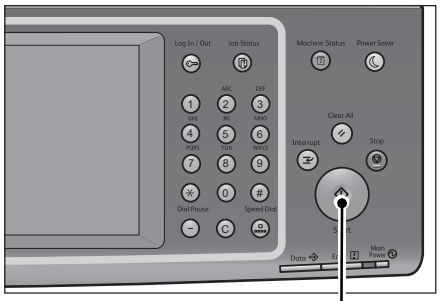


Step 4 Starting the Copy Job

1 Press the <Start> button.

Important
- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
- Copies cannot be made if a copy protection code is detected. For information on copy protection codes, refer to "Secure Watermark (Managing Document Security)" (P.148).

Note
- If a problem occurs, an error message appears on the touch screen. Follow the instructions of the message to solve the problem.
- You can set the next job during copying.

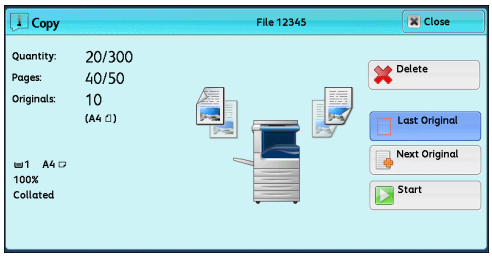


■ If you have more documents

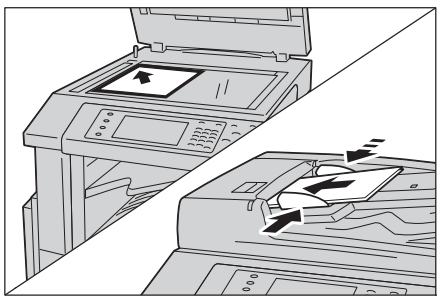
If you have more documents to copy, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

2 Select [Next Original] while scanning is in progress.

Note
- When using the document feeder, load the next document after the machine has finished scanning the first document.
- When [Next Original] is displayed on the screen shown on the right and no operation is performed for a certain period of time, the machine automatically assumes that there are no more documents.
- You can change the number of copies by selecting [Change Quantity] that is displayed after selecting [Delete].

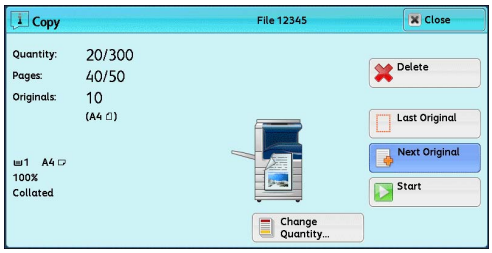


3 Load the next document.



4 Press the <Start> button.
If you have more documents, repeat steps 3 and 4.

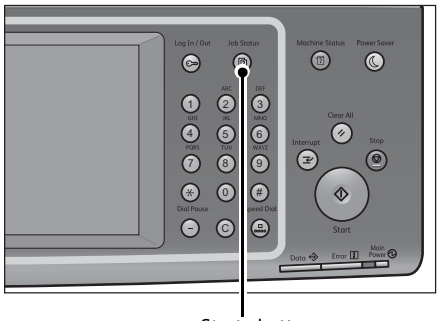
5 When all documents have been scanned, select [Last Original].



Step 5 Confirming the Copy Job in Job Status

If copies are not output after you start the copy job, the job may be in pending status. Use the following procedure to confirm the job status.

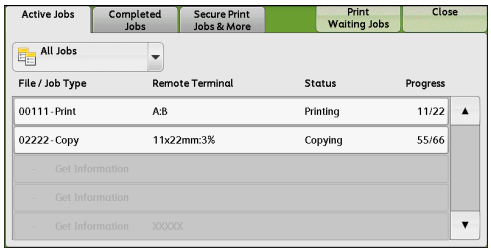
1 Press the <Job Status> button.



2 Confirm the job status.

Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).



Operations during Copying

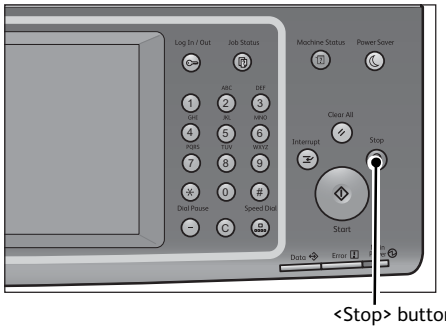
This section describes available operations during copying. The following shows the reference section for each operation.

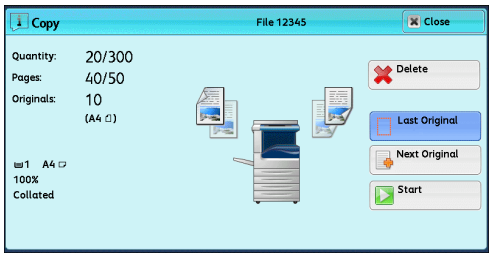
Stopping the Copy Job 102
Changing the Number of Copies 103
Interrupting the Copy Job 104

Stopping the Copy Job

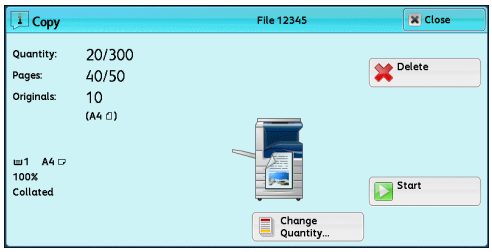
To cancel a copy job in progress, use the following procedure.

1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.



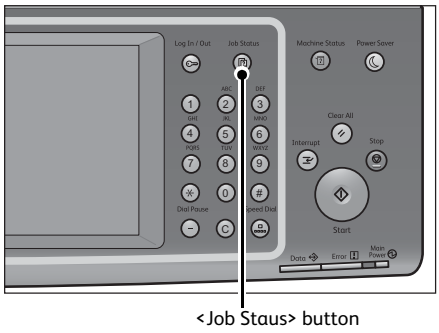


2 Select [Delete].



■ If [Delete] does not appear on the screen:

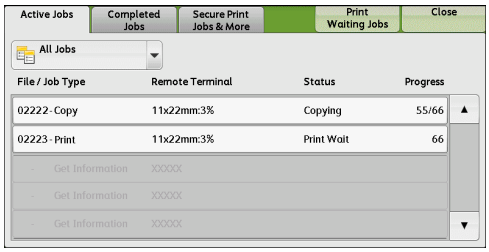
1 Press the <Job Status> button.



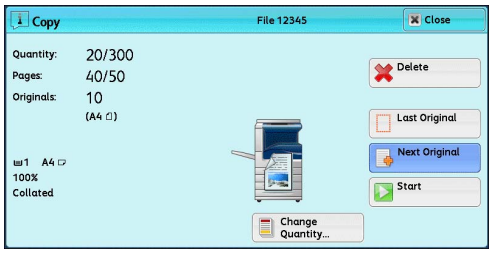
2 Select the job to cancel.

Note

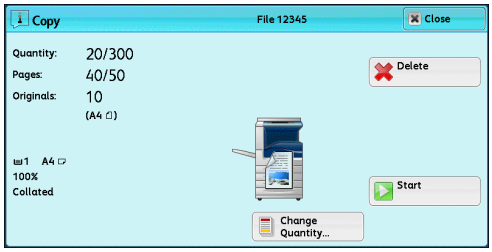
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).



3 Select [Delete].



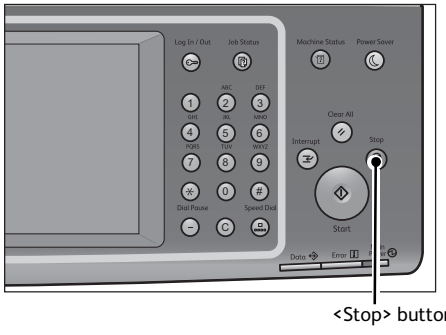
4 Select [Delete].

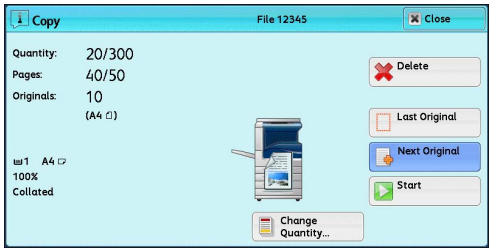


Changing the Number of Copies

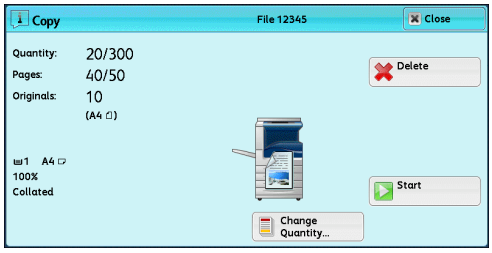
To change the number of copy sets during scanning or copying, use the following procedure.

1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.





2 Select [Change Quantity].



3 Specify the number of copy sets with the numeric keypad.
The new quantity must include the number of copies that have already been printed. You cannot enter a number less than the number of copies that have already been printed.

4 Press the <Start> button.

Note • If you enter the same value as the number of copies that have already been printed, the machine will not execute a copy job even when you press the <Start> button.

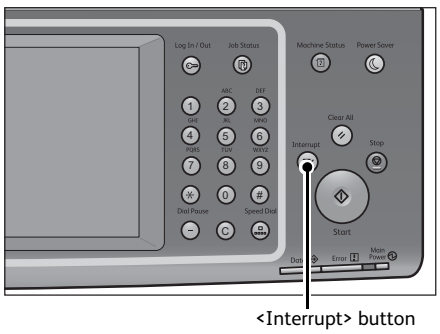
Interrupting the Copy Job

You can temporarily stop the copy job to have the machine process another job.

Important • Press the <Interrupt> button only after all the documents have been scanned. The machine does not accept another job while it is scanning the documents, or when [Next Original] has been selected.
• Even when the <Interrupt> button is pressed, the machine may not accept another copy job if 10 sets or less are being copied using the document glass.

1 Press the <Interrupt> button.

The <Interrupt> button lights up to indicate that the machine is in the Interrupt mode.



<Interrupt> button

2 Load a document and set features if necessary.

3 Specify the number of copy sets with the numeric keypad.

4 Press the <Start> button.

5 After you have finished making the interrupt copy, press the <Interrupt> button.

The <Interrupt> button goes out to indicate that the Interrupt mode is exited.

Note • If you used the document glass to copy the document, remove the document from the document glass.

6 Press the <Start> button.

The suspended copy job is resumed.

Simple Copy

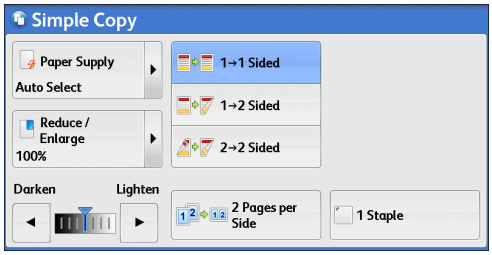
You can select [Copy] or [Simple Copy] on the Services Home screen to set the features for the Copy service.

This section describes the features you can select on the [Simple Copy] screen. [Simple Copy] allows you to use only basic features to easily copy documents. The following shows the reference section for each feature.

Paper Supply (Selecting the Paper for Copying) 105
Reduce/Enlarge (Making Enlarged/Reduced Copies) 106
2 Sided Copying (Making 2 Sided Copies) 107
Lighten/Darken (Adjusting the Copy Density) 107
2 Pages per Side (Copying Two Pages onto One Sheet) 107
1 Staple 108

1 Select [Simple Copy] on the Services Home screen.

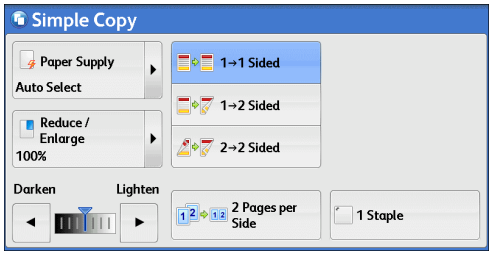
2 Select a feature on the [Simple Copy] screen.



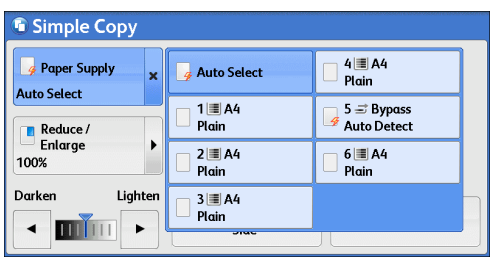
Paper Supply (Selecting the Paper for Copying)

This feature allows you to select the paper tray for copying.

1 Select [Paper Supply].



2 Select a paper tray to be used.



■ Auto Select

Automatically determines the tray holding the appropriate paper, based on the document size and the specified copy ratio.

Note • This cannot be selected together with [Auto %] under [Reduce/Enlarge].

■ Tray1 to 4, and Tray 6

Allows you to directly select the desired tray.

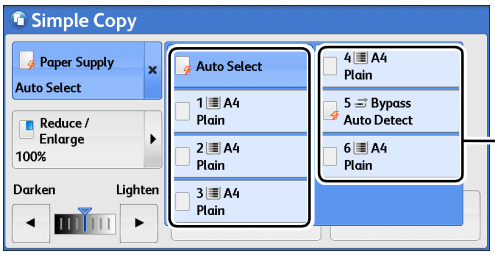
Note • Trays 3, 4, and 6 are optional.

■ Tray 5 Bypass Auto Detect

Automatically detects the size of paper loaded in the bypass tray.

Checking the Remaining Amount of Paper in the Paper Tray

The icon displayed in a tray allows you to check the remaining amount of paper loaded in the tray.



You can view the icons to check the remaining amount of paper in a tray.

: Indicates that the remaining amount of paper is 25 to 100 %.

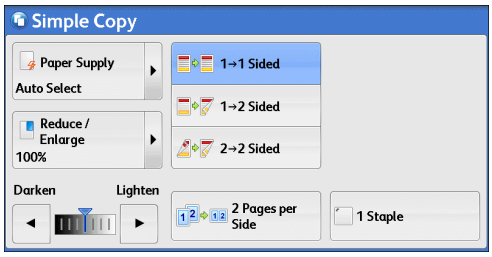
: Indicates that the remaining amount of paper is 25 % or less.

: Indicates that the tray has run out of paper, or no paper is loaded in the tray.

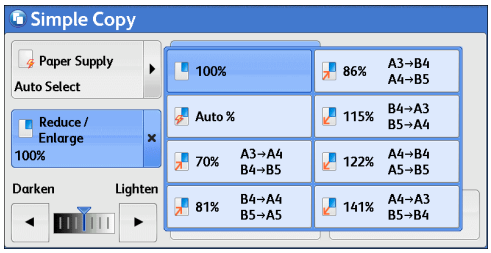
Reduce/Enlarge (Making Enlarged/Reduced Copies)

This feature allows you to select a copy ratio to enlarge or reduce the size of copies.

1 Select [Reduce/Enlarge].



2 Select a copy ratio.



■ 100%

Copies at the same image size as the original document.

■ Auto %

Automatically determines the copy ratio based on the document size and the paper size specified in [Paper Supply], and copies the document to fit into the paper.

Note • This cannot be selected together with [Auto Select] under [Paper Supply].

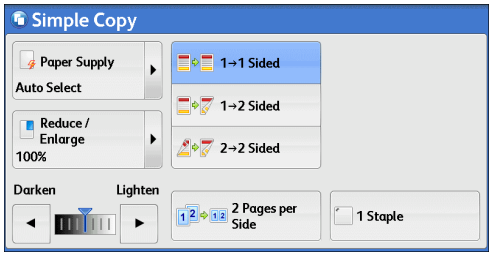
■ Ratios

Allows you to select from preset copy ratios.

2 Sided Copying (Making 2 Sided Copies)

This feature allows you to copy 1-sided and 2-sided documents on one side or both sides of paper.

1 Select any option.



■ 1 → 1 Sided

Makes a copy of a 1-sided document on one side of the paper.

■ 1 → 2 Sided

Makes a copy of a 1-sided document on both sides of the paper.

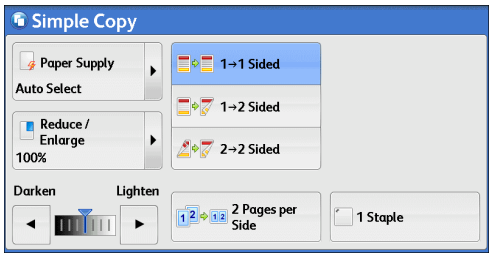
■ 2 → 2 Sided

Makes a copy of a 2-sided document on both sides of the paper.

Lighten/Darken (Adjusting the Copy Density)

This feature allows you to select a copy-density level from seven levels.

1 Use [◀] and [▶] to set a density level.



2 Pages per Side (Copying Two Pages onto One Sheet)

This feature allows you to copy two pages of a document together onto one side of a single sheet of paper.

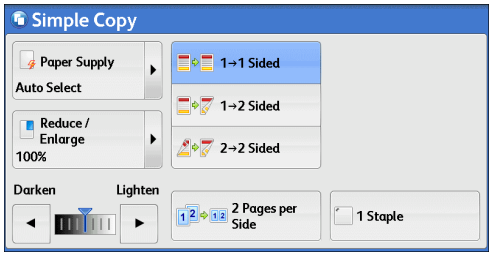
When you select [2 Pages per Side], [Auto %] is automatically selected in [Reduce/Enlarge]. The machine automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.

Note

- When you deselect [Auto %] in [Reduce/Enlarge] (when you select another copy ratio), image loss may occur depending on the image size of the document.
- Select a tray other than [Auto Select] in [Paper Supply]. When you select [Auto Select], the tray containing A4 paper is selected. If no tray contains A4 paper, the machine selects a tray based on the [Auto Paper Off] setting. For information on [Auto Paper Off], refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "Auto Paper Off" in the Administrator Guide.

For information on how to copy four or eight pages of a document together onto one side of a single sheet of paper, refer to "Pages per Side (Copying Multiple Pages onto One Sheet)" (P.115).

1 Select [2 Pages per Side].



1 Staple

This feature allows you to select whether to staple copied outputs at the top left corner.

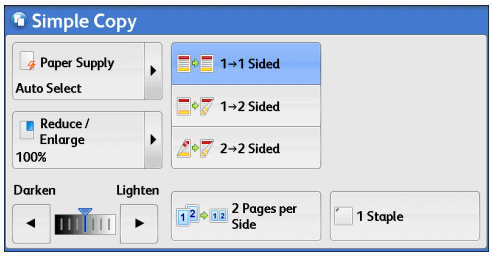
The number of sheets that can be stapled is 2 - 50 (when 80 gsm paper is used). If the C3 Finisher Staple Unit 65 Sheets (optional) is installed, the maximum number of sheets that can be stapled is 65 (when 90 gsm paper is used and thickness of bundled paper is 7.2 mm or less). Available paper types are: Plain (60 - 105 gsm), Reload (60 - 105 gsm), Recycled (60 - 105 gsm), Punched (60 - 105 gsm), Letterhead (60 - 105 gsm)*, Pre-printed (60 - 105 gsm), Lightweight (56 - 59 gsm), Heavyweight (106 - 169 gsm), Extra Heavyweight (170 - 216 gsm), Bond (170 - 216 gsm), and Custom Paper 1 to 5.

* : Only when the HCF B1 is installed

Note

- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select [1 Staple].



Copy

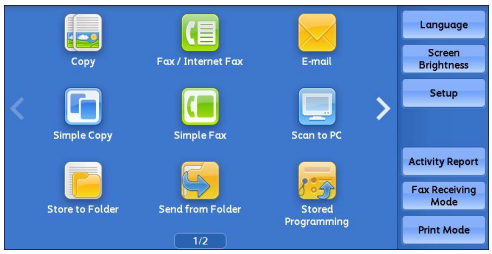
You can select [Copy] or [Simple Copy] on the Services Home screen to set the features for the Copy service.

This section describes the features you can select on the [Copy] screen. The following shows the reference section for each feature.

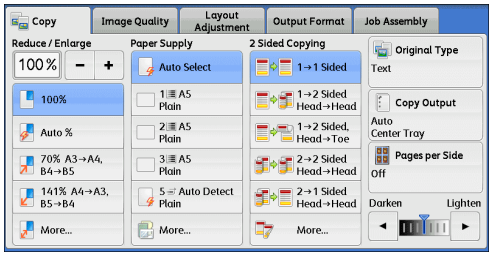
Reduce/Enlarge (Making Enlarged/Reduced Copies).....109
Paper Supply (Selecting the Paper for Copying).....112
2 Sided Copying (Making 2 Sided Copies).....115
Original Type (Selecting the Document Type).....115
Copy Output (Specifying Finishing Options).....115
Pages per Side (Copying Multiple Pages onto One Sheet).....115
Lighten/Darken (Adjusting the Copy Density).....115

You can customize the layout of the features displayed on the [Copy] screen. For more information, refer to "5 Tools" > "Copy Service Settings" > "Copy Tab - Features Allocation" in the Administrator Guide.

1 Select [Copy] on the Services Home screen.



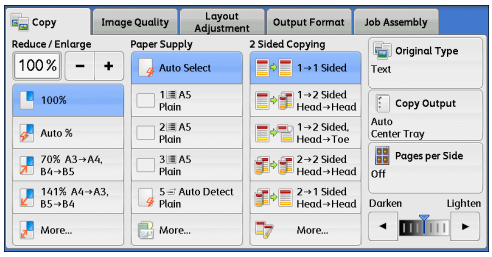
2 Select a feature on the [Copy] screen.



Reduce/Enlarge (Making Enlarged/Reduced Copies)

This feature allows you to select a copy ratio to enlarge or reduce the size of copies.

1 Specify a copy ratio. You can use the numeric keypad to specify a value, or [+] and [-] to specify reduction/enlargement ratios directly.



■ 100%

Copies at the same image size as the original document.

■ Auto %

Automatically determines the copy ratio based on the document size and the paper size specified in [Paper Supply], and copies the document to fit into the paper.

Note • This cannot be selected together with [Auto Select] under [Paper Supply].

■ Ratios (3rd and 4th buttons)

Displays preset copy ratios.

You can change the copy ratio associated with each button. For information on the settings, refer to "5 Tools" > "Copy Service Settings" > "Preset Buttons" > "Reduce/Enlarge - Button 3 - 4" in the Administrator Guide.

■ More

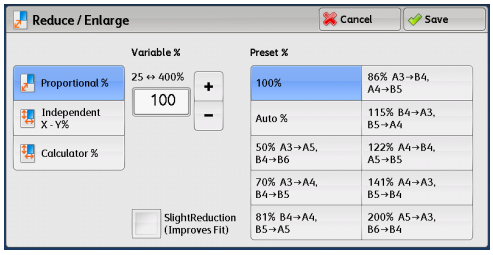
Displays the [Reduce/Enlarge] screen on which you can set [Proportional %], [Independent X - Y %], and [Calculator %].

For information on the settings on the [Reduce/Enlarge] screen, refer to "When [Proportional %] is Selected" (P.110), "When [Independent X - Y%] is Selected" (P.111), or "When [Calculator %] is Selected" (P.111).

When [Proportional %] is Selected

You can select a ratio from the standard copy ratios, or can enter a ratio directly.

1 Select a copy ratio, or specify a value.



■ Variable %

Specify a ratio in the range from 25 to 400 % in 1 % increments. To specify a value, use the numeric keypad or [+] and [-]. Specifying "100 % " allows you to make copies at the same image size as the original document.

When you make enlarged/reduced copies from standard sized documents on standard sized paper, the following copy ratios will be applied.

Copy / Original	A6	B6	A5	B5	A4	B4	A3
A6	100 %	122 %	141 %	173 %	200 %	245 % *	283 % *
B6	81 %	100 %	115 %	141 %	163 %	200 % *	230 % *
A5	70 %	86 %	100 %	122 %	141 %	173 % *	200 % *
B5	57 %	70 %	81 %	100 %	115 %	141 % *	163 % *
A4	50 %	61 %	70 %	86 %	100 %	122 %	141 %
B4	40 %	50 %	57 %	70 %	81 %	100 %	115 %
A3	35 %	43 %	50 %	61 %	70 %	86 %	100 %

* : Load a document in landscape orientation ( ) to match the paper orientation loaded in the tray.

How to load a document depends on the size and orientation of a document. For more information, refer to "Step 1 Loading Documents" (P.96).

For information on paper that can be loaded, refer to "2 Paper and Other Media" > "Paper Types" in the Administrator Guide.

■ Preset %

Select a copy ratio from the following options.

- 100 %

  Copies at the same image size as the original document.

- Auto %

  Automatically determines the copy ratio based on the document size and the paper size specified in [Paper Supply], and copies the document to fit into the paper.

Note • This cannot be selected together with [Auto Select] under [Paper Supply].

- Preset ratios

  Select from the preset ratios.

You can change the copy ratio associated with each button. For information on the settings, refer to "5 Tools" > "Copy Service Settings" > "Reduce/Enlarge Presets" in the Administrator Guide.

■ **Slight Reduction (Improves Fit)**

Select this check box to slightly reduce the specified copy ratio to copy the complete image onto the paper.

Important • If you select [Slight Reduction (Improves Fit)] and you do not want to erase the edges of the document, set the amount of edge erase to 0 mm. Note that if the amount is set to 0 mm, the edges of the copied document may get dirty. You can set [Edge Erase] on the [Layout Adjustment] screen. For more information, refer to "Edge Erase (Erasing Edges and Margin Shadows of the Document)" (P.125).

When [Independent X - Y%] is Selected

You can specify reduction/enlargement ratios for the width and length individually.

1 Select any option.

■ **Variable %**

- Width - X%, Length -Y%

  Allows you to specify reduction/enlargement ratios for the width and length in the range from 25 to 400% in 1% increments. Use [+] and [-] or the numeric keypad to specify a ratio.

■ **Lock X - Y%**

Allows you to make the same ratio adjustment for the width and length at the same time.

■ **Preset %**

- 100%

  Copies at the same image size as the original document.

- Auto X - Y%

  Automatically determines the reduction/enlargement ratios for the width and length so that the document image fits in the paper.

- Fit Image to Paper Size X - Y%

  Automatically determines the reduction/enlargement ratios for the width and length so that the document image fits in the paper, and then slightly reduces the ratios so that the complete image is copied onto the paper.

- Width: XX% Length: XX%

  Allows you to specify the preset reduction/enlargement ratios.

When [Calculator %] is Selected

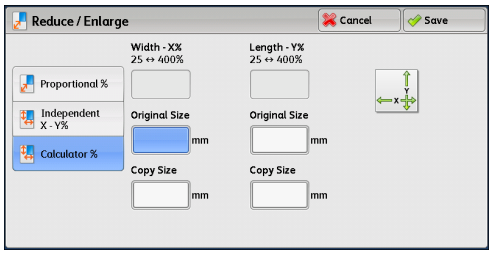
You can specify values for the length and width individually.

If you specify both the original document size and the desired copy size, the copy ratios for the length and width are calculated automatically in the range from 25 to 400% according to the values that you entered.

Note • Selecting [Calculator %] allows you to set copy ratios. The values entered in [Original Size] and [Copy Size] are used to calculate ratios, and do not reflect a scan size for the document or the paper size. Be sure to specify a scan size for the document. Also, select a paper tray if necessary.

For information on how to specify a scan size for the document, refer to "Original Size (Specifying the Scan Size for the Document)" (P.123). For information on how to select a paper tray, refer to "Paper Supply (Selecting the Paper for Copying)" (P.105).

1 Enter the width of the original document in [Original Size] of [Width - X%] using the numeric keypad.



2 Enter the width of the output copy in [Copy Size] of [Width - X%] using the numeric keypad.

3 In the same way, enter the length for [Original Size] and [Copy Size] of [Length - Y%].

■ **Width - X% / Length - Y%**

Displays the ratios that are automatically calculated using the values set in [Original Size] and [Copy Size].

■ **Original Size**

Allows you to enter the width and length of the original document, in the range from 1 to 999 mm in 1 mm increments.

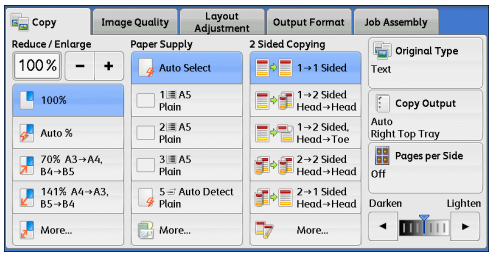
■ **Copy Size**

Allows you to enter the width and length of output copies, in the range from 1 to 999 mm in 1 mm increments.

Paper Supply (Selecting the Paper for Copying)

This feature allows you to select the tray that holds the paper you want to use.

1 Select a paper tray.



■ **Auto Select**

Automatically determines the tray holding the appropriate paper, based on the document size and the specified copy ratio.

Note • This cannot be selected together with [Auto %] under [Reduce/Enlarge].

■ **Trays (2nd to 5th buttons)**

Allows you to directly select the desired tray.

You can change the paper tray associated with each button on the [Copy] screen. For information on the settings, refer to "5 Tools" > "Copy Service Settings" > "Preset Buttons" > "Paper Supply - Button 2 - 5" in the Administrator Guide.

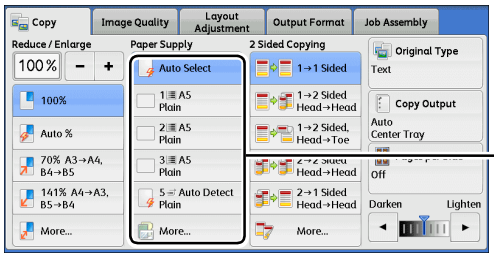
■ **More**

Displays the [Paper Supply] screen.

Refer to "[Paper Supply] Screen" (P.113).

Checking the Remaining Amount of Paper in a Tray

The icon displayed in a tray allows you to check the remaining amount of paper loaded in the tray.



You can view the icons to check the remaining amount of paper in a tray.

: Indicates that the remaining amount of paper is 25 to 100 %.

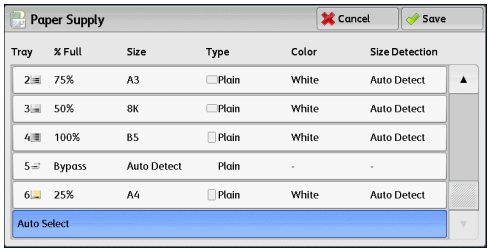
: Indicates that the remaining amount of paper is 25 % or less.

: Indicates that the tray has run out of paper, or no paper is loaded in the tray.

[Paper Supply] Screen

This screen allows you to select a paper tray from all trays available on the machine.

1 Select a paper tray.



Note • Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

■ Tray

Allows you to select a paper tray. When [Bypass] is selected, the [Tray 5] screen is displayed where you can specify a paper type other than plain paper, and non-standard size paper.

For more information, refer to "[Tray 5] Screen" (P.114).

Note • Trays 3, 4, and 6 are optional.

■ % Full

Displays the remaining amounts of paper loaded in trays.

■ Size

Displays paper sizes.

■ Type

Displays paper types.

■ Color

Displays paper colors.

For information on how to set [Paper Color], refer to "5 Tools" > "Common Service Settings" > "Paper Tray Settings" > "Paper Tray Attributes" in the Administrator Guide.

■ Size Detection

Displays how the machine detects a paper size.

For information on how to set [Size Detection], refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

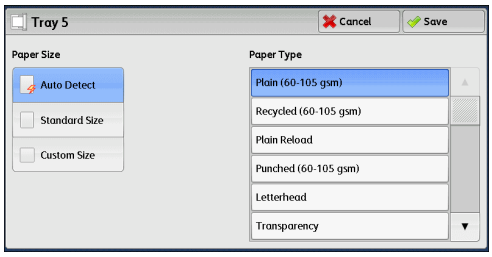
[Tray 5] Screen

Set the paper loaded in Tray 5.

The [Tray 5] screen appears when you load paper in Tray 5.

For information on paper that can be loaded in Tray 5, refer to "2 Paper and Other Media" > "Paper Types" in the Administrator Guide.

1 Select a paper size and a paper type.



Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- [Auto Detect] is available only when standard sized paper is loaded.

■ Paper Size

Select from [Auto Detect], [Standard Size], and [Custom Size].

When you select [Auto Detect], the paper size is identified automatically.

When you select [Standard Size] or [Custom Size], refer to "When [Standard Size] is Selected" (P.114) or "When [Custom Size] is Selected" (P.114), respectively.

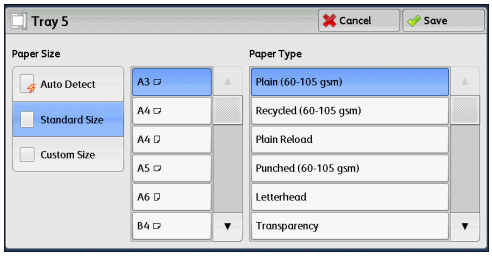
■ Paper Type

Select a paper type.

When [Standard Size] is Selected

Select [Standard Size], and from the lists displayed, select a paper size and then a paper type.

1 Select a paper size and a paper type.



Note

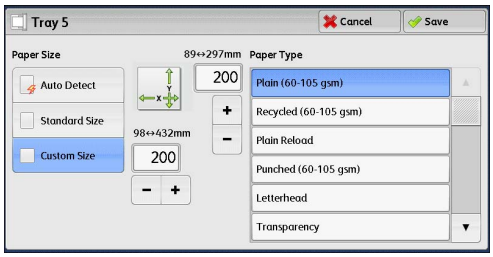
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

When [Custom Size] is Selected

Enter the width and length of the original document on the fields displayed after selecting [Custom Size].

Specify the X (width) in the range from 98 to 432 mm, and the Y (length) in the range from 89 to 297 mm in 1 mm increments.

1 Enter a paper size using [+] and [-] or the numeric keypad.



2 Select a paper type.

Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

2 Sided Copying (Making 2 Sided Copies)

This feature is the same as [2 Sided Copying] on the [Layout Adjustment] screen.

For more information, refer to "2 Sided Copying (Making 2 Sided Copies)" (P.107).

Original Type (Selecting the Document Type)

This feature is the same as [Original Type] on the [Image Quality] screen.

For more information, refer to "Original Type (Selecting the Document Type)" (P.116).

Copy Output (Specifying Finishing Options)

This feature is the same as [Copy Output] on the [Output Format] screen.

For more information, refer to "Copy Output (Specifying Finishing Options)" (P.154).

Pages per Side (Copying Multiple Pages onto One Sheet)

This feature is the same as [Pages per Side] on the [Output Format] screen.

For more information, refer to "Pages per Side (Copying Multiple Pages onto One Sheet)" (P.137).

Lighten/Darken (Adjusting the Copy Density)

This feature allows you to select a copy-density level from seven levels.

Note
- [Lighten/Darken] on the [Copy], [Image Quality] and [Simple Copy] screens is the same.

1 Use [◀] and [▶] to select from seven density levels.

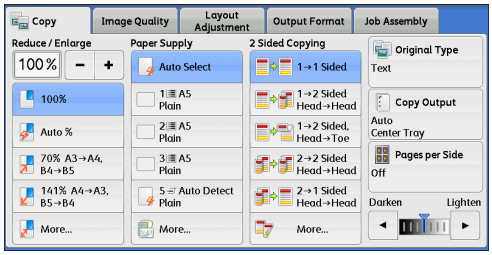
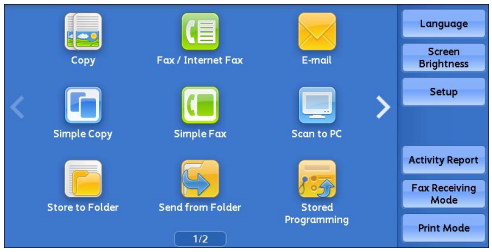


Image Quality

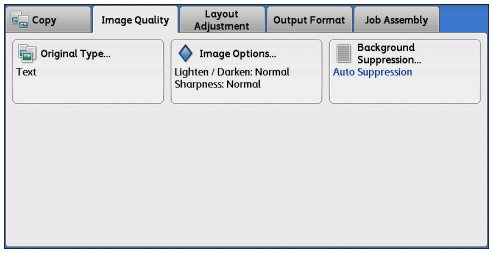
The section describes the features you can select on the [Image Quality] screen. The following shows the reference section for each feature.

Original Type (Selecting the Document Type)....116
Image Options (Adjusting Copy Density/Sharpness of Images)....117
Background Suppression (Erasing the Background Color of Documents)....117

1 Select [Copy] on the Services Home screen.



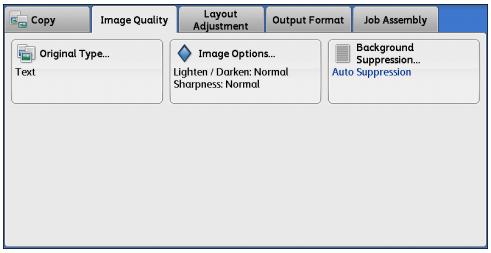
2 Select a feature on the [Image Quality] screen.



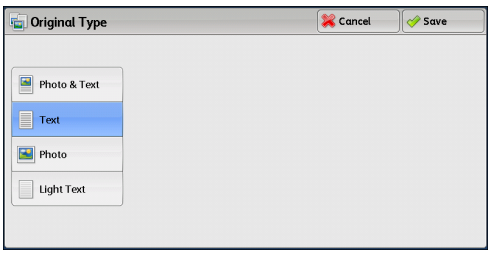
Original Type (Selecting the Document Type)

This feature allows you to select the type of documents, such as text and photos. By selecting a document type, you can make copies at optimum image quality.

1 Select [Original Type].



2 Select the original type.



■ **Photo & Text**

Select this option to make copies of documents containing both texts and photos. The machine automatically distinguishes the text and photo areas and sets the appropriateimage quality for each area of the document.

■ **Text**

Select this option to make sharp copies of text. This option is suitable for graphs andillustrations.

■ Photo

Select this option to make copies of photos.

■ Light Text

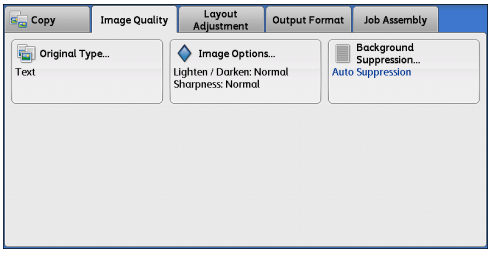
Select this option for text that requires enhancement, such as handwritten pencil text.

Image Options (Adjusting Copy Density/Sharpness of Images)

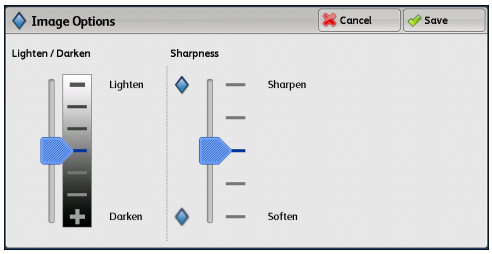
This feature allows you to adjust the copy density and sharpness levels.

Note • [Lighten/Darken] under [Image Options] is the same as [Lighten/Darken] on the [Copy] screen.

1 Select [Image Options].



2 Adjust the copy density, and sharpness.



■ Lighten/Darken

Allows you to select from seven copy density levels between [Lighten] and [Darken].

Moving the arrow mark to the upper position makes the copy density lighter, and moving to the lower position makes darker.

■ Sharpness

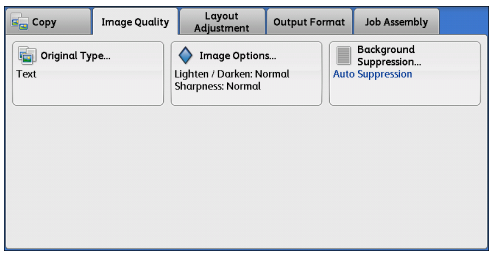
Allows you to select from five sharpness levels between [Soften] and [Sharpen].

Selecting an upper cell on the bar makes the contours of images sharper, and selecting a lower cell makes softer.

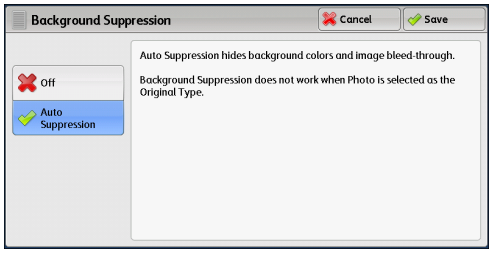
Background Suppression (Erasing the Background Color of Documents)

This feature allows you to suppress the background color of documents, such as newspaper and colored paper.

1 Select [Background Suppression].



2 Select [Auto Suppression].



■ **Off**

Scans the document backgrounds with no filtering.

■ **Auto Suppression**

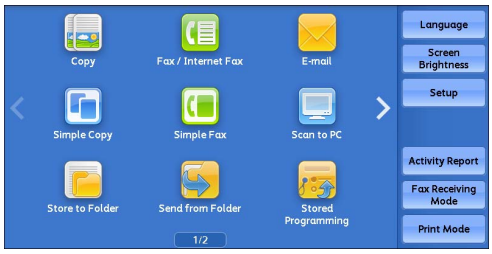
Suppresses the background of a document printed on colored paper, such as newspaper.

Layout Adjustment

This section describes the features you can select on the [Layout Adjustment] screen. The following shows the reference section for each feature.

2 Sided Copying (Making 2 Sided Copies) 119
Book Copying (Copying Facing Pages onto Separate Sheets) 121
2 Sided Book Copying (Making 2 Sided Copies of Facing Pages) 122
Original Size (Specifying the Scan Size for the Document) 123
Mixed Size Originals (Scanning Different Size Documents Simultaneously) 124
Edge Erase (Erasing Edges and Margin Shadows of the Document) 125
Image Shift (Adjusting the Image Position) 127
Invert Image (Making Reversed Copies of Images) 129
Original Orientation (Specifying the Orientation of Loaded Documents) 129
Image Rotation (Changing the Orientation of Images) 130

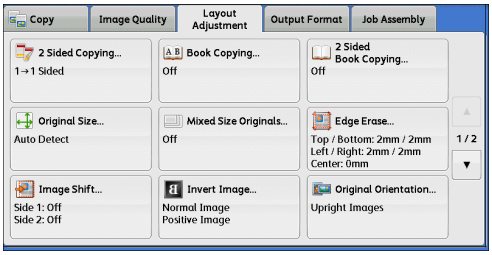
1 Select [Copy] on the Services Home screen.

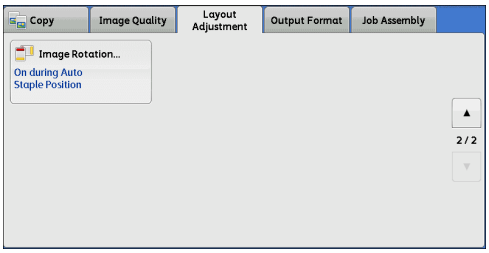


2 Select a feature on the [Layout Adjustment] screen.

Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

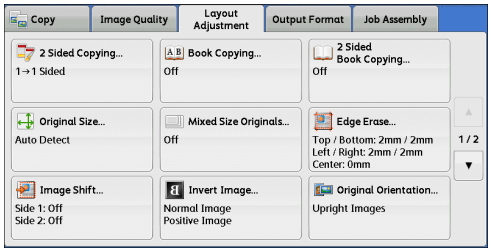




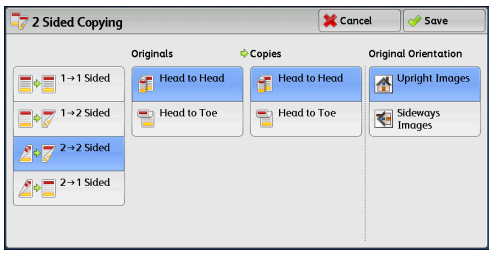
2 Sided Copying (Making 2 Sided Copies)

This feature allows you to make copies of 1-sided and 2-sided documents on one side or both sides of paper.

1 Select [2 Sided Copying].



2 Select any option.



■ 1 → 1 Sided

Makes a copy of a 1-sided document on one side of paper.

■ 1 → 2 Sided

Makes a copy of a 1-sided document on both sides of paper.

Select this option when you copy 1-sided documents on both sides of paper.

■ 2 → 2 Sided

Makes a copy of a 2-sided document on both sides of paper.

■ 2 → 1 Sided

Makes a copy of a 2-sided document on one side of paper.

■ Originals

This option is displayed when you select [2 → 2 Sided] or [2 → 1 Sided].

- Head to Head

  Select this option when the front and back sides of the document are in the same orientation.

- Head to Toe

  Select this option when the front and back sides of the document are in opposite orientations.

■ Copies

This option is displayed when you select [1 → 2 Sided] or [2 →2 Sided].

- Head to Head

  Select this option when you want the orientation of the front and back sides of the copy to be the same as that of the document.

- Head to Toe

  Select this option when you want the orientation of the front and back sides of the copy to be the opposite of that of the document.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

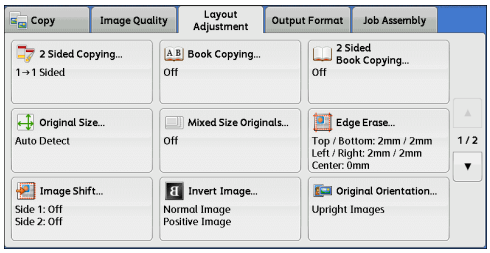
  Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

Book Copying (Copying Facing Pages onto Separate Sheets)

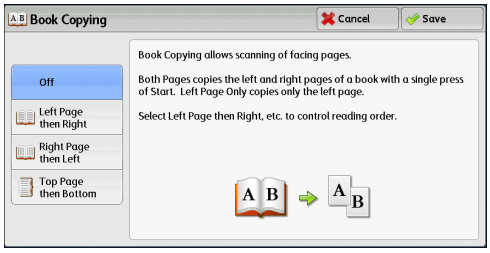
This feature allows you to copy facing pages of a document on separate sheets of paper in page order.
This is useful when you need to make separate copies of facing pages of a bound document such as a booklet.

Note
- You cannot use the document feeder with this feature.
- A non-standard size document or undetectable-size document may not be separated into two accurately.

1 Select [Book Copying].



2 Select any option.

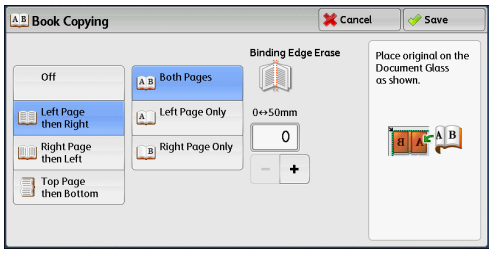


■ Off

Does not copy as a bound document.

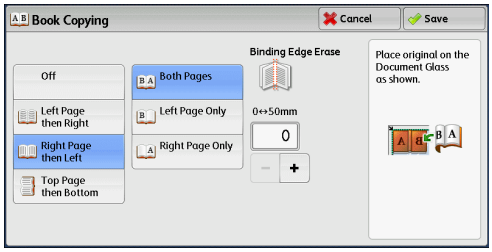
■ Left Page then Right

Copies the left page and then the right page of facing pages.



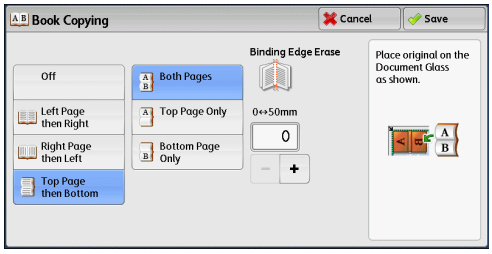
■ Right Page then Left

Copies the right page and then the left page of facing pages.



■ **Top Page then Bottom**

Copies the top page and then the bottom page of facing pages.



■ **Both Pages**

Copies both pages in page order.

■ **Left Page Only**

Copies the left page only. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ **Right Page Only**

Copies the right page only. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ **Top Page Only**

Copies the top page only. You can select this option when [Top Page then Bottom] is selected.

■ **Bottom Page Only**

Copies the bottom page only. You can select this option when [Top Page then Bottom] is selected.

■ **Binding Edge Erase**

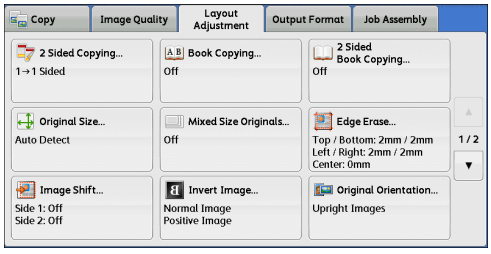
Erases the shadow from the center section of the document. You can set the binding erase width in the range from 0 to 50 mm in 1 mm increments.

2 Sided Book Copying (Making 2 Sided Copies of Facing Pages)

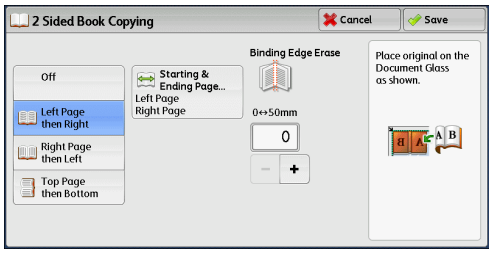
This feature allows you to assign pages when making copies of facing pages in a bound document such as a booklet so that pages face each other in the same way as the document. You can also specify the starting and ending pages from the left and right of facing pages.

Note
- A non-standard size document or undetectable-size document may not be separated into two accurately.
- Use the document glass to load a document.

1 Select [2 Sided Book Copying].



2 Select any option.



■ **Off**

Disables this feature.

■ **Left Page then Right**

Scans the left page and then the right page of facing pages, to make 2-sided copies.

■ Right Page then Left

Scans the right page and then the left page of facing pages, to make 2-sided copies.

■ Top Page then Bottom

Scans the top page and then the bottom page of facing pages, to make 2-sided copies.

■ Starting & Ending Page

Displays the [Starting & Ending Page] screen.

Refer to "[Starting & Ending Page] Screen" (P.123).

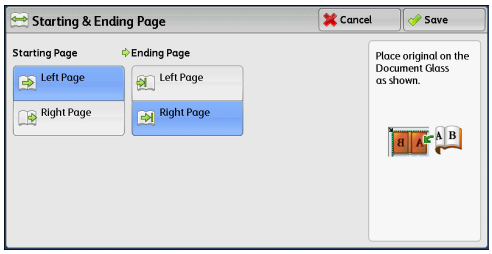
■ Binding Edge Erase

Erases the shadow from the center section of the document. You can set the binding erase width in the range from 0 to 50 mm in 1 mm increments.

[Starting & Ending Page] Screen

This screen allows you to set the starting and ending pages to be copied.

1 Set [Starting Page] and [Ending Page].



■ Starting Page

- [Left Page] / [Right Page]

  You can select these options when [Left Page then Right] or [Right Page then Left] is selected.

- [Top Page] / [Bottom Page]

  You can select these options when [Top Page then Bottom] is selected.

■ Ending Page

- [Left Page] / [Right Page]

  You can select these options when [Left Page then Right] or [Right Page then Left] is selected.

- [Top Page] / [Bottom Page]

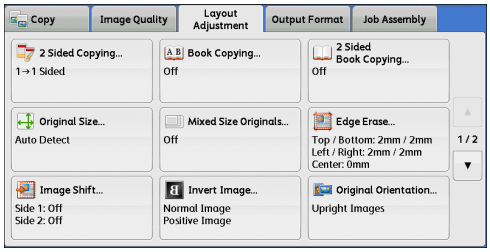
  You can select these options when [Top Page then Bottom] is selected.

Original Size (Specifying the Scan Size for the Document)

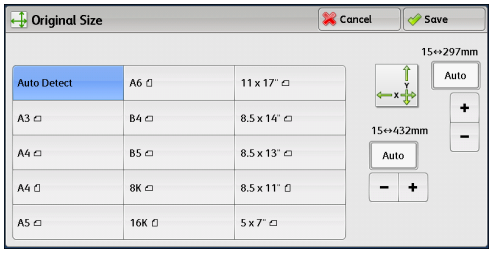
This feature allows you to specify the scan size for a document.

Use this feature when a document is a non-standard size, or when you want to copy a document at a size different from the original size. You can also add margins, or delete unnecessary margins using this feature.

1 Select [Original Size].



2 Select the size of the document.
If you select a non-standard size, specify values for the X and Y directions.



■ Auto Detect

Detects the document size automatically. The following table shows the document sizes that can be detected automatically.

Detects the document size automatically. The following table shows the document sizes that can be detected automatically.

	Document Feeder	Document Glass
Auto-detectable Document Sizes	B5, B5□, B4, A5, A5□, A4, A4□, A3, 8.5 x 11", 8.5 x 11"□, 11 x 17", 16K□, 8K	B6, B5, B5□, B4, A6, A5, A5□, A4, A4□, A3

Note • If the document size cannot be detected automatically, a screen to enter the document size appears.

The document sizes that can be automatically detected depend on [Paper Size Settings] in the System Administration mode. For more information, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

■ Standard Size

Select a document size from preset options.

You can change the sizes displayed on the screen. For information on the settings, refer to "5 Tools" > "Copy Service Settings" > "Original Size Defaults" in the Administrator Guide.

■ Variable Size

Enter the desired scan size when scanning a non-standard size document or when making copies at a size different from the original document size. You can specify a value in the range from 15 to 432 mm for the width (X), and a value in the range from 15 to 297 mm for the length (Y), in 1 mm increments. To help you specify values, use the scales attached on the upper and left edges of the document glass.

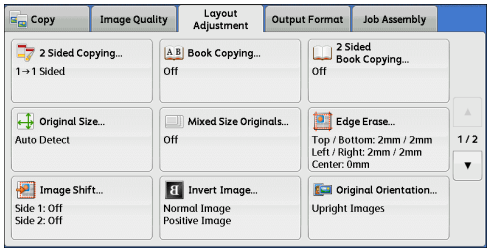
Important • When the document is loaded in the document feeder, the base point in the Y (length) direction is the center of the edge. If you specify 100 mm, the scan length will be from 50 mm above to 50 mm below the center of the document.

Mixed Size Originals (Scanning Different Size Documents Simultaneously)

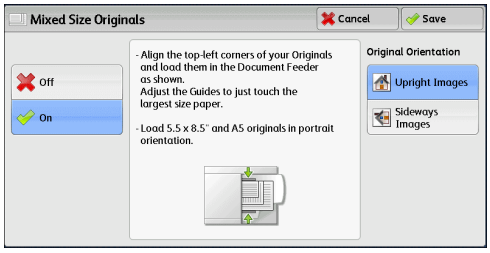
You can scan documents of various sizes simultaneously and make copies of the corresponding sizes or of one selected size. To use this feature, load the documents in the document feeder.

Important • Load documents in landscape orientation. However, always load A5 documents in portrait orientation.
• When loading B5 documents together with A3 documents loaded in landscape orientation or A4 documents loaded in portrait orientation, load B5 documents in portrait orientation.
• If the top left corners of the documents are not aligned properly, the documents may not be scanned correctly.
• The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If another combination of document sizes is used, the documents can be fed at an angle and may not be copied properly.

1 Select [Mixed Size Originals].



2 Select [On].



■ **Off**

Select this option when copying documents of the same size.

■ **On**

When documents of different sizes are copied, the machine automatically detects the size of each document.

■ **Original Orientation**

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note
- The [Original Orientation] setting is based on the orientation of the first page of a document. Load the second and subsequent pages of the document based on this setting.
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

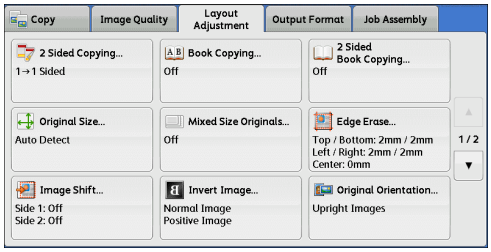
Edge Erase (Erasing Edges and Margin Shadows of the Document)

When you copy a document with the document cover open or when you copy a book, the edges and center margin of the document may be printed as black shadows. The Edge Erase feature allows you to erase such shadows.

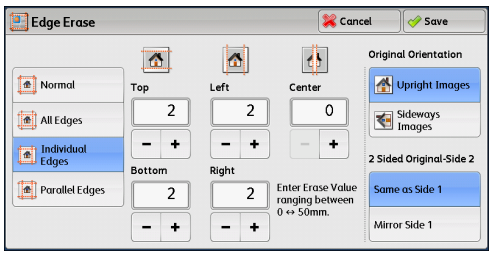
Note
- For 2-sided originals, the same edge erase amounts are set for the front and back sides.
- If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you specified.
- The binding shift specified in [Booklet Creation] will not affect the edge erase amounts.
- If the original document is placed on the document glass and [1→2 Sided] is selected when using 2 Sided Copying feature, symmetrical edge erase amounts on both sides are not applied to output even if [Individual Edges] is specified and [Mirror Side 1] is selected as [2 Sided Original - Side 2] option. To apply symmetrical edge erase amounts on both sides, select [2→2 Sided] for 2 Sided Copying operation.

Even when the edge erase amount is set to 0 mm, full page copying cannot be made. For information on the areas that can actually be printed, refer to "16 Appendix" > "Printable Area" in the Administrator Guide.

1 Select [Edge Erase].



2 Select any option.



■ **Normal**

The edge width to erase is set to 2 mm for the top and bottom, and left and right edges.

■ **All Edges**

Erases the shadows of the four edges of a document, as well as the shadow in the center of the document if it is a bound document or a booklet. You can specify values for [All Edges] and [Center] individually.

■ **Individual Edges**

Erases the shadows of the top, bottom, left, and right edges of a document, as well as the shadow in the center of the document if it is a bound document or a booklet. You can specify values for [Top], [Bottom], [Left], [Right], and [Center] individually.

■ **Parallel Edges**

Erases the shadows of the top and bottom edges, and left and right edges of a document, as well as the shadow in the center of the document if it is a bound document or a booklet. You can specify values for [Top & Bottom], [Left & Right], and [Center] individually.

■ **Erase Value**

Allows you to specify values to erase the edges of a document.

- All Edges

  Erases the shadows of the four edges of the document according to the orientation of the loaded document. You can specify the edge width you want to erase in the range from 0 to 50 mm in 1 mm increments.

- Top & Bottom (Top/Bottom)

  Erases the shadows of top and bottom edges of the document according to the orientation of the loaded document. You can specify the edge width you want to erase in the range from 0 to 50 mm in 1 mm increments.

- Left & Right (Left/Right)

  Erases the shadows of left and right edges of the document according to the orientation of the loaded document. You can specify the edge width you want to erase in the range from 0 to 50 mm in 1 mm increments.

- Center

  Erases the shadow in the center of facing pages of a bound document or a booklet. You can set the binding erase width in the range from 0 to 50 mm in 1mm increments.

■ **Original Orientation**

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

■ 2 Sided Original - Side 2

You can select this option when [Individual Edges] is selected. Set whether the same value is set to the edge erase amount of Side 1 and Side 2.

- Same as Side 1

  The same value is set to the edge erase amount of Side 1 and Side 2.

- Mirror Side 1

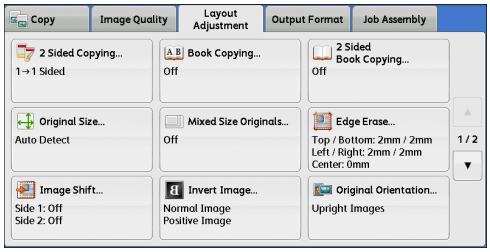
  The edge erase amounts of Side 1 and Side 2 are set symmetrically.

Image Shift (Adjusting the Image Position)

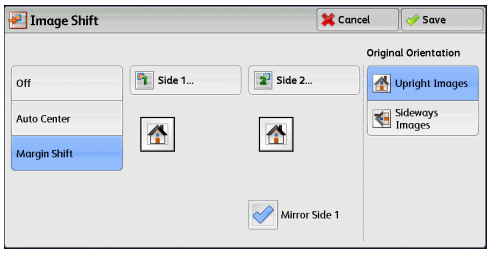
This feature allows you to shift the position of document images so that the images are placed on the left, right, top, bottom, or center of paper. You can also adjust the amounts of the left, right, top, and bottom margins. If you make 2-sided copies, you can adjust the image positions for Side 1 and Side 2 individually.

Note • The image shift amount is set in accordance with the paper, and does not affect the setting made in [Reduce/Enlarge].

1 Select [Image Shift].



2 Select any option.



■ Off

Does not shift the position of document images.

■ Auto Center

Shifts document images so that they are placed in the center of paper.

■ Margin Shift

Allows you to specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

- Side 1

  Displays the [Image Shift - Side 1] screen.

Refer to "[Image Shift - Side 1] Screen" (P.128).

- Side 2

  Displays the [Image Shift - Side 2] screen.

Refer to "[Image Shift - Side 2] Screen" (P.128).

- Mirror Side 1

  Select this check box when you want the positioning of Side 2 to match the positioning of Side 1.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

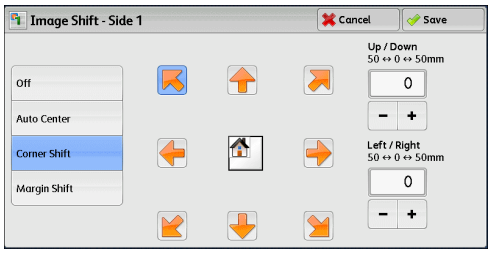
- Sideways Images

  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

[Image Shift - Side 1] Screen

This screen allows you to set the image shift for Side 1.

1 Select any option.



■ Off

Does not shift the position of document image.

■ Auto Center

Shifts document images so that they are placed in the center of paper.

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

■ Corner Shift

Shifts document images so that they are placed at an edge or corner of paper. You can select from 8 shift directions.

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

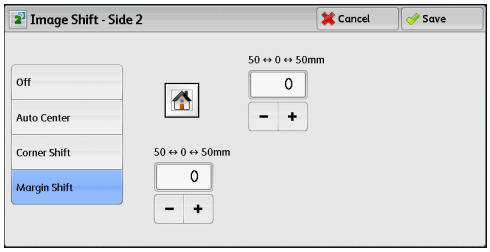
■ Margin Shift

Allows you to specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

[Image Shift - Side 2] Screen

This screen allows you to set the image shift for Side 2.

1 Select any option.



■ **Off**

Does not shift the position of document image.

■ **Auto Center**

Shifts document images so that they are placed in the center of paper.

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

■ **Corner Shift**

Shifts document images so that they are placed at an edge or corner of paper. You can select from 8 shift directions.

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

■ **Margin Shift**

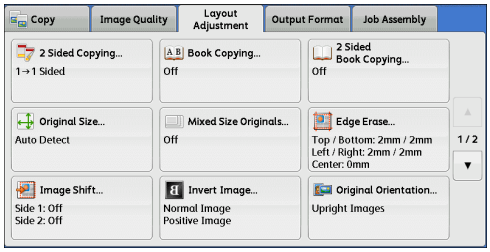
Allows you to specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

Invert Image (Making Reversed Copies of Images)

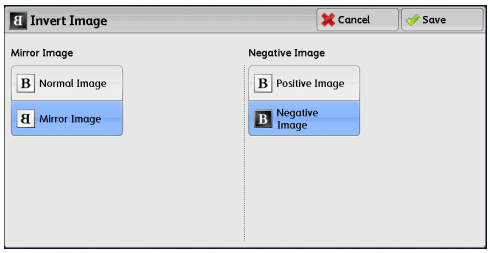
This feature allows you to reverse the left and right sides of the document image or to create a negative image of the document when making copies.

Note • When [Negative Image] and [Edge Erase] are set simultaneously, the edge erase area turns to white.

1 Select [Invert Image]. l



2 Select any option.



■ **Mirror Image**

Reverses the left and right sides of the document image.

■ **Negative Image**

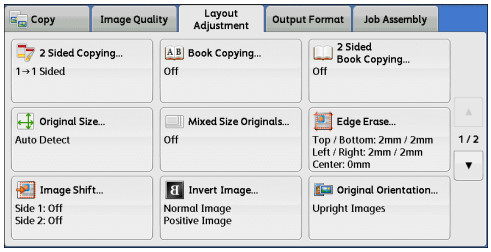
Reverses the density (contrast) of the documentimage.

Original Orientation (Specifying the Orientation of Loaded Documents)

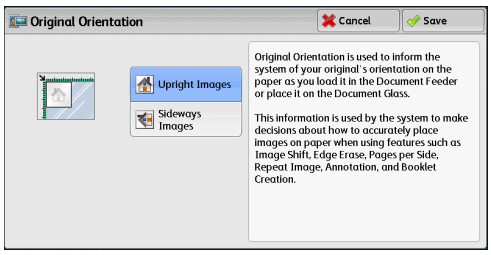
This feature allows you to specify the orientation of a document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

1 Select [Original Orientation].



2 Select [Upright Images] or [Sideways Images] according to the orientation of the document loaded.



■ **Upright Images**

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

■ **Sideway Images**

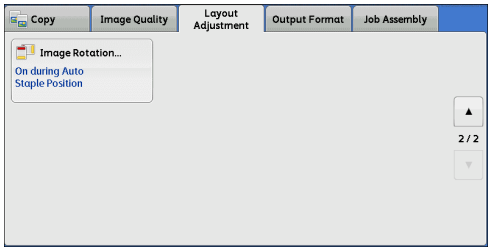
Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

Image Rotation (Changing the Orientation of Images)

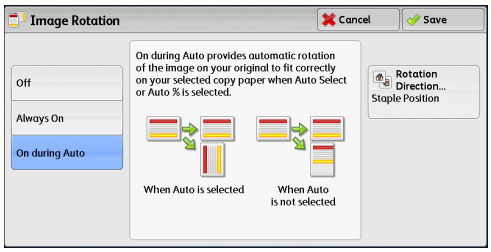
If the orientation of the paper currently loaded in the tray differs from that of the document loaded, the machine automatically rotates the document image so that the orientation of the image matches that of the paper. You can also select a reference position for image rotation if documents are of mixed orientations.

This feature is available only when you make copies on A4, 8.5 x 11", or smaller size paper.

1 Select [Image Rotation].



2 Select any option.



■ **Off**

Copies documents as they are, even if the orientation of the images does not match that of the paper.

■ **Always On**

Automatically rotates document images so that the orientation of the images matches that of the paper.

■ **On during Auto**

Automatically rotates document images so that the orientation of the images matches that of the paper only when [Auto %] is selected in [Reduce/Enlarge], or when [Auto Select] is selected in [Paper Supply].

■ Rotation Direction

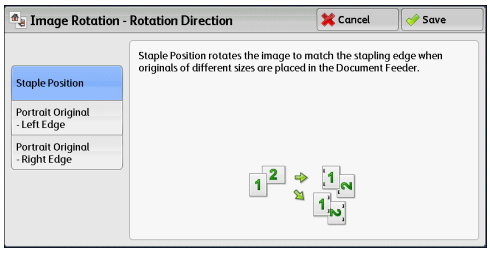
Displays the [Image Rotation - Rotation Direction] screen.

Refer to "[Image Rotation - Rotation Direction] Screen" (P.131).

[Image Rotation - Rotation Direction] Screen

This screen allows you to set the reference position for rotation.

1 Select any option.



■ Staple Position

This option is displayed when the finisher is installed. If documents are of mixed orientations, the images will be rotated to match the stapling edge specified in the settings of the Staple feature.

■ Portrait Original - Left Edge

If documents are of mixed orientations, the images will be rotated so that the top edge of landscape documents is aligned with the left edge of portrait documents.

■ Portrait Original - Right Edge

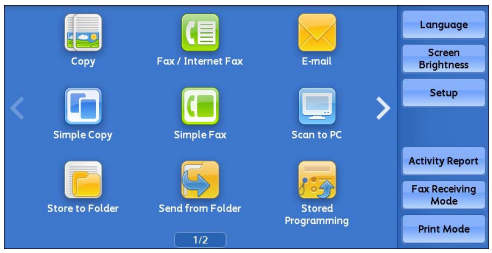
If documents are of mixed orientations, the images will be rotated so that the top edge of landscape documents is aligned with the right edge of portrait documents.

Output Format

This section describes the features you can select on the [Output Format] screen. The following shows the reference section for each feature.

2 Sided Copying (Making 2 Sided Copies) 132
Booklet Creation (Creating a Bound Booklet) 133
Covers (Attaching Covers to Copies) 136
Pages per Side (Copying Multiple Pages onto One Sheet) 137
Poster (Making Enlarged Copies Spread over Multiple Sheets) 138
Repeat Image (Making Multiple Copies on One Sheet) 139
Annotations (Adding a Comment/a Date/Page Numbers to Copies) 140
Watermark (Printing Control Numbers on the Background of Copies) 146
Secure Watermark (Managing Document Security) 148
Folding (Outputting Bi-Folded/Tri-Folded Paper) 150
Preset Repeat Image (Making Multiple Copies on a Single Sheet) 151
Transparency Options (Inserting Blank Sheets between Transparencies) 152
Copy Output (Specifying Finishing Options) 154
ID Card Copy (Copying Both Sides of an ID Card) 158

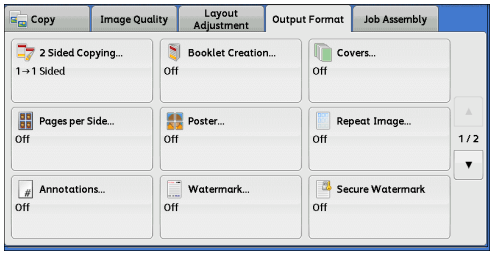
1 Select [Copy] on the Services Home screen.

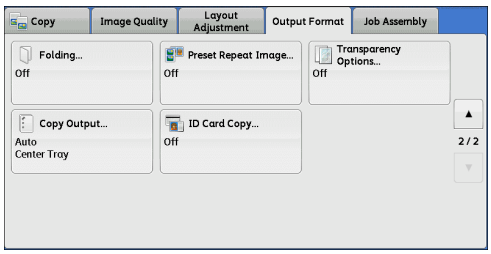


2 Select a feature on the [Output Format] screen.

Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).





2 Sided Copying (Making 2 Sided Copies)

This feature is the same as [2 Sided Copying] on the [Layout Adjustment] screen.

For more information, refer to "2 Sided Copying (Making 2 Sided Copies)" (P.107).

Booklet Creation (Creating a Bound Booklet)

This feature lays out pages so that booklets are formed when the output sheets are folded in half. You can also set the binding shift and attach a cover when making booklets.

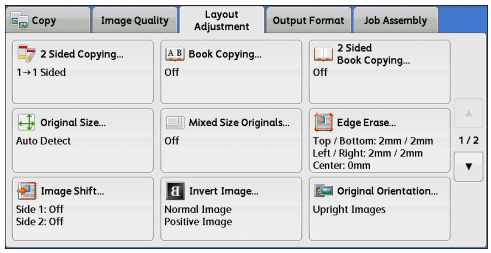
When the C3 Finisher with Booklet Maker (optional) is installed, you can also fold the output sheets in half, or staple the folded output sheets.

When the Booklet Maker Unit for Finisher-B1 (optional) is installed, you can also crease the output sheets in half, or staple the creased output sheets.

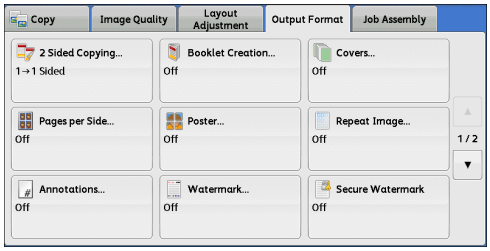
Important
- Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.
- When the Finisher-B1 is installed, do not remove outputs from the finisher tray until all the output sheets have been delivered.

Note
- The machine copies four pages of the document onto one sheet of paper. If the number of pages in the booklet is not a multiple of four, the remaining pages will be output as blank pages.
- If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting if necessary. For information on [Auto Paper Off], refer to "5 Tools" > "Copy Service Settings" > "Copy Control" in the Administrator Guide.
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

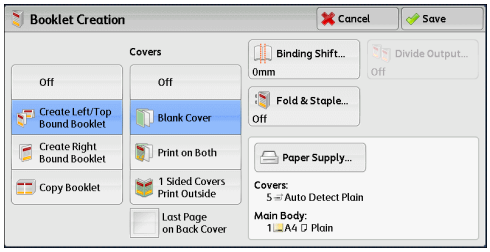
1 Specify the orientation of the document in [Original Orientation] on the [Layout Adjustment] screen.



2 Select [Booklet Creation] on the [Output Format] screen.



3 Select any option.



■ Off

Disables this feature.

■ Create Left/Top Bound Booklet

Copies are made to enable left binding or top binding.

■ Create Right Bound Booklet

Copies are made to enable right binding.

■ Copy Booklet

You can output the copies of scanned documents as they are by specifying [Fold & Staple]. Select this option when you do not need a document to be copied in booklet page order.

Note
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

■ **Covers**

You can attach covers to a booklet.

- Off

  No cover is attached.

- Blank Cover

  A blank sheet of paper is attached as the cover.

- Print on Both

  The first and second pages of the document are copied on both sides of the cover.

- 1 Sided Covers Print Outside

  The first and the last pages of the document is copied on the front side of the cover.

- Last Page on Back Cover

  Select this check box to copy the image of the last document page onto the last page of the copy sheets as a back cover. When you use [Divide Output] to divide a booklet into subsets, the image of the last document page will be copied onto the last page of the last subset.

Note • Depending on the number of pages in the original document, a blank page may be inserted before the last page of a booklet.

■ **Binding Shift**

Displays the [Booklet Creation - Binding Shift] screen.

Refer to "[Booklet Creation - Binding Shift] Screen" (P.134).

■ **Divide Output**

Displays the [Booklet Creation - Divide Output] screen.

Refer to "[Booklet Creation - Divide Output] Screen" (P.135).

■ **Fold & Staple**

Displays the [Booklet Creation - Fold & Staple] screen.

Refer to "[Booklet Creation - Fold & Staple] Screen" (P.135).

Note • This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

■ **Paper Supply**

Displays the [Booklet Creation - Paper Supply] screen.

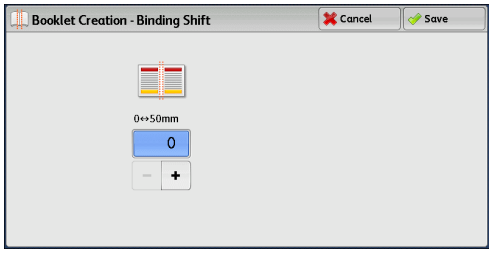
Select the tray to be used for body pages from [Main Body Tray], and the tray for cover pages from [Cover Tray]. Select the same size of paper for [Main Body Tray] and [Cover Tray], and also select the trays with paper loaded in landscape orientation (⧉).

When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.114).

[Booklet Creation - Binding Shift] Screen

This screen allows you to specify the binding shift value in the range from 0 to 50 mm in 1 mm increments.

1 Use [+] and [-] or the numeric keypad to specify a binding shift value.



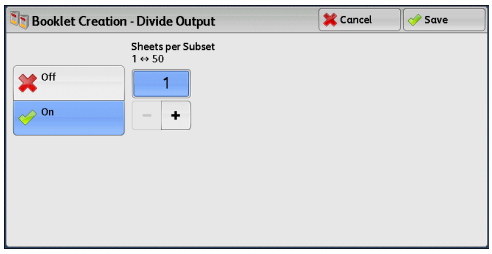
[Booklet Creation - Divide Output] Screen

When you have a large number of originals, the originals are divided to create subsets to reduce the thickness of each booklet. The machine folds copies in half, and piles them up to form a booklet.

You can specify the number of sheets in the range from 1 to 50 in 1 sheet increments.

Note • When you specify the stapling feature, specify the dividing number of sheets in the range from 1 to 15.

1 Select [On].

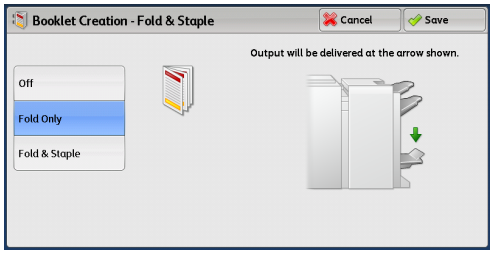


2 Specify the number of sheets per subset using [+] and [-] or the numeric keypad.

[Booklet Creation - Fold & Staple] Screen

When the Booklet Maker Unit for Finisher-B1 (optional) or the C3 Finisher with Booklet Maker (optional) is installed, [Fold Only] and [Fold & Staple] become available.

1 Select any option.



■ Off

No finishing is carried out.

■ Fold Only

- When the Booklet Maker Unit for Finisher-B1 (optional) is installed:

  The copies are creased in half. The number of copies that can be creased is up to 5. When the number is more than 5, the document is divided by every 5 sheets.

- When the C3 Finisher with Booklet Maker (optional) is installed:

  The copies are folded in half. The number of copies that can be folded is up to 5. When the number is more than 5, the document is divided by every 5 sheets.

■ Fold & Staple

- When the Booklet Maker Unit for Finisher-B1 (optional) is installed:

  The copies are creased in half and stapled at the center. The number of copies that can be creased and stapled is 2 to 15.

- When the C3 Finisher with Booklet Maker (optional) is installed:

The copies are folded in half and stapled at the center. The number of copies that can be folded and stapled is 2 to 16.

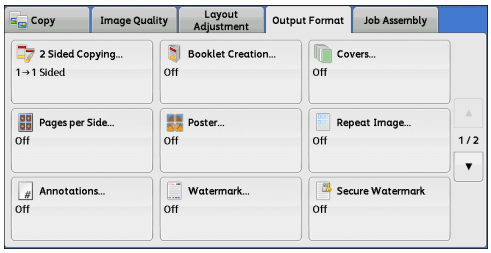
For the paper type and the number of sheets that can be stapled using the finisher, refer to "16 Appendix" > "The Paper Type and the Number of Sheets That Can Be Stapled" in the Administrator Guide.

Covers (Attaching Covers to Copies)

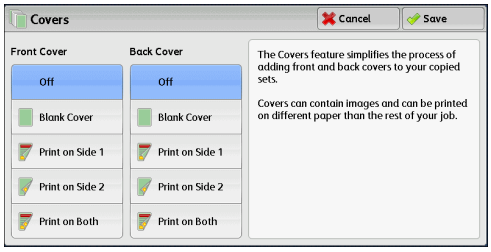
This feature allows you to attach covers to copies.

You can use different types of paper (such as colored paper and heavyweight paper) as the front and back covers of copies.

1 Select [Covers].



2 Select any option.



■ Front Cover

Attaches a front cover to the copies.

- Off

  No front cover is attached.

- Blank Cover

  Blank sheets of paper are attached as front covers.

- Print on Side 1

  The first page of the document is copied on the front side of the front cover.

- Print on Side 2

  The first page of the document is copied on the back side of the front cover.

- Print on Both

  The first and second pages of the document are copied on the front and back sides of the front cover.

■ Back Cover

Attaches a back cover to the copies.

- Off

  No back cover is attached.

- Blank Cover

  Blank sheets of paper are attached as back covers.

- Print on Side 1

  The first page of the document is copied on the front side of the back cover.

- Print on Side 2

  The first page of the document is copied on the back side of the back cover.

- Print on Both

  The first and second pages of the document are copied on the front and back sides of the back cover.

■ **Paper Supply**

Displays the [Covers - Paper Supply] screen.

Select a tray to be used.

- Front Cover Tray

  Select the tray used for front covers.

- Back Cover Tray

  Select the tray used for back covers.

- Main Body Tray

  Select the tray used for the body pages of the document.

When you use the bypass tray, select [Bypass] on the [Covers - Paper Supply] screen. When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.114).

Note
- If [Covers] is set, [Auto Detect] cannot be selected in [Tray 5].
- If other than [Off] is selected in [Covers], [Auto Detect] cannot be selected in [Tray 5].

■ **Front Cover Quantity**

This option is displayed when you select [Blank Covers] in [Front Cover]. Specify the number of blank sheets to be used as front covers.

■ **Back Cover Quantity**

This option is displayed when you select [Blank Covers] in [Back Cover]. Specify the number of blank sheets to be used as back covers.

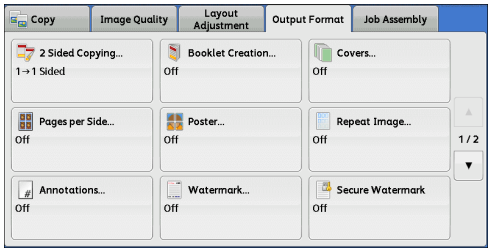
Pages per Side (Copying Multiple Pages onto One Sheet)

This feature allows you to copy two, four, or eight pages of a document together onto a single sheet of paper.

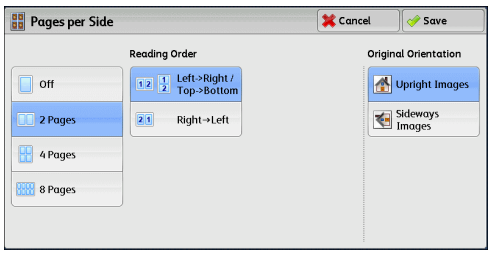
When you set [Pages per Side], [Auto %] is automatically selected in [Reduce/Enlarge]. The machine automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.

Note
- When you deselect [Auto %] in [Reduce/Enlarge] (when you select another copy ratio), image loss may occur depending on the image size of the document.
- When [Image Shift] is set, the image shift amounts are applied to the whole document. For this reason, image loss may occur depending on the image size of the document.
- When [Edge Erase] is set, the edge erase amounts are applied to each document page.
- Select a tray other than [Auto Select] in [Paper Supply] on the [Copy] screen. If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting as necessary. For information on [Auto Paper Off], refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "Auto Paper Off" in the Administrator Guide.

1 Select [Pages per Side].



2 Select any option.



■ **Off**

Disables this feature.

■ **2 Pages**

Copies two document pages onto one side of a single sheet of paper.

■ **4 Pages**

Copies four document pages onto one side of a single sheet of paper.

■ **8 Pages**

Copies eight document pages onto one side of a single sheet of paper.

■ **Reading Order**

Allows you to select how to lay out images on a page.

■ **Original Orientation**

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

Poster (Making Enlarged Copies Spread over Multiple Sheets)

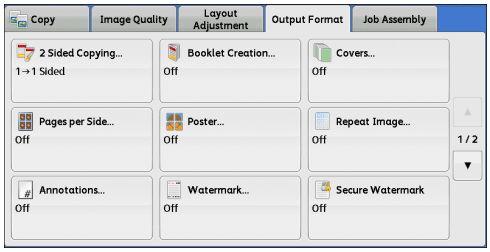
An enlarged copy of a document can be made spread over multiple sheets.

This feature allows you to create a large poster by pasting together the copies spread over multiple sheets. Copied sheets are provided with a paste margin so that they can be pasted together. The paste margin is fixed to 10 mm.

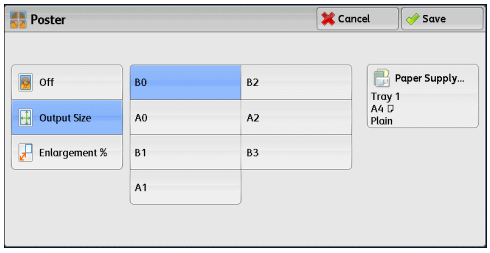
Important • Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.

Note • You cannot use the document feeder with this feature.

1 Select [Poster].



2 Select any option.



■ **Off**

No enlarged copies are made.

■ **Output Size**

Allows you to select the paper size.

■ **Enlargement %**

Refer to "When [Enlargement %] is Selected" (P.139).

■ **Paper Supply**

Displays the [Paper Supply] screen.

Select the paper tray to be used.

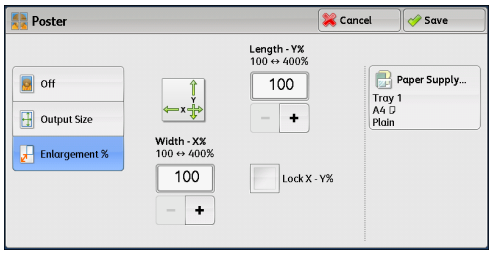
Note • When you use the bypass tray, select [Bypass] on the [Paper Supply] screen.

When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.114).

When [Enlargement %] is Selected

This screen allows you to specify a different ratio for the width and length.

1 Use [+] and [-] to specify the copy ratios for the width and length.



■ **Width - X% / Length- Y%**

Allows you to specify the copy ratios for the width and length in the range from 100 to 400 % in 1 % increments.

■ **Lock X - Y%**

Allows you to make the same ratio adjustment for the width and length at the same time.

Repeat Image (Making Multiple Copies on One Sheet)

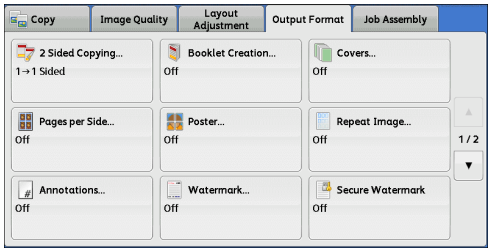
This feature allows you to copy a document image on one sheet of paper repeatedly for a specified number of times.

When [Reduce/Enlarge] is set to [Auto %], the repeated copies of the image are reduced to fit on the selected paper. You can also specify how the repeated copies of the image are arranged.

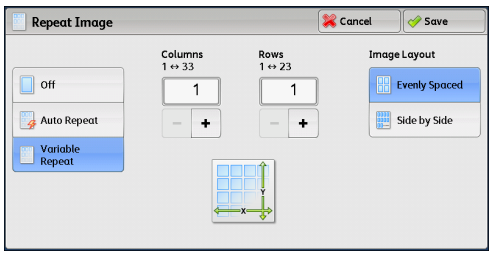
Note • When making copies at the same size as the document image, the number of repeats is specified so that the copies fit on the paper.

• If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting if necessary. For information on [Auto Paper Off], refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "Auto Paper Off" in the Administrator Guide.

1 Select [Repeat Image].



2 Select any option.



■ **Off**

Disables this feature.

■ **Auto Repeat**

Automatically determines the number of the repeated copies according to the document size, paper size, and copy ratio, and then repeatedly copies the document image onto the paper.

Note • Copies cannot be made when the document image is larger than the specified paper size.

■ **Variable Repeat**

Allows you to specify how many copies to place along each of the long and short edges of paper. You can specify a value between 1 and 23 in the Y direction, and a value between 1 and 33 in the X direction.

■ **Image Layout**

- Evenly Spaced

  The specified number of images are evenly arranged on the paper.

- Side by Side

  The specified number of images are arranged with no space on the paper.

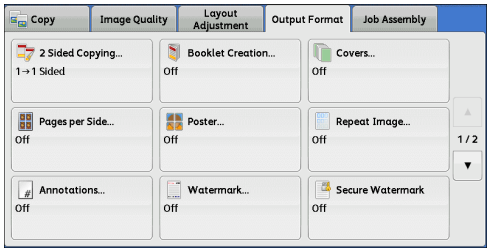
Annotations (Adding a Comment/a Date/Page Numbers to Copies)

This feature allows you to add a comment, date, and page numbers onto copies.

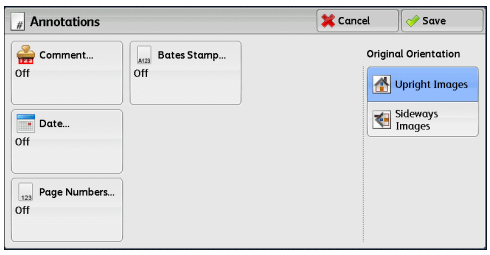
You can select a comment, date, and page numbers, and their print positions from preset formats.

Note
- The setting in [Reduce/Enlarge] does not affect the annotation image and text sizes.
- If you specify a comment, date, and page numbers together, make sure that their print positions do not overlap before making copies.
- When [Pages per Side] is set, an annotation is added to the combined image.
- When [Repeat Image] or [Booklet Creation] is set, an annotation is added to each copy image.
- If a layout template is specified in [Apply Layout Template to Copy/Print Jobs] under [Force Annotation] in the System Administration mode, the comment, date, and page number specified here are overlapped with the text on the layout template when printed. For information on [Force Annotation], refer to "5 Tools" > "Common Service Settings" > "Force Annotation" in the Administrator Guide.

1 Select [Annotations].



2 Select any option.



■ **Comment**

Displays the [Comment] screen.

Refer to "[Comment] Screen" (P.141).

■ **Date**

Displays the [Date] screen.

Refer to "[Date] Screen" (P.142).

■ **Page Numbers**

Displays the [Page Numbers] screen.

Refer to "[Page Numbers] Screen" (P.142).

■ **Bates Stamp**

Displays the [Bates Stamp] screen.

Refer to "[Bates Stamp] Screen" (P.144).

■ **Original Orientation**

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

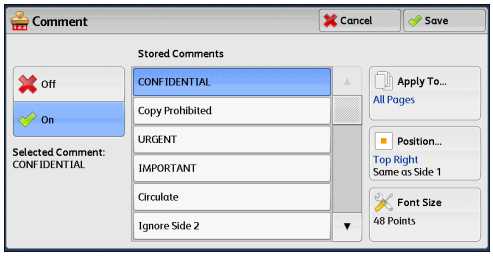
- Sideways Images

  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

[Comment] Screen

This screen allows you to select a comment style and its position.

1 Select any option.



■ **Off**

No comment is added.

■ **On**

A comment is added.

■ Stored Comments

Allows you to select comment text from eight preset options, or text set in the System Administration mode.

For information on how to register text, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Custom Watermark 1 to 3" in the Administrator Guide.

■ Apply To

Displays the [Apply Comment To] screen.

You can select whether to add a comment onto the first copy page only, or onto each copy page.

■ Position

Displays the [Comment - Position] screen.

You can select a comment position from nine options.
For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■ Font Size

Displays the [Comment - Font Size] screen.

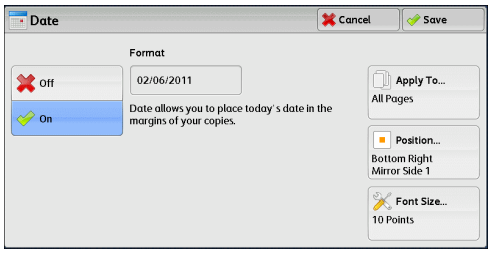
You can select a font size from three options, or can directly specify the size in the range from 6 to 64 points in 1 point increments.

[Date] Screen

This screen allows you to add a date onto copies. The date shows when you started copying the document.

You can change the date format. For more information, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Date Format" in the Administrator Guide.

1 Select any option.



■ Off

No date is added.

■ On

A date is added.

■ Apply To

Displays the [Apply Date To] screen.

You can select whether to add a date onto the first copy page only, or onto each copy page.

■ Position

Displays the [Date - Position] screen.

You can select a date position from six options.
For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■ Font Size

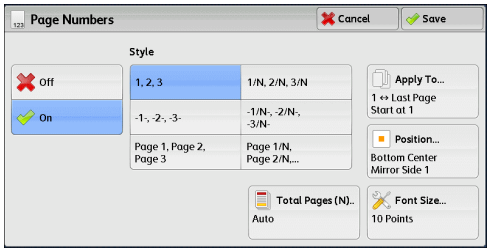
Displays the [Date - Font Size] screen.

You can select a date size from three options, or can directly specify a size in the range from 6 to 24 points in 1 point increments.

[Page Numbers] Screen

This screen allows you to select a page-number style and its position.

1 Select any option.



■ Off

No page number is added.

■ On

Page numbers are add onto copies.

■ Style

- 1, 2, 3

  Adds page numbers only.

- -1-, -2-, -3-

  Adds page numbers, and hyphens before and after each page number.
  (Example: -1-, -2-)

- Page 1, Page 2, Page 3

  Adds page numbers, and the text "Page" before each page number.
  (Example: Page 1, Page 2)

- 1/N, 2/N, 3/N

  Adds page numbers, and the total number of pages to the right of each page number.
  (Example: 1/50, 2/50)

  When you select [1/N, 2/N, 3/N], the value specified in [Total Page (N)] is used.

- -1/N-, -2/N-, -3/N-

  Adds page numbers followed by the total number of pages, and hyphens before and after the numbers.
  (Example: -1/50-, -2/50-)

  When you select [-1/N-, -2/N-, -3/N-], the value specified in [Total Page (N)] is used.

- Page 1/N, Page 2/N

  Adds page numbers followed by the total number of pages, and the text "Page" before each page number.

  When you select [Page 1/N, Page 2/N], the value specified in [Total Page (N)] is used.

- Total Pages (N)

  Displays the [Total Pages (N)] screen.

  - Auto
    Automatically calculates the total number of pages.
  - Enter Number
    Allows you to specify the total number of pages in the range from 1 to 999.

■ Apply To

Displays the [Apply Page Numbers To] screen.
Refer to "[Apply Page Numbers To] Screen" (P.144).

■ Position

Displays the [Page Numbers - Position] screen.

You can select a page-number position from six options.

For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■ Font Size

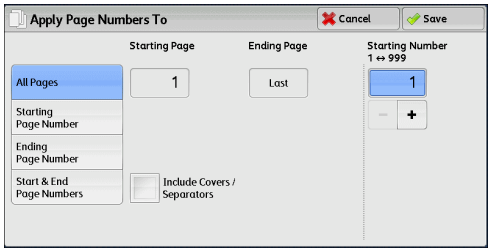
Displays the [Page Numbers - Font Size] screen.

You can select a page-number size from three options, or can directly specify a size in the range from 6 to 24 points in 1 point increments.

[Apply Page Numbers To] Screen

This screen allows you to specify a page range to add page numbers.

1 Select any option.



■ All Pages

Adds page numbers to all copy pages.

■ Starting Page Number

Allows you to specify the start page to add a page number, in the range from 1 to 999.

Note • Use [+] and [-], or the numeric keypad to enter the start page number.

■ Ending Page Number

Allows you to specify the end page to add a page number, in the range from 1 to 999. The start page is fixed to "1".

Note • Use [+] and [-], or the numeric keypad to enter the end page number.

■ Start & End Page Numbers

Allows you to specify the start and end pages to add page numbers, in the range from 1 to 999.

Note • Use [+] and [-], or the numeric keypad to enter the start and end page numbers.

■ Include Covers/Separators

This option is available when you select [All Pages]. Select this check box to include covers and separators.

■ Starting Number

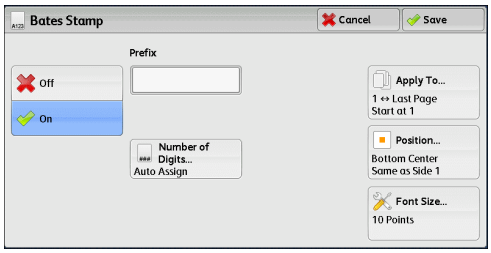
Allows you to specify a starting page number to add page numbers, in the range from 1 to 999.

Note • Use [+] and [-], or the numeric keypad to enter a starting page number.

[Bates Stamp] Screen

This screen allows you to add prefix text and page numbers onto copies.

1 Select any option.



■ Off

Does not add prefix text and page numbers onto copies.

■ On

Adds prefix text and page numbers onto copies.

■ Prefix

Allows you to enter prefix text with up to 16 characters, using the displayed keyboard.

■ Number of Digits

Displays the [Bates Stamp - Number of Digits] screen.

You can select [Auto Assign] or [Manual Assign]. When you select [Manual Assign], you can specify the number of digits to be used for page numbers in the range from 1 to 9 in 1 digit increments.

■ Apply To

Displays the [Apply Bates Stamp To] screen.

Refer to "[Apply Bates Stamp To] Screen" (P.145).

■ Position

Displays the [Bates Stamp - Position] screen.

You can select a prefix and page-number position from six options.
For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■ Font Size

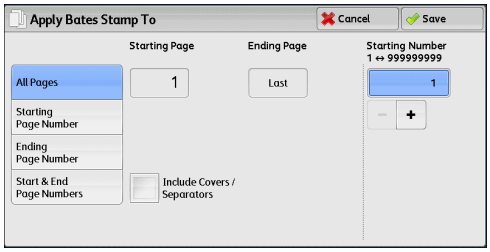
Displays the [Bates Stamp - Font Size] screen.

You can select a prefix and page-number size from three options, or can directly specify a size in the range from 6 to 24 points in 1 point increments.

[Apply Bates Stamp To] Screen

This screen allows you to specify a page range to add prefix text and page numbers.

1 Select any option.



■ All Pages

Adds prefix text and page numbers to all pages.

■ Starting Page Number

Allows you to specify the start page to add prefix text and a page number, in the range from 1 to 999.

Note • Use [+] and [-], or the numeric keypad to enter the start page number.

■ Ending Page Number

Allows you to specify the end page to add prefix text and a page number, in the range from 1 to 999. The start page is fixed to "1".

Note • Use [+] and [-], or the numeric keypad to enter the end page number.

■ Start & End Page Numbers

Allows you to specify the start and end pages to add prefix text and page numbers, in the range from 1 to 999.

Note • Use [+] and [-], or the numeric keypad to enter the start and end page numbers.

■ Include Covers/Separators

This option is available when you select [All Pages]. Select this check box to include covers and separators.

■ Starting Number

You can specify a starting page number in the range from 1 to 999999999 when you do not set [Number of Digits], or can specify a starting page number of up to the allowable number of digits specified in [Number of Digits].

Note • Use [+] and [-], or the numeric keypad to enter the starting page number.

Important • If the page number exceeds the specified value (999999999 when [Number of Digits] is not set) during copying, the copy job will be canceled.

Watermark (Printing Control Numbers on the Background of Copies)

This feature allows you to faintly print a sequential control number in the background of each copy page.

If you set "1" as the starting number, "1" is printed on each page of the first copy set and "2" is printed on each page of the second set.

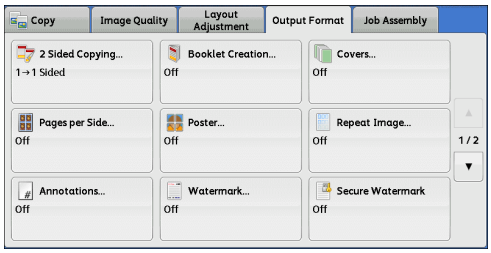
To prevent, for instance, the duplication of confidential documents that are to be distributed at a conference, you can use this feature to add sequential numbers to the copies, and associate the numbers with the conference members.

Note • If a layout template is specified in [Apply Layout Template to Copy/Print Jobs] under [Force Annotation] in the System Administration mode, the watermark specified here is overlapped with the text on the layout template when printed. For information on [Force Annotation], refer to "5 Tools" > "Common Service Settings" > "Force Annotation" in the Administrator Guide.

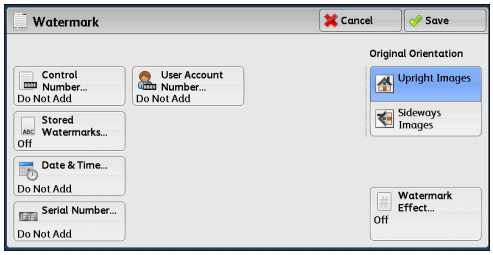
• When [Force Watermark - Copy] is set to [On], [Watermark] is fixed to [On], which cannot be changed. For more information on Watermark, refer to "5 Tools" > "Common Service Settings" > "Watermark" in the Administrator Guide.

• This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select [Watermark].



2 Select any option.



■ Control Number

- Do Not Add

  No control number is printed.

- Add

  A control number is printed. Enter the starting number of the control number. You can specify a value in the range from 1 to 999, using [+] and [-] or the numeric keypad.

■ Stored Watermarks

Displays the [Stored Watermarks] screen.

Refer to "[Stored Watermarks] Screen" (P.147).

■ User Account Number

Allows you to select whether to print a user account number when the Authentication or Accounting feature is enabled. However, if a user is not authenticated, the account number will not be printed.

Note • [User Account Number] is the No. (User Administration Number) registered by users with the Authentication and Accounting feature.

• You can see if a user is authenticated by checking that the <Log In/Out> button lights up.

■ Date & Time

Allows you to select whether to print the date and time when the copy job started.

For information on the date format, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Date Format" in the Administrator Guide.

■ Serial Number

Allows you to select whether to print the serial number of the machine.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

■ Watermark Effect

Displays the [Watermark Effect] screen.

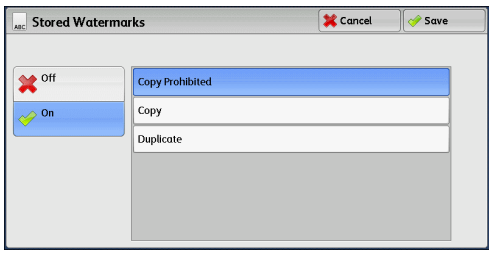
Refer to "[Watermark Effect] Screen" (P.147).

Note • This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

[Stored Watermarks] Screen

This screen allows you to select text to print on copies.

1 Select [On].



2 Select any text.

■ Off

No text is printed.

■ On

Text is printed. Select the text to be used for watermark. You can specify text from three preset options, or text registered in the System Administration mode.

For information on how to register text, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Custom Watermark 1 to 3" in the Administrator Guide.

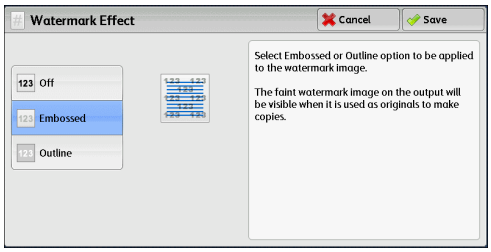
[Watermark Effect] Screen

This screen allows you to set the Watermark Effect feature.

If you enable the Watermark Effect feature, the text strings specified in [Control Number], [Stored Watermarks], [User Account Number], [Date & Time], and [Serial Number] on the [Watermark] screen are embedded in the background of each copy. When you copy a document that has been copied with Watermark Effect, the text embedded in the background is printed as embossed or outline text depending on the option you select on the [Watermark Effect] screen.

Note • This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select any option.



■ **Off**

Prints the text specified in [Stored Watermarks] as it is.

■ **Embossed**

When you copy a document that has been copied with Watermark Effect, the text embedded in the background of the copy is printed as embossed text.

■ **Outline**

When you copy a document that has been copied with Watermark Effect, the text embedded in the background of the copy is printed as outline text.

You can specify the size, density, and other settings for the text to be printed with Watermark in the System Administration mode. For more information, refer to "5 Tools" > "Common Service Settings" > "Watermark" in the Administrator Guide.

Secure Watermark (Managing Document Security)

Secure Watermark is a security management feature to embed a copy protection digital code into a document, to restrict the document to be duplicated. The digital code enables you to analyze "when", "from which machine", and "by whom" the document was output.

Important • This feature is only supported on Fuji Xerox manufactured machines that are compatible to Secure Watermark.

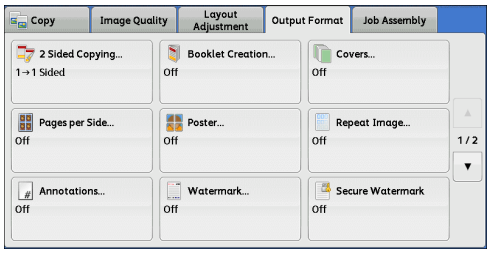
- The copy protection of a document, the analysis function of digital codes, and the restrictive effect of hidden text using the Secure Watermark feature is not warranted to always function. The feature may not function depending on the document or settings. For more information, contact our Customer Support Center.
- We assume no responsibility for a damage caused by using or not being able to use the Secure Watermark feature.
- Using the Secure Watermark feature may degrade print quality as follows:
  - Colors may become darker.
  - Text in documents may become hard to read.
  - Dots such as decimal characters and periods may become hard to read.
- The Secure Watermark feature may not work properly for a document if its size is smaller than A5, if its background color is not white, or if the Watermark or Secure Watermark feature has already been used for the document.
- In some cases, a document may not be printed even if the Secure Watermark feature has not been used for the document. This happens because the machine incorrectly detects a copy protection code from the document. In that case, ask the system administrator to temporarily disable [Secure Watermark Detection] for copy protection codes.
- If a layout template is specified in [Apply Layout Template to Copy/Print Jobs] under [Force Annotation] in the System Administration mode, an embedded copy protection code is overlapped with the text on the layout template. For information on [Force Annotation], refer to "5 Tools" > "Common Service Settings" > "Force Annotation" in the Administrator Guide.
- Analyzing output paper allows the system administrator to grasp the identification information of the user who requested the job. Note that we assume no responsibility for a privacy issue of the user caused by using the Secure Watermark feature.

- If you use the Secure Watermark feature to a document that a protection code of the Secure Watermark feature (including the Copy Management Expansion Kit (optional)) has already been embedded, the copy protection of a document, the analysis function of digital codes, and the restrictive effect of hidden text will be ineffective.
- When [Secure Watermark Detection] is set to [On], it takes longer time for the first page of a document to be copied than usual as the machine detects a copy protection code.
- The following settings for the Secure Watermark Effect of the Secure Watermark Kit (optional) are set to fixed and cannot be changed: print density, embedded text display (outline), and the font size.
- The Watermark and Secure Watermark features cannot be used simultaneously.

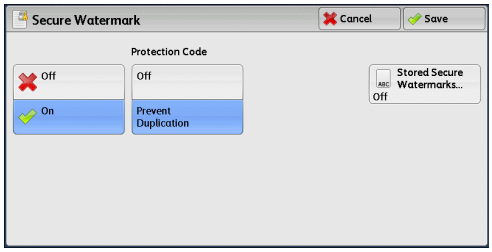
Note

- To analyze digital codes, an application, ApeosWare Secure Watermark Analyzer (sold separately), is required. For information on how to use ApeosWare Secure Watermark Analyzer, refer to the documentation provided with the application.
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select [Secure Watermark].



2 Select any option.



■ **Off**

Does not manage document security.

■ **On**

Manages document security. Specify any option if necessary.

■ **Protection Code**

- Off

  Does not prevent document duplication. Protection code is not embedded while digital code is embedded into copies.

- Prevent Duplication

  Prevents document duplication. Protection code and digital code are embedded into copies.

Important • This setting also affects fax and scan operation.

■ **Stored Secure Watermarks**

Displays the [Stored Secure Watermarks] screen.

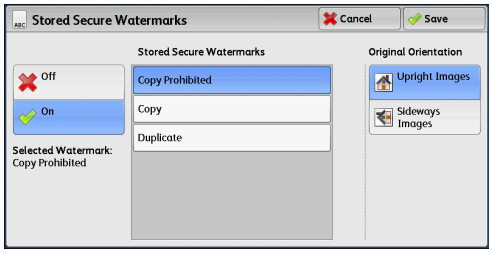
Refer to "[Stored Secure Watermarks] Screen" (P.149).

[Stored Secure Watermarks] Screen

This screen allows you to embed hidden text into documents.
With this hidden text feature, the specified text is embedded in the entire sheet.

When you copy a document that has been copied with this hidden text feature, the embedded text on the output appears in white regardless of whether or not the Secure Watermark Kit (optional) is installed.

1 Select any option.



■ **Off**

Does not print hidden text.

■ **On**

Prints hidden text.

Allows you to specify text from three preset texts, or text registered in the System Settings.

For information on how to register text, refer to "5 Tools" > "Common Service Settings" > "Secure Watermark" > "Secure Watermark Effect" > "Custom Secure Watermark 1 to 3" in the Administrator Guide.

■ **Original Orientation**

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

Folding (Outputting Bi-Folded/Tri-Folded Paper)

This feature allows you to fold copies in half or in three.

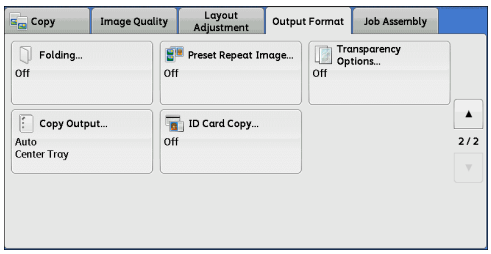
When the C3 Finisher with Booklet Maker (optional) is installed, [Single Fold] is available.

When the Booklet Maker Unit for Finisher-B1 (optional) is installed, you can also crease the output sheet in half.

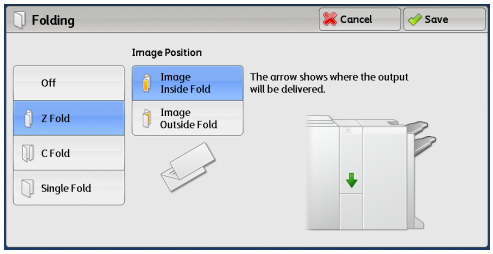
When the Folder Unit CD1 (optional) is installed, [Z Fold] and [C Fold] are also available.

Note • The supported paper orientation is only ▭. Select the tray whose orientation is set to ▭.
• [Z Fold] and [C Fold] can only be applied to A4 and 8.5 x 11" paper.
• This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select [Folding].



2 Select any option.



■ Off

Does not fold copies.

■ Z Fold

Folds copies in three with the printed side inside or outside.

printing surface comes inside

printing surface comes outside

■ C Fold

Folds copies in three with the printed side inside or outside.

printing surface comes inside

printing surface comes outside

■ Single Fold

This option is displayed when the Booklet Maker Unit for Finisher-B1 (optional) or the C3 Finisher with Booklet Maker (optional) is installed.

- When the Booklet Maker Unit for Finisher-B1 (optional) is installed:

  Creases copies in half.

- When the C3 Finisher with Booklet Maker (optional) is installed:

  Folds copies in half.

■ Image Position

- Image Inside Fold

  Folds copies so that the image is printed inside after you select [Z Fold], [C Fold], or [Single Fold].

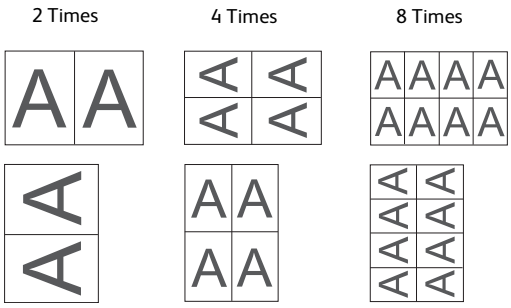
- Image Outside Fold

  Folds copies so that the image is printed outside after you select [Z Fold], [C Fold], or [Single Fold].

Preset Repeat Image (Making Multiple Copies on a Single Sheet)

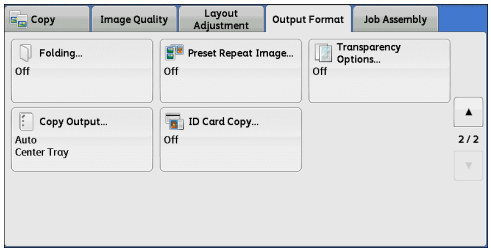
This feature allows you to repeatedly copy one original onto equally divided areas according to the specified number of copies.

You can select the number of the times the original is copied onto one sheet from [2 Times], [4 Times], or [8 Times].

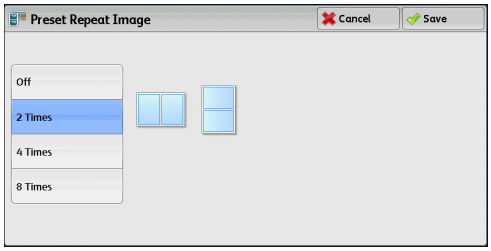


Note • When you select an option other than [Auto %] in [Reduce/Enlarge], image loss may occur depending on the image size of the document.

1 Select [Preset Repeat Image].



2 Select any option.



■ **Off**

Disables this feature.

■ **2 Times**

Makes two copies of the document image on a single sheet of paper.

■ **4 Times**

Makes four copies of the document image on a single sheet of paper.

■ **8 Times**

Makes eight copies of the document image on a single sheet of paper.

Transparency Options (Inserting Blank Sheets between Transparencies)

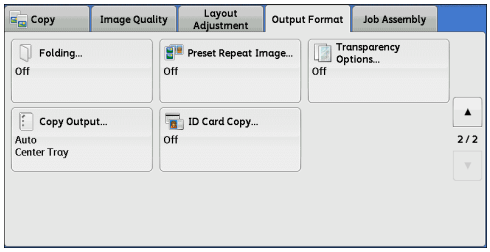
This feature allows you to insert blank separators between output transparency sheets. At the same time, you can make copies for handouts.

Important • Using transparency sheets for color (with white border) may cause a malfunction or paper jam.

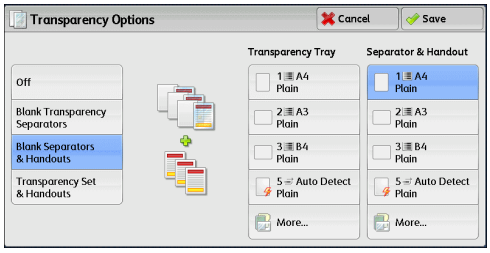
Note • When loading A4 size transparencies on Tray 5 (Bypass), we recommend that you load them in portrait orientation.

• Load transparency sheets in a tray in the same orientation as the paper to be used for handouts and separators.

1 Select [Transparency Options].



2 Select any option.



■ Off

Does not insert separators.

■ Blank Transparency Separators

Inserts a separator each time a transparency is copied. Only one set of copies can be made.

■ Blank Separators & Handouts

Inserts a separator each time a transparency is copied. At the same time, the required number of copies is made for handouts.

■ Transparency Set & Handouts

Makes copies on transparencies. At the same time, the required number of copies is made for handouts.

■ Transparency Tray

Allows you to select the paper tray to be used for the transparencies.

Select [More] to display the [Paper Supply - Transparency] screen on which you can select a tray.

Note

- When you use the bypass tray, select [Bypass] on the [Paper Supply - Transparency] screen. Select an option other than [Auto Detect] for [Paper Size] on the [Tray 5] screen.
- For [Transparency Tray], select one of the paper trays. Auto Paper Select feature is not available.
- The paper tray that you selected for [Transparency Tray] cannot be selected for [Separator Tray], [Separator & Handout], or [Handout Tray] at the same time.

When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.114).

■ Separator Tray

Allows you to select the paper tray to be used for the separators.

Select [More] to display the [Paper Supply - Separator] screen on which you can select a tray.

Note

- When you use the bypass tray, select [Bypass] on the [Paper Supply - Separator] screen. Select an option other than [Auto Detect] for [Paper Size] on the [Tray 5] screen.
- For [Separator Tray], select one of the paper trays. Auto Paper Select feature is not available.
- The paper tray that you selected for [Transparency Tray] cannot be selected for [Separator Tray] at the same time.

When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.114).

■ Separator & Handout

Allows you to select the paper tray to be used for the separators and handouts.

Select [More] to display the [Paper Supply - Separator & Handout] screen on which you can select a tray.

Note

- When you use the bypass tray, select [Bypass] on the [Paper Supply - Separator & Handout] screen. Select an option other than [Auto Detect] for [Paper Size] on the [Tray 5] screen.
- For [Separator & Handout], select one of the paper trays. Auto Paper Select feature is not available.

- The paper tray that you selected for [Transparency Tray] cannot be selected for [Separator & Handout] at the same time.

When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.114).

■ Handout Tray

Allows you to select the paper tray to be used for the handouts.

Select [More] to display the [Paper Supply - Handout] screen on which you can select a tray.

Note

- When you use the bypass tray, select [Bypass] on the [Paper Supply - Handout] screen. Select an option other than [Auto Detect] for [Paper Size] on the [Tray 5] screen.
- For [Handout Tray], select one of the paper trays. Auto Paper Select feature is not available.
- The paper tray that you selected for [Transparency Tray] cannot be selected for [Handout Tray] at the same time.

When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.114).

Copy Output (Specifying Finishing Options)

This feature allows you to select finishing options.

Note

- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

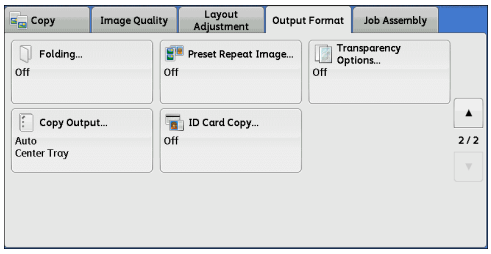
If any finisher (optional) is installed, each set of copies can be stapled and then output

If the 2/4 Hole Punch Kit or US 2/3 Hole Punch Kit for Finisher-B1, or 2/4 Hole Punch Kit or US 2/3 Hole Punch Kit for C3 Finisher (optional) is installed, the output can be punched.

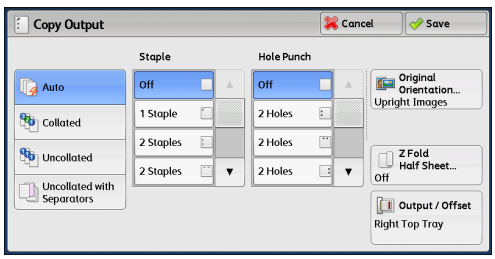
If the Folder Unit CD1 (optional) is installed, the output can be Z-folded.

> **⚠CAUTION**
>
> - **Waste staples may come out with output paper. Be careful not to get injured by the staples.**
> - **Do not staple punched holes of paper. Sharp points of a staple may cause injuries.**

1 Select [Copy Output].



2 Select any option.



■ Auto

Copies are collated when the originals are loaded in the document feeder.

Copies are also collated when originals are loaded on the document glass and any of the following features is used: 2 Sided Book Copying, Covers, [Blank Separators & Handouts] or [Transparency Set & Handouts] of Transparency Options, Booklet Creation, Stapling, Build Job, Sample Set, and Combine Original Sets.

■ Collated

The machine outputs sheets sorted into sets that are arranged in page order.

■ Uncollated

The machine outputs the specified number of copies and sorts sheets by page.

■ Uncollated with Separators

The machine outputs copies with inserting blank sheets as a separator and sorts sheets by page.

■ Separator Tray

When you select [Uncollated with Separators], select the paper tray to be used for the separators.

When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.114).

■ Staple

Specify the position for stapling. The number of sheets that can be stapled is 2 - 50 (when 80 gsm paper is used). If the C3 Finisher Staple Unit 65 Sheets (optional) is installed, the maximum number of sheets that can be stapled is 65 (when 90 gsm paper is used and thickness of bundled paper is 7.2 mm or less). Available paper types are: Plain (60 - 105 gsm), Reload (60 - 105 gsm), Recycled (60 - 105 gsm), Punched (60 - 105 gsm), Letterhead (60 - 105 gsm), Pre-printed (60 - 105 gsm), Lightweight (56 - 59 gsm)*, Heavyweight (106 - 169 gsm), Extra Heavyweight (170 - 216 gsm), Bond (170 - 216 gsm), and Custom Paper 1 to 5.

* : Only when the HCF B1 is installed

Important
- Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.

  In the following cases, the actual stapling position differs from the stapling position displayed on the screen:
  - When [Original Orientation] is set to [Upright Images], and [Staple] is set to one position at the right side.
  - When [Original Orientation] is set to [Sideways Images], and [Staple] is set to one position at the left side.

■ Hole Punch

Sets the position for punching.

The positions for punching vary depending on a finisher installed.

Important
- Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.
- When the hole-punching feature of a finisher is defective, the output is delivered to the center tray instead of the finisher tray. Remove the output delivered to the center tray every now and then.
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

  Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

■ Z Fold Half Sheet

If the Folder Unit CD1 (optional) is installed, the output can be Z-folded.

Z fold can be applied to B4, A3, 11 x 17". If you have mixed sized documents, the width (vertical direction) of the paper must be the same, such as a combination of A4 (portrait) and A3 (landscape), and a combination of B5 (portrait) and B4 (landscape). When you have the combinations, the Z fold is only applied to the larger papers (A3(landscape) and B4 (landscape)).

■ Output/Offset

Allows you to select the output destination tray and offset operation.

- Offset Stacking

Note • This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

Paper Size and Stapling Position

- Finisher-B1

	1 Staple	1 Top Right	2 Staples	2 Top	2 Right
A4, B5, 7.25 x 10.5", 8 x 10", 8.5 x 11", 16K					
A4, A3, B4, 8.5 x 11", 8.5 x 13", 8.5 x 14", 11 x 15", 11 x 17", 8K					

* : The staple orientation displayed on the touch screen may differ from the actual staple orientation. Outputs are stapled in the orientation shown in the above table.

- C3 Finisher / C3 Finisher with Booklet Maker

	1 Staple	1 Top Right	2 Staples	2 Top	2 Right
A4, B5, 8 x 10", 8.5 x 11", 16K					

	1 Staple	1 Top Right	2 Staples	2 Top	2 Right
A4, 8 x 10", 8.5 x 11", 8.5 x 13", 8.5 x 14"					
A4, B4, 11 x 17", 8K					

* : The staple orientation displayed on the touch screen may differ from the actual staple orientation. Outputs are stapled in the orientation shown in the above table.

Paper Size and Punching Position (Finisher-B1, C3 Finisher, C3 Finisher with Booklet Maker)

- 2 holes*1

	2 Holes	2 Holes Top	2 Holes Right
A4, B5, 7.25 x 10.5", 8 x 10", 8.5 x 11", 16K			
A4, A3, B4, 8 x 10"*2, 8.5 x 11", 8.5 x 13", 11 x 15", 8.5 x 14", 11 x 17", 8K			

*1 : The distance between the two holes is 70 mm with the US 2/3 Hole Punch Kit, and is 80 mm with the 2/4 Hole Punch Kit, which is ordinary used.

*2 : Only available for C3 Finisher and C3 Finisher with Booklet Maker.

- 3 holes

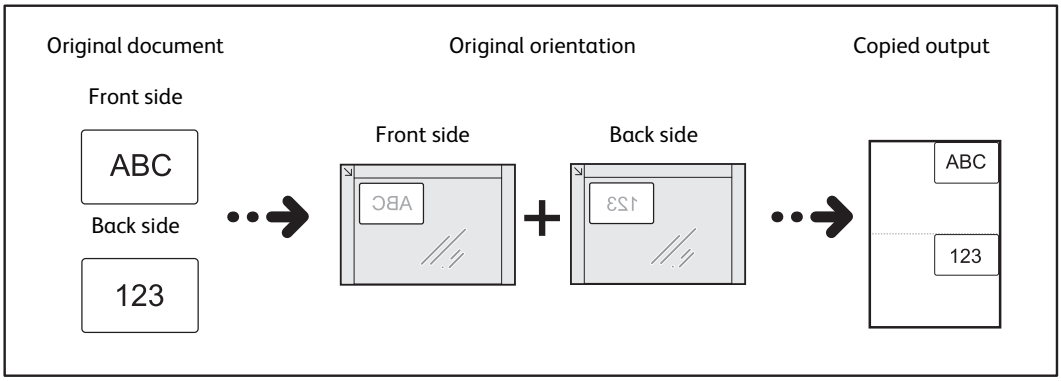
	3 Holes	3 Holes Top	3 Holes Right
A4, B5, 7.25 x 10.5", 8 x 10", 8.5 x 11", 16K			
A3, B4, 11 x 15", 11 x 17", 8K			

- 4 holes

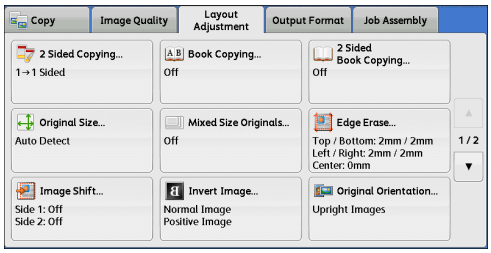
	4 Holes	4 Holes Top	4 Holes Right
A4, 7.25 x 10.5", 8.5 x 11", 16K			
A3, 11 x 15", 11 x 17", 8K			

ID Card Copy (Copying Both Sides of an ID Card)

This feature allows you to copy both sides of a small undetectable original, such as an ID card, onto one side of paper.



1 Specify the orientation of the document in [Original Orientation] on the [Layout Adjustment] screen.

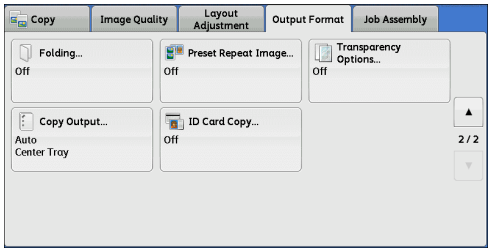


2 Place the document slightly away from the top left corner of the document glass, and close the document glass.

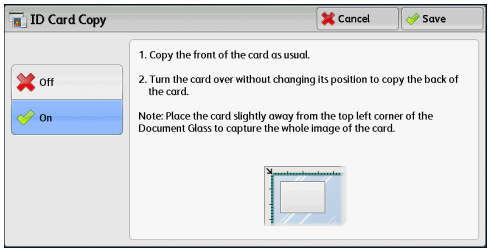
Important
- Always use the document glass when copying. You cannot use the document feeder with this feature.
- Specify the orientation of the original document correctly.
- If the edges of the image are missing, slightly move the card inward on the document glass so that the whole image can be scanned.
- When the reduced size is specified to copy an ID card, the machine may copy the ID card in a different orientation from the original orientation depending on the magnification ratio specified. For information on the copy magnification ratio for ID Card Copy, refer to "5 Tools" > "Common Service Settings" > "Copy Service Settings" > "Copy Control" > "ID Card Copy - Reduce/Enlarge" in the Administrator Guide.

For information on how to specify the orientation of a document, refer to "Original Orientation (Specifying the Orientation of Loaded Documents)" (P.129).

3 Select [ID Card Copy] on the [Output Format] screen.



4 Select [On].



■ **Off**

Disables ID card copying.

■ **On**

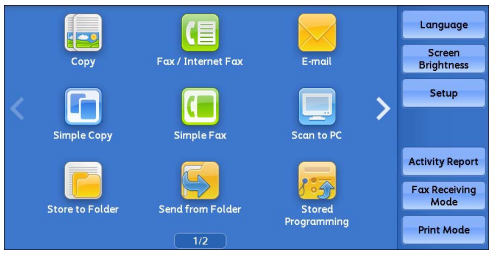
Enables ID card copying.

Job Assembly

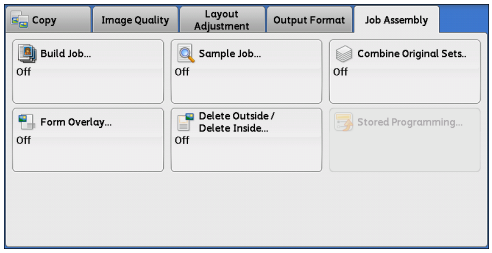
This section describes the features you can select on the [Job Assembly] screen. The following shows the reference section for each feature.

Build Job (Processing Documents Scanned with Different Settings as One Job) 160
Sample Job (Checking the Finished Output of the Copy) 164
Combine Original Sets (Adding Originals) 165
Form Overlay (Making Copies to Overlay Documents) 166
Delete Outside/Delete Inside (Deleting Outside or Inside of the Selected Area) 166
Stored Programming (Calling a Stored Program for Build Job) 168

1 Select [Copy] on the Services Home screen.



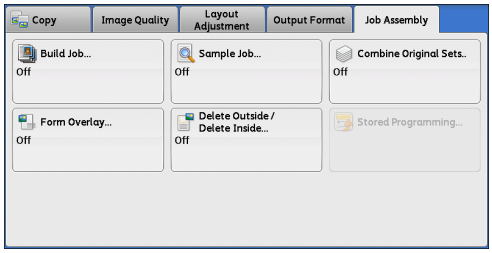
2 Select a feature on the [Job Assembly] screen.



Build Job (Processing Documents Scanned with Different Settings as One Job)

This feature allows you to apply different copy settings to each document page or each document stack, and then output the copies as one job.

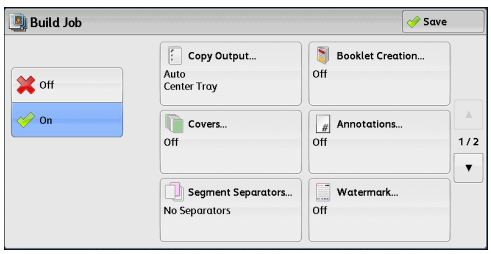
1 Select [Build Job].



2 Select [On].

3 Select any option.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.



■ **Off**

Build Job is not applied.

■ On

Build Job is applied. The feature buttons appear. Specify any option if necessary.

Important • The features selected here cannot be canceled or changed while the machine executes a copy job.

For information on features available in Build Job, refer to "Features that can be set in Build Job" (P.161).

Features that can be set in Build Job

■ Copy Output

For more information, refer to "Copy Output (Specifying Finishing Options)" (P.154).

■ Booklet Creation

For more information, refer to "Booklet Creation (Creating a Bound Booklet)" (P.133).

■ Covers

Important • The machine does not copy on a cover when using the Build Job feature.

For more information, refer to "Covers (Attaching Covers to Copies)" (P.136).

■ Annotations

For more information, refer to "Annotations (Adding a Comment/a Date/Page Numbers to Copies)" (P.140).

■ Segment Separators

For more information, refer to "[Segment Separators] Screen" (P.162).

■ Watermark

For more information, refer to "Watermark (Printing Control Numbers on the Background of Copies)" (P.146).

■ Secure Watermark

For more information, refer to "Secure Watermark (Managing Document Security)" (P.148).

[Copy] Screen When Build Job is in Progress

The following describes the screen that appears while the Build Job is being executed.

■ Chapter Start

Displays the [Build Job - Chapter Start] screen.

Refer to "[Build Job - Chapter Start] Screen" (P.162).

■ Insert Separators

Displays the [Segment Separators] screen.

Refer to "[Segment Separators] Screen" (P.162).

■ Change Quantity

Displays the [Change Quantity] screen on which you can change the number of copy sets using the numeric keypad.

■ Change Settings

Displays the [Copy] screen on which you can change the settings for the next document. After changing the settings, press the <Start> button on the control panel to start scanning of the document. To return to the previous screen, press the < # > button.

When using a stored program for Build Job

While the machine makes copies using the Build Job feature, you can use a stored program.

1) Select [Change Settings].

2) Select the [Job Assembly] tab.

3) Select [Stored Programming].

4) Select the number of the stored program that contains the features you want to use.

For information on how to register a stored program, refer to "Registering Stored Programs for Build Job" (P.378)

■ **Delete**

Clears the document data stored by the Build Job feature, and cancels the job.

Note
- You can also press the <C (Clear)> or <Clear All> button on the control panel to perform the same operation.
- While the machine is scanning the loaded document, [Delete] is displayed. Select [Delete] to pause scanning. Select [Start] on the touch screen, or press the <Start> button on the control panel to resume scanning.

■ **Last Original**

Select this button to end scanning of documents. The build job starts.

■ **Next Original**

Select this button when you have another document. This button is always selected when you use the Build Job feature.

■ **Start**

After loading the next document, select this button to scan the next document.

Note
- You can also press the <Start> button on the control panel to perform the same operation.

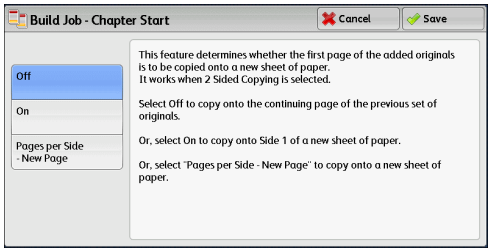
■ **Sample Job**

When making multiple sets of copies, you can print a sample set to check the finished output and then print the remaining copy sets. You can select to continue or cancel the job after the confirmation.

[Build Job - Chapter Start] Screen

This screen allows you to set the chapter start.

1 Select any option.



■ **Off**

The next stack of documents is copied after the previous stack.

■ **On**

The next stack of documents is copied from Side 1 of a new sheet of paper.

■ **Pages per Side - New Page**

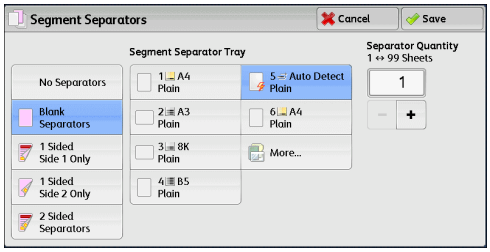
When [Pages per Side] is set, even if all documents are divided for every chapter before all of them are assembled in the Pages per Side feature, the next stack of document is copied from Side 2 of the paper.

[Segment Separators] Screen

This screen allows you to insert a sheet of paper as a separator in between each stack of documents. You can specify the number of separators to insert in the range from 1 to 99 as necessary.

Note • You can specify different settings for each stack of documents. If you do not specify particular settings for each stack of documents, the previously specified settings are applied.

1 Select any option.



■ No Separators

Does not insert any separators.

■ Blank Separators

Inserts blank separators.

If you select this option, load documents, and press the <Start> button, the blank separators are inserted before the copies of the documents.

■ 1 Sided Side 1 Only

A first page of the loaded documents is copied on the front side of a separator, and the rest of the pages are copied on the paper other than a separator.

When [Pages per Side] is set, the number of pages (2 pages, 4 pages, or 8 pages) that you selected to copy onto one side of a single sheet, starting from the first page of the loaded documents, are copied onto the front page of a separator.

When you load a single sheet document, the document is copied onto a separator.

■ 1 Sided Side 2 Only

A first page of the loaded documents is copied on the back side of a separator, and the rest of the pages are copied on the paper other than a separator.

When [Pages per Side] is set, the number of pages (2 pages, 4 pages, 8 pages) that you selected to copy onto one side of a single sheet, starting from the first page of the loaded documents, are copied onto the back side of a separator.

When you load a single sheet document, the document is copied onto a separator.

■ 2 Sided Separators

First two pages of the loaded documents are copied onto each side of a separator, and the rest of the pages starting from the third page are copied onto the paper other than a separator.

When [Pages per Side] is set, the number of pages (2 pages, 4 pages, 8 pages) that you selected to copy onto one side of a single sheet, starting from the first page of the loaded documents, are copied onto each side of a separator.

When you load two-sheet documents, both sheets are copied onto each side of a separator.

Note • When you have two separate documents, a single sheet document and multiple sheet documents, if you want to copy this single sheet document and the first page of the multiple sheet documents onto each side of a separator, when loading the multiple sheet documents, select [No Separators] in [Segment Separators]. If you do not select [No Separators], the machine processes these two documents separately under different separator settings, the single-sheet document is copied onto a separator, and the first page (or first two pages) of the multiple sheet documents is copied onto another separator.

■ Segment Separator Tray

Allows you to select the tray, which is loaded with paper to be used as a separator.

When [Bypass] is selected, the [Tray 5] screen is displayed. For more information, refer to "[Tray 5] Screen" (P.114).

■ Separator Quantity

This option is available when you select [Blank Separators]. You can specify the number of separators in the range from 1 to 99.

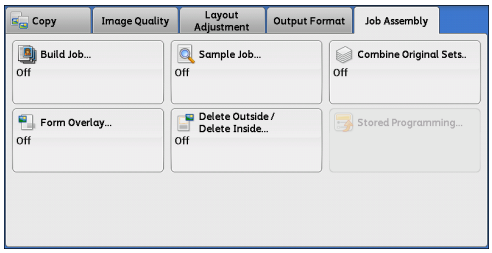
Sample Job (Checking the Finished Output of the Copy)

When making multiple sets of copies, you can print a sample set to check the finished output and then print the remaining copy sets. You can select whether to continue or cancel the job after the confirmation. This feature also allows you to change the number of copy sets. The sample copy is included in the total number of copy sets.

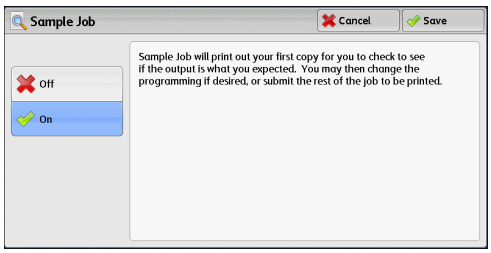
Note
- After a sample set is output, if the machine is left uninstructed for the period specified in [Auto Clear], you can set whether or not to start the data remained. For more information, refer to "5 Tools" > "Common Service Settings" >"Other Settings" > "Paused Job Handling".

  For more information on [Auto Clear], refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Job Release" in the Administrator Guide.

1 Select [Sample Job].



2 Select [On].



■ **Off**

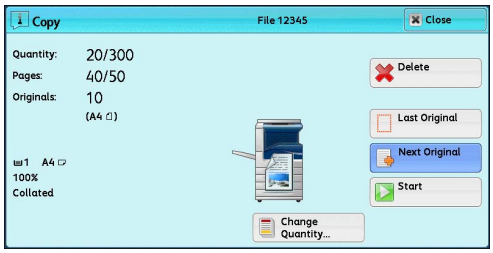
No sample set is made.

■ **On**

A sample set is made.

[Copy] Screen When Sample Job is in Progress

After the sample set is copied, the machine pauses the job and displays the [Copy] screen.



■ **Change Quantity**

Displays the [Change Quantity] screen on which you can change the number of copies entered before. Enter a new quantity using the numeric keypad. The new value must include the number of the sample set that has already been printed. When reducing the quantity, specify a value between 1 (sample set) and the number of copies entered before.

Note
- If you specify "1" as a new quantity and then press the <Start> button, the machine will not process the job.

■ **Change Settings**

Displays the [Change Settings] screen. To cancel the settings you have made, deselect the check box for the feature you want to cancel.

■ **Delete**

The remaining copies are canceled.

■ **Start**

The remaining copies are made.

Note
- You can also press the <Start> button on the control panel to perform the same operation.

Combine Original Sets (Adding Originals)

Use this feature when you copy a document that has too many pages to be loaded into the document feeder at one time, or when you scan each document page using the document glass and have the machine process the pages as one job.

When you use this feature, [Next Original] is always selected on the screen during scanning documents with the document feeder or the document glass.

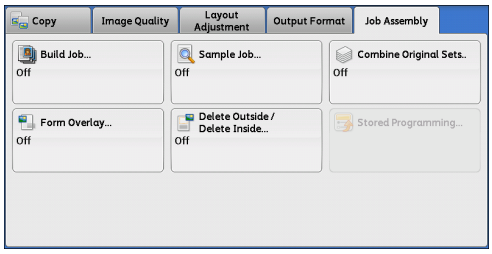
If [Copy Output] is set to [Auto], the output is automatically sorted.

When all documents have been scanned, select [Last Original].

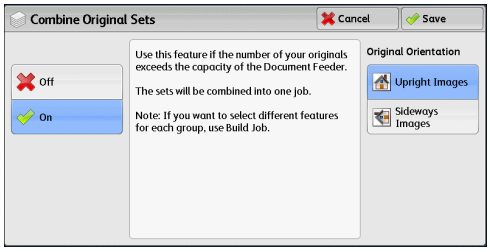
Note
- After a sample set is output, if the machine is left uninstructed for the period specified in [Auto Clear], you can set whether or not to start the data remained. For more information, refer to "5 Tools" > "Common Service Settings" >"Other Settings" > "Paused Job Handling".

  For more information on [Auto Clear], refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Job Release" in the Administrator Guide.

1 Select [Combine Original Sets].



2 Select [On].



■ **Off**

Disables this feature.

■ **On**

Enables this feature.

■ **Original Orientation**

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

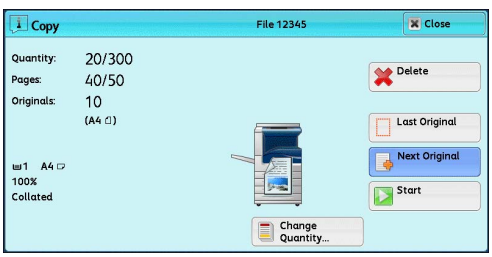
  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

[Copy] Screen When Combine Original Sets is in Progress

The [Copy] screen is displayed when copying starts.



■ **Delete**

Clears the document data stored with the Combine Original Sets feature, and cancels copying.

Note • You can also press the <C (Clear)> or <Clear All> button on the control panel to perform the same operation.

■ **Last Original**

Select this button to end scanning documents.

■ **Next Original**

Select this button when you have more documents to copy. This button is always selected when the Combine Original Sets feature is used.

■ **Start**

After loading the next document, select this button to scan the next document.

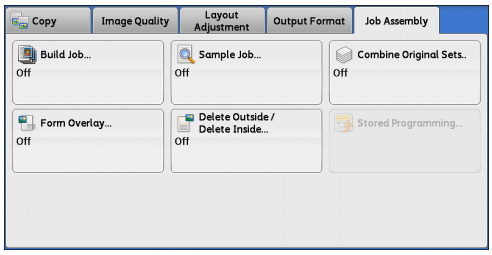
Note • You can also press the <Start> button on the control panel to perform the same operation.

Form Overlay (Making Copies to Overlay Documents)

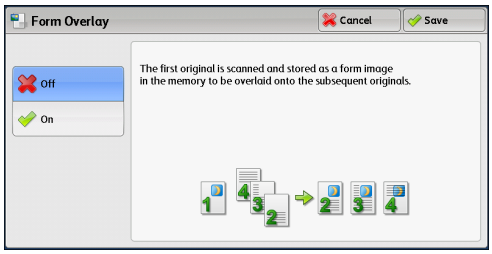
This feature scans the first page of a document as a form image, and overprints it on the copies of the subsequent pages.

Important • If the machine is set to detect Secure Watermark, this feature may not be used depending on the type of the form image. For more information, contact our Customer Support Center. For more information on the setting of Secure Watermark Detection, refer to "5 Tools" > "Common Service Settings" > "Secure Watermark" > "Secure Watermark Control" in the Administrator Guide.

1 Select [Form Overlay].



2 Select [On].



■ **Off**

Does not overprint a form image.

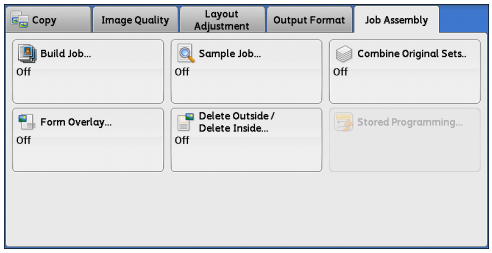
■ **On**

Overprints a form image.

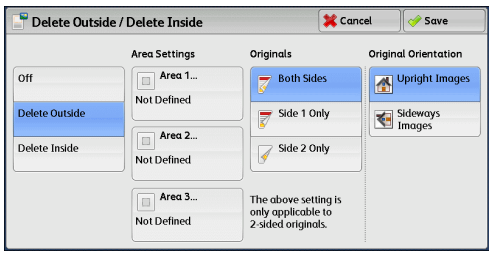
Delete Outside/Delete Inside (Deleting Outside or Inside of the Selected Area)

This feature allows you specify the areas to be deleted from a document image. Up to three areas can be specified.

1 Select [Delete Outside/Delete Inside].



2 Select any option.



■ **Off**

No area is deleted.

■ **Delete Outside**

Deletes the outside of the selected area.

■ **Delete Inside**

Deletes the inside of the selected area.

■ **Area Settings**

Displays the [Delete Outside/Delete Inside - Area 1 (Area 2 or Area 3)] screen. You can specify up to three areas.

Refer to "[Delete Outside/Delete Inside - Area 1 (Area 2 or Area 3)] Screen" (P.167).

■ **Originals**

When the original document is a 2-sided document, specify from which side the specified area is to be deleted.

- Both Sides

  Applies the settings to both sides of the document.

- Side 1 Only

  Applies the settings to Side 1 of the document.

- Side 2 Only

  Applies the settings to Side 2 of the document.

■ **Original Orientation**

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

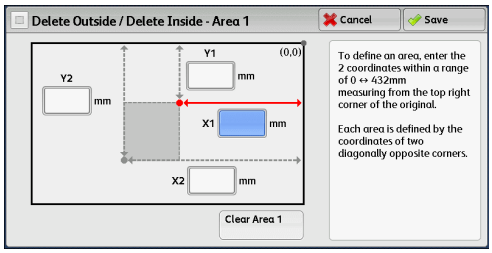
  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

[Delete Outside/Delete Inside - Area 1 (Area 2 or Area 3)] Screen

This screen allows you to specify the area to be deleted. The area is defined by the rectangle formed between the points X1, Y1 and X2, Y2. The origin point is the top right corner of a document.

You can specify a value in the range from 0 to 432 mm for the width (X) and the length (Y) in 1 mm increments.

Note
- Specify the 2 coordinates from the top right corner of the document.
- When specifying multiple areas, the specified areas can overlap each other.
- When [Reduce/Enlarge] is set, the specified area will be reduced or enlarged accordingly.



1. Select [Area 1], [Area 2], or [Area 3].
2. Select the text box for [X1], and enter the value for X1 using the numeric keypad.
3. Select the text box for [Y1], and enter the value for Y1 using the numeric keypad.
4. Select the text box for [X2], and enter the value for X2 using the numeric keypad.
5. Select the text box for [Y2], and enter the value for Y2 using the numeric keypad.

Note
- If all of [X1], [Y1], [X2], and [Y2] are set to [0], the area will be invalid. If no other area is specified, the Delete Outside/Delete Inside feature cannot be used.
- Pressing the <C (Clear)> button clears the value you have entered.

■ Clear Area 1 (Area 2 or Area 3)

Clears all the values set for Area 1 (Area 2 or Area 3).

Stored Programming (Calling a Stored Program for Build Job)

This feature allows you to call a stored program for Build Job.

This feature is the same as "8 Stored Programming" > "Calling a Stored Program" > "Calling a Stored Program for Build Job".

For more information, refer to "Calling a Stored Program for Build Job" (P.382).

4 Fax

This chapter describes the basic operations and features for the Fax services.

Note
- LINE 2 (Line 2), LINE 3 (Line 3), and IP Fax (SIP) are optional.
- An optional component is required to use the Fax services. For more information, contact our Customer Support Center.

- Fax Procedure 170
- Operations during Faxing 177
- About Internet Fax 182
- About IP Fax (SIP) 189
- About Server Fax 194
- Simple Fax 196
- Fax/Internet Fax 201
- Layout Adjustment 219
- Fax/Internet Fax Options 225
- More Options 243
- Broadcast 248
- Receiving Faxes 256
- Facsimile Information Services 259

Fax Procedure

This section describes the basic fax procedures. The following shows the reference section for each procedure.

Step 1 Loading Documents 170
Step 2 Selecting Features 172
Step 3 Specifying Destinations 173
Step 4 Starting the Fax Job 175
Step 5 Confirming the Fax Job in Job Status 176

Step 1 Loading Documents

The following two methods are available to load documents:

■ **Document Feeder**

- Single sheet
- Multiple sheets

■ **Document Glass**

- Single sheet
- Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 125 x 85 mm (Standard size: A5, A5□) to 297 x 600 mm (long) (Standard size: A3, 11 x 17").

The document feeder automatically detects documents of standard-size widths.

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on [Paper Size Settings], refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

The sizes on the left are detected as the sizes shown on the right as follows.

Original Document Size	Document Size Detected by the Document Feeder
8-inch width document	B5 width document
10-inch width document	B4 width document

The document feeder accepts the following number of sheets.

Document Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 gsm)	130 sheets
Plain paper (50 - 80 gsm)	130 sheets
Heavyweight paper (81 - 128 gsm)	85 sheets

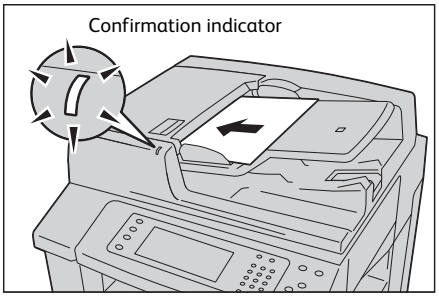
Important • To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.

• The lightweight paper of 38 - 49 gsm cannot be scanned 2 sided.

For information on how to fax mixed sized documents, refer to "Mixed Size Originals (Scanning Different Size Documents Simultaneously)" (P.221).

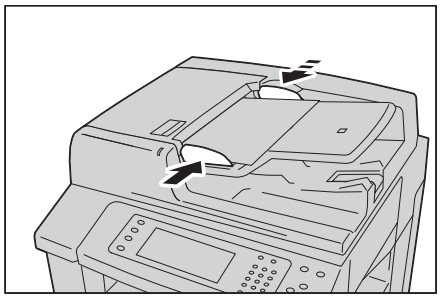
1 Remove any paper clips and staples before loading document.

2 Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder.

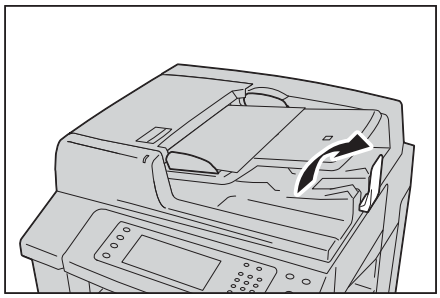


Note • The Confirmation indicator lights up when the document is loaded correctly. If the indicator does not light, the machine may be detecting the document on the document glass. Load the document again.

3 Adjust the document guides to match the size of the document loaded.



4 Open the document stopper.



Document Glass

The document glass supports a single sheet, a book, or other similar documents with size 297 x 432 mm (Standard size: A3, 11 x 17").

Important • Always close the document cover after using the document glass.

The document glass automatically detects standard size documents.

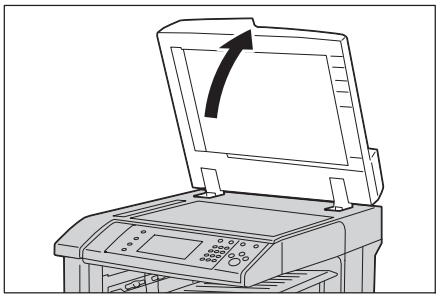
The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on [Paper Size Settings], refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

⚠CAUTION

Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

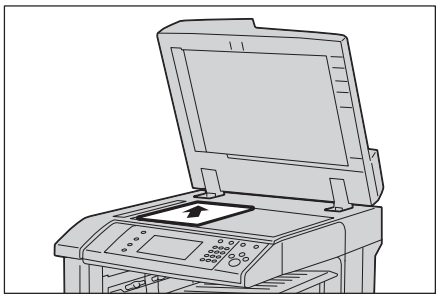
1 Open the document cover.

Important • Ensure that the touch screen is active, and then load a document. Otherwise, the machine may not properly detect the document size.



2 Load the document face down, and align it against the top left corner of the document glass.

Note • When you load a A5, B5 or A4 document on the document glass in portrait orientation, the scanned image is transmitted with 180 degrees rotated.



3 Close the document cover.

Note • When a standard size document is loaded on the document glass, the size of the document is displayed in the message field.

Step 2 Selecting Features

The following two services are available to send faxes.

■ Simple Fax

Allows you to only select basic features to send faxes.

■ Fax/Internet Fax

Allows you to make detailed settings to send faxes.

The following procedure uses [Fax/Internet Fax] to describe how to select features.

You can select the Fax or Internet Fax service, or the Server Fax service on the Services Home screen.

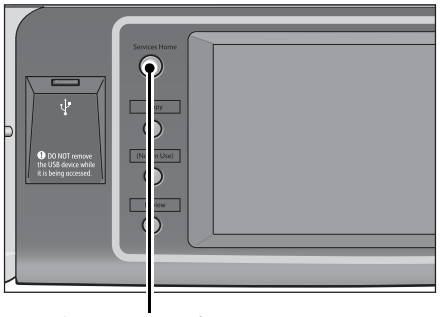
For information on the Simple Fax feature, refer to "Simple Fax" (P.196).

Important • The Fax and Internet Fax services are not available while the Server Fax service is enabled.

Note • The features to be displayed on the screen depend on your machine configuration.

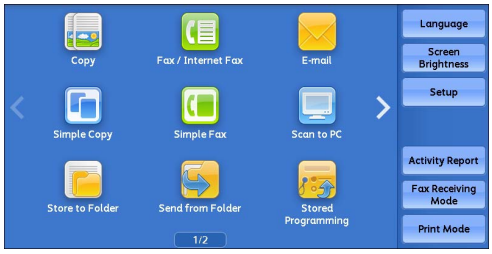
• When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

1 Press the <Services Home> button.

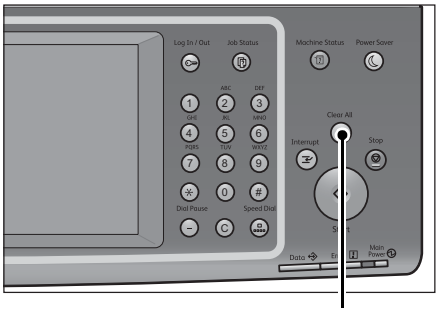


<Services Home> button

2 Select [Fax/Internet Fax].

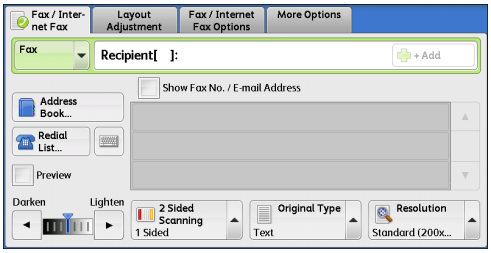


3 If the previous settings still remain, press the <Clear All> button.



4 Select each tab, and select a feature as necessary.

When you press the <Power Saver> button while configuring the features, you can select whether to enable the 2 Sided (Skip Blank Pages) feature. For more information on [2 Sided (Skip Blank Pages)], refer to "2 Sided (Skip Blank Pages)" (P.200).



The following shows the reference section for each tab.

"Fax/Internet Fax" (P.201)

"Layout Adjustment" (P.219)

"Fax/Internet Fax Options" (P.225)

"More Options" (P.243)

Step 3 Specifying Destinations

Three methods are available to specify recipients: by phone number, by address number, and by group dial number. The following shows input methods supported by each method.

	Numeric Keypad	One-Touch buttons	Address Book
Phone Number	O	X	X
Address Number (Speed Dialing)	4 digits (0001 to 2000)	2 digits (1 to 70) or (1 to 60)*	From the list tab and index
	3 digits + * (nnn0 to nnn9) 2 digits + * (nn00 to nn99)		
Group Dial Number	# + 2 digits	X	O

O :Available
X :Not available

* : There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following:

[Type 1]
The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.
[Type 2]
The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

By default, [Type 1] is selected. For information on how to change the settings registered to the one-touch buttons, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" in the Administrator Guide.

Important • When using the Server Fax service, you cannot specify address numbers using the numeric keypad or use one-touch buttons.

You can specify multiple recipients (Broadcast Send) using the above methods. You can also use a combination of the methods.

If the same recipient was specified for several pending documents, you can send the documents with a single phone call. This feature is called Batch Send. Note that you cannot use Batch Send with Broadcast Send, Relay Broadcast, Remote Folder, and Delay Start when prior to the specified time. When using a redial, resend, or delayed start send transmission job, or authentication feature, to send to the same address from different users, then Batch Send is not possible.

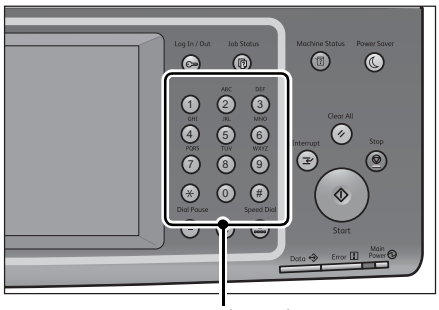
Important • Confirm recipients before sending a fax.

For information on Broadcast Send, refer to "Broadcast Send (Transmitting to Multiple Recipients)" (P.248).

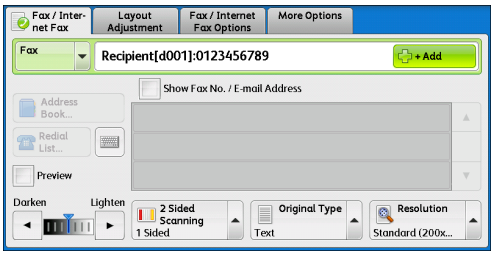
To specify a line to send a fax when the Additional G3 Port Kit 2 (optional) is installed, refer to "Specifying a Line (Port)" (P.212).

The following describes how to enter a phone number with the numeric keypad as an example.

1 Enter a fax number using the numeric keypad.



2 To specify multiple recipients, select [+ Add] on the touch screen.



Note

- Select [Reconfirm Recipients] in the message field to check the entered value. You can hide [Reconfirm Recipients] to show the remaining memory capacity. For more information, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" > "Reconfirm Fax/ Internet Fax Button" in the Administrator Guide.
- If you have entered an incorrect value, press the <C (Clear)> button and enter the correct value.
- Depending on the settings, a screen to re-enter the recipient may be displayed after you specify the recipient and then select [+ Add]. In such case, re-enter the recipient.
- You can combine the fax numbers registered in the one-touch buttons, speed dial, and the Address Book respectively and the numbers entered using the numeric keypad to specify as one recipient. This is called Chain Dial. Select [+ Add] when you finish combining. You can set whether the chain dial is used or not in the System Administration mode. For more information, refer to "5 Tools" > "Fax Service Settings" > "Fax Control" > "Chain Dial" in the Administrator Guide.

- When the [Preview] checkbox is checked, you can preview the read images while reading. For more information, refer to "Previewing the Read Images during a Fax Job" (P.178).

For information on how to specify a fax number using the Address Book, refer to "Specifying a Destination Using the Address Book" (P.202).

For information on how to specify a fax number using the speed dialing, refer to "Speed Dialing (Specifying a Destination Using an Address Number)" (P.197).

For information on how to specify a fax number using one-touch-buttons, refer to "Specifying a Destination Using a One-Touch Button" (P.198).

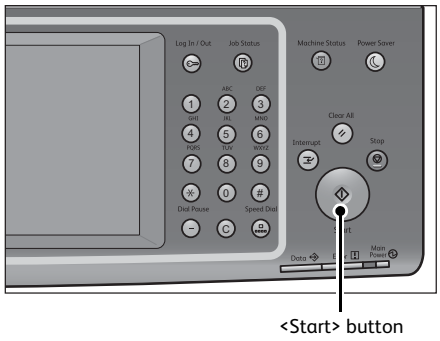
For information on the Internet Fax, refer to "About Internet Fax" (P.182).

For information on the IP Fax (SIP), refer to "Internet Fax / Fax / IP Fax (SIP) (Selecting Internet Fax / Fax / IP Fax (SIP))" (P.202).

Step 4 Starting the Fax Job

The following describes how to start a fax job.

1 Press the <Start> button.



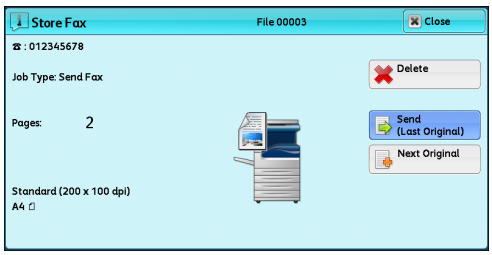
Important
- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
- Fax cannot be sent if a copy protection code is detected.

Note
- Depending on the settings, the screen to re-enter the recipient may be displayed after pressing the <Start> button. In this case, re-enter the recipient.
- If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.

■ If you have more documents

If you have more documents to fax, select [Next Original] on the touch screen while the current document is being scanned. This allows you to send the documents as one set of data.

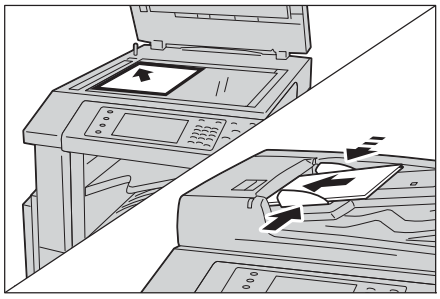
2 While documents are being scanned, select [Next Original].



Note
- When using the document feeder, load the next document after the machine has finished scanning the first document.
- You can change the scan settings of the next document by selecting [Resolution], [Original Size] and [Lighten/Darken] that are displayed after selecting [Next Original].
- When this screen or the preview screen is displayed and the time of [Auto Clear] lapsed without any operation, you can set whether or not to continue the job. For more information, refer to "5 Tools" > "Common Settings" > "Other Settings" > "Paused Job Handling" in the Administrator Guide.

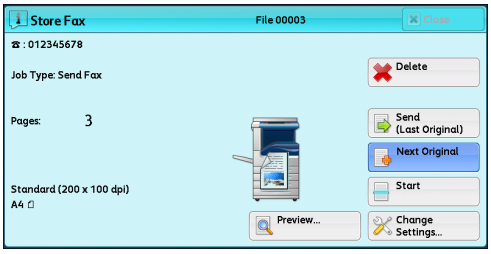
For more information on Auto Clear, refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Clear" in the Administrator Guide.

3 Load the next document.



4 Press the <Start> button.
If you have more documents, repeat steps 3 and 4.

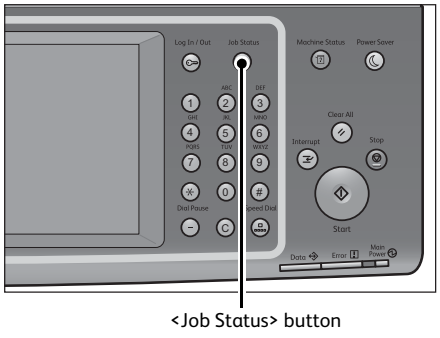
5 When all documents have been scanned, select [Send (Last Original)].



Step 5 Confirming the Fax Job in Job Status

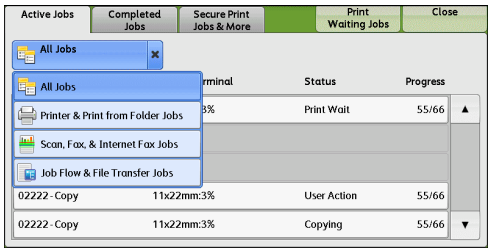
The following describes how to confirm the status of a fax job.

1 Press the <Job Status> button.



<Job Status> button

2 Confirm the job status.



Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- From the drop-down menu, you can select [Scan, Fax, & Internet Fax Jobs] and display the desired job.

■ If undelivered faxes exist

You can confirm undelivered faxes on the [Job Status] screen or in an Activity Report.
For information on how to resend or delete undelivered faxes, refer to "Job Status" (P.399).

Operations during Faxing

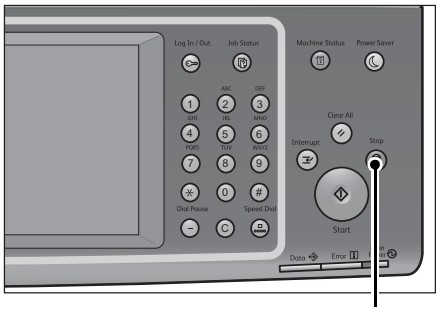
This section describes the available operations during faxing. The following shows the reference section for each operation.

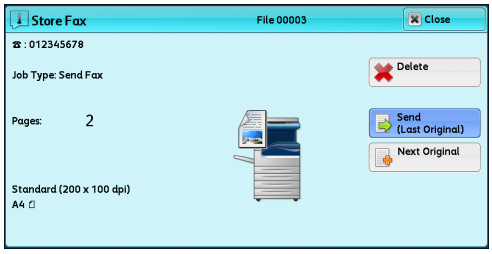
Stopping the Fax Job 177
Previewing the Read Images during a Fax Job 178
Changing the Scan Settings 181

Stopping the Fax Job

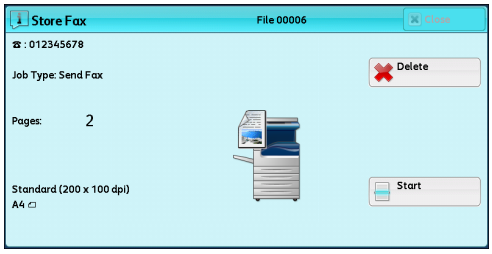
To cancel scanning a fax document, use the following procedure.

1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.



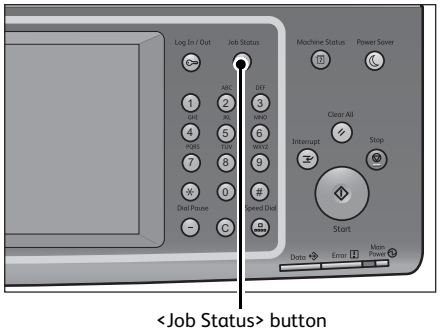


2 Select [Delete].

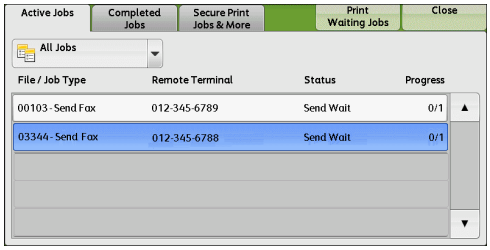


■ If [Delete] does not appear on the screen:

1 Press the <Job Status> button.

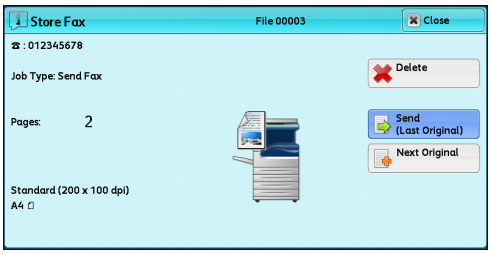


2 Select the job to cancel.

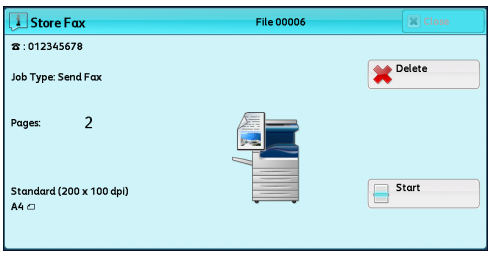


Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

3 Select [Delete].



4 Select [Delete].

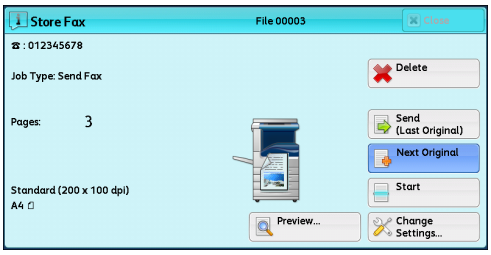


Previewing the Read Images during a Fax Job

Before sending a fax, you can preview the read images while reading the next document.

Note
- A previewed image cannot be rotated.
- When [Pages per Side] is [On], the document cannot be previewed. For the Pages per Side feature, refer to "Pages per Side (Combining Multiple Pages into One Sheet)" (P.233).

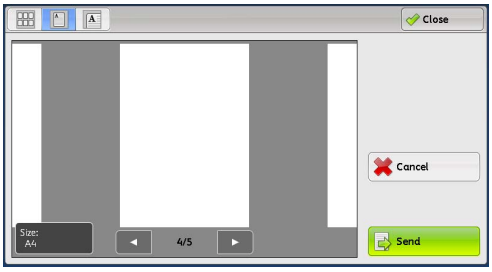
1 When a document starts to be read with [Preview] is checked on the [Simple Fax] or [Fax/Internet Fax] screen, the screen on the right is displayed. After the document is read, select [Preview]. A preview screen is displayed and the first page of the lastly read document is displayed.



Note
- To send a job, select [Send (Last Original)] or select [Send] on the preview screen. Selecting [Start] does not send the current job.
- When [Store for Free Polling] or [Store for Secure Polling] is selected, [Save (Last Original)] is displayed instead of [Send (Last Original)].
- Depending on the setting of Skip Blank Pages, [Preview] cannot be selected and the first page of the last read document is not displayed. for Skip Blank Pages, refer to "5 Tools" > "Fax Service settings" > "Fax Control" > "Skip Blank Pages" in the Administrator Guide.
- When this screen or the preview screen is displayed and the time of [Auto Clear] lapsed without any operation, you can set whether or not to continue the job. For more information, refer to "5 Tools" > "Common Settings" > "Other Settings" > "Paused Job Handling" in the Administrator Guide.

For more information on Auto Clear, refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Clear" in the Administrator Guide.

2 Select any option.

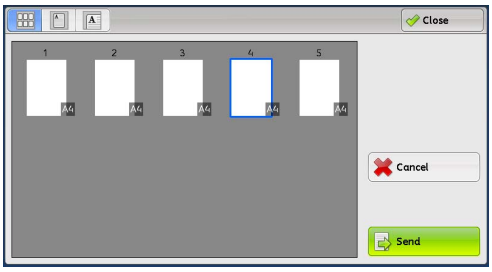


■ **(Thumbnail view)**

A previewed image is displayed in a thumbnail view. In the thumbnail view, the following operations are available:

- Drag or flick the preview area up and down to switch pages.
- Tap a thumbnail to move to the entire view.

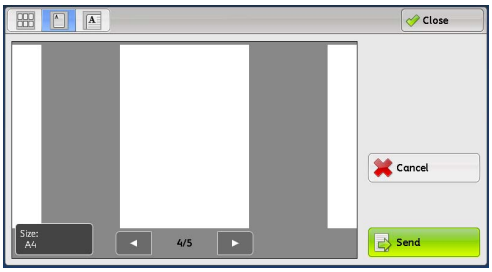
Note • For information on how to drag or flick, refer to "Touch Screen" (P.90).



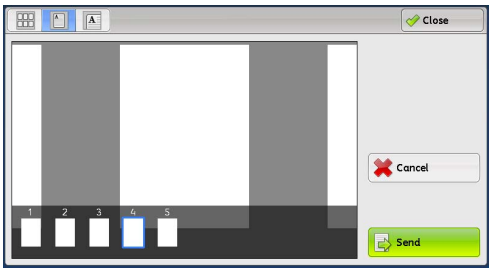
■ **(Entire view)**

An entire previewed image is displayed.

- When the page switching buttons are displayed



- When the thumbnail bar is displayed



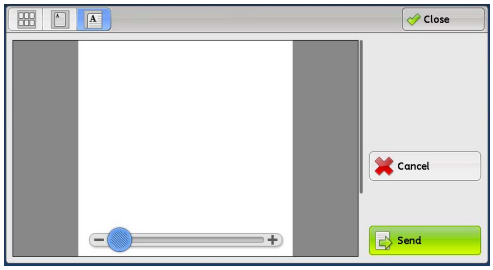
In the entire view, the following operations are available:

- Drag or flick the preview area side to side to switch pages.
- Double-tap the previewed image to move to the enlarged view.
- Tap the preview area to switch whether to display the page switching buttons or thumbnail bar.
- Tap the previous or next page displayed on the preview area to display the tapped page on the center of the screen.
- Drag the thumbnail bar side to side to scroll thumbnails. Tap the desired thumbnail to be displayed.

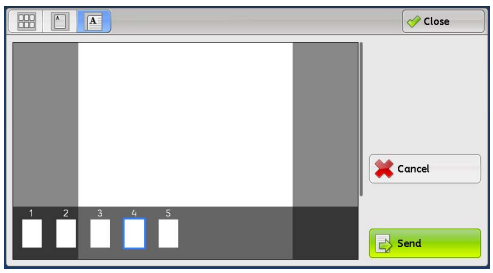
■ (Enlarged view)

A previewed image is enlarged or reduced.

- When the slider is displayed



- When the thumbnail bar is displayed



In the enlarged view, the following operations are available:

- Drag or flick the enlarged image side to side or up and down to move the position to be displayed.
- Double-tap a previewed image to change the ratio of the image size.
- Tap the preview area to switch whether to display the slider or thumbnail bar.
- Drag the slider to change the ratio of the image size.
- Drag the thumbnail bar side to side to scroll thumbnails. Tap the desired thumbnail to be displayed.

■ Cancel

Cancels the current job.

■ Send

Sends the current job.

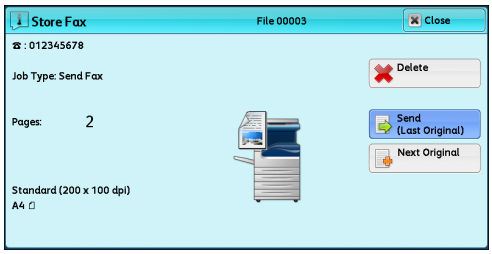
Note

- Closing a preview screen by selecting [Close] returns to step1. Selecting [Send (Last Original)] in the screen sends a job.
- When [Store for Free Polling] or [Store for Secure Polling] is selected, [Save] is displayed. Selecting [Save] or selecting [Save (Last Original)] in step1, the current job is stored to the public folder or private folder on the machine.

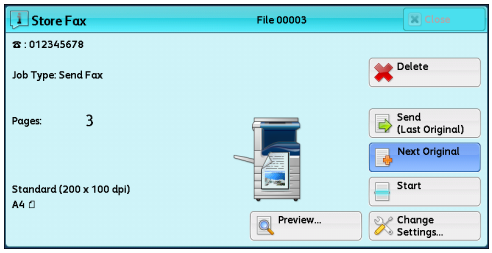
Changing the Scan Settings

You can change the scan settings while scanning a document.

1 Select [Next Original].

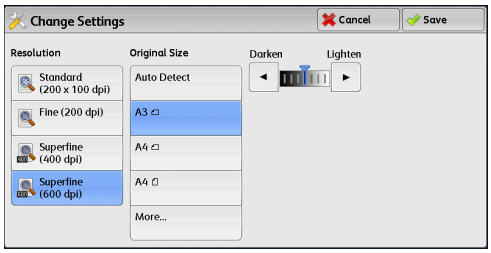


2 Select [Change Settings].



3 Set [Resolution], [Original Size], and [Lighten/Darken], and then select [Save].

For each setting, refer to "Resolution (Specifying the Scanning Resolution)" (P.199), "Original Size (Specifying the Scan Size for the Original)" (P.220), or "Lighten/Darken (Adjusting Fax Density)" (P.215).



4 Press the <Start> button.

About Internet Fax

Unlike general fax communications using public phone lines, Internet Fax uses corporate intranets and the Internet to send or receive scanned documents as e-mail attachments.

Because Internet Fax uses existing corporate intranets and the Internet, the transmission is less expensive than general fax transmission.

Note
- To use Internet Fax, various settings are required to display [Internet Fax] from the drop-down menu on the [Fax/Internet Fax] screen. For more information, consult your system administrator.
- Internet Fax does not support color documents. If the machine receives color documents for Internet Fax (Profile: TIFF-C), the documents are converted to black-and-white documents and printed. To send and receive color documents, use the E-mail service.

For information on how to connect the machine to a network and how to set the network environment, refer to "5 Tools" > "Connectivity & Network Setup" in the Administrator Guide, and the manual included in the Media (Software/Product Manual).

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Sending Internet Fax 184
Receiving Internet Fax 185
Useful Features 186

Internet Fax Features

The following describes the Internet Fax features of the machine.

Sending Internet Fax

The Internet Fax service allows you to send documents scanned by the machine as TIFF-format attachments to Internet Fax-compatible machines.

Important
- The TIFF file profiles that can be processed differ depending on the Internet Fax-compatible machine of the recipient. Confirm the profile that can be processed by the recipient's Internet Fax-compatible machine before specifying a profile. For more information, refer to "Sending Internet Fax" (P.184). For information on profiles, refer to "Internet Fax Profile (Specifying Internet Fax Profiles)" (P.240).
- If a document is sent to a computer using the Internet Fax service, it cannot be opened in some cases. When you send a document to a computer, use the E-mail service.

■ Using Direct Internet Fax feature

You can send an Internet fax directly to the Internet Fax-compatible machines without going through the SMTP server.

Note
- You can switch between Internet Fax and Direct Internet Fax in the System Administration mode. These two features cannot be enabled simultaneously. For information on how to switch them, refer to "5 Tools" > "Fax Service Settings" > "Internet Fax Control" > "Internet Fax Path" in the Administrator Guide.

■ Registering e-mail addresses in address numbers

Once you register a recipient's e-mail address in an address number, you do not need to enter the e-mail address each time you send Internet Fax to the recipient.

Note
- To address numbers, you can also register the Internet Fax profile and other settings required for transmission.

For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

■ Using the Broadcast Send feature

You can send an Internet fax to multiple destinations by specifying multiple e-mail addresses. Also, you can mix regular fax recipients and Internet Fax recipients to send a broadcast transmission for fax and Internet Fax.

Note • Up to three broadcast transmissions can be performed. The subsequent jobs will be sent in the sequential order after the former jobs are finished.

For information on how to specify recipients, refer to "Step 3 Specifying Destinations" (P.173) and "Specifying a Destination Using the Address Book" (P.202).

■ Forwarding files stored in folders

By enabling the forwarding feature and registering a forwarding e-mail address for a folder in advance, the faxes stored in the folder are automatically forwarded to the specified computer, as e-mail attachments. The user, therefore, does not need to walk up to the machine to pick up the faxes.

For more information, refer to "Forwarding Files Stored in a Folder" (P.188).

■ Sending Internet Fax to regular fax machines via a relay station

By specifying e-mail addresses in a specific format, you can send faxes from a machine on the network via an Internet Fax-compatible machine (fax gateway) to fax machines that do not support the Internet Fax service.

Important • This feature is available only when the e-mail reception method on the fax gateway is set to SMTP.

For information on the fax gateway feature, refer to "Sending Internet Fax to regular fax machines via a relay station" (P.187).

■ Precautions when sending Internet Fax

The message "Files Sent" displayed on the [Job Status] screen of the machine, the Job History Report, and a Transmission Report indicates that the transmission to the SMTP server configured on the machine has been successful. The Internet Fax transmission to the recipient may not complete if there is a problem on the Internet. In such case, the machine will not be notified of such transmission error. After sending an important e-mail, we suggest that you confirm it is received, such as by calling the recipient.

You can receive an e-mail of the transmission result if you set Read Receipts and Delivery Receipt when transmitting. For more information, refer to "Acknowledgement Report (Confirming Transmission Results)" (P.225).

Receiving Internet Fax (Printing Internet Fax)

The machine automatically prints Internet Fax documents that are sent by e-mail from an Internet Fax-compatible machine.

Note • The following TIFF file formats and profiles are available for e-mail reception.
File format: TIFF-FX (RFC2301) Profile: TIFF-S, TIFF-F, TIFF-J, and TIFF-C. If an unsupported profile is received, the machine may not be able to print the file. For more information, refer to "Receiving Internet Fax" (P.185).

Restrictions on the E-mail Server

Depending on the system environment, such as restrictions on the e-mail server, large-size e-mails cannot be sent or received. Before you set the data-split feature, therefore, check the system environments of the sending and receiving ends.

If data is split into multiple data but each data size is still too large, change the image quality or resolution of each data to make its size even smaller.

Features Unavailable for Sending Internet Fax

The following features are available for regular fax transmission, but are not available for Internet Fax transmission.

- Starting Rate

- Priority Send
- Delay Start
- Cover Page
- Recipient Print Sets
- F Code
- Remote Folder
- Remote Polling
- Manual Send
- Relay Broadcast
- Sorting received faxes by folder (Folder Selector)
- Direct Fax

If you are using the fax gateway feature, you can set Starting Rate and F Code. For more information on the fax gateway feature, refer to "Sending Internet Fax to regular fax machines via a relay station" (P.187).

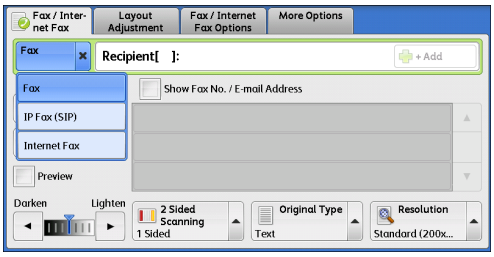
Sending Internet Fax

The following describes how to send Internet Fax.

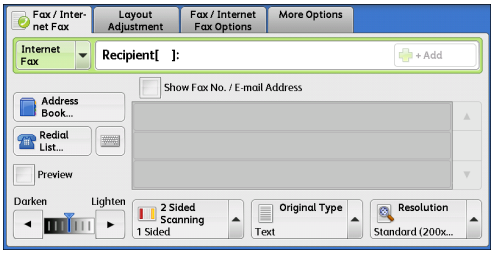
Important • The Cc, Bcc, and Reply To features are not available for Internet Fax.

Note • The machine converts documents to the TIFF format and then sends them as e-mail attachments.

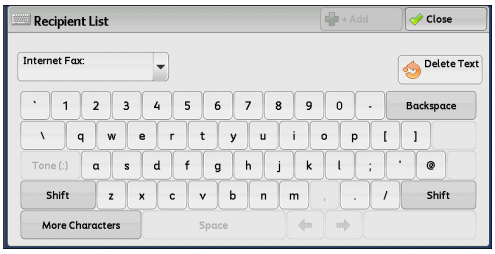
1 Select [Internet Fax].



2 Select the keyboard button.



3 Specify a recipient with up to 128 characters using the keyboard displayed on the touch screen.



Important • If you specify a fax number, the data will not be sent.

• To specify an e-mail address for Direct Internet Fax, use the following format:

- When specifying a host name, enter FQDN to the right of the @ symbol.
  Example: local-part@device.domain.com
- When specifying an IP address, enter the IP address with brackets ("[", "]") to the right of the @ symbol.
  Example: local-part@[192.0.2.1]

Note
- You can use address numbers, one-touch buttons, group dial numbers, or the Address Book to specify e-mail addresses. For more information, refer to "Speed Dialing (Specifying a Destination Using an Address Number)" (P.197), "Specifying a Destination Using a One-Touch Button" (P.198), and "Specifying a Destination Using the Address Book" (P.202).

4 Enter a subject and message if necessary.

For information on how to enter the subject, refer to "Internet Fax Subject (Specifying the Internet Fax Subject)" (P.232). For information on how to enter the message, refer to "Internet Fax Message (Editing the Internet Fax Mail Contents)" (P.232).

Important
- If the hard disk of the machine becomes full during scanning of a document, a screen appears to prompt you to select whether to send the job up to the stored pages or to cancel the job. Select one of the processes.

Note
- If the hard disk of the machine becomes full during Internet Fax transmission, the transmission is canceled and the document data is deleted.
- If TIFF-J is specified for the profile, the recipient's computer may not be able to display the attached TIFF file properly. In this case, specify the TIFF-S or TIFF-F profile.
- If the Internet Fax-compatible machine of a recipient is not the same model as this machine, it may not print data received from this machine. Confirm the Internet Fax features supported by the destination machine before sending data to it.
- When specifying an address from the Address Book for Internet Fax, make sure that the address does not contain a prohibited domain name. If it does, it cannot be used.

Receiving Internet Fax

■ Reception method

When the machine receives e-mail from an Internet Fax-compatible machine, the received document is printed automatically.

The machine also accepts e-mails addressed to folders on the machine, such as "BOX123@myhost.example.com".

For information on folders, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide. For information on job flow sheets, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" in the Administrator Guide.

Note
- If domains for receiving e-mail are restricted by CentreWare Internet Services, you will only receive Internet Fax from the permitted domains. For information on the domain filtering, refer to "5 Tools" > "Connectivity & Network Setup" > "Other Settings" > "Domain Filtering" in the Administrator Guide.
- You can confirm the domain setting status in a Domain Filter List. For information on the Domain Filter List, refer to "4 Machine Status" > "Machine Information" > "Print Reports" in the Administrator Guide.

■ Printing size

Internet Fax documents received on the machine are printed at the same size as the original documents of the senders.

Note
- When [TIFF-S] is selected for the profile, the printing size will be A4.

When the loaded paper is not the same size as the sent document or when the paper tray used for printing received documents is restricted, the receiving process will be the same as that for regular faxes.

■ Receiving e-mail

Each e-mail header and attachment (TIFF file) of received e-mail will be printed.

- Split documents sent by e-mail

  If a document scanned by the machine is split into segments according to the [Maximum Number of Pages per Split Send] setting made with CentreWare Internet Services, each segment will be treated as individual e-mail and attached with the details of split data.

- Attachments (TIFF format)

  If an unsupported attachment file is received, the file is deleted. You can confirm the error in a Job History Report.

- When the folder number is not registered

  If the specified folder is not registered, the received data is deleted. You can confirm the cause of the problem in a Job History Report.

- Folder operations

  If the hard disk space of the machine is insufficient while printing e-mail or storing e-mail to the folder, the page being processed will be deleted at the point in time when the machine runs out of hard disk space.

■ Restricting incoming e-mail

The machine can be configured to accept or reject e-mails received from specified domains. This feature is called "Domain Filtering". You can register up to 50 domains as permitted or rejected domains.

When receiving an e-mail, the machine checks the Domain Filtering settings. If the domain is registered as a rejected domain, or if the domain is not registered as an accepted domain, the machine will not receive the e-mail. You can confirm the result in the Job History Report. The job history of any rejected e-mail is not stored.

For information on the Domain Filtering, refer to "5 Tools" > "Connectivity & Network Setup" > "Other Settings" > "Domain Filtering" in the Administrator Guide.

Useful Features

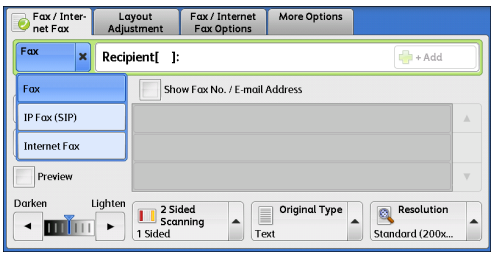
Using an E-mail Address to Send Internet Fax to a Folder

By specifying the e-mail address of a folder on this machine, you can send Internet Fax from an Internet Fax-compatible machine to the folder.

When Internet Fax data is received, the machine stores it in the target folder and prints a Folder Report.

This feature is available only when the recipient's machine can receive e-mail via SMTP. To use this feature, the recipient's machine must have a folder that does not have a passcode. For information on how to create a folder, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide.

1 Select [Internet Fax].



2 Select any option.

3 Enter the e-mail address of the target folder in the following format:

BOX123@myhost.example.com

- BOX (fixed characters to indicate folder) + folder number
- @ + host name of the receiving machine
- Domain name of the receiving machine

Example:	Folder number	123 (Enter the digits of the folder number to match those of the recipient)
	Host name of the receiving machine	myhost
	Domain name of the receiving machine	example.com

Important • If the hard disk of the machine becomes full during Internet Fax transmission, the transmission is canceled and the document data is deleted.

Note • If the hard disk of the machine becomes full during scanning of a document, a screen appears to prompt you to select whether to send the job up to the stored pages or to cancel the job. Select one of the processes.

Sending Internet Fax to regular fax machines via a relay station

By specifying e-mail addresses in a specific format, you can send a document to regular fax machines (that do not support the Internet Fax service) via a network.

This feature enables the machine to first send a document to an Internet Fax-compatible machine (fax gateway) by e-mail via the Internet. The e-mail document is then converted to a fax document on the Internet Fax-compatible machine, and is forwarded to its destinations. If you locate the fax gateway and regular fax machines within an area where the same local rate applies, the fax transmission costs can be reduced.

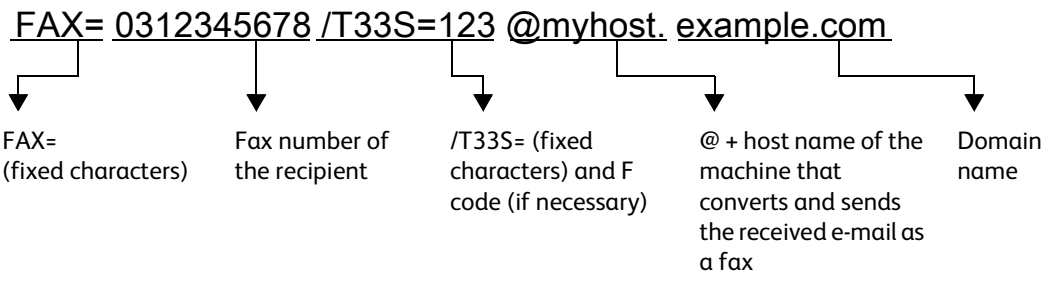
Important • This feature is available only when the fax gateway can receive e-mail via SMTP.

Note • The e-mail received by the fax gateway is deleted even if the fax was not correctly sent.

• The setting specified in [Starting Rate] on the [Fax/Internet Fax Options] screen is used as the communication mode from the fax gateway to the destination fax machine.

• You can restrict fax forwarding in [Fax Transfer from Address Book] and [Fax Transfer Maximum Data Size] in the System Administration mode.

1. Select [Internet Fax].
2. Select any option.
3. Enter the e-mail address of the receiving machine in the following format:



Example:	Fax number	0312345678
	F code (if necessary)	/T33S=123
	Host name of the receiving machine	myhost
	Domain name of the receiving machine	example.com

Important • If the hard disk of the machine becomes full during Internet Fax transmission, the transmission is canceled and the document data is deleted.

Note • If the hard disk of the machine becomes full during scanning of a document, a screen appears to prompt you to select whether to send the job up to the stored pages or to cancel the job. Select one of the processes.

Forwarding Files Stored in a Folder

You can automatically forward faxes stored in a folder, as e-mail attachments.

Faxes sent to folders using the fax signal method (proprietary communication procedures), F Code method, or DTMF method, and faxes stored in folders by the Folder Selector feature can be forwarded as e-mail attachments.

Important • This feature is available only when the mail receiving protocol is SMTP.

For information on how to forward files in a folder, send files to a folder, use the Folder Selector to receive files in a folder, and print or delete files received in a folder, refer to "Checking/Operating Files in a Folder" (P.353).

For information on how to set the Folder Selector feature, refer to "5 Tools" > "Fax Service Settings" > "Fax Received Options" in the Administrator Guide.

■ Forwarding Internet Fax

The machine can automatically forward faxes received in a folder or faxes stored in a folder by using the Folder Selector feature to the forwarding address specified for the folder as e-mail.

With this forwarding feature, you can receive Internet Fax documents on your computer without having to walk up to the machine to pick them up. You can also save paper by displaying the documents on your computer screen.

■ How to forward Internet Fax

The following operations are required for using the forwarding feature of Internet Fax.

- On the machine sending a fax

  Sending faxes to the folder using the fax signal method (proprietary communication procedure), F Code method, or DTMF method.

For information on the transmission method, refer to "More Options" (P.243).

- On the machine receiving the fax in a folder and forwarding an Internet fax

  Creating a job flow sheet to specify a forwarding address and then making a link between the job flow sheet and the folder.

For information on how to create a job flow, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" in the Administrator Guide.

Important • Do not set the address of the machine as the forwarding address.

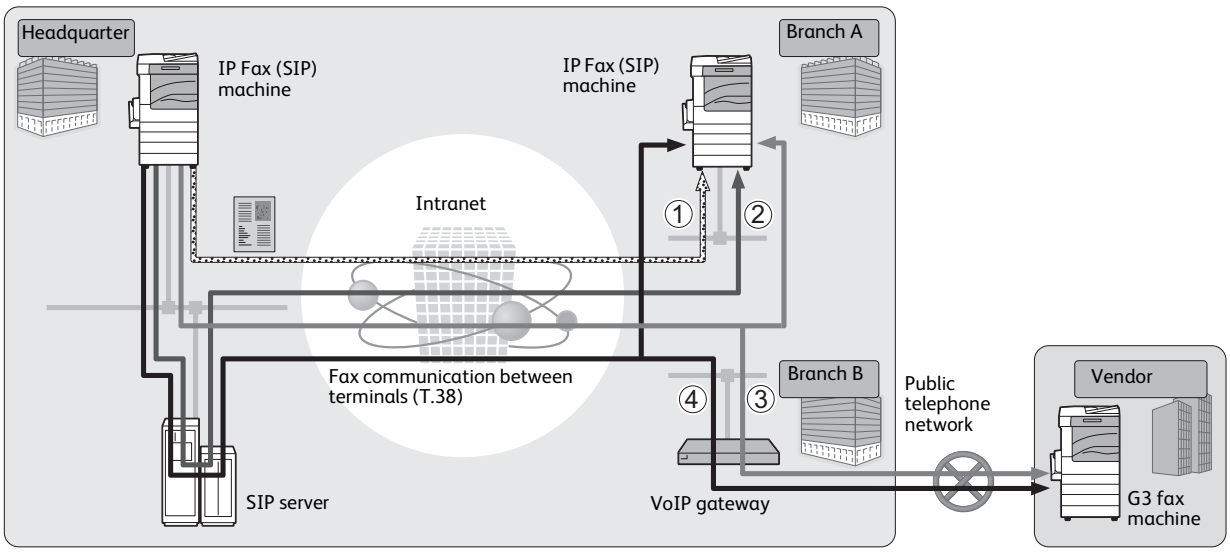
Note
- You can register up to 100 forwarding addresses.
- [Folder Number] and [Passcode] are required by the sender. Inform the sender of the settings.
- If the fax you received is a JBIG-compressed image, and if the Internet Fax profile of the forwarding destination is set to TIFF-F, the image is converted into MH format when forwarding. Also, if the Internet Fax profile is TIFF-S, the fax image is forwarded as is without changing the size and resolution settings.
- If the hard disk in the machine becomes full while the machine is receiving an Internet fax, the reception is canceled and the partly received file is deleted.
- If there is a problem with the data during Internet Fax forwarding, the forwarding is canceled and the received file is stored in the folder.
- If forwarding using SMTP fails, the received file is stored in the folder.
- You can confirm the forwarding result in a Job History Report.

About IP Fax (SIP)

IP Fax (SIP) refers to the process of sending and receiving faxes using an IP Network in a corporate intranets.

The process is compliant with the T.38, an ITU recommendation. Because IP Fax (SIP) uses existing corporate intranets, the transmission is less expensive than G3 fax transmission using public telephone network.

Note
- The communication between IP Fax (SIP) devices is available for our compatible machines in a corporate intranet. (Able 1407 λ is not available.) For information on the compatible machines, contact our Customer Support Center.



IP Fax (SIP) can be configured with SIP server and VoIP Gateway. The functions of the devices are as follows:

■ SIP Server

Using a SIP Server, IP Fax designation can be designated by SIP user name and telephone number. Main features of a SIP server are:

- Receives address information of the machine in the IP network, and registers the address in the database (register server).
- Relays request and response from the SIP client (proxy server).

■ VoIP Gateway

VoIP gateway allows the machine to relay fax communications between the IP network and the public telephone network. A VoIP gateway is required for communicating with a G3 Fax device.

Note
- Cisco MCS 7800 series (Cisco Unified Communications Manager 6.0/6.1/7.1/8.0 is installed) is validated as a SIP server available for the machine.
- Cisco ISR 2800 series (Cisco IOS 12.4 is installed) is validated as a VoIP gateway available for the machine.
- For more information on configuration of SIP server and VoIP gateway, contact our Customer Support Center.
- The communication mode supported by IP Fax (SIP) is G3.

IP Fax (SIP) can be used in the following four connection configurations:

Method to input IP Fax destination differs depending on the connection configuration.

■ **IP Fax (SIP) Device Only**

IP Fax (SIP) devices communicate with each other directly, using IP network (Intranet).

The SIP device address of the communication target shall be designated as an IP Fax (SIP) between the IP Fax (SIP) devices. For example, 1111@192.0.2.1 (address of the SIP device).

■ **SIP Server Installed**

IP Fax (SIP) devices communicate via a SIP server, using an IP network (Intranet).

Since SIP server utilizes address translation, IP Fax (SIP) can be sent to IP Fax (SIP) devices by a designated SIP user name or telephone number. For example, 1111 (SIP user name) or 0312345678 (telephone number).

■ **VoIP Gateway Installed**

In addition to direct communication between IP Fax (SIP) devices in an IP network (Intranet), communication with a G3 Fax device, which does not have IP Fax (SIP) feature, is possible using a VoIP gateway.

IP Fax (SIP) can be sent in the following two methods:

- For IP Fax (SIP) device, designate the SIP device address of the communication target. For example, 1111@192.0.2.1 (SIP device address).
- For G3 Fax device, designate the telephone number. For example, 0312345678 (telephone number).

■ **SIP Server and VoIP Gateway Installed**

In addition to the communication between an IP Fax (SIP) device using a SIP server in an IP network (Intranet), communication with a G3 Fax device, which does not have a IP Fax (SIP) features, is possible using a VoIP gateway.

Since SIP server utilizes address translation, an IP Fax (SIP) can be sent to an IP Fax (SIP) device by designating the SIP user name or telephone number.

For G3 Fax device, IP Fax can be sent by designating telephone number.

For example, 1111 (SIP user name) or 0312345678 (telephone number).

IP Fax (SIP) Features

The following describes the IP Fax (SIP) features.

Operations similar to operating regular fax

By selecting [IP Fax (SIP)] and entering address in the appropriate form, you can send and receive fax documents in a manner similar to operating regular fax.

Also, you can use most features available for regular fax such as redial feature, remote folder, and others.

For other available features, refer to "Feature Comparison with Regular Fax" (P.192).

For operations of fax documents received by using the Remote Folder, refer to "Fax/Internet Fax" (P.201).

Reduction of telecommunication fee

Within an intranet, communication between IP Fax (SIP) devices requires no telecommunication fee. For this reason, IP Fax (SIP) is suitable for sending and receiving fax documents between head office and branches in an intranet.

By using a VoIP gateway, you can reduce the telecommunication cost for sending fax documents to the outside of the intranet.

Communication with regular fax machines

When a VoIP gateway is installed and configured for IP Fax (SIP), you can have fax communication with G3 fax machines connected to the public telephone network.

Note
- For the configuration of a VoIP gateway, check with your network administrator.
- The Starting Rate supported in IP Fax (SIP) is G3.

Direct Fax

You can use the Direct Fax feature to fax documents created with your computer applications directly in the same manner as printing.

For the Direct Fax feature, refer to "Sending Fax" (P.431).

Forwarding feature registered in job flow sheet

By registering job flow, you can forward documents in stored folder or scanned documents via IP Fax (SIP).

Registering in the Job Memory

By storing a setting you frequently use in IP Fax (SIP), you can call the setting with a single button operation.

Feature Comparison with Regular Fax

The feature comparison between the IP Fax (SIP) and the regular fax is as follows:

Features	Regular fax*1	IP Fax (SIP)		
		IP Fax (SIP) only	SIP server	VoIP Gateway
Redial List	O	O	O	O
Relay Broadcast	O	X	X	X*2
Local Name	O	O	O	X
Starting Rate	O	O	O	O
Priority Send	O	O	O	O
Delay Start	O	O	O	O
Cover Page	O	O	O	O
Recipient Print Sets	O	O	O	X
Remote Folder	O	O*3	O*3	X*2
F Code	O	O	O	O
Remote Polling	O	O*4	O*4	O*4
On-hook	O	X	X	X
Manual Send	O	X	X	X
Manual Receive	O	X	X	X
Direct Fax	O	O	O	O
Folder Selector by Telephone Number / G3 ID	O	O*5	O*5	O*5
Folder Selector Setup	O	O	O	O
Output Destination Setup	O	O	O	O

O : Available
X : Not available

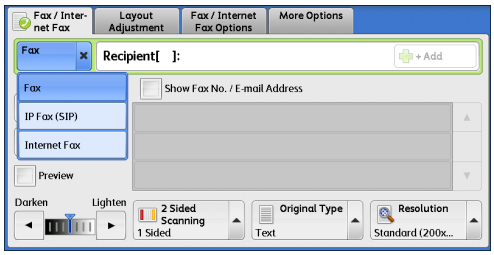
*1 : Refers to G3 fax machines connected to the public telephone network.
*2 : Available for the Remote Folder and the Relay Broadcast using F code.
*3 : Available for the Remote Folder using fax signal method. Unavailable for DTMF method.
*4 : Available for the Remote Polling and the Store for Secure Polling. Unavailable for the On-hook.
*5 : When you use the IP Fax (SIP) service in a cooperate intranet without making any contract with a telephone carrier, select [On] for [Caller ID] under [Tools] > [Fax Service Settings] > [Fax Control] > [Added Service - SIP Line] to acquire the sender's telephone number and select [On] for [Dial-In] under [Tools] > [Fax Service Settings] > [Fax Control] > [Added Service - SIP Line] to acquire the local telephone number.

Note • The buttons of some unavailable features are not displayed on the control panel.

Sending IP Fax (SIP)

The following describes the procedure of sending IP Fax (SIP).

1 Select [IP Fax (SIP)] from the options for fax type.



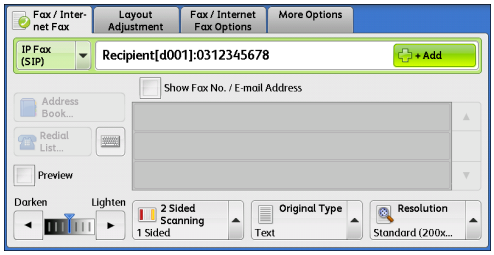
2 Configure features as necessary.

For available features, refer to "Fax/Internet Fax" (P.201).

3 Specify a recipient.

Example:

- Telephone number: 0312345678
- SIP user name: 1111
- SIP device address: 1111@192.0.2.1



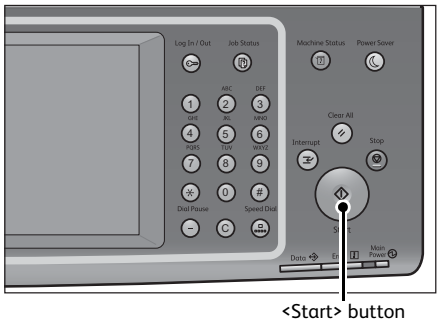
Important
- The method to input IP Fax (SIP) destination differs depending on the fax type of a recipient or the connection configuration. For these differences, refer to "About IP Fax (SIP)" (P.189).
- Check the recipient information before sending the fax.

For the method to specify a recipient using keyboard, refer to "Entering Text" (P.92).

For other methods to specify a recipient, refer to "Fax/Internet Fax" (P.201).

For the broadcast sending, refer to "Broadcast" (P.248).

4 Press the <Start> button.



Important
- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
- Fax cannot be sent if a copy protection code is detected.

Note
- Depending on the settings, a screen to reenter the recipient may be displayed after you specify the recipient. In such case, re-enter the recipient.
- If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.

If a fax cannot be sent, refer to "15 Problem Solving" > "Trouble during Faxing" in the Administrator Guide.

For the method to cancel sending fax, refer to "Stopping the Fax Job" (P.177).

Receiving IP Fax (SIP)

Received fax documents are printed automatically in a manner similar to that of a regular fax.

For information on operations of the Remote Folder, refer to "Receiving Faxes" (P.256).

About Server Fax

If your machine supports the Scan service, installing the Server Fax Kit (optional) allows you to use the Fax service of a Server Fax server.

When your machine does not support the Fax service and supports the Server Fax service only, the Server Fax service will be enabled automatically.

When your machine supports both the Fax and Server Fax services, manually switch to the Server Fax service in the System Administration mode.

With this Server Fax service, you can transfer image data received by the machine to the Server Fax server and can transfer image data received by the Server Fax server to the machine via a network based on the settings you made.

The Server Fax service supports the SMB, FTP, and SMTP protocols.

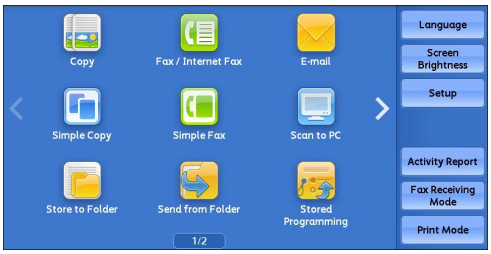
For information on how to connect the machine to a network and how to set the network environment, refer to the Administrator Guide, and the manual included in the Media (Software/Product Manual).

Important
- While the Server Fax service is enabled, the Fax service is detected as "not installed" even if the Fax Kit 2 (optional) is installed on the machine. During that time, therefore, fax transmission and reception are disabled and printed reports show that the machine does not support the Fax service.

Note
- The Server Fax service cannot be used together with the Fax or Internet Fax service.
- This service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

Sending Server Fax

1 Select [Fax] on the Services Home screen.



2 Use the keyboard to directly enter a destination, or use the Address Book to specify a destination.

For information on how to use the keyboard, refer to "Specifying a Destination Using the Keyboard Screen" (P.211).

For information on how to use the Address Book, refer to "Specifying a Destination Using the Address Book" (P.202).

Important
- When the Server Fax service is used for fax transmission, the attributes other than [Fax Number], [Name], and [Index] are ignored in the Address Book.

Features Unavailable for Sending Server Fax

The following features are available for regular faxes, but are not available for server faxes.

Screen	Features
Fax	Resolution*
Transmission Options	Priority Send
	Cover Page
	Recipient Print Sets
	Remote Folder
	F Code
More Options	Remote Polling
	Store for Polling
	On-hook

* : When the SMB or FTP protocol is used, the available options are [Standard (200 x 100 dpi)] and [Fine (200 dpi)], and the resolution of data that is sent to a final destination depends on the resolution setting on the fax server. When the SMTP protocol is used, the available option is [Fine (200 dpi)] only.

You can specify the following settings of the Server Fax service under [Tools] > [System Settings] > [Scan Service Settings] > [Scan Defaults]:

- Background Suppression
- Lighten/Darken
- Sharpness

Features Available for Sending Server Fax (When SMTP is Used)

When the SMTP protocol is used, the Server Fax service is compliant with the E-mail settings configured in the System Administration mode. The following E-mail settings, however, are not available for the Server Fax service:

- Read Receipts
- Reply To

Simple Fax

You can select [Fax/Internet Fax] or [Simple Fax] on the Services Home screen to set the features for the Fax service.

This section describes the features you can select on the [Simple Fax] screen. [Simple Fax] allows you to use only basic features to easily send faxes. The following shows the reference section for each feature.

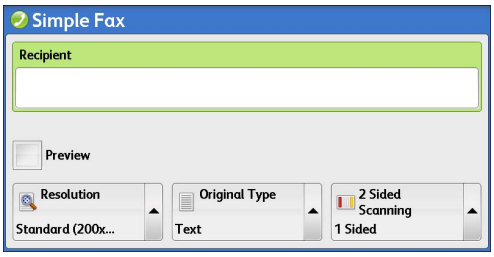
Specifying a Destination Using the Numeric Keypad 196
Speed Dialing (Specifying a Destination Using an Address Number) 197
Specifying a Destination Using a One-Touch Button 198
Previewing the Read Images during a Simple Fax Job 199
Resolution (Specifying the Scanning Resolution) 199
Original Type (Selecting the Document Type) 200
2 Sided Scanning (Transmitting 2-sided Originals) 200

1 Select [Simple Fax] on the Services Home screen.

Note

- [Simple Fax] is not displayed on the Services Home screen when the Server Fax service is enabled.

2 Select a feature on the [Simple Fax] screen.



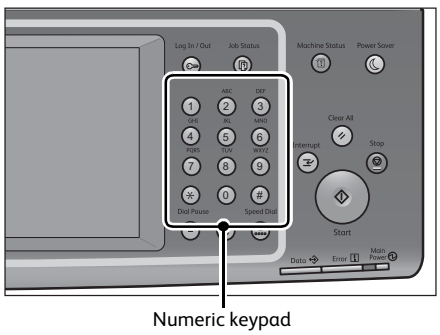
Note

- For the Simple Fax service, you can only set [Resolution], [Original Type], and [2 Sided Scanning]. In addition, when you use this service, [Mixed Size Originals] is set to [On], and [Transmission Header Text] is set to [Display Header]. If you want to set the other options, use [Fax/Internet Fax] on the Services Home screen to send faxes.
- You cannot switch between [Fax/Internet Fax] and [Simple Fax]. To switch one to another, you must return to the Services Home screen. Once you return to the Services Home screen, the settings you have made in [Fax/Internet Fax] or [Simple Fax] will be cleared.

Specifying a Destination Using the Numeric Keypad

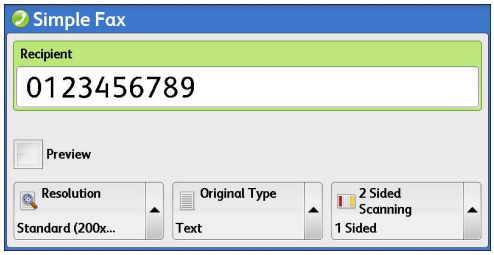
Specify a destination using the numeric keypad.

1 Enter a fax number using the numeric keypad.

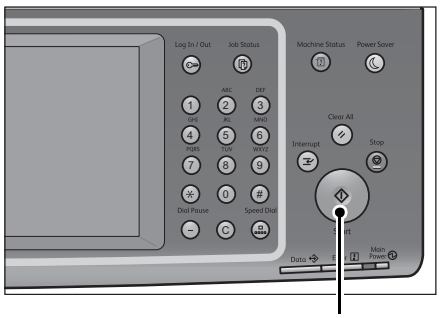


Note

- If you have entered an incorrect value, press the <C (Clear)> button and enter the correct value.



2 Press the <Start> button.



Speed Dialing (Specifying a Destination Using an Address Number)

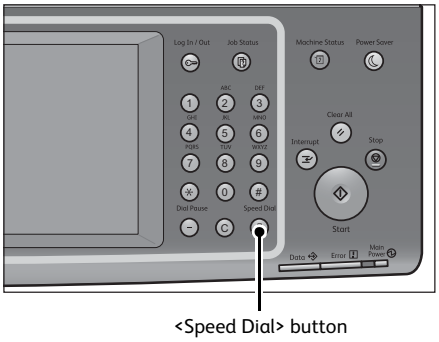
You can use address numbers to specify recipients. Register the address numbers for speed dialing in advance.

When you specify address numbers, confirm that the corresponding fax numbers are correctly registered on the machine. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

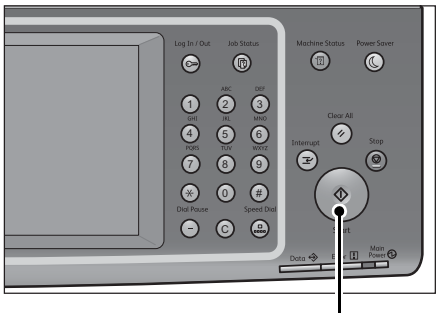
Note
- If you have entered an incorrect value, press the <C (Clear)> button and enter the correct value.
- You can specify only fax recipients using address numbers for the Simple Fax service. The number registered for the Internet Fax service and IP Fax (SIP) cannot be specified.

1 Press the <Speed Dial> button, and enter a 4-digit address number.

Note
- If you have entered an incorrect value, press the <C (Clear)> button and enter the correct value.



2 Press the <Start> button.



3 Confirm the destination displayed on the touch screen, and then select [Yes].

Specifying a Destination Using a One-Touch Button

You can use the one-touch buttons to specify recipients. One-touch buttons correspond to the address numbers from 0001 to 0070, or 0001 to 0060. For example, when the number you want to dial is registered to the address number 0001, press one-touch button <1>.

For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

Note

- There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following. By default, [Type 1] is selected.
  - [Type 1]
    The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.
  - [Type 2]
    The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

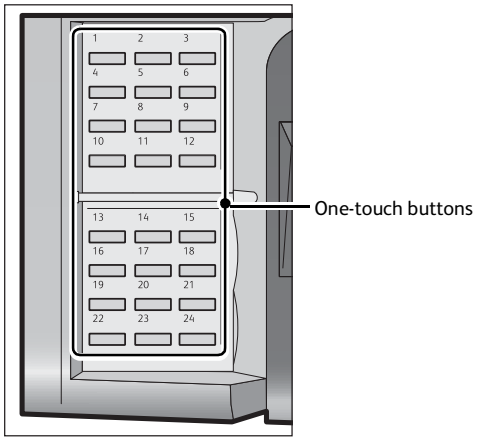
1 Press a one-touch button. Confirm that the recipient (fax number) specified with the one-touch button is displayed on the touch screen.

Important

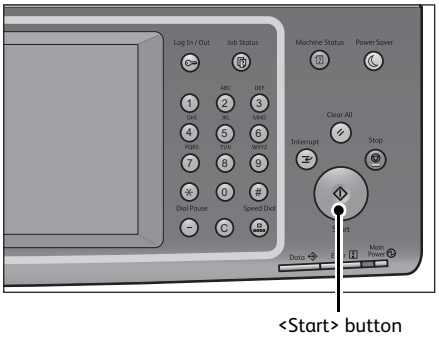
- The one-touch buttons have a sensor to detect which page of one-touch buttons (1 - 24, 25 - 48, 49 - M02) is currently opened. Before pressing a one-touch button, turn over the one-touch panel completely, and take off your hand from the panel. Do not press the button while you are turning over the panel.
- Do not place any objects near the one-touch buttons or spill any liquid over them.

Note

- Turn the one-touch panel over to press the one-touch buttons 25 and above.
- If you have entered an incorrect value, press the <C (Clear)> button and enter the correct value.



2 Press the <Start> button.



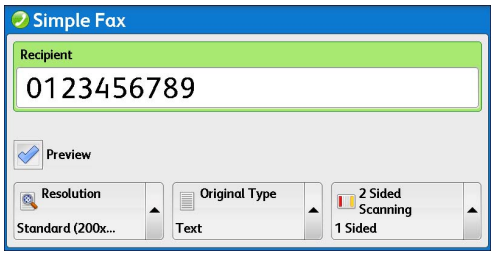
3 Confirm the destination displayed on the touch screen, and then select [Yes].

Previewing the Read Images during a Simple Fax Job

Before sending a fax, you can preview the read images while reading the next document.

1 Check [Preview], set each item and press the <Start> button.

For more information, refer to "Previewing the Read Images during a Fax Job" (P.178).



2 Preview the scanned images while scanning the next document.

Resolution (Specifying the Scanning Resolution)

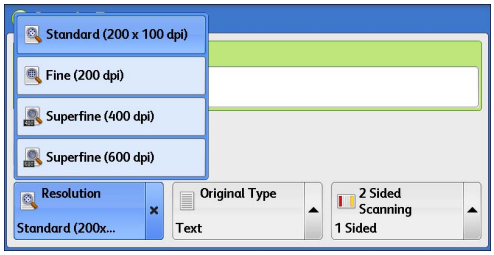
You can set the resolution for the documents to be scanned.

Note

- The machine scans a document at the specified resolution, but if the recipient's machine does not support the resolution, the machine automatically changes the resolution to one supported by the recipient's machine and there is a corresponding loss in quality.
- The higher the resolution, the lower the transmission speed. Usually, we recommend that you select [Superfine (400 dpi)] or lower.
- Only [Fine (200 dpi)] is available for the Server Fax service.

You can specify the resolution for each address number. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

1 Select [Resolution].



■ **Standard (200 x 100 dpi)**

Select this option when transmitting standard documents.

(200 x 100 pels/25.4 mm)

■ **Fine (200 dpi)**

Select this option when transmitting documents with small text or detailed images.

(200 x 200 pels/25.4 mm)

■ **Superfine (400 dpi)**

Select this option when transmitting documents with fine images.

(400 x 400 pels/25.4 mm)

■ **Superfine (600 dpi)**

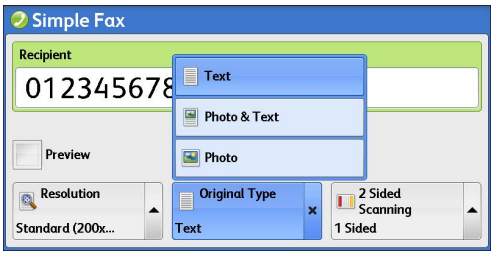
Select this option when transmitting documents with extremely fine images.

(600 x 600 pels/25.4 mm)

Original Type (Selecting the Document Type)

You can select the type of the original document, such as text and photo documents.

1 Select [Original Type].



■ **Text**

Select this option when transmitting a document that contains only text.

■ **Photo & Text**

Select this option when transmitting a document that contains both text and photos. The machine automatically distinguishes the text and photo areas and sets the appropriate image quality for each area of the document.

■ **Photo**

Select this option when transmitting a document that contains only photos.

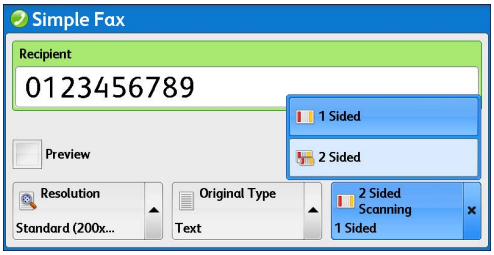
Note • If reduced in size, the scan documents may have stripes in their photo areas.

2 Sided Scanning (Transmitting 2-sided Originals)

You can scan a 1-sided or 2-sided document on one or both sides of paper for fax transmission.

Note • The image on the back side of a 2-sided document is rotated so that it is placed in the same orientation as the image on the front side.

1 Select [2 Sided Scanning].



■ **1 Sided**

Select this option to scan one side of the document.

■ **2 Sided**

Select this option to scan both sides of the document.

■ **2 Sided (Skip Blank Pages)**

Select this option to scan only the document pages that are not blank. You do not need to take into account which side is the front when sending documents.

Important • If you select [2 Sided (Skip Blank Pages)] in [2 Sided Scanning] when the Skip Blank Pages feature is enabled, image loss may occur on the fax document depending on the recipient's machine. For example, when you select [2 Sided (Skip Blank Pages)] to send an A4 fax document, image loss may occur in the area where the edge erase amounts is set when the fax is printed on an A4 document by the recipient's machine.

• When you select [2 Sided (Skip Blank Pages)] on the [Simple Fax] screen, the machine is set to select [100%] in [Reduce/Enlarge] automatically. When you select an option other than [2 Sided (Skip Blank Pages)], the machine is set to select [Auto %] in [Reduce/Enlarge] automatically.

Note • When [2 Sided (Skip Blank Pages)] is selected, the setting of [Original Type] changes to [Text].

• You can switch whether to enable [2 Sided (Skip Blank Pages)] by pressing the <Power Saver> button while setting the fax features.

• The level of accuracy in which the machine determines whether a page is blank or not differs depending on a document. For example, if a blank page has background shadows, the machine may not determine the page as a blank page.

[2 Sided (Skip Blank Pages)] is displayed only when [Skip Blank Pages] is enabled. For more information, refer to "5 Tools" > "Fax Service Settings" > "Fax Control" > "Skip Blank Pages" in the Administrator Guide.

Fax/Internet Fax

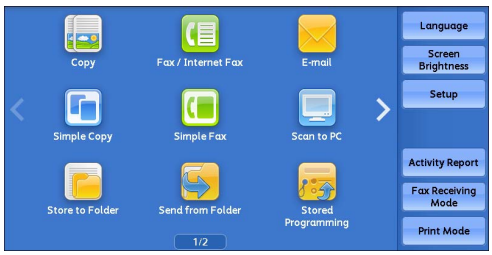
You can select [Fax/Internet Fax] or [Simple Fax] on the Services Home screen to set the features for the Fax service.

This section describes the features you can select on the [Fax/Internet Fax] screen. The following shows the reference section for each feature.

Internet Fax / Fax / IP Fax (SIP) (Selecting Internet Fax / Fax / IP Fax (SIP)) 202
+ Add (Sending Faxes to Multiple Recipients) 202
Specifying a Destination Using the Address Book 202
Address Book (Specifying a Destination Using the Address Book [Type 1]) 203
Address Book (Specifying a Destination Using the Address Book [Type 2]) 206
Speed Dialing (Specifying a Destination Using an Address Number) 207
Add New Address (Registering a Destination on the Address Book) 208
Specifying a Destination Using a One-Touch Button 210
Specifying a Destination Using the Keyboard Screen 211
Specifying a Destination Using the Redial Feature 212
Specifying a Line (Port) 212
Entering Specific Symbols 214
Removing/Confirming a Recipient 214
Previewing the Read Images during a Fax/Internet Fax Job 215
Lighten/Darken (Adjusting Fax Density) 215
2 Sided Scanning (Transmitting 2-sided Originals) 216
Original Type (Selecting the Document Type) 217
Resolution (Specifying the Scanning Resolution) 217

You can customize the layout of features displayed on the [Fax/Internet Fax] screen. For more information, refer to "5 Tools" > "Fax Service Settings" > "Screen Defaults" in the Administrator Guide.

1 Select [Fax/Internet Fax] on the Services Home screen.



2 Select a feature on the [Fax/Internet Fax] screen.

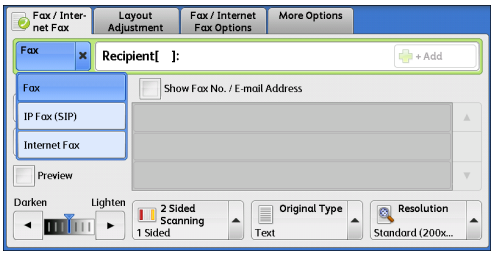
Note

- Depending on the settings for [Fax Screen Default] in the System Administration mode, the [Fax Address Book] screen is displayed. For more information, refer to "5 Tools" > "Fax Service Settings" > "Screen Defaults" > "Fax Screen Default" in the Administrator Guide.

Internet Fax / Fax / IP Fax (SIP) (Selecting Internet Fax / Fax / IP Fax (SIP))

You can switch between Internet Fax, Fax and IP Fax (SIP) as necessary.

1 Select [Fax], [IP Fax (SIP)], or [Internet Fax] from the drop-down menu.



+ Add (Sending Faxes to Multiple Recipients)

The Broadcast Send feature allows you to transmit the same document to multiple recipients in a single operation. There is no need to repeat the same operation for each recipient.

For information on the Broadcast Send feature, refer to "Broadcast Send (Transmitting to Multiple Recipients)" (P.248)

Specifying a Destination Using the Address Book

The following describes how to use the Address Book to specify recipients.

The Address Book shows the fax numbers registered in the address numbers.

For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

Important • When the Server Fax service is used for fax transmission, the attributes other than [Fax Number], [Name], and [Index] are ignored in the Address Book.

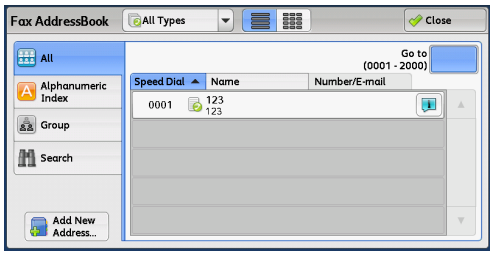
Note • Select [Add New Address] on the [Fax Address Book] screen to register a destination. For more information, refer to "Add New Address (Registering a Destination on the Address Book)" (P.208).

Types of the Address Book

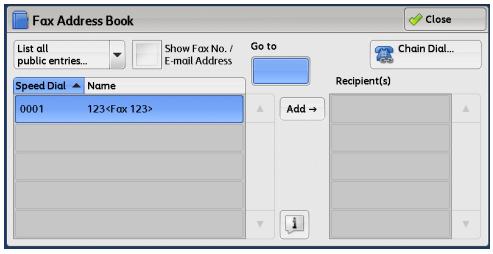
The machine provides two different ways of displaying the Address book: [Type 1] and [Type 2]. The Address Book [Type1] or [Type2] will be displayed depending on the setting of [Address Book Type] in the System Administration mode.

For information on how to set the Address book type, refer to "5 Tools" > "Address Book Settings" > "Address Book Type" in the Administrator Guide.

[Type 1]



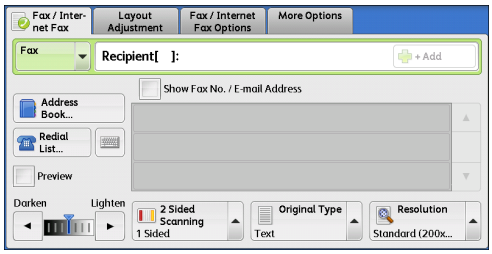
[Type 2]



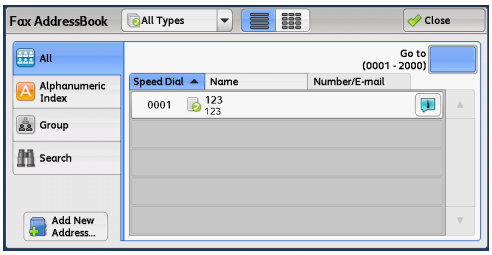
Address Book (Specifying a Destination Using the Address Book [Type 1])

The following describes how to specify a destination using the Address Book [Type 1].

1 Select [Address Book].



2 Select the item you want to set for the recipient.



Important
- When specifying an address from the Address Book for Internet Fax / IP Fax (SIP), make sure that the address does not contain a prohibited domain name. If it does, it cannot be used.

Note
- To switch the Address Book entry type, select [Public Entries] or [Network Entries] from the drop-down menu on the [Fax Address Book] screen. The methods that appear on the drop-down menu depend on the settings in the System Administration mode.
- You can sort recipients in alphabetical order or registered number order.

Using the Address Book

You can search for the fax numbers of recipients using [Public Entries] and [Network Entries]. You can use [Simple Search] with keywords or [Advanced Search] with multiple attributes for each Address Book searching.

■ Public Entries

Displays the list of registered recipients.

■ Network Entries

Allows you to search for fax numbers not in the local Address book but the one registered in a server on a network.

■ Address types

Select from [All Types], [Fax], [IP Fax (SIP)], and [Internet Fax].

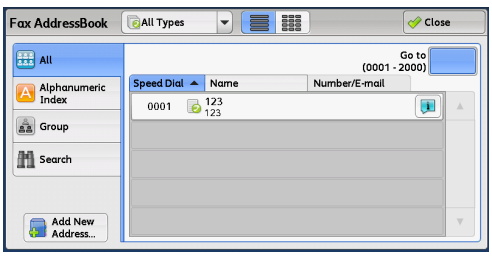
The features to be displayed on the screen depend on your machine configuration.

■ Next

This item is displayed when [Chain Dial] is set to [Yes] in the System Administration mode. Select [Next] to specify another recipient.

■ When you select [Public Entries]

1 Select at least one recipient.



Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

- During scrolling the list, is not displayed. When scrolling stops, it is displayed again.
- You can sort recipients in alphabetical order or registered number order.

You can specify the starting numbers of address numbers in the System Administration mode. For information on how to change the settings, refer to "5 Tools" > "Address Book Settings" > Fax Speed Dial Default" in the Administrator Guide.

■ Go to

Enter the desired speed dial number with the numeric keypad. The corresponding address appears at the top of the list.

■ (List/Thumbnail)

Press this button to switch the display between the list (five recipients) and the thumbnails (15 recipients).

■ Speed Dial

Displays the speed dial numbers.

■ Name

Displays the recipient names.

■

Displays the details on the recipient.

■ Add New Address

Allows you to add a new recipient. To add a new recipient, use the screen keyboard or current recipients.

For more information on how to add a new address, refer to "Add New Address (Registering a Destination on the Address Book)" (P.208).

■ All

Lists all the registered recipients for Fax or Internet Fax.

■ Alphanumeric Index

Lists the registered recipients with alphanumeric index character in alphabetical order.

■ Group

Lists all the registered Fax Group Recipients.

For more information on how to register groups dial numbers, refer to "5 Tools" > "Setup" > "Create Fax Group Recipients" in the Administrator Guide.

■ Search

Allows you to set [Simple Search] or [Advanced Search].

Searches by the keyword specified for [Simple Search], or by search entries for [Advanced Search].

Note
- For [Advanced Search], you can set multiple search entries.
- For [Simple Search], you can set a keyword for [Name], [Fax Number], or [E-mail Address].

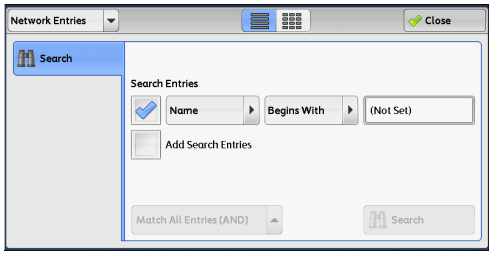
■ When you select [Network Entries]

Important
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Note
- Enable filters from the [Custom Filters] screen using CentreWare Internet Services to search with keywords (Simple Search) without [Name], [Fax Number], or [Custom Item]. For more information, refer to the help of CentreWare Internet Services.

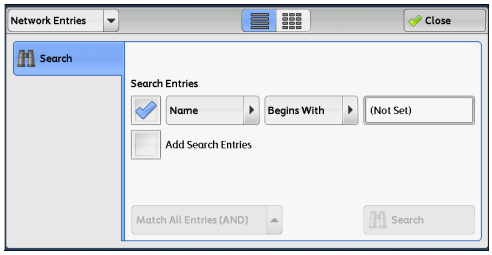
1 Select a search target from the drop-down menu on the left.

You can select [Name], [Fax Number], [Internet Fax Address], [IP Fax (SIP) Number] for a search target.



2 Select an advanced search condition from the drop-down menu on the right.

You can select [Begins With], [Ends With], [Contains], [Equals], or [Registered] for search entries of the Advanced Search.



3 When you select a button other than [Registered], select the box and enter the text.

For information on how to enter characters, refer to "Entering Text" (P.92).

■ Search Entries

Select the check boxes to enable the search condition.

■ Add Search Entries

Select the check box to create a new search entry.

Note • When you have multiple search entries, select [Match All Entries (AND)] or [Match Any Entry (OR)] from the drop-down menu.

■ Name

Searches with a recipient name as a keyword. After you set an advanced search condition, select the box to display the screen for entering the keyword. Up to 32 characters are allowed.

Example: Smith

■ Fax Number

Searches with a fax number as a keyword. After you set an advanced search condition, select the box to display the screen for entering the keyword. Up to 60 characters are allowed.

■ Internet Fax Address

Searches with an Internet fax address as a keyword. After you set an advanced search condition, select the box to display the screen for entering the keyword. Up to 128 characters are allowed.

Example: myhost@example.com

■ IP Fax (SIP) Number

Searches with a telephone number, SIP user name, or SIP device address as a keyword.

After you set an advanced search condition, select the box to display the screen for entering the keyword.

Up to 128 characters are allowed.

Example: Telephone number: 0312345678

SIP user name: 1111

SIP device address: 1111@192.0.2.1

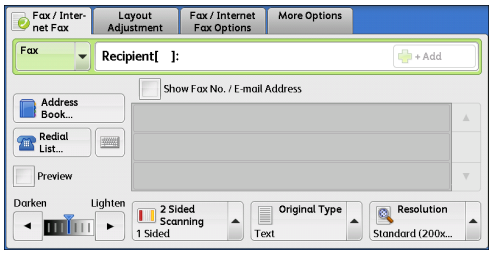
■ **Search**

The search starts. The searched results are listed on the screen.

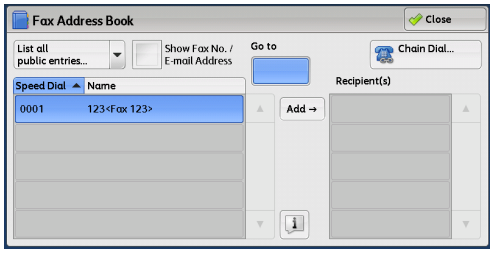
Address Book (Specifying a Destination Using the Address Book [Type 2])

The following describes how to specify a destination using the Address Book [Type 2].

1 Select [Address Book].



2 Select the item you want to set for a recipient, and select [Add].



Important
- When specifying an address from the Address Book for Internet Fax / IP Fax (SIP), make sure that the address does not contain a prohibited domain name. If it does, it cannot be used.

Note
- To specify multiple recipients, specify them continuously.
- To switch the Address Book entry type, select [List all public entries], [Retrieve entries using index], [List all group entries], or [Search Network] from the drop-down menu on the [Fax Address Book] screen. The methods that appear on the drop-down menu depend on the settings in the System Administration mode.
- Depending on the network settings, [Search Network] may not appear in the drop-down menu. For information on the Network settings, refer to "5 Tools" > "Connectivity & Network Setup" > "Remote Authentication / Directory Service" > "LDAP Server / Directory Service Settings" in the Administrator Guide.
- You can sort recipients in alphabetical order or registered number order.

Using the Address Book

You can search for the fax numbers of recipients using [List all public entries], [Retrieve entries using index], [List all group entries], and [Search Network].

You can specify the starting numbers of the address numbers in the System Administration mode. For information on how to change the settings, refer to "5 Tools" > "Address Book Settings" > "Fax Speed Dial Default" in the Administrator Guide.

■ **List all public entries**

Displays the list of registered recipients.
Select [▲] to return to the previous screen or [▼] to move to the next screen.

Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

Select items you want to set for a recipient, and select [Add].

■ **Retrieve entries using index**

Allows you to search for the fax numbers or group names of recipients using texts and numbers specified when registering address numbers. Select items you want to set for a recipient, and select [Add].

■ **List all group entries**

Allows you to search for the pre-registered group dial numbers.
Select [▲] to return to the previous screen or [▼] to move to the next screen.

Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

Select items that you want to specify for a recipient, and select [Add].

For more information on how to register groups dial numbers, refer to "5 Tools" > "Setup" > "Create Fax Group Recipients" in the Administrator Guide.

■ **Search Network**

Allows you to search for fax numbers not in the local Address book but the one registered in a server on a network. Set any items for [Name], [Fax Number], [Custom Item], and select [Search]. Select items you want to specify for a recipient, and select [Add].

■ **Go to**

Enter the desired speed dial number with the numeric keypad. The corresponding address appears at the top of the list.

■

Select an item of which details you want to check, and select .

■ **Chain Dial**

Allows you to combine the fax numbers registered in one-touch button, speed dial, and Address book respectively and the numbers entered using the numeric keypad to specify as one recipient. You do not select [Add].

■ **Show Fax No. / E-mail Address**

By selecting this check box, you can hide the recipient's name in the recipient field.

Speed Dialing (Specifying a Destination Using an Address Number)

You can use address numbers to specify recipients. Register the address numbers for speed dialing in advance.

Note
- Select [Add New Address] on the [Fax Address Book] screen to register a destination. For more information, refer to "Add New Address (Registering a Destination on the Address Book)" (P.208).
- In the address numbers included in groups or wildcards, even though there are lines used for destination are already specified, when the lines are specified by selecting [Line Selection] in the [Fax / Internet Fax] screen, a fax job will be transmitted in the setting of [Line Selection]. For more information, refer to "Specifying a line (port) using [Line Selection]" (P.213).

You can use wildcards (the <*> button on the numeric keypad or [*] on the keyboard screen) for the last digit or last two digits of address numbers.

The following tables show examples of using the wildcards to specify multiple recipients.

■ **When using a wildcard for the last digit**

How to Enter Wildcard	Target Address Numbers	The Number of Target Addresses
000*	0001 - 0009	9
001*	0010 - 0019	10
010*	0100 - 0109	10
100*	1000 - 1009	10

■ When using wildcards for the last two digits

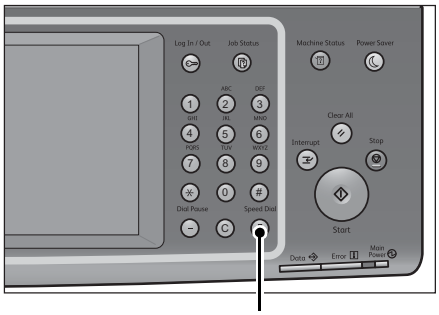
How to Enter Wildcard	Target Address Numbers	The Number of Target Addresses
00**	0001 - 0099	99
01**	0100 - 0199	100
10**	1000 - 1099	100

When you specify address numbers, confirm that the corresponding fax numbers are correctly registered on the machine. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

Note

- The maximum number of recipients that you can specify at one time is as follows:
  Using address numbers only: 600 locations. Using the numeric keypad in combination with address numbers: 600 locations.
- An address number is always displayed in four digits. If [Auto Validation of Speed Dial Entry] is set to [Validate entry after a fixed time] in the System Administration mode, and for example when you enter "**", "0" is automatically added to the beginning of the wildcards to display "00**". For more information, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Auto Validation of Speed Dial Entry" in the Administrator Guide.
- You can use wildcards only for the last digit or last two digits of address numbers. The following is not available: "*100", "**10", and "1*00"

1 Press the <Speed Dial> button, and enter a 4-digit address number. Repeat this step for each additional recipient.



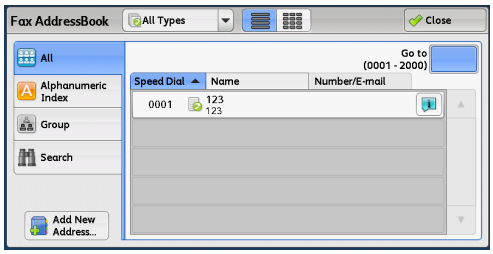
Add New Address (Registering a Destination on the Address Book)

You can register destinations on the Address Book. The current destinations specified on the First Tab screen can also be registered.

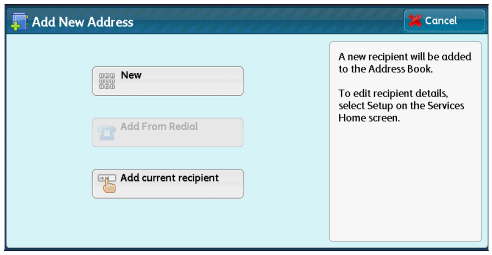
Note

- [Add New Address] is not displayed depending on the settings in the System Administration mode or the number of registered addresses. For details on the settings and the number of addresses, ask your system administrator.

1 Select [Add New Address].



2 Select a method to register a recipient.



■ **New**

Enter a new recipient using the keyboard.

■ **Add From Redial**

Select a recipient to be registered from the Redial list.

Note
- This item does not appear on the screen when the Server Fax service is enabled.
- This item cannot be selected when no telephone number is on the Redial List.

■ **Add current recipient**

Select a recipient to be registered from the current recipients specified on the First Tab screen.

Note
- This item cannot be selected if no recipient is specified on the First Tab screen.

When [New] is selected

3 Use the keyboard displayed on the screen to enter a fax number with up to 128 digits.

4 Select [Next].

Note
- To return to the previous screen, select [Back].

When [Add From Redial] is selected

3 Select a recipient to be registered.

Note
- Speed Dial, Group, and Broadcast Recipients cannot be selected.

4 Select [Next].

Note
- To return to the previous screen, select [Back].

When [Add current recipient] is selected

3 Select a recipient to be registered.

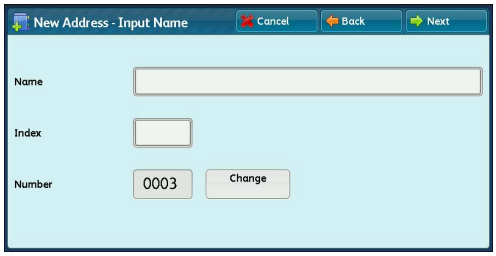
Note
- Speed Dial, Group, and Broadcast Recipients cannot be selected.

4 Select [Next].

Note
- To return to the previous screen, select [Back].

5 Select [Name], enter a name using the keyboard displayed on the screen, and then select [Save].

For information on how to enter characters, refer to "Entering Text" (P.92).



6 To change the index, select [Index], select a new character from the keyboard displayed on the screen, and then select [Save].

You can register a single alphanumeric index character for use as a keyword to search with the Address Book.

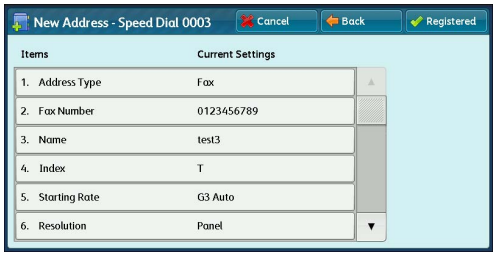
For information on how to enter characters, refer to "Entering Text" (P.92).

7 To the address number, select [Change], select a number from the list, and then select [Save].

8 Select [Next].

Note • To return to the previous screen, select [Back].

9 Select an item to set and set.



The following items appear:

- Address Type
- Fax Number
- E-mail Address
- Name
- Index
- Starting Rate
- Resolution
- Cover Page
- Maximum Image Size
- Delay Start
- Remote Folder
- F Code
- Relay Broadcast
- Billing - Day Time, Billing - Night Time, Billing - Midnight
- Internet Fax Profile
- S/MIME Certificate (ApeosPort Series Models Only)

Note • The items to be displayed on the screen depend on the Address Book entry type.

• To delete the input data and return to the [Fax Address Book] screen, select [Cancel].

For more information on the setting items, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

10 When the settings are completed, select [Registered].

Note • To return to the previous screen, select [Back].

Specifying a Destination Using a One-Touch Button

You can use the one-touch buttons to specify recipients. One-touch buttons correspond to the address numbers from 0001 to 0070, or 0001 to 0060. For example, when the number you want to dial is registered to the address number 0001, press one-touch button <1>.

For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

Note • There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following. By default, [Type 1] is selected.

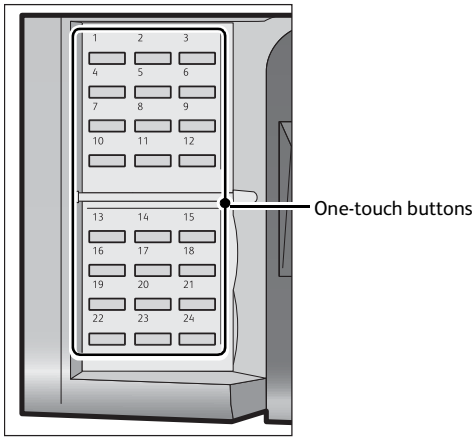
- [Type 1]
  The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.
- [Type 2]
  The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

• The Large Size Color UI (optional) does not support the one-touch buttons.

1 Press a one-touch button. Confirm that the recipient (fax number) specified with the one-touch button is displayed on the touch screen.

Important
- The one-touch buttons have a sensor to detect which page of one-touch buttons (1 - 24, 25 - 48, or 49 - M02) is currently opened. Before pressing a one-touch button, turn over the one-touch panel completely, and take off your hand from the panel. Do not press the button while you are turning over the panel.
- Do not place any objects near the one-touch buttons, nor spill any liquid over them.

Note
- To specify multiple recipients, press the one-touch buttons continuously.
- Turn the one-touch panel over to press the one-touch buttons 25 and above.

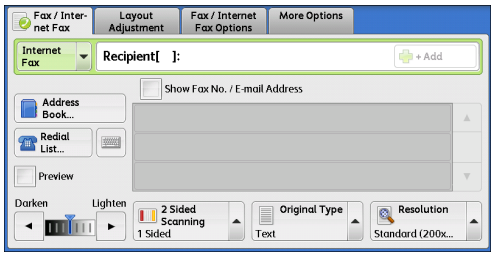


Specifying a Destination Using the Keyboard Screen

You can specify recipients using the keyboard screen.

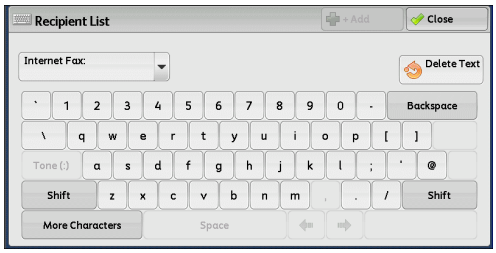
Important
- When transmission to a certain recipient is prohibited in the System Administration mode, the keyboard button cannot be used.

1 Select the keyboard button.



2 Specify a recipient with up to 128 characters using the keyboard displayed on the touch screen.

Note
- When the Server Fax service is used, a destination must be less than 50 characters long. The available characters are as follows:



0 to 9	Numeric characters
-	Pause
#	A starting character for a group number
\	A delimiter for private data. Using this character before and after private data hides the destination string.
S	A character for password verification
:	DTMF signal
=	A character to wait for dial tones
+	Available, but ignored
(Space)	Available, but ignored

For more information, refer to the documentation provided with the Server Fax Kit.

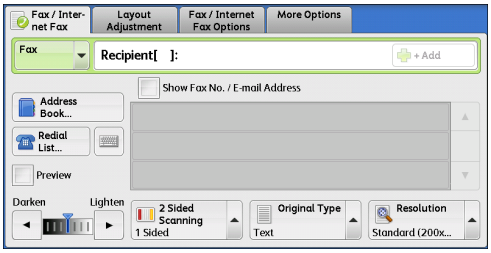
- Even though a line is specified in the above keyboard screen, when the lines are specified by selecting [Line Selection] in the [Fax /Internet Fax] screen, a fax job will be transmitted in the setting of [Line Selection]. For more information, refer to "Specifying a line (port) using [Line Selection]" (P.213).

Specifying a Destination Using the Redial Feature

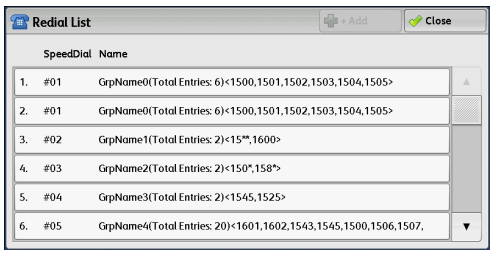
You can specify recipients using the Redial feature.

Important • When transmission to a certain recipient is prohibited in the System Administration mode, [Redial List] cannot be used.

1 Select [Redial List].



2 Select items you want to specify for a recipient, and select [Close].



Specifying a Line (Port)

When the Additional G3 Port Kit 2 (optional) is installed, you can specify the line (port) and send faxes. Local terminal information can be registered to each line. You can use each line for a different purpose.

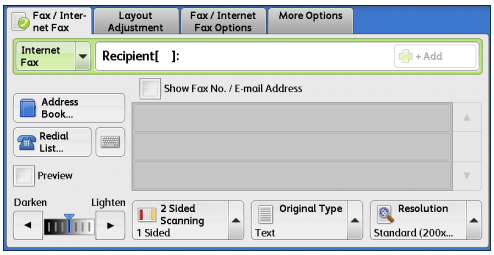
You can specify a line (port) using the keyboard screen or [Line Selection].

Important • When transmission to a certain recipient is prohibited in the System Administration mode, the keyboard button cannot be used.

For information on how to set [Local Terminal Information], refer to "5 Tools" > "Fax Service Settings" > "Local Terminal Information" in the Administrator Guide.

Specifying a line (port) using the keyboard screen

1 Press the keyboard button.



2 Select [Shift], and enter in the following format: "<", "port number", ">", "recipient's telephone number".

The following shows the corresponding lines to each port.

<1>: Line 1

<2>: Line 2

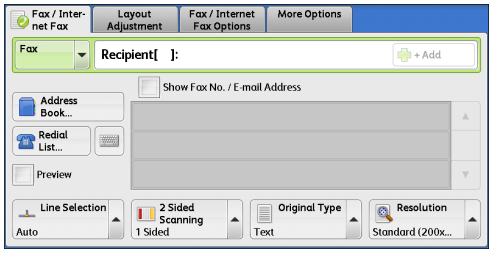
<3>: Line 3

Example when using Line 1: <1>XXXXXXXXXX

Specifying a line (port) using [Line Selection]

You can specify a line using [Line Selection].

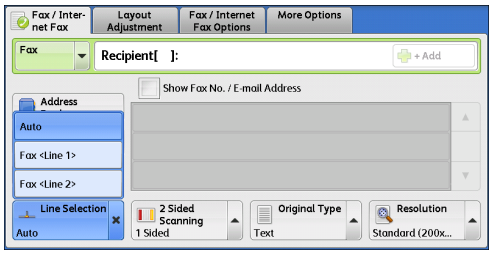
1 Select [Line Selection].



Note

- To display [Line Selection], the System Administrator setting is required. For more information, refer to "5 Tools" > "Fax Service Settings" > "Screen Defaults" > "Fax Screen Default" in the Administrator Guide.
- When [Line Selection] is displayed, [Lighten / Darken] cannot be displayed. In this case, you can set the fax density on the [Layout Adjustment] tab. For more information, refer to "Lighten / Darken (Adjusting Fax Density)" (P.224).

2 Select [Auto] or [Fax <Line N>] from the popup menu.



Note

- When [Fax <Line N>] is selected, a fax job is transmitted to all specified recipients using the selected line.
- When selecting [IP Fax (SIP)] as the address type, [Line Selection] is selectable, however, the setting is invalid and a fax job cannot be transmitted using the selected line.
- You can set a line name as you intended. The line name can be set within 13 single-byte characters. For more information, refer to "5 Tools" > "Fax Service Settings" > "Screen Defaults" > "Fax Screen Default" in the Administrator Guide.

Entering Specific Symbols

When specifying a recipient, you can use the following features to enter specific symbols on the touch screen.

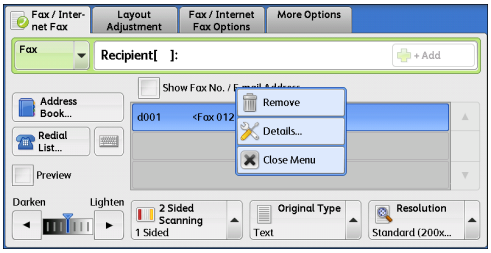
Feature	Button	Function	Input method
Enter pause	- or <Pause> (-)	Used to enter a pause. One pause is 3 seconds. You can enter pauses of 6 seconds, 9 seconds, etc. with additional button presses.	Press the <Pause> button. (Example) 0-123 ... 0--123 ...
Transmit using a password	S	When a password has been set, transmission will start only if the password matches the ID number on the remote terminal.	1. Select the keyboard button on the [Fax/Internet Fax] screen to display the keyboard. 2. Select [S]. (Example) 0312345678S12345678
Transmit DTMF signal	!	Used to transmit the DTMF signal.	1. Select the keyboard button on the [Fax/Internet Fax] screen to display the keyboard. 2. Select [More Characters]. 3. Select [!]. (Example) 0311123456!123#

When using the DTMF method, use specific symbols. For information on the DTMF method, refer to "Remote Folder (Using Remote Folder)" (P.234) and "Broadcast" (P.248).

Removing/Confirming a Recipient

You can remove or confirm recipients from the pop-up menu.

1. Select the recipient to be removed or confirmed from the selected recipients.
2. Select any option from the pop-up menu.



■ **Remove**

Removes the recipient.

■ **Details**

Displays the [Details] screen. You can confirm recipients or address numbers.

■ **Close Menu**

Hides the pop-up menu.

[Details] Screen

This screen allows you to confirm recipients.

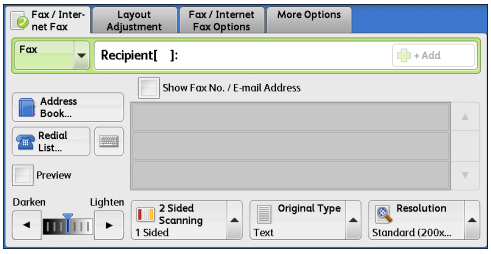
■ **Starting Rate**

Allows you to select a communication mode according to the features of recipient.

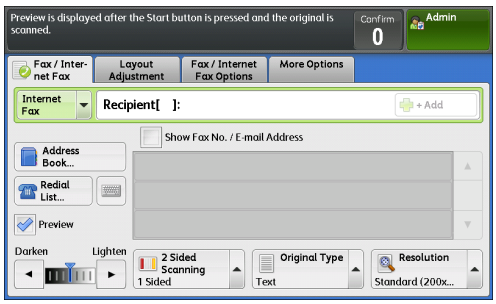
Previewing the Read Images during a Fax/Internet Fax Job

Before sending a fax, you can preview the read images while reading the next document.

1 Check [Preview].



2 The message screen on the right will be displayed. Configure each settings and press the <Start> button.



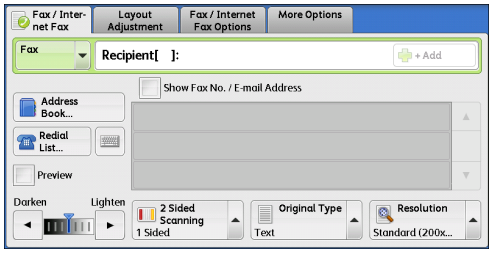
3 Preview the read images while reading the next document.

For more information "Previewing the Read Images during a Fax Job" (P.178).

Lighten/Darken (Adjusting Fax Density)

You can adjust fax density from seven levels.

1 Use [◀] and [▶] to adjust a density level.

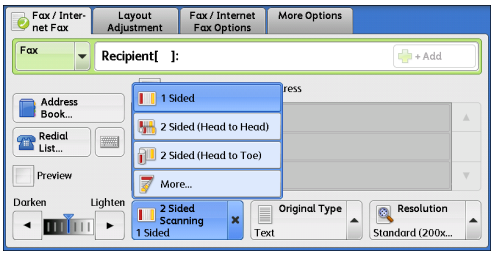


2 Sided Scanning (Transmitting 2-sided Originals)

You can scan a 1-sided or 2-sided document on one or both sides of paper for fax transmission.

Note • The image on the back side of a 2-sided document is rotated so that it is placed in the same orientation as the image on the front side.

1 Select a scan option.



■ 1 Sided

Select this option to scan one side of the document.

■ 2 Sided (Head to Head)

Select this option when both sides of the 2-sided document are in the same orientation.

■ 2 Sided (Head to Toe)

Select this option when both sides of the 2-sided document are in opposite orientations.

■ More

Displays the [2 Sided Scanning] screen.

Refer to "[2 Sided Scanning] Screen" (P.216).

[2 Sided Scanning] Screen

1 Select whether the document is one-sided or two-sided. When [2 Sided] or [2 Sided (First Page 1 Sided)] is selected, also select the orientation of the document.

■ 1 Sided

Select this option to scan one side of the document.

■ 2 Sided

Select this option to scan both sides of the document.

■ 2 Sided (First Page 1 Sided)

Select this option to scan the front side of the first page and both sides of the remaining pages. Use this option when the back side of the first page is blank.

■ 2 Sided (Skip Blank Pages)

Select this option to scan only the document pages that are not blank. You can send documents without concerning for which side is the front.

Important • If you select [2 Sided (Skip Blank Pages)] in [2 Sided Scanning] when the Skip Blank Pages feature is enabled, image loss may occur on the fax document depending on the recipient's machine. For example, when you select [2 Sided (Skip Blank Pages)] to send an A4 fax document, image loss may occur in the area where the edge erase amounts is set when the fax is printed on an A4 document by the recipient's machine.

Note • When [2 Sided (Skip Blank Pages)] is selected, the settings change as follows:
[Original Type]: [Text]
[Lighten / Darken]: [Normal]
[Reduce/Enlarge]: [100%]

- You can switch whether to enable [2 Sided (Skip Blank Pages)] by pressing the <Power Saver> button while setting the fax features.
- The level of accuracy in which the machine determines whether a page is blank or not differs depending on a document. For example, if a blank page has background shadows, the machine may not determine the page as a blank page.

[2 Sided (Skip Blank Pages)] is displayed only when [Skip Blank Pages] is enabled. For more information, refer to "5 Tools" > "Fax Service Settings" > "Fax Control" > "Skip Blank Pages" in the Administrator Guide.

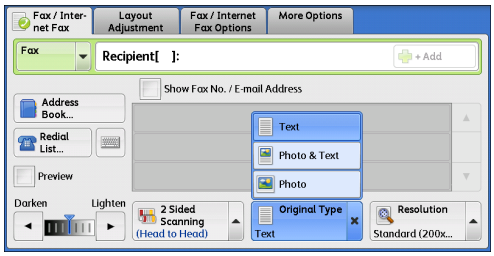
■ Originals

Select [Head to Head] when both sides of the documents are in the same orientation. Select [Head to Toe] when the front and back sides of the documents are in opposite orientations.

Original Type (Selecting the Document Type)

You can select the type of the original document, such as text and photo documents.

1 Select the original type.



■ Text

Select this option when transmitting a document that contains only text.

■ Photo & Text

Select this option when transmitting a document that contains both text and photos. The machine automatically distinguishes the text and photo areas and sets the appropriate image quality for each area of the document.

■ Photo

Select this option when transmitting a document that contains only photos.

Note • If reduced in size, the scan documents may have stripes in their photo areas.

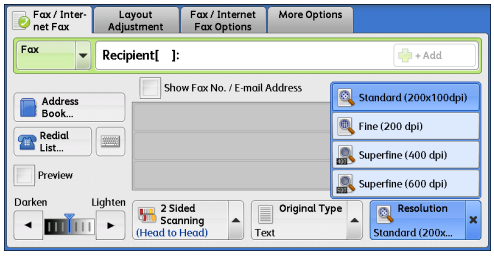
Resolution (Specifying the Scanning Resolution)

You can set the resolution for the documents to be scanned.

Note
- The machine scans a document at the specified resolution, but if the recipient's machine does not support the resolution, the machine automatically changes the resolution to one supported by the recipient's machine and there is a corresponding loss in quality.
- The higher the resolution, the lower the transmission speed. Usually, we recommend that you select [Superfine (400 dpi)] or lower.
- Only [Fine (200 dpi)] is available for the Server Fax service.

You can specify the resolution for each address number. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

1 Select the resolution.



■ Standard (200 x 100dpi)

Select this option when transmitting standard documents.

(Approx. 200 x 100 pels/25.4 mm)

■ Fine (200 dpi)

Select this option when transmitting documents with small text or detailed images.

(Approx. 200 x 200 pels/25.4 mm)

■ **Superfine (400 dpi)**

Select this option when transmitting documents with fine images.
(400 x 400 pels/25.4 mm)

■ **Superfine (600 dpi)**

Select this option when transmitting documents with extremely fine images.
(600 x 600 pels/25.4 mm)

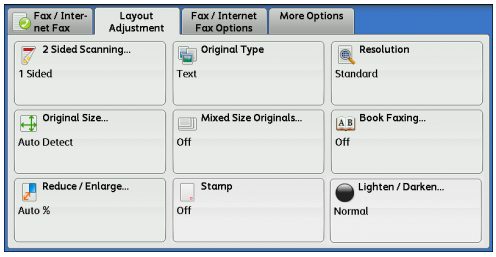
Layout Adjustment

This section describes the features you can select on the [Layout Adjustment] screen. The following shows the reference section for each feature.

2 Sided Scanning (Transmitting 2-sided Originals) 219
Original Type (Selecting the Document Type) 219
Resolution (Specifying the Scanning Resolution) 219
Original Size (Specifying the Scan Size for the Original) 220
Mixed Size Originals (Scanning Different Size Documents Simultaneously) 221
Book Faxing (Scanning Facing Pages onto Separate Sheets) 222
Reduce/Enlarge (Specifying a Scan Ratio) 223
Stamp (Adding a Stamp when Scanning a Document) 224
Lighten / Darken (Adjusting Fax Density) 224

1 Select [Fax/Internet Fax] on the Services Home screen.

2 Select a feature on the [Layout Adjustment] screen.



2 Sided Scanning (Transmitting 2-sided Originals)

This feature is the same as [2 Sided Scanning] on the [Fax/Internet Fax] screen.

For more information, refer to "2 Sided Scanning (Transmitting 2-sided Originals)" (P.200).

Original Type (Selecting the Document Type)

This feature is the same as [Original Type] on the [Fax/Internet Fax] screen.

For more information, refer to "Original Type (Selecting the Document Type)" (P.200).

Resolution (Specifying the Scanning Resolution)

This feature is the same as [Resolution] on the [Fax/Internet Fax] screen.

For more information, refer to "Resolution (Specifying the Scanning Resolution)" (P.199).

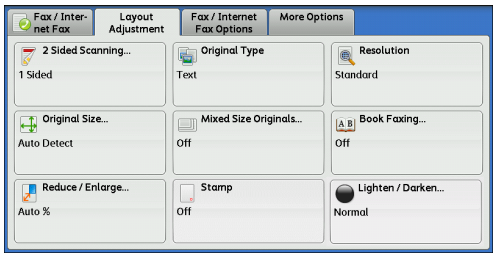
Original Size (Specifying the Scan Size for the Original)

You can specify the scan size for fax transmission.

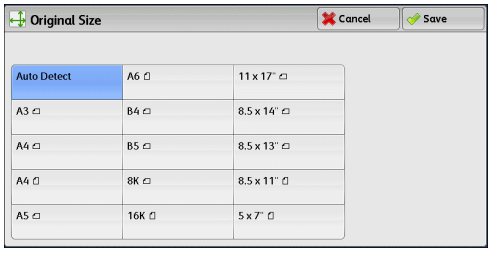
Use this feature when a document is a non-standard size, or when you want to scan a document at a size different from the original size. You also can add margins, or delete unwanted margins.

You can change the default values for buttons other than [Auto Detect] in the System Administration mode. For information on how to change the default values, refer to "5 Tools" > "Fax Service Settings" > "Original Size Defaults" in the Administrator Guide.

1 Select [Original Size].



2 Select any option.



■ Auto Detect

Detects the document size automatically.

	Document Feeder	Document Glass
Auto-detectable Document Sizes	B5, B5, B4, A5, A5, A4, A4, A3, 8.5 x 11", 8.5 x 11" , 11 x 17", 16K, 8K	B6, B5, B5, B4, A6, A5, A5, A4, A4, A3

Note • If the document size cannot be detected automatically, a screen to enter the document size appears.

The document sizes that can be automatically detected depend on [Paper Size Settings] in the System Administration mode. For information on [Paper Size Settings], refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

■ Standard Size

Select the original size from preset sizes.

You can change the sizes displayed on the screen. For more information, refer to "5 Tools" > "Fax Service Settings" > "Original Size Defaults" in the Administrator Guide.

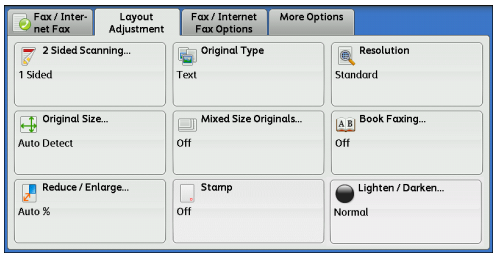
Mixed Size Originals (Scanning Different Size Documents Simultaneously)

You can scan documents of various sizes simultaneously and send faxes of the corresponding sizes or of one selected size. To use this feature, load the documents in the document feeder.

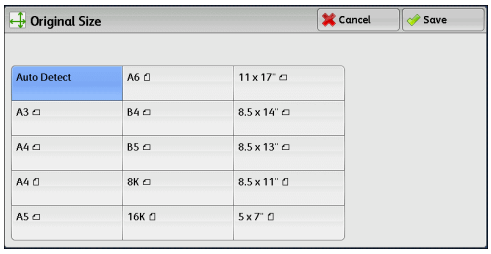
Important
- Load documents in landscape orientation. However, always load A5 and B5 documents in portrait orientation so that the machine can detect the size of the documents automatically.
- When loading documents, align the top left corners of the documents properly. Otherwise, a paper jam may occur.
- The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If another combination of document sizes is used, the documents can be fed at an angle and may not be scanned properly.

Note
- Be sure to set [Original Size] to [Auto Detect] on the [Layout Adjustment] screen, when using the Mixed Size Originals feature.
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

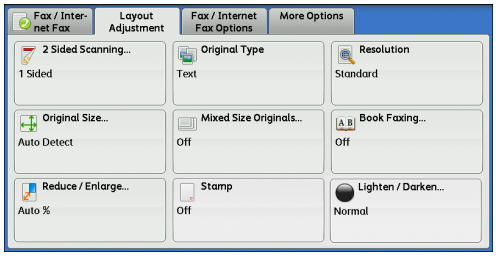
1 Select [Original Size].



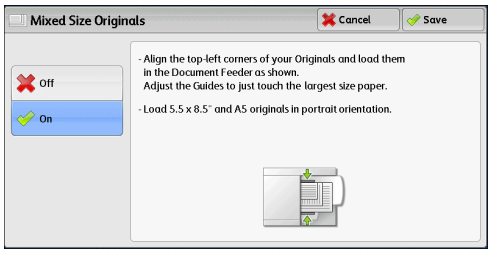
2 Confirm that [Auto Detect] is selected, and select [Save]. If [Auto Detect] is not selected, select [Auto Detect] and then [Save].



3 Select [Mixed Size Originals].



4 Select [On].



■ **Off**

Select this option when all documents are of the same size.

■ **On**

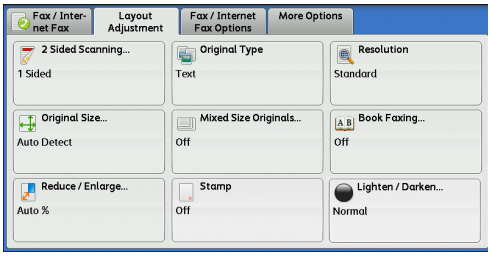
When scanning documents of different sizes, the machine automatically detects the size of each document.

Book Faxing (Scanning Facing Pages onto Separate Sheets)

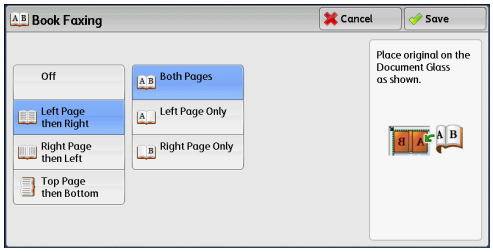
You can scan the left and right pages of a bound document separately to fax them. This feature is useful if you want to separately scan facing pages of a bound document.

Note
- You cannot use the document feeder with this feature.
- A non-standard size document or undetectable-size document may not be separated into two accurately.

1 Select [Book Faxing].



2 Select any option.



■ **Off**

Does not scan as a bound document.

■ **Left Page then Right**

Scans the left page and then the right page of facing pages.

■ **Right Page then Left**

Scans the right page and then the left page of facing pages.

■ **Top Page then Bottom**

Scans the top page and then the bottom page of facing pages.

■ **Both Pages**

Scans both pages in page order.

■ **Left Page Only**

Scans the left page only. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ **Right Page Only**

Scans the right page only. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ **Top Page Only**

Scans the top page only. You can select this option when [Top Page then Bottom] is selected.

■ **Bottom Page Only**

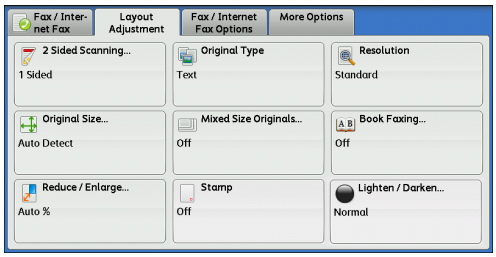
Scans the bottom page only. You can select this option when [Top Page then Bottom] is selected.

Reduce/Enlarge (Specifying a Scan Ratio)

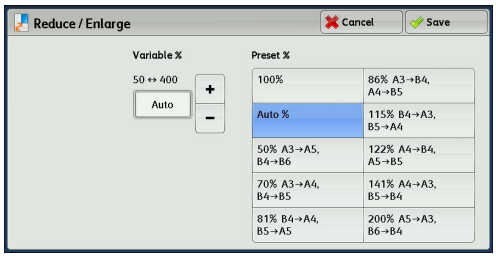
This feature enlarges or reduces scanned images with a specified ratio.

Important • Some destination machines may not be able to receive faxes at the specified ratio.

1 Select [Reduce/Enlarge].



2 Select a preset ratio, or specify a value.



Note • If a magnification is specified in [Reduce/Enlarge], [Rotate 90 degrees] does not function.

■ Variable %

Specify a ratio in the range from 50 to 400 % in 1 % increments. To specify a value, use the numeric keypad or [+] and [-].

■ Preset %

- 100 %

  Scans at the same size as the original.

- Auto %

  If the scan width of the document exceeds the maximum image size, the scanned image is rotated or reduced to fit the maximum size.

  When the speed dialing is used, the maximum image size will be the size registered in the Address Number. When speed dialing is not used, the maximum size will be A3.

Note • You can specify whether to rotate documents in the System Administration mode. For more information, refer to "5 Tools" > "Fax Service Settings" > "Fax Control" > "Rotate 90 degrees" in the Administrator Guide.

- Preset ratios

  Select from preset scan ratios.

You can change the default values of scan ratios other than [100%] and [Auto %]. For more information, refer to "5 Tools" > "Fax Service Settings" > "Reduce/Enlarge Presets" in the Administrator Guide.

Stamp (Adding a Stamp when Scanning a Document)

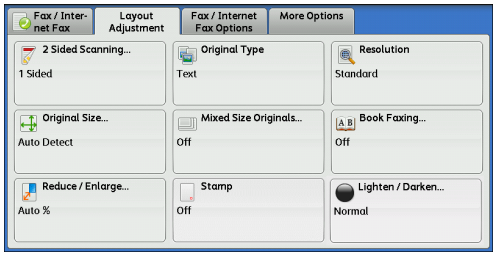
This feature stamps a circle mark at the bottom corner of each document page when it is fed through the document feeder. This helps you easily check if each page of the documents has been scanned correctly.

Important • Stamps cannot be affixed on the following documents:

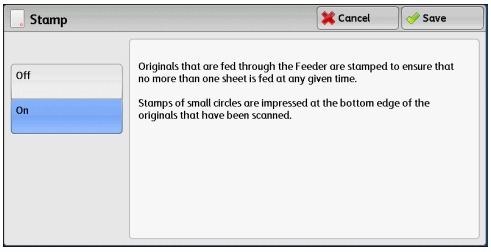
- Documents loaded on the document glass
- Documents suspended by pressing the <Stop> button
- Documents suspended by paper jams
- 1-sided documents longer than 600 mm
- 2-sided documents longer than 431.8 mm
- Documents not fed into the document feeder
- Documents suspended due to memory overflow
- Documents that were being scanned when an immediate transmission is suspended

Note • This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select [Stamp].



2 Select [On].



■ **Off**

No stamp is affixed.

■ **On**

A stamp is affixed.

Lighten / Darken (Adjusting Fax Density)

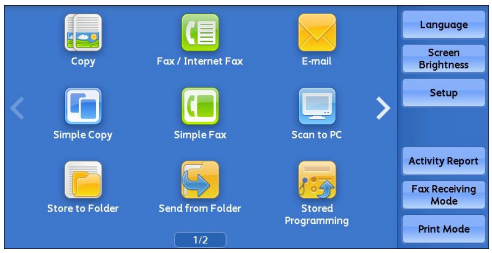
This feature is the same as [Lighten / Darken] on the [Fax / Internet Fax] screen. For more information, refer to "Lighten/ Darken (Adjusting Fax Density)" (P.215).

Fax/Internet Fax Options

This section describes the features you can select on the [Fax/Internet Fax Options] screen. The following shows the reference section for each feature.

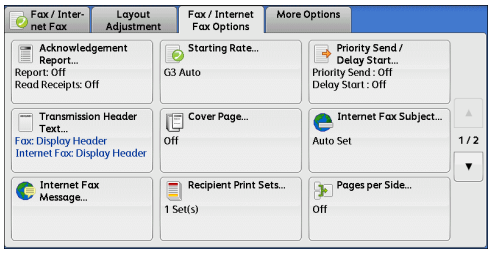
Acknowledgement Report (Confirming Transmission Results) 225
Starting Rate (Selecting a Communication Mode) 227
Priority Send/Delay Start (Specifying Send Priority/Send Time) 228
Transmission Header Text (Adding Sender Name and Phone Number to Faxes) 229
Cover Page (Transmitting Documents With a Cover Page) 230
Internet Fax Subject (Specifying the Internet Fax Subject) 232
Internet Fax Message (Editing the Internet Fax Mail Contents) 232
Recipient Print Sets (Printing Multiple Sets at the Remote Machine) 233
Pages per Side (Combining Multiple Pages into One Sheet) 233
Remote Folder (Using Remote Folder) 234
F Code (Using F Code Transmission) 237
Internet Fax Profile (Specifying Internet Fax Profiles) 240
Encryption (Sending Internet Fax Encrypted by S/MIME) 241
Digital Signature (Sending Internet Fax with a Digital Signature by S/MIME) 242

1 Select [Fax/Internet Fax] on the Services Home screen.



2 Select a feature on the [Fax/Internet Fax Options] screen.

Note • Only [Delay Start] is available for the Server Fax service.



Acknowledgement Report (Confirming Transmission Results)

You can check fax and Internet Fax transmission results.

To receive fax transmission results, select [On] in [Confirmation Options] on the [Acknowledgement Report] screen. By enabling this feature, the machine automatically prints a Transmission Report when fax transmission completes successfully, and prints a Transmission Report - Job Undelivered when fax transmission ends unsuccessfully.

To confirm Internet Fax transmission results, the following two types are available: [Read Receipts] and [Delivery Receipts].

Selecting [Delivery Receipts] allows you to check whether or not the Internet Fax you sent was delivered successfully to the recipient's folder.

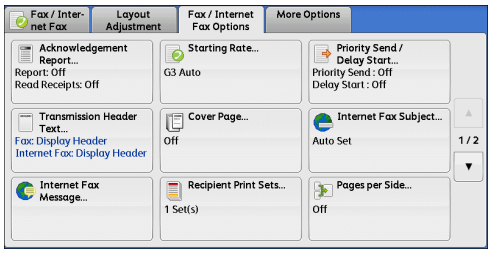
Selecting [Read Receipts] allows you to check whether or not the Internet Fax you sent was correctly delivered and the attached files were correctly processed.

Note • The optional component is required to use the Read Receipts and Delivery Receipts features. For information, contact our Customer Support Center.

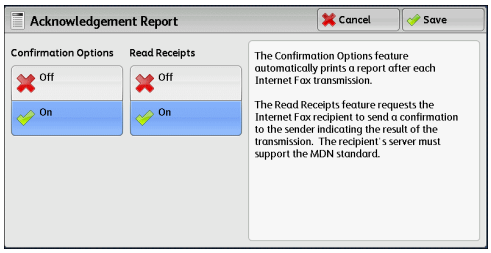
- Read Receipts (MDN) and Delivery Receipts (DSN) are available when the recipient's machine supports MDN and DSN, respectively.
- You can select either [Read Receipts] or [Delivery Receipts] in the System Administration mode. For more information, refer to "5 Tools" > "Fax Service Settings" > "Internet Fax Control" > "Delivery Confirmation Method" in the Administrator Guide.
- You can only use the Delivery Receipts (DSN) feature to check the delivery of e-mail to servers that support this feature. Furthermore, if any of the e-mail servers on the transmission route do not support DSN, you cannot verify the delivery of the e-mail, even if the e-mail has been delivered successfully. For this reason, the result of the Delivery Receipts may differ from the actual delivery status.
- If [Confirmation Options] is set to [On] and the transmission completes unsuccessfully, a Transmission Report - Job Undelivered will be printed.

The following procedure uses the Read Receipts feature as an example. The procedure is the same for the Delivery Receipts feature.

1 Select [Acknowledgement Report].



2 Select any option.



■ Confirmation Options

- Off

  No Transmission Report is printed.

- On

  A Transmission Report is automatically printed when the transmission completes successfully. If the transmission does not end successfully, a Transmission Report - Job Undelivered is printed.

■ Read Receipts

- Off

  Disables the Read Receipts feature.

- On

  Enables the Read Receipts feature. You can check whether the Internet Fax you sent was correctly delivered and the attached files were correctly processed.

■ Delivery Receipts

- Off

  Disables the Delivery Receipts feature.

- On

  Enables the Delivery Receipts feature. You can check whether the Internet Fax you sent was correctly delivered to the destination folder.

Starting Rate (Selecting a Communication Mode)

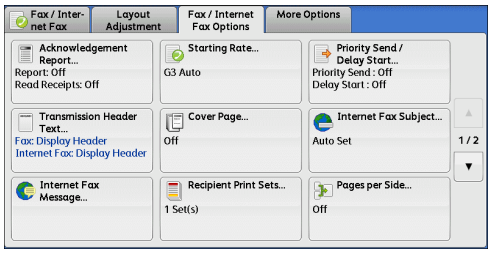
You can select a communication mode based on the features of the remote machine.

G3 is the international standard for facsimile transmissions established by the ITU-T.

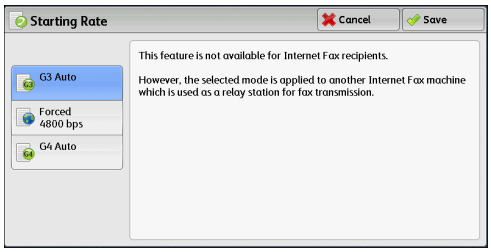
When you use speed dialing, one-touch buttons, group dial number or Address book to specify a recipient registered in an address number, the communication mode currently set to the address number is set and cannot be changed. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

You can change the default mode of [Starting Rate] in the System Administration mode. For information on how to change the default mode, refer to "5 Tools" > "Fax Service Settings" > "Fax Defaults" > "Starting Rate" in the Administrator Guide.

1 Select [Starting Rate].



2 Select any option.



■ G3 Auto

Select this mode if the remote machine is G3 compatible. This mode is normally selected.

Depending on the reception capabilities of the remote machine, the machine automatically switches modes in the following order: G3 Unique ECM → G3 Unique → ITU-T G3 ECM → ITU-T G3.

■ Forced 4800 bps

Select this mode when transmitting over noisy or poor telephone lines, as can be the case with overseas calls.

Also select this mode when transmitting over noisy or poor telephone lines domestically.

■ G4 Auto

This setting is applied to the transmission speed between the fax gateway and destination fax for the Internet Fax.

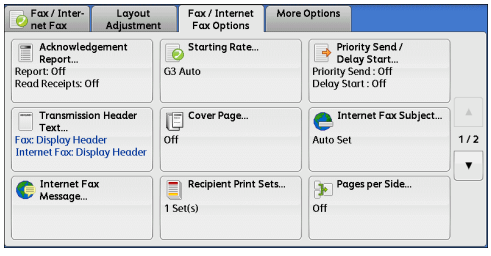
About Forced 4800 bps

You can communicate with faxes overseas via telephone company exchanges, etc.

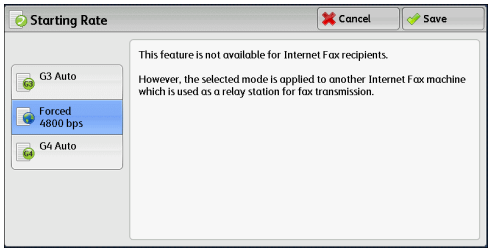
Note

- The international telephone networks are originally designed for voice communications. Noise that does not really affect voice communications causes a problem with fax communications. It may result in the deterioration of images quality, the inability to transmit a fax, or even terminate the transmission. Regardless of whether transmission is successful, you are charged for the call once the line is connected. For information on line trouble and call charges, contact your telephone company.
- If you select [Forced 4800 bps], the transmission time may be longer because transmission is performed at 4800 bps or less to ensure transmission is successful.

1 Select [Starting Rate].



2 Select [Forced 4800 bps], and then select [Save].



3 Enter the recipient fax number in the same manner as when you make an international call.

The following is an example:

Telephone company ID	0	0	1	1	Country code	Area code	Fax number of the other party

Important • In some areas, you may need to enter a pause after the telephone company ID number.

Note • For information on the telephone company ID number, contact your telephone company.

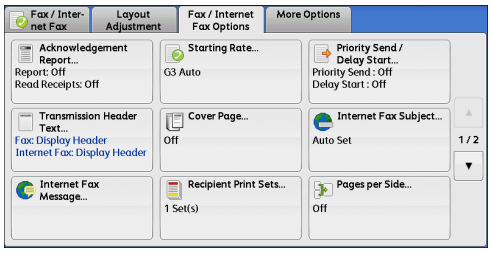
Priority Send/Delay Start (Specifying Send Priority/Send Time)

The Priority Send feature allows you to give priority to a fax or polling job over other jobs.

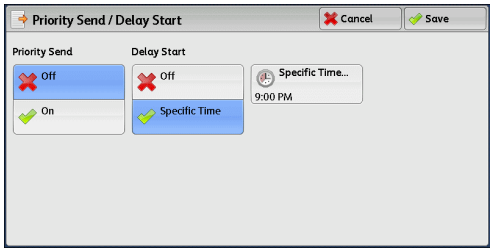
The Delay Start feature allows you to specify when to send your fax. This feature is useful for sending faxes when communication charges are low, such as during night time.

Note
- [Priority Send/Delay Start] is not available for Internet Fax.
- The Priority Send feature is not available for Server Fax.
- For Server Fax, [Delay Start] is available when the FTP or SMB protocol is used, but not when the SMTP protocol is used.
- When [Delay Start] is set for Server Fax, this setting applies to transmission from the Server Fax server to a final destination, but not from the machine to the Server Fax server.
- [Priority Send] can be set in combination with [Delay Start]. If both features are set, Priority Send is performed at the time specified in [Delay Start].

1 Select [Priority Send/Delay Start].



2 Select any option.



■ Priority Send

- Off

  Priority Send is not applied.

- On

  Priority Send is applied.

Note
- If the Priority Send feature is selected during transmission, the fax will be sent after the current transmission ends.
- In redial mode, the fax will be resent preferentially after the specified redial interval.
- The Priority Send feature cannot be set separately for each recipient of Broadcast and multi-polling jobs.

You can give priority to a pending job. For more information, refer to "Job Status" (P.399).

■ Delay Start

- Off

  Delay Start is not applied.

- Specific Time

  Delay Start is applied.

Note
- You can specify a time within 24 hours in 1 minute increments. You cannot specify a date.
- You can set [Delay Start] independently for each address number. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.
- If you use address numbers or group dial numbers to specify recipients for the Broadcast Send feature, the [Delay Start] setting specified for each address number is invalid.
- If the fax cannot be sent at the specified time because, for example, the telephone line is busy, it will be sent as soon as the line becomes available.

■ Specific Time

Displays the [Delay Start - Specific Time] screen.

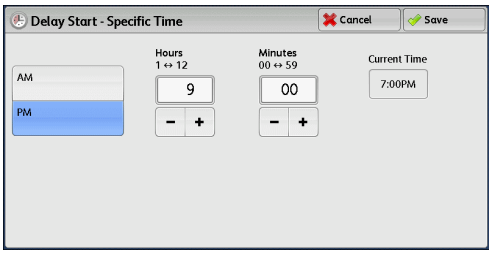
Refer to "[Delay Start - Specific Time] Screen" (P.229).

[Delay Start - Specific Time] Screen

This screen allows you to specify the start time for fax transmission.

Note
- You can change the default value of [Delay Start - Specific Time] in the System Administration mode. For more information, refer to "5 Tools" > "Fax Service Settings" > "Fax Defaults" > "Delay Start - Specific Time" in the Administrator Guide.

1 Select [AM] or [PM].



2 Set [Hours] and [Minutes].

Important
- If you press the <Start> button after the specified time, the stored document will be sent at the specified time on the following day.

Transmission Header Text (Adding Sender Name and Phone Number to Faxes)

The Transmission Header Text feature adds the start time, sender name, recipient name, G3 ID, and number of pages onto the transmitted document.

This feature enables the recipient to confirm when and from whom the fax was sent.

Important
- Header information is printed at the top of the document, so an area of about 3 to 5 mm may not be printed at the top of each page at the remote machine.

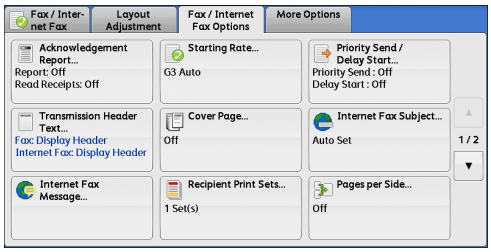
Note
- If the document is resent, "Resend" is printed at the left of the date and time indication.
- If this feature is enabled for Broadcast Send, header information is attached to faxes for all the recipients.
- The start time is printed in the format set on the machine (12 or 24 hour clock). For information on how to set the time, refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" in the Administrator Guide.
- The recipient name is only added if it has been registered in the address number.

- If you specify the line to send a fax, the sender name registered for the selected line is printed. If you do not specify a line, the sender name (company logo) of the machine is printed, but not the sender name of the line.

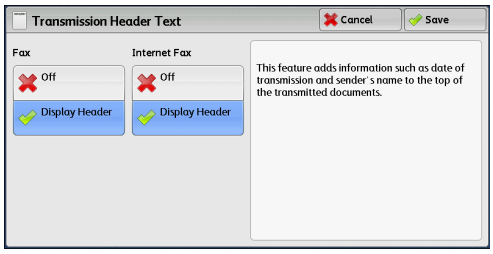
For information on the sender name and G3 ID, refer to "5 Tools" > "Fax Service Settings" > "Local Terminal Information" in the Administrator Guide.

You can change the default value of [Transmission Header Text] in the System Administration mode. For information on how to change the default value, refer to "5 Tools" > "Fax Service Settings" > "Fax Defaults" > "Transmission Header Text" in the Administrator Guide.

1 Select [Transmission Header Text].



2 Select [Display Header].



■ **Off**

No header information is attached.

■ **Display Header**

Header information is attached.

Cover Page (Transmitting Documents With a Cover Page)

This feature allows you to attach a cover page to the document.

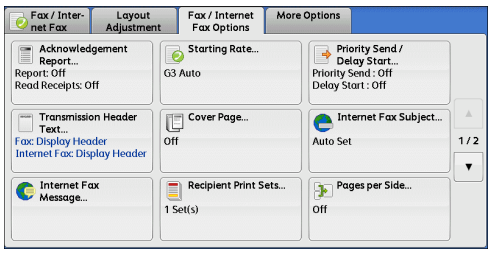
The cover page includes the recipient name, comment, sender name, machine fax number, number of pages, and date and time of transmission.

You can specify whether to attach a cover page for each address number. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

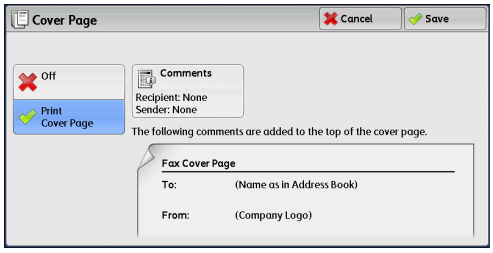
Note

- This feature is not available for the Server Fax service.
- When [Transmission Header Text] is set, the header information is not printed on the cover page.
- You cannot use the Cover Page feature for Broadcast transmission using the numeric keypad. To use this feature for Broadcast transmission, register recipients to address numbers.
- The size and resolution of the cover page is based on the first page of the document.

1 Select [Cover Page].



2 Select [Print Cover Page].



■ **Off**

No cover page is added.

■ **Print Cover Page**

A cover page is added.

■ Comments

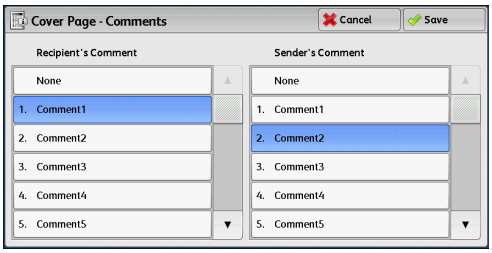
Displays the [Cover Page - Comments] screen.

Refer to "[Cover Page - Comments] Screen" (P.231).

[Cover Page - Comments] Screen

This screen allows you to select comments to be added to the recipient and sender fields.

1 Select any option.



■ Recipient's Comment

Displays the registered comments in the recipient field. Select a comment to be used. Select [None] when no comment is added to this field.

■ Sender's Comment

Displays the registered comments in the sender field. Select a comment to be used. Select [None] when no comment is added to this field.

For information on how to register comments, refer to "5 Tools" > "Setup" > "Add Fax Comment" in the Administrator Guide.

About the Cover Page

■ To

When an address number is used, the recipient name registered for the address number is printed. This field is blank if no recipient name is registered for the address number.

■ Recipient's Comment

Prints the comment selected in [Recipient's Comment].

■ From

Prints the registered sender name.

■ Sender's Comment

Prints the comment selected in [Sender's Comment].

■ Fax Number

Prints the fax number of the machine. For G3 communications, "G3 ID" is printed.

■ Number of Pages

Prints the number of pages.

■ Send Date and Time

Prints the transmission date and time.

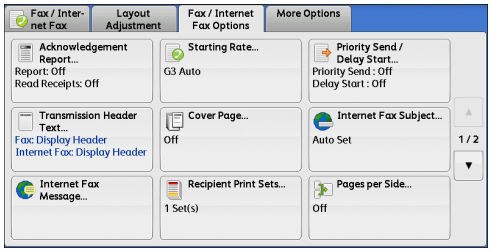
■ Remarks

Prints remarks when the document is sent using Broadcast, Folder, Relay Broadcast, or Redial Mode.

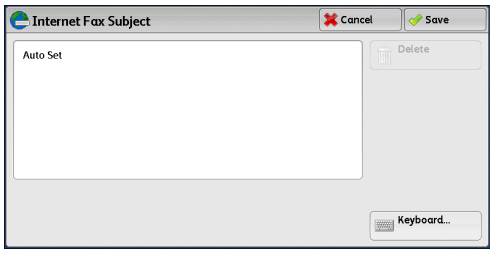
Internet Fax Subject (Specifying the Internet Fax Subject)

You can specify an Internet Fax subject. If no subject is specified, the preset subject is automatically entered.

1 Select [Internet Fax Subject].



2 Select [Keyboard].



3 Enter a subject with up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.92).

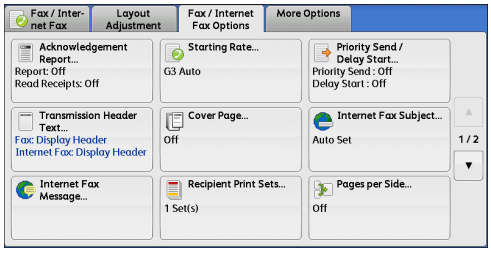
Note • If no subject is entered, the following will be automatically entered as a subject: [InternetFAX;<From> ; <Send Date and Time>].

Internet Fax Message (Editing the Internet Fax Mail Contents)

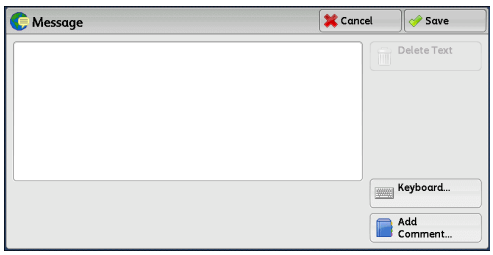
You can edit Internet Fax comments. Enter text using the keyboard or use a pre-registered comment.

For information on how to register comments, refer to "5 Tools" > "Setup" > "Add Fax Comment" in the Administrator Guide.

1 Select [Internet Fax Message].



2 Select any option.



■ **Delete Text**

Deletes the comment displayed on the screen.

■ **Keyboard**

Allows you to enter body text using the displayed keyboard. Up to 256 characters can be entered.

You can also select [Add Comment] to select a registered comment and edit it.

For information on how to enter characters, refer to "Entering Text" (P.92).

■ Add Comment

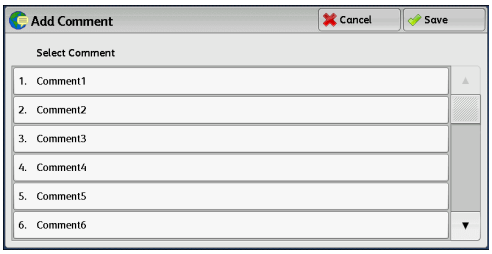
Allows you to insert a registered comment. Select this button to display the [Add Comment] screen.

Refer to "[Add Comment] Screen" (P.233).

[Add Comment] Screen

This screen allows you to select a comment to be added.

1 Select any option.



■ Select Comment

Displays the registered comments.

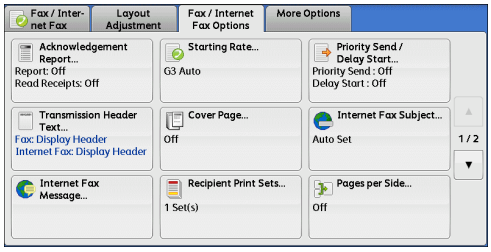
For information on how to register comments, refer to "5 Tools" > "Setup" > "Add Fax Comment" in the Administrator Guide.

Recipient Print Sets (Printing Multiple Sets at the Remote Machine)

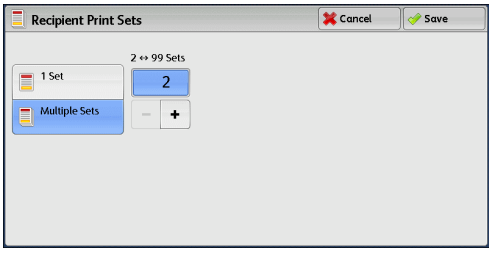
This feature allows you to print multiple sets of a fax document at the remote machine.

Note • This feature is not available for the Server Fax service.

1 Select [Recipient Print Sets].



2 Select any option.



■ 1 Set

The remote machine will output one set of the fax document.

■ Multiple Sets

Allows you to specify the number of print sets the remote machine will output, in the range from 2 to 99 in 1 set increments. Use [+] and [-] or the numeric keypad to specify the value.

Note • The number of print sets the remote machine will output cannot be specified when using IP Fax (SIP).

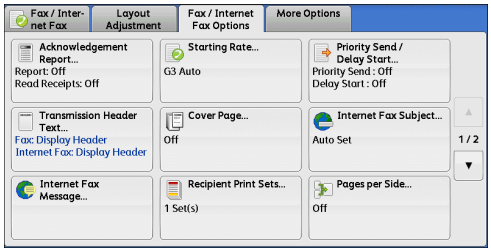
Pages per Side (Combining Multiple Pages into One Sheet)

This feature allows you to send a fax by combining multiple pages of a document into one side of a single sheet of paper. For example, if you have a document of 12 pages, and you specify 3, the machine combines the scan data into 4 pages. You can specify a value for [Pages per Side] in the range from 2 to 9.

Important • If the length of each resultant page is too long, the output data may be split on the recipient's machine.

• If the number of pages of documents is smaller than the specified pages, the scanned number of pages will be only combined and transmitted.

1 Select [Pages per Side].



2 Select [On].

■ **Off**

The Pages per Side feature is not applied.

■ **On**

Allows you to scan multiple pages of a document onto one side of a single sheet of paper for fax transmission. Specify the number of pages in [Originals] to fit onto one sheet. Use [+] and [-] or the numeric keypad to specify the value.

Remote Folder (Using Remote Folder)

This feature allows you to send or receive confidential documents that you do not want others to see.

Note
- This feature is not available for the Server Fax service.
- The Fax signal method and the F code method are available for IP Fax (SIP). For the method to use remote folder using F code method, refer to "F Code (Using F Code Transmission)" (P.237).
- In the IP Fax (SIP) using VoIP Gateway, remote folder using Fax signal method is not available. Only the F code method is available. for more information, refer to "Copy" (P.95)

■ Sending to Folder (Fax Signal Method)

This feature allows you to send a file directly to a folder on the remote machine. The file can be printed on the remote machine. To use this feature, you need the folder number and passcode of the remote folder.

■ Secure Polling (Fax Signal Method)

This feature allows you to retrieve a file from a folder on a remote machine by sending a polling request from your machine. To use this feature, you need the folder number and passcode of the remote folder.

The retrieved file is stored in a folder on the machine. When a file is received in a folder, the <Data> indicator lights up and a Folder Report is printed. The Folder Report lists the folder number and name.

Important
- You cannot use polling to retrieve files from multiple remote folders simultaneously.

Note
- The DTMF method is available for Remote Folder. The supported signals are numerals, "*", and "#" only.

For information on how to print files received in a folder, refer to "Printing Files in a Folder" (P.358).

Files received in folders can be automatically printed depending on the folder settings. For information on the folder settings, refer to "Configuring/Starting Job Flow" (P.361).

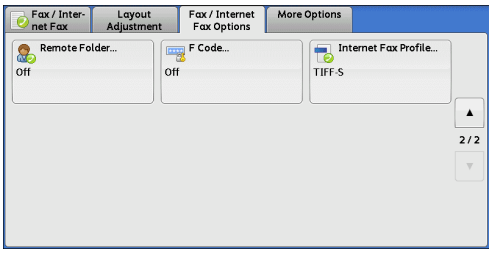
Depending on the report print settings, a Folder Report may not be printed even after a file is received in a folder. For information on the Folder Report setting, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Folder Report" in the Administrator Guide.

■ Sending to Folder (DTMF Method)

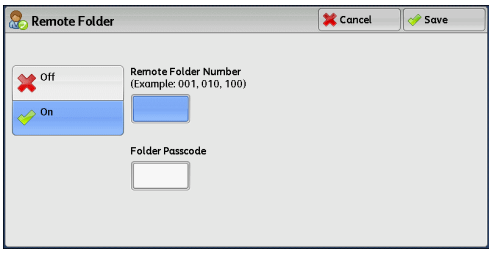
To send a fax to a folder using the DTMF method, you need the folder number of the remote folder. Two DTMF methods are available: Auto and Manual.

Sending to Folder (Fax Signal Method)

1 Select [Remote Folder].



2 Select [On].



■ Off

Disables the Remote Folder feature.

■ On

Enables the Remote Folder feature. Enter a folder number in [Remote Folder Number].

■ Remote Folder Number

Select the [Remote Folder Number] box, and enter a 3-digit folder number of the remote machine using the numeric keypad.

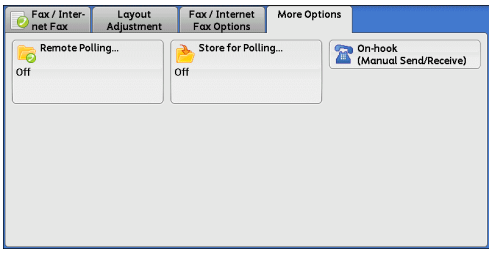
■ Folder Passcode

Select the [Folder Passcode] box, and enter the 4-digit passcode of the remote folder using the numeric keypad. If a passcode is not set, leave this box blank.

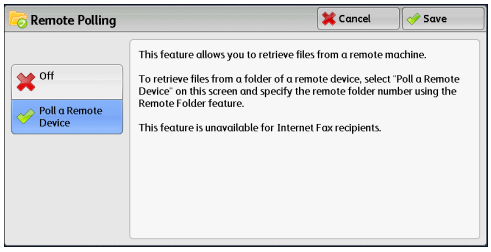
Secure Polling (Fax Signal Method)

1 Select [More Options] tab to display the [More Options] screen.

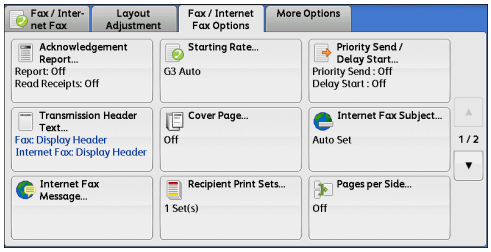
2 Select [Remote Polling].



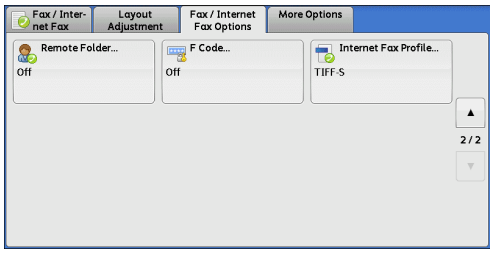
3 Select [Poll a Remote Device] and then select [Save].



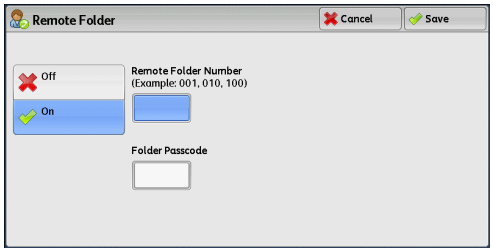
4 Select the [Fax/Internet Fax Options] tab to display the [Fax/Internet Fax Options] screen, and select [▼] to display the next page.



5 Select [Remote Folder].



6 Select [On].



■ **Off**

Disables the Secure Polling feature.

■ **On**

Enables the Secure Polling feature. Enter a folder number in [Remote Folder Number].

■ **Remote Folder Number**

Select [Remote Folder Number] box, and enter a 3-digit folder number of the remote machine using the numeric keypad.

■ **Folder Passcode**

Select [Folder Passcode] box, and enter the 4-digit passcode of the remote folder using the numeric keypad. If a passcode is not set, leave this box blank.

Format for Auto Send (DTMF Method)

1 Select the keyboard button on the [Fax/Internet] screen to display the keyboard on the touch screen, and enter the destination and passcode in the following format.

Telephone number of remote machine | ! | ✳ | $ | Folder number on remote machine | # | # | \ | Passcode of folder on remote machine | \ | # | # | $

Format for Manual Send (DTMF Method)

1 Select [On-hook (Manual Send/Receive)] on the [More Options] screen to display the keyboard on the touch screen, and enter the destination and passcode in the following format.

Telephone number of remote machine | Facsimile tone | ✳ | Beep! | ...

Folder number on remote machine | # | # | Passcode of folder on remote machine | # | # | Beep! | Ready to start

Note
- Use the keyboard on the touch screen to enter symbols such as "!" and "*". For information on how to enter characters, refer to "Entering Text" (P.92).
- Enter a passcode only if necessary.
- You can specify any machine that supports our DTMF method feature.

By registering destinations in address numbers using the above dialing formats, you can use the address numbers for the Secure Polling feature. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

F Code (Using F Code Transmission)

F Code is the transmission procedure set by the Communications and Information Network Association of Japan and is the T.30 (communication protocol) method for using sub-addresses that was standardized by the ITU-T. The F Code feature enables various features to be used with transmission among F Code-compatible machines regardless of their manufacturers.

When using F Code transmission, use an F Code and password. The F Code, which is also called a sub-address by other companies, must be registered (entered). Set the password if necessary.

Note
- This feature is not available for the Server Fax service except when an F code is included in a dialing number.
- To use the F Code feature, you need to confirm the F Code of the recipient's machine in advance.
- If you perform Sending to Folder or Secure Polling between machines of this model, we recommend that you use the fax signal method.

You can set the F Code and password for each address number. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

You can use the Relay Broadcast and Remote Relay Broadcast features with F Code transmission. For information on Relay Broadcast and Remote Relay Broadcast, refer to "Relay Broadcast (Transmitting Documents Through a Relay Station)" (P.249) and "Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)" (P.252), respectively.

You can use the following features with F Code transmission.

■ Sending to Folder (F Code Method)

When a folder is set on a remote machine, you can send a document directly to the folder by specifying the F code (sub-address) and password (if set up) of the folder.

Obtain the F code (sub-address) and password of the remote folder in advance.

Example of specifying a destination:

F Code (sub-address)	:	0 (to designate an F Code transmission) and the folder number of a folder on the remote machine
Password (if set up)	:	The password of the remote folder

■ Secure Polling (F Code Method)

When a folder is set on a remote machine, you can perform secure polling for the folder by specifying its F code (sub-address) and password (if set up).

If you use your machine to perform secure polling for a folder on a remote machine, obtain the F Code (sub-address) and password of the target folder.

If you use a remote machine to perform secure polling for a folder on your machine, give the following information.

F Code (sub-address)	:	0 (to designate an F Code transmission) and the folder number of the target folder
Password (if necessary)	:	The password of the target folder

Note
- The DTMF method is available for Remote Folder. The supported signals are numerals, "*", and "#" only.

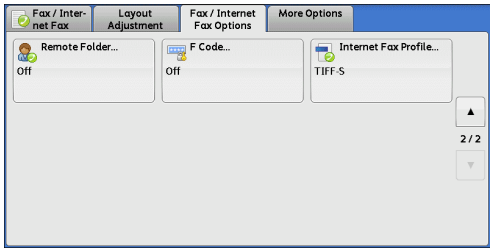
A file received in the folder can automatically be printed depending on the folder settings. For information on the folder settings, refer to "Configuring/Starting Job Flow" (P.361).

Depending on the report print settings, a Folder Report may not be printed even after a file is received in a folder. For information on the Folder Report setting, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Folder Report" in the Administrator Guide.

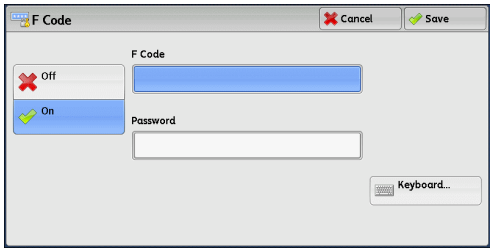
For information on how to print files received in a folder, refer to "Printing Files in a Folder" (P.358).

Sending to Folder (F Code Method)

1 Select [F Code]



2 Select [On].



3 Select the [F Code] box, and enter an F code using the displayed keyboard or the numeric keypad.

Note • You can enter up to 20 digits for the F code.

4 If necessary, select the [Password] box, and enter a password using the displayed keyboard or the numeric keypad.

Note • You can enter up to 20 digits for the password.

■ Off

The F code transmission is not used.

■ On

The F code transmission is used. Enter the F Code.

■ F Code

Select the [F Code] box, and enter the F code using the displayed keyboard or the numeric keypad.

Note • You can enter up to 20 digits for the F Code.

■ Password

Select the [Password] box, and enter the password using the displayed keyboard or the numeric keypad. If a password is not set, leave this box blank.

Note • You can enter up to 20 digits for the password.

■ Keyboard

Enter the F code or the password using the displayed keyboard.

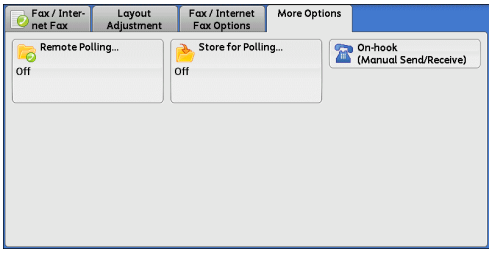
For information on how to enter texts, refer to "Entering Text" (P.92).

5 Specify a destination, and then press the <Start> button.

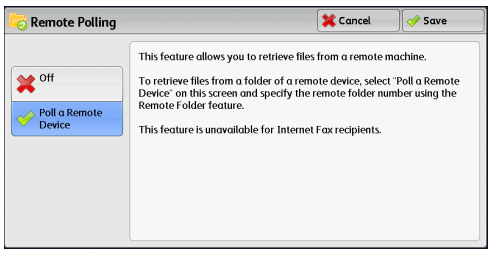
Secure Polling (F Code Method)

1 Select the [More Options] tab to display the [More Options] screen.

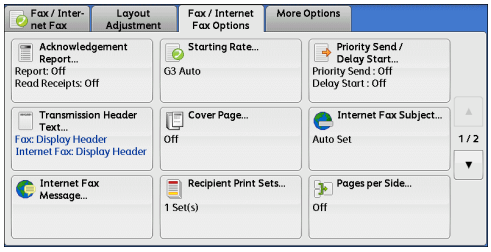
2 Select [Remote Polling].



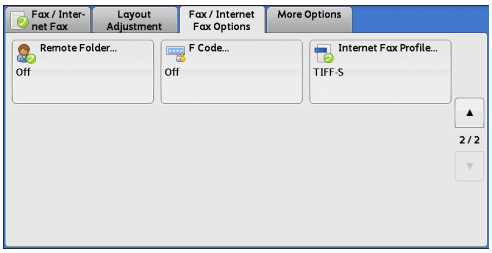
3 Select [Poll a Remote Device] and then select [save].



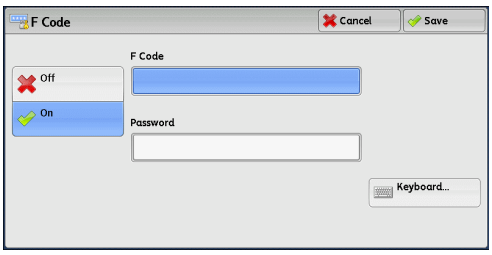
4 Select the [Fax/Internet Fax Options] tab to display the [Fax/Internet Fax Options] screen, and select [▼] to display the next page.



5 Select [F Code].



6 Select [On].



7 Select the [F Code] box, and enter the F Code using the displayed keyboard or the numeric keypad.

Note • You can enter up to 20 digits for the F Code.

8 If necessary, select the [Password] box, and enter a password using the displayed keyboard or the numeric keypad.

Note • You can enter up to 20 digits for the password.

■ Off

Disables the Secure Polling feature.

■ **On**

Enables the Secure Polling feature.

■ **F Code**

Select the [F Code] box, and enter the F code using the displayed keyboard or the numeric keypad.

Note • You can enter up to 20 digits for the F Code.

■ **Password**

Select the [Password] box, and enter the password using the numeric keypad. If a password is not set, leave this box blank.

Note • You can enter up to 20 digits for the password.

■ **Keyboard**

Enter the F code or the password using the displayed keyboard.

For information on how to enter texts, refer to "Entering Text" (P.92).

9 Specify a destination, and then press the <Start> button.

Internet Fax Profile (Specifying Internet Fax Profiles)

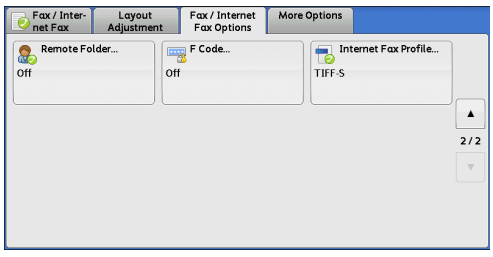
A profile is specified to restrict attribute information such as image resolution and paper size for transmissions between Internet Fax-compatible machines.

Note
- The profiles that can be processed differ depending on the Internet Fax-compatible machine of the recipient. Before specifying a profile, confirm the profiles the Internet Fax-compatible machine of the recipient can process.
- If inconsistency occurs between a profile, and stored document size and resolution, priority is given to the settings specified in the profile.
- If the profile differs for each recipient when using Broadcast Send, the smallest size becomes the maximum image size.

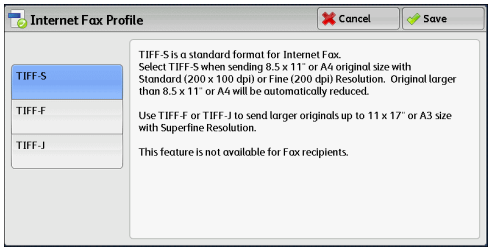
You can set an Internet Fax profile for each address number. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

You can change the default value of [Internet Fax Profile] in the System Administration mode. For information on how to change the default value, refer to "5 Tools" > "Fax Service Settings" > "Fax Defaults" > "Internet Fax Profile" in the Administrator Guide.

1 Select [Internet Fax Profile].



2 Select any option.



■ **TIFF-S**

This profile is the Internet Fax standard. For documents that are larger than A4, the size is reduced automatically to A4 for transmission.

- Encoding method : MH
- Stored document size : A4
- Resolution : Standard (200 x 100 dpi), Fine (200 dpi)

Note • [TIFF-S] is not available when [Superfine (400 dpi)] or [Superfine (600 dpi)] is selected in [Resolution] on the [Fax/Internet Fax] screen.

■ **TIFF-F**

Select this profile when you specify super-fine for the resolution or when you send A3 or B4 documents.

- Encoding method : MMR
- Stored document size : A4, B4, A3
- Resolution : Standard (200 x 100 dpi), Fine (200 dpi), Superfine (400 dpi), Superfine (600 dpi)

Note • When a fax is sent to a machine that does not support TIFF-F, the recipient's machine will not be able to display or print the images.

■ **TIFF-J**

Select this profile for sending documents in JBIG.

- Encoding method : JBIG
- Stored document size : A4, B4, A3
- Resolution : Standard (200 x 100 dpi), Fine (200 dpi), Superfine (400 dpi), Superfine (600 dpi)

Note • When a fax is sent to a machine that does not support TIFF-J, the recipient's machine will not be able to display or print the images.

Encryption (Sending Internet Fax Encrypted by S/MIME)

You can send Internet Fax encrypted by S/MIME.

When sending encrypted Internet Fax, select an e-mail address associated with a certificate that can be encrypted, from the Address Book.

Note • This feature is supported only by the ApeosPort series models.
• To send Internet Fax encrypted by S/MIME, register certificates of the machine and the recipient's machine in advance. For information on certificates, refer to "13 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.
• You can change the default value of [Internet Fax Encryption] in the System Administration mode. For information on how to change the default value, refer to "5 Tools" > "Fax Service Settings" > "Fax Defaults" > "Internet Fax Encryption" in the Administrator Guide.

■ **Disabled**

Sends Internet Fax without encryption.

■ **Enabled**

Sends encrypted Internet Fax.

Digital Signature (Sending Internet Fax with a Digital Signature by S/MIME)

You can send Internet Fax with a digital signature by S/MIME.

Digital Signature allows a recipient to confirm whether the contents of the Internet Fax are changed, or whether the Internet Fax is sent from the proper sender.

Note

- This feature is supported only by the ApeosPort series.
- To send Internet Fax with a digital signature by S/MIME, register certificates of the machine and the recipient's machine in advance. For information on certificates, refer to "13 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.
- When [Digital Signature - Outgoing Internet Fax] is set to [Do not add signature] or [Always add signature] in the System Administration mode, depending the selected option, [On] or [Off] is displayed on the [Digital Signature] screen, which cannot be changed. For information on [Digital Signature - Outgoing Internet Fax], refer to "5 Tools" > "Connectivity & Network Setup" > "Security Settings" > "S/MIME Settings" in the Administrator Guide.

■ Off

Sends Internet Fax without a digital signature.

■ On

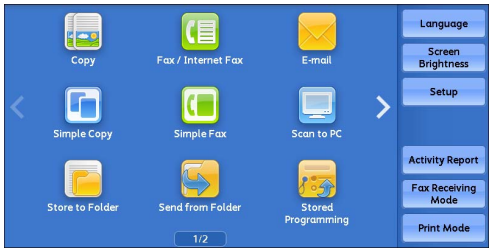
Sends Internet Fax with a digital signature.

More Options

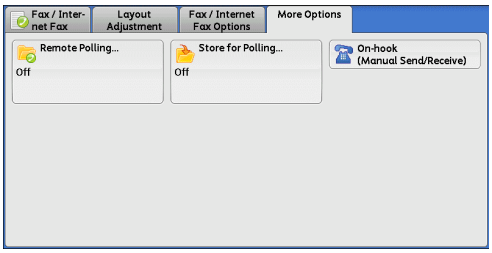
This section describes the features you can select on the [More Options] screen. The following shows the reference section for each feature.

Remote Polling (Retrieving Files from Remote Machines) 243
Store for Polling (Storing Files on the Machine that a Remote Machine can Retrieve) 245
On-hook (Confirming Remote Machine Response Prior to Transmission) 246

1 Select [Fax/Internet Fax] on the Services Home screen.



2 Select a feature on the [More Options] screen.



Remote Polling (Retrieving Files from Remote Machines)

Remote Polling is a feature that allows your machine to retrieve a file stored in a remote machine. You are charged for the transmission fee.

This feature is used for Facsimile Information Services.

For information on Facsimile Information Services, refer to "Receiving Faxes" (P.256).

Note
- The Remote Polling feature may not be available depending on the remote machine.
- This feature is not available for the Server Fax service.
- When you specify polling in combination with [Delay Start] on the [Fax/Internet Fax Options] screen, you can retrieve a file at a specified time.

■ Remote Polling

You can retrieve a file stored on a remote machine by sending a polling request from your machine. You can also retrieve files from multiple machines. This is called Multi-Polling.

■ Secure Polling (DTMF Method)

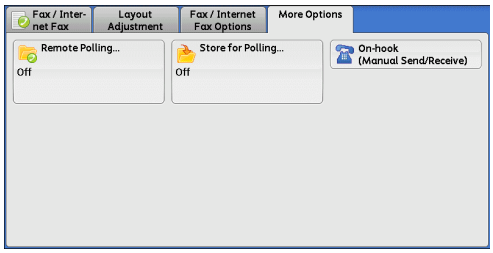
You can retrieve a file from a folder on a remote machine by sending a request from your machine. A folder must be created on the remote machine. If the folder is passcode-protected, you can retrieve a file confidentially.

Important
- You cannot use polling to retrieve files from multiple remote folders simultaneously.

Note
- The DTMF method is not available for the IP Fax (SIP).

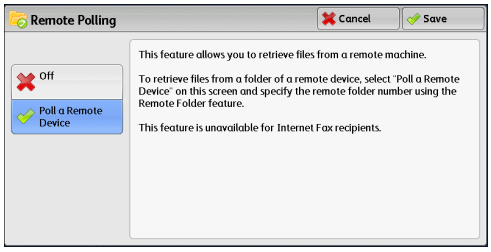
Remote Polling

1 Select [Remote Polling].



2 Select [Poll a Remote Device].

Note • To use Multi-Polling, specify multiple recipients.



■ **Off**

Disables the Remote Polling feature.

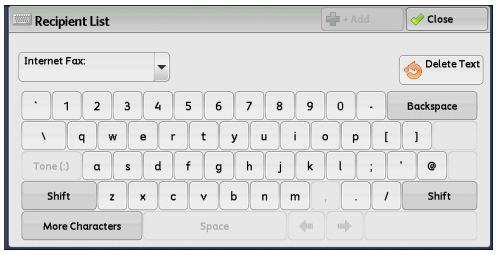
■ **Poll a Remote Device**

Enables the Remote Polling feature.

3 Specify a destination, and then press the <Start> button.

Secure Polling (DTMF Method)

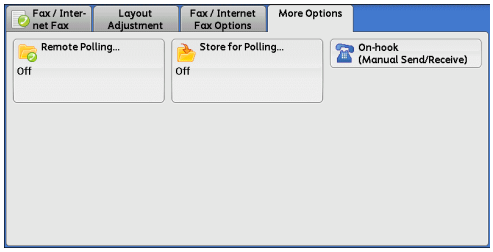
1 Select the keyboard button on the [Fax/ Internet Fax] screen to display the keyboard on the touch screen.



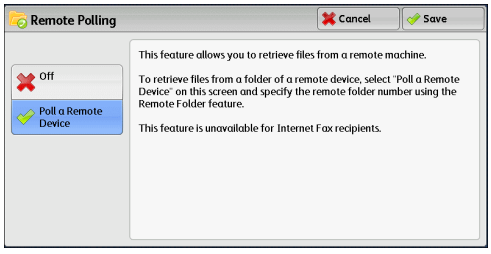
2 Enter a format corresponding to Auto Send or Manual Send, and then select [Close].

3 Select the [More Options] tab to display the [More Options] screen.

4 Select [Remote Polling].



5 Select [Poll a Remote Device].



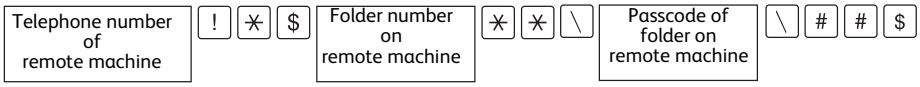
■ **Off**

Disables the Secure Polling feature.

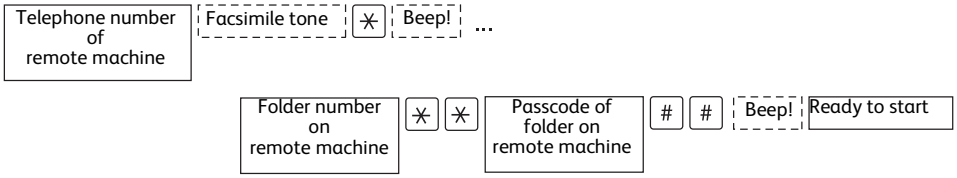
■ **Poll a Remote Device**

Enables the Secure Poling feature.

■ Format for Auto Send



■ Format for Manual Send



Note
- Use the keyboard on the touch screen to enter symbols such as "!" and "*". For information on how to enter characters, refer to "Entering Text" (P.92).
- Enter a passcode only if necessary.
- You can specify any machine that supports our DTMF method feature.

By registering destinations in address numbers using the above dialing formats, you can use the address numbers for the Secure Polling feature. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

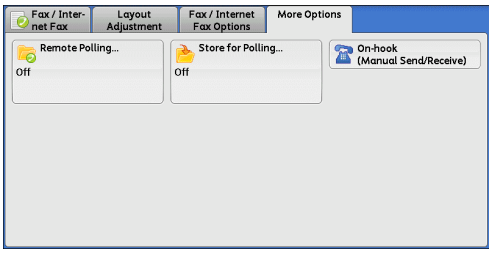
Store for Polling (Storing Files on the Machine that a Remote Machine can Retrieve)

Store for Polling is a feature that store a file on your machine so that a remote machine can retrieve it from your machine. The following two methods are available for Store for Polling: Store for Free Polling and Store for Secure Polling.

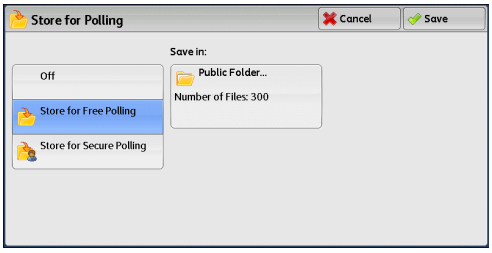
The machine can be set to automatically delete files after they are retrieved with polling. For more information, refer to "5 Tools" > "Fax Service Settings" > "Fax Control" > "Polled Files - Auto Delete" in the Administrator Guide.

Note
- This feature is not available for the Server Fax service.

1 Select [Store for Polling].



2 Select any option.



■ Off

Disables the Store for Polling feature.

■ Store for Free Polling

Stores a file in a public folder on the machine. The file in the public folder can be retrieved by a remote machine.

■ Store for Secure Polling

Stores a file in a private folder on the machine. If the folder is passcode-protected, the file can be retrieved by a remote machine confidentially.

You need to create a private folder in advance. For more information on how to create a folder, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide.

■ **Save in:**

- When [Store for Free Polling] is selected

  [Public Folder] is displayed. Selecting this button displays the [Public Folder] screen.

Refer to "[Public Folder] Screen" (P.246).

- When [Store for Secure Polling] is selected

  [Private Folder] is displayed. Selecting this button displays the [Folder] screen. Select a folder to store files in for Secure Polling.

For information on how to select a folder, refer to "Selecting a Folder" (P.352). For information on how to check files for Secure Polling, refer to "Checking/Operating Files in a Folder" (P.353).

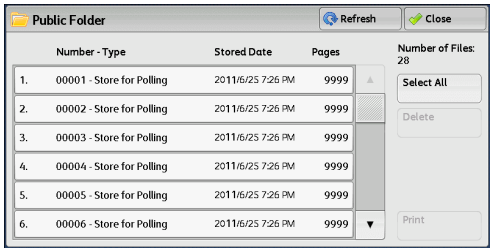
3 Press the <Start> button.

[Public Folder] Screen

This screen allows you to print and delete files stored for Free Polling.

1 Select the file to be printed or deleted. You can select either one file or all files.

Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).



■ **Refresh**

Refreshes the information about files stored in the public folder.

■ **Select All**

Selects all files stored in the public folder.

■ **Delete**

Deletes the selected file. Selecting this button displays a confirmation screen. Select [Delete] on the screen to delete the file.

■ **Print**

Prints the selected file.

On-hook (Confirming Remote Machine Response Prior to Transmission)

Use this feature when using Manual Send.

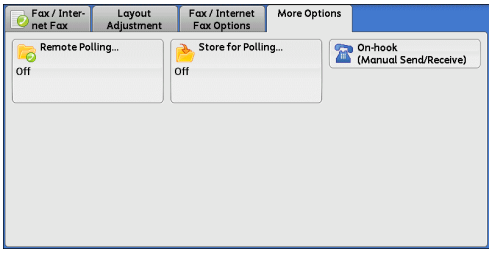
Manual Send is the transmission method that allows you to send a fax after you make a phone call to a remote machine and then check that the connection is established. This feature can be used with the receiver either off-hook or on-hook.

We recommend that you set the line monitor volume to "Loud".

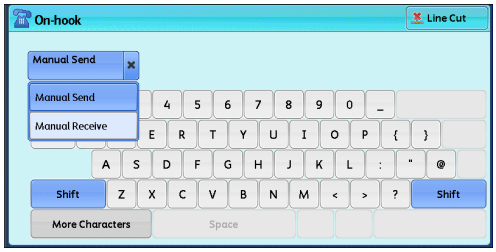
Note
- If an error occurs during transmission of, for example, the second page, the transmission of the first page may also end abnormally.
- The On-hook feature is not available for the IP Fax (SIP).

You can change the volume of the line monitor in the System Administration mode. For information on how to change the volume, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Line Monitor Volume" in the Administrator Guide.

1 Pick up the telephone receiver, or select [On-hook (Manual Send/Receive)].



2 Select any option.



■ Manual Send / Manual Receive

Use the drop-down menu to switch between [Manual Send] and [Manual Receive].

- Manual Send : Allows you to check if connection is established before sending a fax.
- Manual Receive : Allows you to receive a fax manually, such as Facsimile Information Services.

■ Entering a destination

Use alphanumeric characters to specify a destination.

Note
- Some touch-tone services may not be available even if you set your telephone to send tones.
- When the line type is set to a tone line, [:] (Tone) is not displayed on the screen. If you want to send tones (or to use the touch-tone services) while using a pulse line, select [:] (Tone).

■ More Characters

Select this button to display a symbol screen, allowing you to use symbols to specify a destination.

■ Line Cut

Cuts the line connected.

Broadcast

This section describes how to set Broadcast Send and Relay Broadcast.

Broadcast Send (Transmitting to Multiple Recipients) 248
Relay Broadcast (Transmitting Documents Through a Relay Station) 249
Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations) 252

Broadcast Send (Transmitting to Multiple Recipients)

The Broadcast Send feature allows you to transmit the same document to multiple recipients in a single operation. There is no need to repeat the same operation for each recipient.

When the Additional G3 Port Kit 2 (optional) is installed, you can use the extra lines to make multiple transmissions simultaneously with Broadcast Send.

If you specify Broadcast Send, the machine prints a Broadcast/Multi-Poll Report after the Broadcast Send operation finishes.

- You can use Broadcast Send by specifying recipients from Fax, Internet Fax and IP Fax (SIP) for a single job. (Mix Broadcast).
- The maximum number of recipients that you can specify at one time is as follows: Using the numeric keypad: 200 locations; using address numbers: 600 locations; and using the numeric keypad in combination with address numbers: 600 locations.
- In multiple addresses, even though there are lines used for destination are already specified, when the lines are specified by selecting [Line Selection] in the [Fax / Internet Fax] screen, a fax job will be transmitted in the setting of [Line Selection]. For more information, refer to "Specifying a line (port) using [Line Selection]" (P.213).
- The address numbers 0001 - 0070, or 0001 - 0060 correspond to the one-touch buttons 1 - 70, or 1 - 60. For more information on the one-touch buttons, refer to "Control Panel" (P.81).
- When using Broadcast Send, the Cover Page and Remote Folder features are not available even if they are enabled on the control panel. If you want to use [Cover Page] and [Remote Folder], set them when registering each recipient in an address number.
- [Confirmation Options] is not available. Check a Broadcast/Multi-Poll Report to see transmission results.

■ Show Fax No./E-mail Address

If you select this check box, the recipient's name will not be displayed in the recipient field.

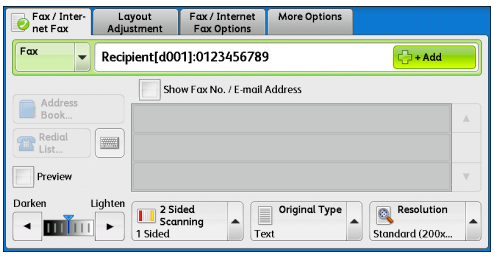
■ Enable Broadcast

To prevent missending a fax to multiple recipients, you can set whether to use Broadcast Send prior to specifying multiple recipients. Select the [Enable Broadcast] check box to specify multiple recipients.

[Enable Broadcast] is displayed only when [Broadcast Checkbox on 1st Tab] is set to [Enabled]. For more information on the setting, refer to "5 Tools" > "Fax Service Settings" > "Fax Control" > "Broadcast Checkbox on 1st Tab" in the Administrator Guide.

1 Select the first recipient.

Note • When you specify recipients from Fax and Internet Fax for a single job (Mix Broadcast), select the fax type for each recipient from the drop-down menu.



2 Select [+ Add].

3 Select the next recipient.

4 Repeat Step 2 and Step 3.

5 Press the <Start> button.

6 Select [Yes] on the confirmation screen to start transmission.

Relay Broadcast (Transmitting Documents Through a Relay Station)

The Relay Broadcast feature transmits documents to multiple recipients via other fax machines (relay stations). When a document is to be transmitted over a long distance to multiple recipients, it is first transmitted to one relay station and from there to multiple recipients. When you transmit documents over a long distance to many recipients, using Relay Broadcast can save on transmission cost.

Furthermore, multiple Relay Broadcast operations can be performed simultaneously. This is called Multiple Relay Broadcast.

Note • For IP Fax (SIP), only Relay Broadcast with the F Code method is available.

The following three methods are available for Relay Broadcast:

■ Fax Signal Method

This method employs a Fuji Xerox proprietary communication procedure that is only for use with specific machines that have the Relay Broadcast feature.

■ DTMF Method

G3 fax machines that support Manual Send can perform Relay Broadcast for the machine.

■ F Code Method

This method can be used among machines that support the F Code and the Relay Broadcast features.

Before using the Relay Broadcast Feature

Before using the Relay Broadcast feature, register the following information.

Note • Select [Add New Address] on the [Fax Address Book] screen to register the destination. For more information, refer to "Add New Address (Registering a Destination on the Address Book)" (P.208).

For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

Where	Contents
Initiating Station	Fax Signal Method Assign the relay station to an address number (0001 to 2000) to set up the Relay Broadcast feature. • Register the last two digits of the address number of the initiating station (which is already registered at a relay station) as a relay station ID for the Relay Broadcast operation. • Register the address numbers or group dial number of the relay recipients (which are registered at a relay station) as broadcast recipients. The wildcard "*" can be used. DTMF Method (G3)/F Code Method • No registration is required. The dialing format can be registered to an address number.

For information on the setting items to be registered in relay stations, refer to the documentation provided with relay stations.

Fax Signal Method

1 Select an address number or group dial number to which a relay broadcast is registered, and press the <Start> button.
To perform Multiple Relay Broadcast, repeat this step.

DTMF Method

The following two types are available in the DTMF method: Auto Send and Manual Send.

■ Auto Send (Transmitting without picking up the receiver)

1 Select the keyboard button to display the keyboard on the touch screen and enter in the following format.

Relay station telephone number | ! | ✳ | $ | # | \ | Password | Relay station ID | \ | # | Address number | # | Address number | # | ... | # | # | $

- Password

  A pre-registered two-digit number

Note • By default, no password is set. For setting a password, contact our Customer Support Center. If a password is not set, you do not need to enter one.

- Relay station ID

  The last two digits of the initiating station address number registered at the relay station

- Address number

  An address number for the relay recipients registered at the relay station

  The wildcard "*" can also be used.

You can register the above dialing format in an address number to send using the address number. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

2 Select [+ Add] to perform Multiple Relay Broadcast.

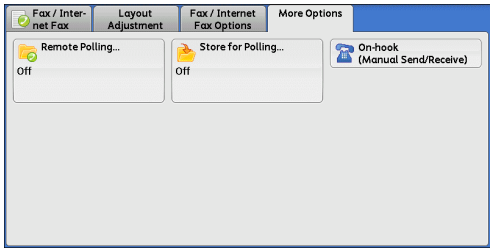
Note • You can specify up to 20 locations for relay recipients.

3 Press the <Start> button.

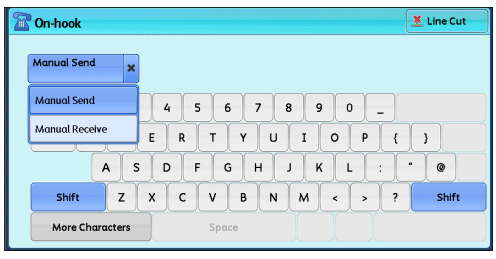
■ Manual Send (Transmitting with picking up the receiver or on-hook)

1 Select the [More Options] tab to display the [More Options] screen.

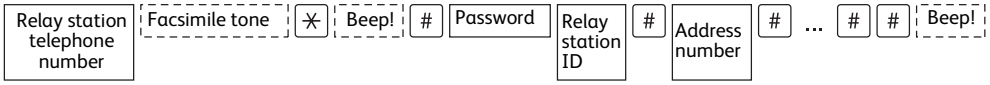
2 Pick up the telephone receiver, or select [On-hook (Manual Send/Receive)].



3 Select [Manual Send] from the drop-down menu.



4 Use the keyboard displayed on the touch screen to enter numbers in the following format.



Note • You can specify up to 20 locations for relay recipients.

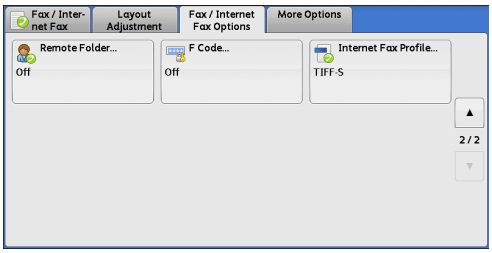
F Code Method

You can perform Relay Broadcast by registering the relay station's F code and password (if necessary) to the machine.

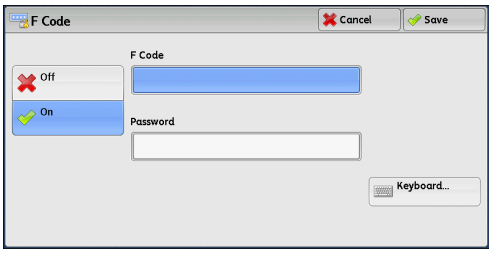
Note
- When performing Relay Broadcast with the F Code method, you can use a password if you set a receive password for the relay station.
- When performing Relay Broadcast between Fuji Xerox manufactured machines that can be used as both an initiating station and a relay station, we recommend that you use the fax signal method.
- Confirm the F code (sub-address) and password of the target relay station.

1 Select the [Fax/Internet Fax Options] tab to display the [Fax/Internet Fax Options] screen.

2 Select [F Code].

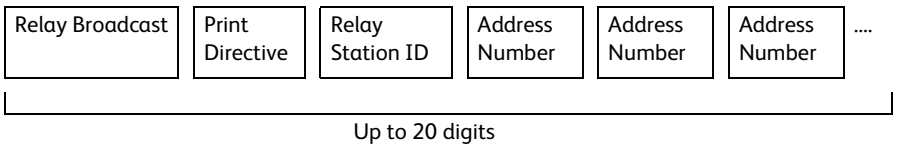


3 Select [On].



4 Select the [F Code] box, and enter the F code with the numeric keypad.

Note • You can enter up to 20 digits for the F Code.



- Relay Broadcast

  The number of digits of the relay station ID:

  1: When the relay station IDs and address numbers are two digits

  2: When the relay station IDs and address numbers are three digits

- Print Directive

  Printing/not printing at the relay station

  1: Printing at the relay station

  0: Not printing at the relay station

- Relay Station ID

  An address number for an initiating station registered at the relay station

When the relay station ID is set, the initiating station is notified of the results of a Relay Broadcast.

When the relay station ID is "00" or "000", the initiating station is not notified of the results of a Relay Broadcast.

- Address Number

  The address number assigned to the relay recipient

  The following shows an example of F Code that indicates printing at the relay station, notifying the initiating station (100) of the results, and performing Relay Broadcast to relay recipients (200, 201, 202, and 203).

  F Code example: 21100200201202203

5 If necessary, enter the password using the numeric keypad.

Remote Relay Broadcast (Performing Relay Broadcast to Remote Locations)

The Remote Relay Broadcast feature combines two or more Relay Broadcast operations and use Broadcast Send.

This feature is more economical than Relay Broadcast in transmitting documents to multiple remote machines.

Note
- Multiple Relay Broadcast can be performed from a secondary relay station.
- For IP Fax (SIP), only Relay Broadcast with the F Code method is available.

The following three methods are available in Remote Relay Broadcast:

■ Fax Signal Method

This method employs a Fuji Xerox proprietary communication procedure that is only for use with specific machines that support the Relay Broadcast feature.

■ DTMF Method

G3 fax machines that support Manual Send can perform Remote Relay Broadcast for the machine.

■ F Code Method

This method can be used among machines that support the F Code and the Relay Broadcast features.

Fax Signal Method

Register the following information in the address numbers of initiating stations in advance.

For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

Where	Contents
Initiating Station	Assign the relay station to an address number (0001 to 2000) to set up the Relay Broadcast feature. • Register the last two digits of the address number of the initiating station (which is already registered at a primary relay station) as a relay station ID. • Register the address numbers or group dial number of the secondary relay stations (which are registered at a primary relay station) as broadcast recipients.

For information on the setting items to be registered in a primary relay station and a secondary relay station, refer to the documentations provided with them.

1 Select an address number or group dial number to which a remote relay broadcast is registered, and press the <Start> button.

DTMF Method

The following two types are available in the DTMF method: Auto Send and Manual Send.

For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

For information on the setting items to be registered in a primary relay station and a secondary relay station, refer to the documentations provided with them.

Note • You can specify any machine that supports our DTMF method feature.

■ Auto Send (Transmitting without picking up the receiver)

1 Select the keyboard button to display the keyboard on the touch screen and enter in the following format.

The 1st relay station telephone number | ! | * | $ | # | \ | Password | Relay station ID | \ | # | Address number | # | # | $

- Password

  A pre-registered 2-digit number

Note • By default, no password is set. For setting a password, contact our Customer Support Center. If a password is not set, you do not need to enter one.

- Relay Station ID

  The last two digits of the initiating station address number registered at the primary relay station

- Address Number

  The address number for the secondary relay station registered at the primary relay station

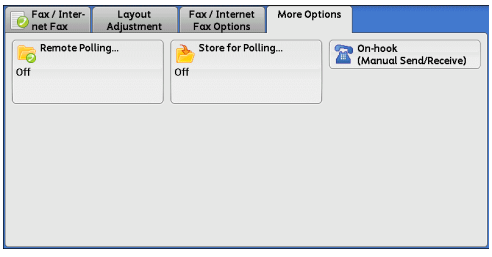
You can register the above dialing format in an address number to send using the address number. For information on how to register address numbers, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

2 Select [+ Add] to perform Multiple Relay Broadcast.

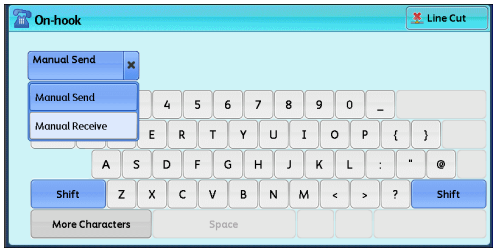
■ Manual Send (Transmitting with picking up the receiver or on-hook)

1 Select the [More Options] tab to display the [More Options] screen.

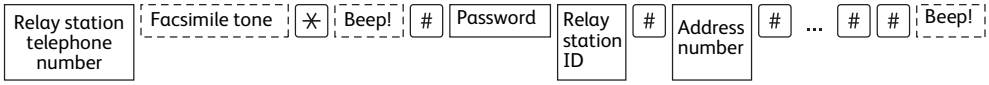
2 Pick up the telephone receiver, or select [On-hook (Manual Send/Receive)].



3 Select [Manual Send] from the drop-down menu.



4 Use the keyboard displayed on the touch screen to enter numbers in the following format.



Note • You can specify up to 20 locations for relay recipients.

F Code Method

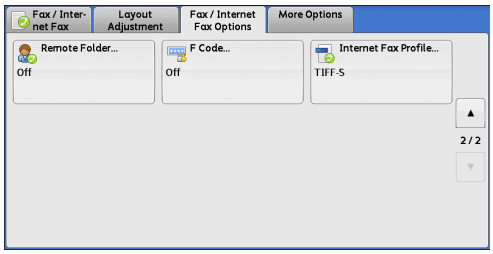
When using the machine as the initiating station for performing Remote Relay Broadcast, confirm the F Code and the password (if necessary) for the primary relay station.

Important • When using the F Code method for Remote Relay Broadcast, the primary relay stations and secondary relay stations must support our F Code method and the Relay Broadcast feature.

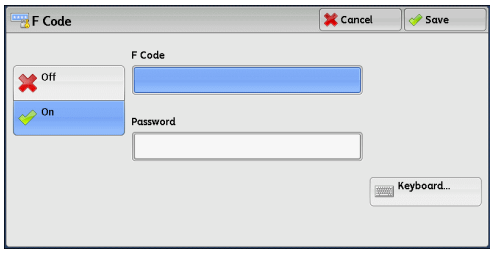
Note • When performing Relay Broadcast with Fuji Xerox manufactured machines that can be used as both an initiating station and a relay station, we recommend that you use the fax signal method.

1 Select the [Fax/Internet Fax Options] tab to display the [Fax/Internet Fax Options] screen.

2 Select [F Code].

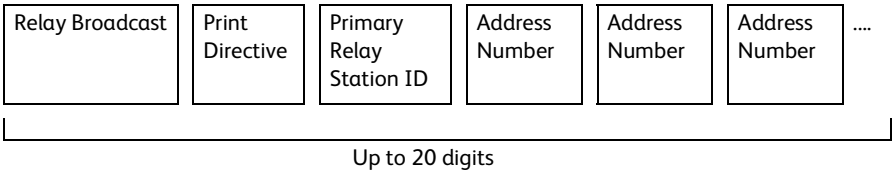


3 Select [On].



4 Select the [F Code] box, and enter the F Code with the numeric keypad.

Note • You can enter up to 20 digits for the F Code.



- Relay Broadcast

  The number of digits of the primary relay station ID:

  1: When the primary relay station IDs and address numbers are two digits

  2: When the primary relay station IDs and address numbers are three digits

- Print Directive

  Printing/not printing at the primary relay station

  1: Printing at the primary relay station

  0: No printing at the primary relay station

- Primary Relay Station ID

  The address number for the initiating station registered at the primary relay station

When the primary relay station ID is set, the initiating station is notified of the results of the Remote Relay Broadcast.

When the primary relay station ID is "00" or "000", the initiating station is not notified of the results of a Remote Relay Broadcast.

- Address Number

  The address number assigned to the secondary relay station

5 If necessary, enter the password using the numeric keypad.

Receiving Faxes

Two modes are available for receiving faxes: Auto Receive and Manual Receive.

In the Auto Receive mode, reception of a fax from a remote machine begins automatically.

In the Manual Receive mode, reception of a fax from a remote machine is manual. This mode is convenient for confirming the sender or using an external telephone to confirm whether it is a fax before beginning reception.

Using G3 ID allows the machine to reject faxes from specific fax numbers or unknown fax numbers. You can register up to 50 fax numbers as rejected fax numbers.

- Rejecting faxes from specific fax numbers:

  The machine rejects faxes when the G3 ID sent from the sender's machine is included in the registered fax numbers to be rejected.

- Rejecting faxes from unknown fax numbers:

  The machine rejects faxes when the G3 ID is not sent from the sender's machine.

  G3 ID contains a phone number and other information that are registered in the sender's machine.

Note • For IP Fax (SIP), the Manual Receive mode is not available.

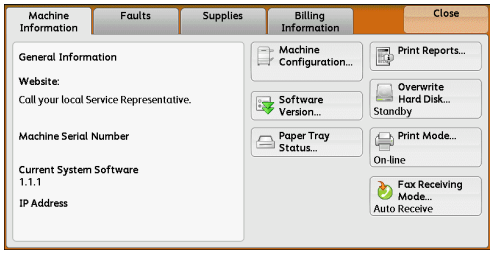
You can change the default value of [Fax Receiving Mode] in the System Administration mode. For information on how to change the default value, refer to "5 Tools" > "Fax Service Settings" > "Fax Control" > "Fax Receiving Mode" in the Administrator Guide.

For information on how to reject faxes from specific fax numbers or unknown fax numbers, refer to "5 Tools" > "Fax Service Settings" > "Fax Control" > "Block Inbound Faxes" and "Block Unknown Fax Numbers" in the Administrator Guide.

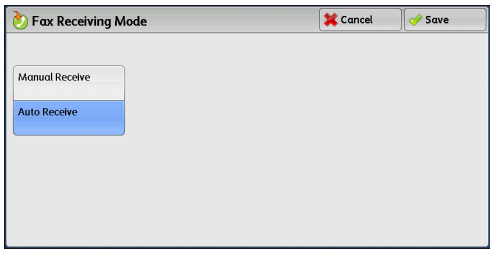
Switching between Auto Receive and Manual Receive

1 Press the <Machine Status> button.

2 Select [Fax Receiving Mode] on the [Machine Information] screen.



3 Select [Manual Receive] or [Auto Receive].



■ Manual Receive

Reception of a fax from a remote machine is manual. This mode is convenient for confirming the sender or using an external telephone to confirm whether it is a fax before beginning reception.

When extra lines are added to the machine, [Fax Receiving Mode] is set to [Auto Receive] even when [Manual Receive] is selected.

■ Auto Receive

Reception of a fax from a remote machine begins automatically.

Using Auto Receive

When [Fax Receiving Mode] is set to [Auto Receive] on the [Machine Information] screen, the following two methods are available to receive a fax:

■ When the machine automatically switches to fax reception

When there is an incoming call, the machine automatically receives a fax after it rings for a certain period of time.

■ When the machine automatically switches between a call and fax reception

When there is an incoming fax, the machine automatically receives a fax. When there is an incoming call, pick up the telephone receiver to talk while the machine is ringing.

Using Manual Receive

When [Fax Receiving Mode] is set to [Manual Receive], and the machine rings to notify of an incoming call, pick up the receiver of the external telephone or select [On-hook] on the screen displayed.

Note
- We recommend that you set the monitor volume to [Loud] when using the On-hook feature. For information on how to change the volume of the line monitor, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Line Monitor Volume" in the Administrator Guide.

1. When the machine rings, the receiving screen appears.

   If there is a telephone, pick the receiver up. If not, select [On-hook] on the receiving screen.

2. Confirm whether the call is from a telephone or a fax machine.

   If the call is from a telephone, use the receiver to talk.

   If the call is from a fax machine, you will hear the sound of a fax machine.

   Note
   - If you select [On-hook], you will hear the sound from the machine speaker. However, you cannot talk to the other party.

3. Press the <Start> button.

4. If you picked up the receiver, place it back in the cradle when the <Data> indicator lights up on the control panel.

   Important
   - Make sure to place the receiver back in the cradle properly. Otherwise, the line will remain "busy" with the receiver being left off the cradle.

Using Folder Receive

Files received using Folder Receive are stored in a folder. After a file is received in a folder, the <Data> indicator lights up and the machine prints a Folder Report. The Folder Report lists the folder number and folder name.

To receive files in a folder using the F Code method, notify the sender of the following information:

- F Code (sub-address): 0 (to designate F Code transmission) and the folder number to store the file in
- Password (if necessary): the passcode of the folder to store the file in

Note
- For IP Fax (SIP), the fax signal method and the F code method are available.
- For IP Fax (SIP), in communicating via VoIP gateway, the Sending to Folder with the fax signal method is not available. Only the Sending to Folder with the F code method is available.
- The DTMF method is available for Remote Folder. The supported signals are numerals, "*", and "#".

Depending on the report print settings, a Folder Report may not be printed even after a file is received in a folder. For more information on the Folder Report settings, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Folder Report" in the Administrator Guide.

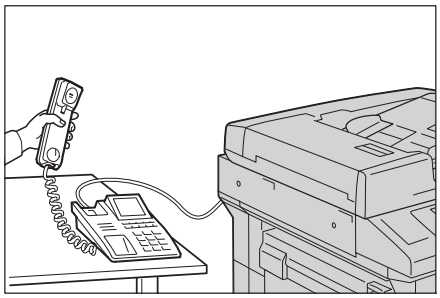
For information on how to print a file stored in a folder, refer to "Printing Files in a Folder" (P.358).

Facsimile Information Services

For information on subscriptions and advanced operating procedures, contact the corresponding facsimile information service.

Using the Receiver

1 Pick up the telephone receiver.



2 Select [Manual Receive] from the drop-down menu.

3 Specify the fax number of the facsimile information service.

- You can use the numeric keypad, speed dial, or one-touch buttons to specify the call destination, but cannot use the Address Book.
- You can use the keyboard displayed on the screen to specify the call destination. Selecting [More Characters] on the screen displays symbols.

Note
- When the line type is set to a tone line, [:] (Tone) is not displayed on the screen. If you want to send tones (or to use the touch-tone services) while using a pulse line, select [:] (Tone).
- Some touch-tone services may not be available even if you set your telephone to send tones.

4 When the machine connects to the service, you will hear voice prompts. Follow the voice prompts to enter the required numbers.

5 After entering the numbers, press the <Start> button.

Note
- The <Data> indicator lights up on the control panel, and reception begins.

6 Place the receiver back in the cradle.

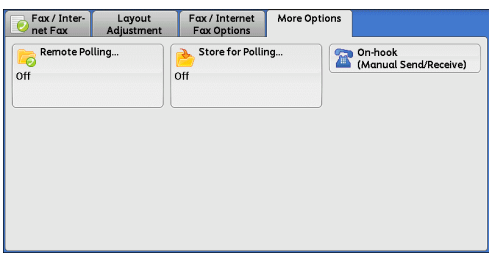
Important
- Make sure to place the receiver back in the cradle properly. Otherwise, the line will remain "busy".

When Not Using a Receiver

1 Adjust the volume of the line monitor.
We recommend that you set the volume of the line monitor to [Loud] so that you can hear the voice prompts clearly.

For information on how to change the volume of the line monitor, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Line Monitor Volume" in the Administrator Guide.

2 Select [On-hook (Manual Send/Receive)] on the [More Options] screen.



3 Select [Manual Receive] from the drop-down menu.

4 Specify the fax number of the facsimile information service.

- You can use the numeric keypad, speed dial, or one-touch buttons to specify the call destination, but cannot use the Address Book.
- You can use the keyboard displayed on the screen to specify the call destination. Selecting [More Characters] on the screen displays symbols.

Note
- When the line type is set to a tone line, [:] (Tone) does not appear. If you want to send tones (or to use the touch-tone services) while using a pulse line, select [:] (Tone).
- Some touch-tone services may not be available even if you set your telephone to send tones.

5 When the machine connects to the service, you will hear voice prompts. Follow the voice prompts to enter the required numbers.

6 After entering the numbers, press the <Start> button.

5 Scan

This chapter describes the basic operations and features for the Scan services.

Note • The Scan services are not available for some models. An optional component is required. For more information, contact our Customer Support Center.

To use the Scan services, network settings are required. For information on the network settings, refer to "9 Scanner Environment Settings" in the Administrator Guide.

- Scanning Procedure 262
- Operations during Scanning 270
- E-mail 276
- Network Scanning 304
- Scan to PC 306
- Store to Folder 318
- Store to USB 320
- Store & Send Link 326
- Store to WSD 329
- Advanced Settings 332
- Layout Adjustment 336
- E-mail Options/Filing Options 343

Scanning Procedure

This section describes the basic scanning procedure. The following shows the reference section for each procedure.

Step 1 Loading Documents 262
Step 2 Selecting the Features 264
Step 3 Starting the Scan Job 267
Step 4 Confirming the Scan Job in Job Status 268
Step 5 Saving the Scanned Data 269

Step 1 Loading Documents

The following two methods are available to load documents:

■ **Document Feeder**

- Single sheet
- Multiple sheets

■ **Document Glass**

- Single sheet
- Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 125 x 85 mm (Standard size: A5, A5) to 297 x 432 mm (Standard size: A3, 11 x 17").

The document feeder automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying a Scan Size)" (P.338).

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on paper size settings, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

The document feeder accepts the following number of sheets.

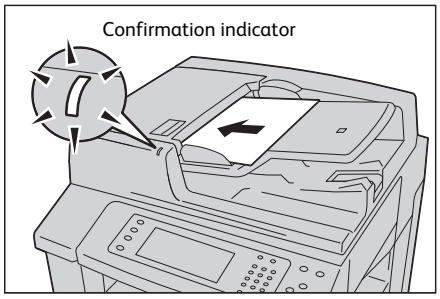
Documemt Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 gsm)	130 sheets
Plain paper (50 - 80 gsm)	130 sheets
Heavyweight paper (81 - 128 gsm)	85 sheets

Important • To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.
• 2-sided scanning of lightweight paper (38 - 49 gsm) is not supported.

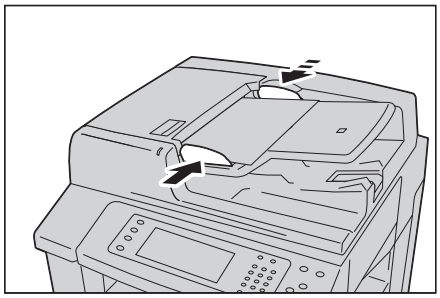
For information on how to scan mixed sized documents, refer to ""Mixed Size Originals (Scanning Different Size Documents Simultaneously)" (P.339).

1 Remove any paper clips and staples before loading a document.

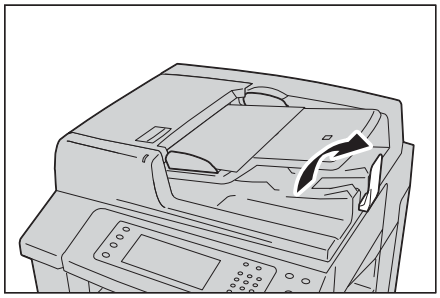
2 Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder.



3 uides to match the size of the document loaded.



4 Open the document stopper.



Document Glass

The document glass supports a single sheet, a book, or other similar documents with a size 297 x 432 mm (Standard size: A3, 11 x 17").

Important • Always close the document cover after using the document glass.

The document glass automatically detects standard size documents. For non-standard size documents, enter the size on the [Original Size] screen.

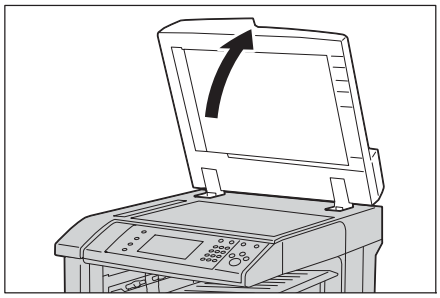
For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying a Scan Size)" (P.338).

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

⚠CAUTION

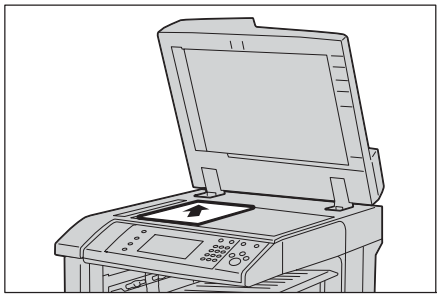
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

1 Open the document cover.



Important • Ensure that the touch screen is active, and then load a document. Otherwise, the machine may not properly detect the document size.

2 Load the document face down, and align it against the top left corner of the document glass.



3 Close the document cover.

Step 2 Selecting the Features

On the Services Home screen, you can select the following Scan services: [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store to USB], [Store & Send Link], and [Store to WSD]. You can select features for each service.

Note
- WSD stands for Web Services on Devices.
- The features to be displayed on the screen depend on the configuration of your machine.
- When the Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.
- To use the Scan services, network settings are required. For information on the network settings, refer to "9 Scanner Environment Settings" in the Administrator Guide.

■ E-mail

Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks, or XML Paper Specification (XPS).

■ Store to Folder

Scans a document and saves the scanned data in a folder on the machine.

You need to create a folder in advance. For information on how to create a folder, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide.

■ Network Scanning

Scans a document using a job template created on CentreWare Internet Services.

For information on how to create a job template, refer to the help of CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ Scan to PC

Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.

When Scan to My Folder is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.

■ Store to USB

Scans a document and saves the scanned data to a USB memory device.

■ Store & Send Link

Scans a document and temporarily saves the scanned data on the machine. The user is notified by e-mail of the URL to the location where the scanned data is stored. Then, the user can access the URL to retrieve the scanned data.

■ Store to WSD

You can scan documents on the machine and save the scanned data to your computer. You can also save the scanned data to another computer on the network.

Note • WSD stands for Web Services on Devices.

The following table shows file formats available for each Scan service.

Scan Service	File Format can be Selected When	File Format							
		PDF	Docu-Works	XPS*1	TIFF	JPEG	BMP	PNG	Micro-soft® Office
E-mail	Using the control panel when scanning	O*2	O*3	O	O	O	X	X	O
Scan to PC		O*2	O*3	O	O	O	X	X	O
Store to USB		O*2	O*3	O	O	O	X	X	O
Store & Send Link		O*2	O*3	O	O	O	X	X	O
Store to Folder	Using CentreWare Internet Services	O*2	O*3	O	O	O	X	X	X
	Using Stored File Manager 3®	X	X	X	O	O	X	X	X
	Using DocuWorks*4	X	O*3	X	X	X	X	X	X
	Using Acrobat®*4	O*2	X	X	X	X	X	X	X
Job Flow Sheets	Creating a job flow	O*2	O*3	O	O	O	X	X	X
Network Scanning	Creating a job template	O	X	O	O	O	X	X	X
Store to WSD	Using [Scan Profiles] of Windows®*5	X	X	O	O	O	O	O	X

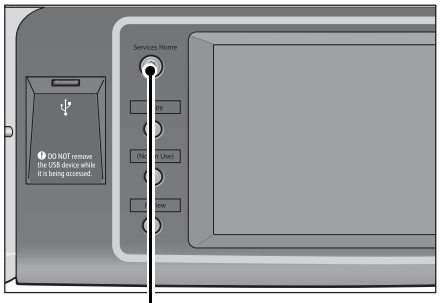
O :Available
X :Not available

*1 :XPS stands for XML Paper Specification.
*2 :Supported on Acrobat 4.0 or later
*3 :Supported on DocuWorks Ver.4 or later
*4 :TWAIN compatible application
*5 :Windows Vista® Service Pack 2 or later

Note • If you do not specify a file name for the document to be saved, a file name is automatically assigned to the scanned date. The date (DDMMYYYY) of [DDMMYYYYHHMMSS] is the order set in the [System Settings] > [Common Service Settings] > [Machine Clock/Timers] > [Date].

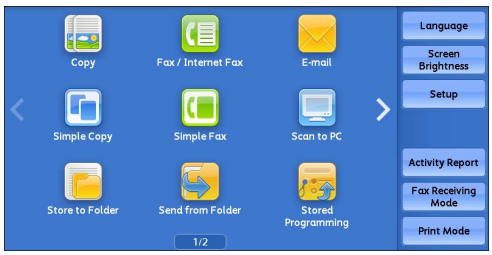
The following describes how to store scanned data into a folder as an example.

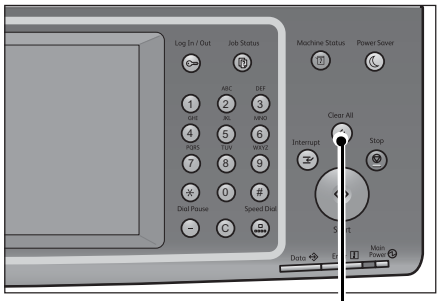
1 Press the <Services Home> button.



<Services Home> button

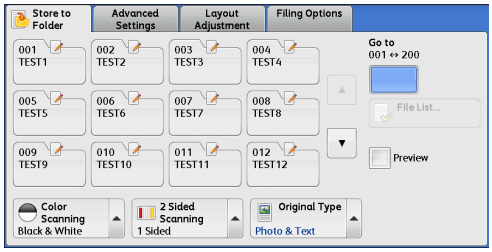
2 Select [Store to Folder].



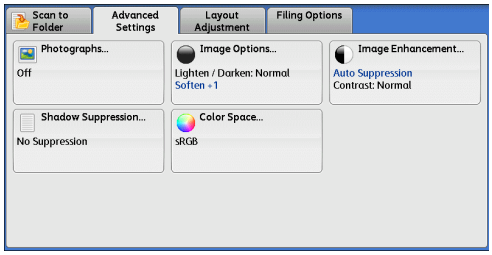


<Clear All> button

3 Specify a folder to save the data in.



4 Select each tab, and configure features as necessary.



The following shows the reference section for each tab.

"Store to Folder" (P.318)
"Advanced Settings" (P.332)
"Layout Adjustment" (P.336)
"E-mail Options/Filing Options" (P.343)

When you use another Scan service, [Store to Folder] is replaced with [E-mail], [Network Scanning], [Scan to PC], [Store to USB], [Store & Send Link], or [Store to WSD].

Note • WSD stands for Web Services on Devices.

The following shows the reference section for each service.

"E-mail" (P.276)
"Scan to PC" (P.306)
"Store to USB" (P.320)
"Store & Send Link" (P.326)
"Network Scanning" (P.304)
"Store to WSD" (P.329)

Step 3 Starting the Scan Job

The following describes how to start a scan job.

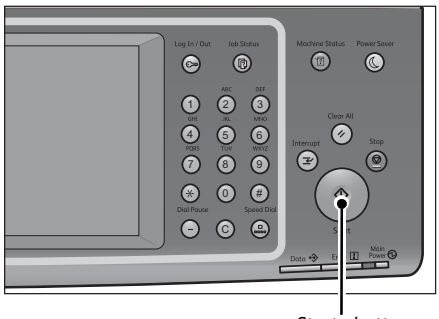
For information on how to start a scan job on the [Store to WSD] screen, refer to "Store to WSD" (P.329).

Note • WSD stands for Web Services on Devices.

1 Press the <Start> button.

Important • If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
• If a copy protection code is detected, the machine will not scan the document.

Note • If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.
• You can set the next job during scanning.



■ If you have more documents

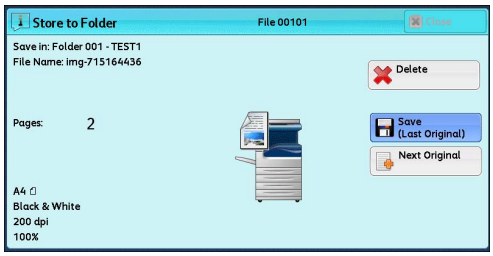
If you have more documents to scan, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

Up to 999 pages can be stored.

Note • If the number of pages scanned by the machine exceeds the maximum, the machine stops scanning. Follow the message displayed on the screen, and either abort the operation or save the already-scanned data as a single set of data.

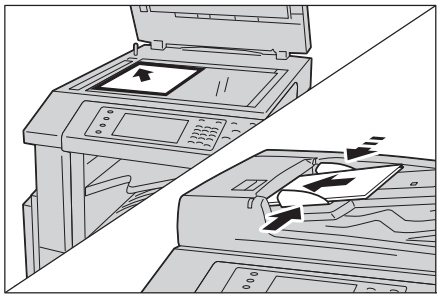
For information on how to set the maximum number of pages stored for a scan document, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Maximum Stored Pages" in the Administrator Guide.

2 While documents are being scanned, select [Next Original].

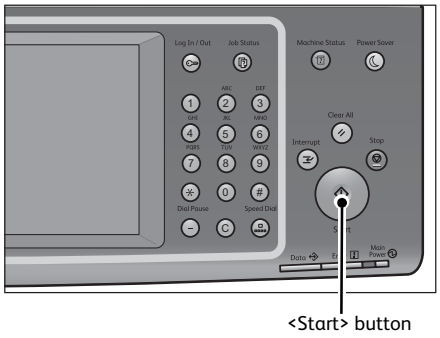


Note • When using the document feeder, load the next document after the machine has finished scanning the first document.
• When [Next Original] is displayed on the screen shown on the right and no operation is performed for a certain period of time, the machine automatically assumes that there are no more documents.
• You can change the scan settings of the next document by selecting [Change Settings] that is displayed after selecting [Next Original].

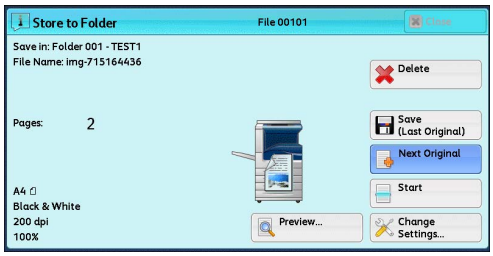
3 Load the next document.



4 Press the <Start> button.
If you have more documents, repeat steps 3 and 4.



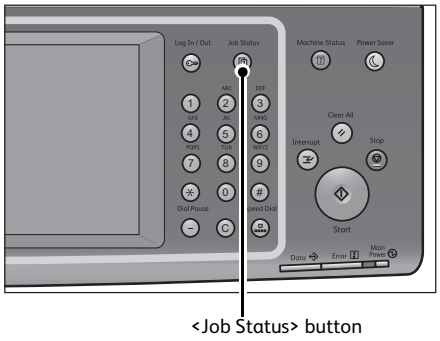
5 When all documents have been scanned, select [Save (Last Original)].



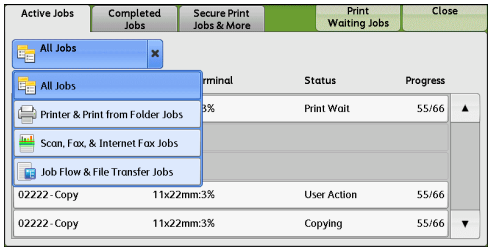
Step 4 Confirming the Scan Job in Job Status

The following describes how to confirm the status of a scan job.

1 Press the <Job Status> button.



2 Confirm the job status.



Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

- From the drop-down menu, you can select [Scan, Fax, & Internet Fax Jobs] and display the desired job.

Step 5 Saving the Scanned Data

When you used the Store to Folder service, you can use the following methods to import the file stored in a folder of the machine to your computer:

■ Import using an application

Use Network Scanner Driver.

Refer to "Importing to a TWAIN Compatible Application" (P.434).

■ Import using Stored File Manager 3

Use Stored File Manager 3 (Fuji Xerox application software).

Refer to "Importing Using Stored File Manager 3" (P.436).

■ Import using CentreWare Internet Services

Use CentreWare Internet Services.

Refer to "Importing Using CentreWare Internet Services" (P.439).

Operations during Scanning

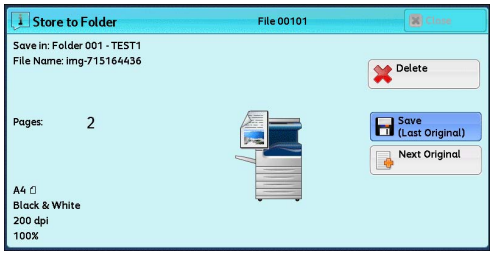
The following describes the operations available during scanning. The following shows the reference section for each operation.

Stopping the Scan Job 270
Previewing the Scanned Images during a Scan Job 271
Changing Scan Settings 274

Stopping the Scan Job

To cancel scanning a document, use the following procedure.

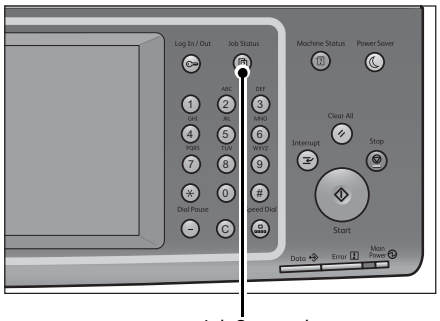
1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.



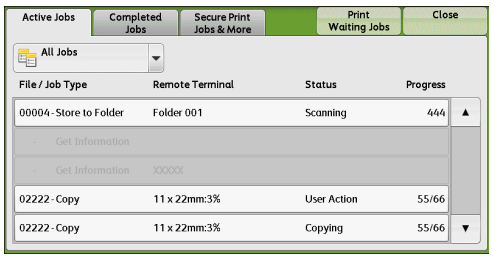
2 Select [Delete].

■ If [Delete] does not appear on the screen:

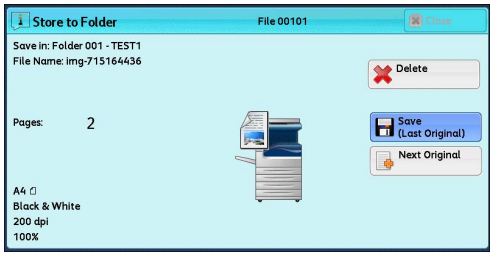
1 Press the <Job Status> button.



2 Select the job to cancel.

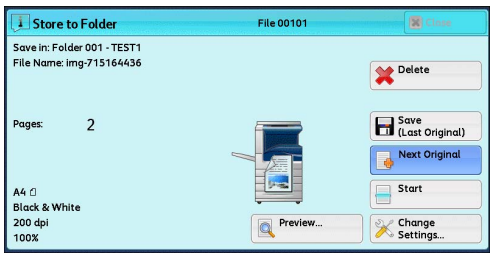


3 Select [Delete].



4 Select [Delete].

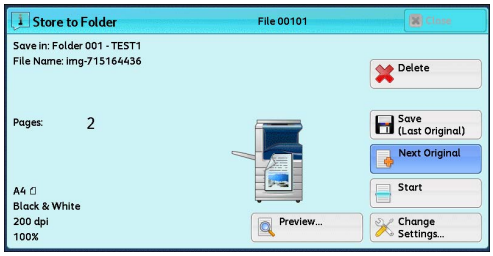
Note
- If you cancel the job, the scanned data stored in the folder will also be deleted.



Previewing the Scanned Images during a Scan Job

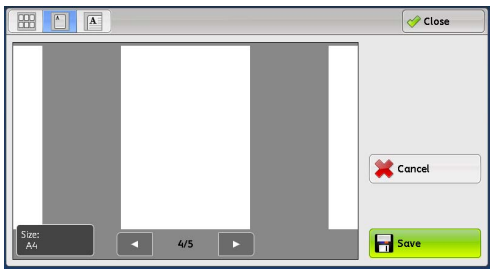
You can preview the scanned images while scanning the document.

1 When a document starts to be read with [Preview] is checked on a Scan screen, the screen on the right is displayed. After the document is read, select [Preview]. A preview screen is displayed and the first page of the lastly read document is displayed.

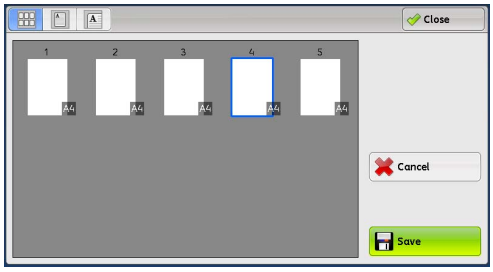


Note
- When this screen or the preview screen is displayed and the time of [Auto Clear] lapsed without any operation, you can set whether or not to continue the job. For more information, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paused Job Handling" in the Administrator Guide.
- For more information on Auto Cllear, refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Clear" in the Administrator Guide.
- When [Store to Folder] or [Store to USB] is selected, [Save (Last Original)] is displayed instead of [Send (Last Original)].

2 Select an option.



■ **(Thumbnail view)**



A previewed image is displayed in a thumbnail view.

In the thumbnail view, the following operations are available:

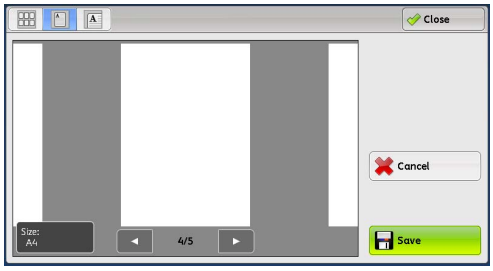
- Drag or flick the preview area up and down to switch pages.
- Tap a thumbnail to move to the entire view.

For information on how to drag or flick, refer to "Touch Screen" (P.90).

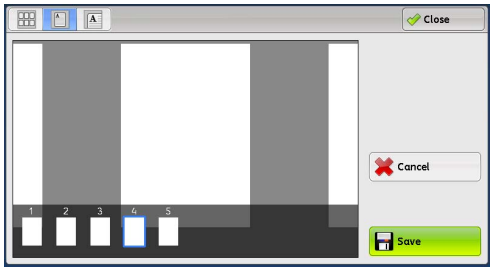
■ **(Entire view)**

An entire preview image is displayed.

- When the page switching buttons are displayed



- When the thumbnail bar is displayed



In the entire view, the following operations are available:

- Drag or flick the preview area side to side to switch pages.
- Double-tap a previewed image to move to the enlarged view.
- Tap the preview area to switch whether to display the page switching buttons or thumbnail bar.
- Tap the previous or next page displayed on the preview area to display the tapped page on the center of the screen.
- Drag the thumbnail bar side to side to scroll thumbnails. Tap the desired thumbnail to be displayed.

■

When an output does not match a preview image, is displayed. Pressing enables you to confirm the detailed information.

When Microsoft® Word or Microsoft® Excel® is selected for file format and [Auto Upright Orientation] is set for [Page Orientation], the message regarding Auto Upright Orientation is displayed.

When PDF, DocuWorks, or XPS is selected for file format, the items which are not reflected in a preview image are displayed. The items are as follow:

Note • XPS stands for XML Paper Specification.

- MRC High Compression
  - Displayed when [On] is set for [MRC High Compression] on the [File Format] screen.
- Specific Color
  - Displayed when [Specific Color] is selected.
- Auto Upright Orientation
  - Displayed when [PDF], [DocuWorks], or [XPS] is set for [File Format], when [Auto Upright Orientation] is set for [Searchable - Page Orientation], and when [Searchable] is set for [Searchable Text].

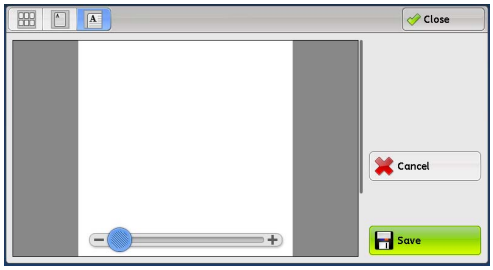
Note • XPS stands for XML Paper Specification.

For information on how to set [Searchable - Page Orientation], refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Searchable - Page Orientation" in the Administrator Guide.

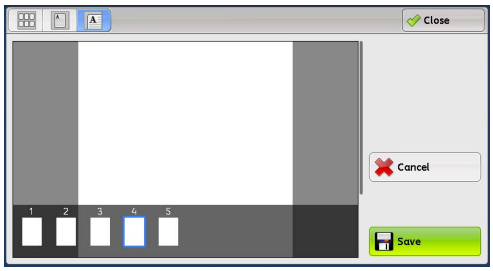
■ (Enlarged view)

A previewed image is enlarged or reduced.

- When the slider is displayed



- When the thumbnail bar is displayed



In the enlarged view, the following operations are available:

Note • When [Store to Folder] is selected, [TIFF] or [JPEG] is set for [File Format], or job flow sheets are used, the [Rotate Left], [Rotate Right], and [Rotate Page] buttons are not displayed.

- Drag or flick the enlarged image side to side or up and down to move the position to be displayed.
- Double-tap a previewed image to change the ratio of the image size.
- Tap the preview area to switch whether to display the slider or thumbnail bar.
- Drag the slider to change the ratio of the image size.
- Drag the thumbnail bar side to side to scroll thumbnails. Tap the desired thumbnail to be displayed.

■ (Rotate Left)

Rotates the page 90 degrees left.

Note • You cannot select the [Rotate Left] button in the thumbnail view.

■ (Rotate Right)

Rotates the page 90 degrees right.

Note • You cannot select the [Rotate Right] button in the thumbnail view.

■ Rotate Page

Rotates all pages 90 degrees right.

Note • You cannot select the [Rotate Page] button in the enlarged view.

■ **Cancel**

Cancels the current job.

■ **Save/Send**

When [Store to Folder] or [Store to USB] is selected, [Save] is displayed. Select [Save] to save the current job.

When [E-mail], [Store & Send Link], or [Scan to PC] is selected, [Send] is displayed. Select [Send] to send the current job.

Note • Closing a preview screen by selecting [Close] returns to step1. When [Store to Folder] or [Store to USB] is selected, selecting [Save (Last Original)] saves a job.

When [Store to Folder] or [Store to USB] is selected, selecting [Save (Last Original)] saves a job. When [E-mail], [Store & Send Link], or [Scan to PC] is selected, selecting [Send (Last Original)] sends a job.

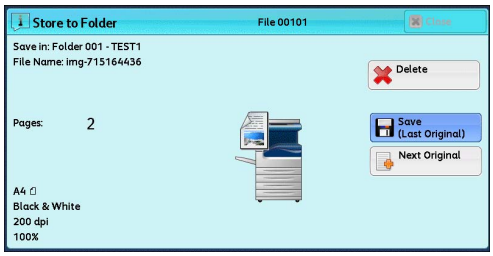
Changing Scan Settings

You can change scan settings while scanning the document.

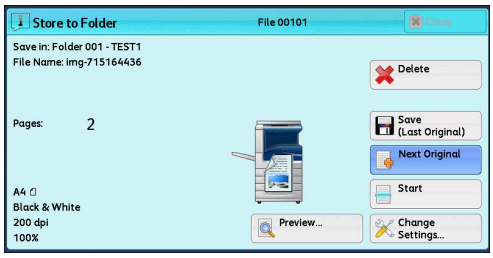
Note • For [Store to WSD]*, you cannot change the scan settings while scanning the document.

* : WSD stands for Web Services on Devices.

1 Select [Next Original].



2 Select [Change Settings].



3 Set [Color Scanning], [Original Type], [Resolution], [Lighten/Darken], [Original Orientation], [2 Sided Scanning], and [Original size].

The following shows the reference section for each feature.

"Color Scanning (Selecting an Output Color)" (P.290)
"Original Type (Selecting the Document Type)" (P.292)
"Resolution (Specifying a Scanning Resolution)" (P.336)
"Image Options (Adjusting Scan Density and Image Sharpness)" (P.333)
"Original Orientation (Specifying the Orientation of the Loaded Document)" (P.342)
"2 Sided Scanning (Scanning Both Sides of a Document)" (P.305)

"Original Size (Specifying a Scan Size)" (P.338)

4 Press the <Start> button.

E-mail

This section describes the features you can select on the [E-mail] screen. The E-mail service allows you to scan a document and send the scanned data as an e-mail attachment. The following shows the reference section for each feature.

Address Book 277
Address Book (Specifying a Destination Using the Address Book [Type 1]) 277
Address Book (Specifying a Destination Using the Address Book [Type 2]) 280
Add New Address (Registering a Recipient on the Address Book) 283
Specifying a Destination Using a One-Touch Button 284
New Recipient (Specifying an E-mail Address) 285
Add Me (Adding the Sender's Address) 286
Recipient(s) (Editing a Recipient) 287
From (Setting the Sender's Address) 288
Subject (Setting the Subject) 289
Message (Entering the E-mail Body) 289
Preview (Previewing the Scanned Images during a Scan Job) 290
Color Scanning (Selecting an Output Color) 290
2 Sided Scanning (Scanning Both Sides of a Document) 291
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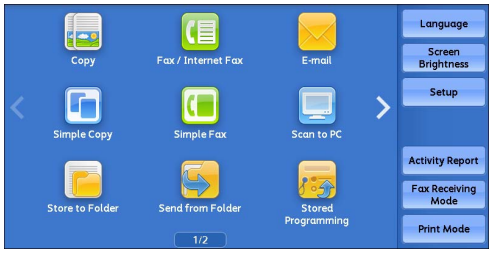
Note

- You can encrypt e-mail or send it with a digital signature by S/MIME. To use this feature, you need to register certificates of the machine and the recipient's device in advance. For information on certificates, refer to "12 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.

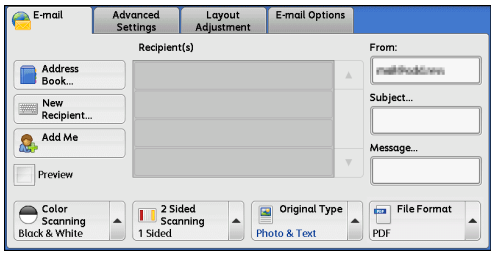
You can customize the layout of the features displayed on the [E-mail] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "Screen Defaults" > "1st Tab - Features Allocation" in the Administrator Guide.

You can set [First Tab] or [Address Book] for the screen displayed when you select [E-mail] on the Service Home screen. For more information, refer to "5 Tool" > "Scan Service Settings" > "Screen Defaults" > "Email Screen Default" in the Administrator Guide.

1 Select [E-mail] on the Services Home screen.



2 Select a feature on the [E-mail] screen.



Important

- You can only specify recipients registered for e-mail, but not for faxes.
- You cannot use address numbers using the numeric keypad, one-touch buttons, or group numbers to specify recipients.
- [New Recipient] and [Add Me] may not be displayed depending on the settings in the System Administration mode.
- Depending on the settings for [Email Screen Default] set in the System Administration mode, the [E-mail Address Book] screen is displayed. For more information, refer to "5 Tools" > "Scan Service Settings" > "Screen Defaults" > "Email Screen Default" in the Administrator Guide.

Address Book

The following describes the Address Book.

When you select a recipient using the Address Book, the following restrictions should be noted.

- Only the recipients set for mail service can be used. The recipients set for fax service cannot be used.
- You cannot use address numbers input by the numeric keypad or group numbers to specify the recipients registered in the Address book.
- When an address contains a domain that is not permitted for use, the address cannot be used.
- When sending an encrypted e-mail, select an e-mail address associated with a certificate that can be encrypted, from the Address Book. To use this feature, an e-mail address associated with a certificate for S/MIME must be registered in the Address Book in advance.

For more information, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

- To verify the validity of a certificate, prior settings are required.

For information on the settings, refer to "5 Tools" > "Connectivity & Network Setup" > "Security Settings" > "Certificate Revocation Retrieval Settings" in the Administrator Guide.

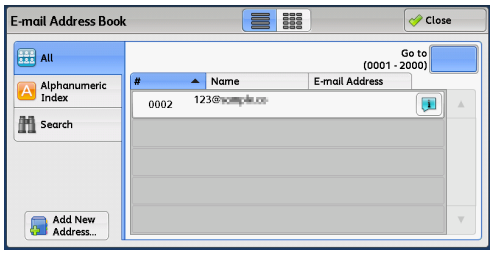
Types of the Address Book

The machine provides two different ways of displaying the Address book: [Type 1] and [Type 2].

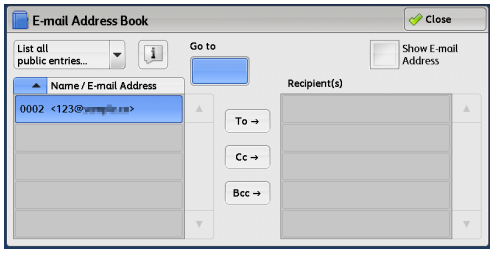
Address Book [Type1] or [Type2] will be displayed depending on the setting of [Address Book Type] in the System Administration mode.

For information on how to set the Address book type, refer to "5 Tools" > "Address Book Settings" > "Address Book Type" in the Administrator Guide.

[Type 1]



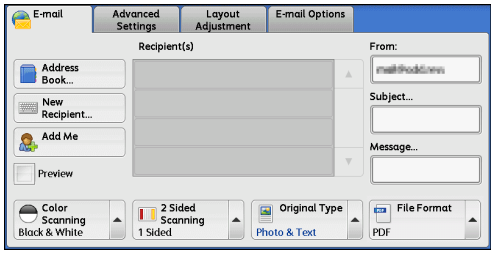
[Type 2]



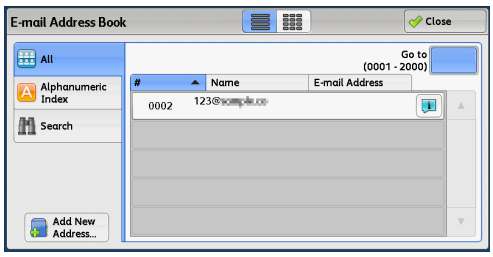
Address Book (Specifying a Destination Using the Address Book [Type 1])

The following describes how to specify a destination using the Address Book [Type 1].

1 Select [Address Book].



2 Select a recipient from the address list, and then select [To], [Cc], or [Bcc] from the drop-down menu.



Note
- The items that appear in the screen depend on the settings in the System Administration mode.

■ Public Entries

Displays the local address list.

Refer to "When [Public Entries] is Selected" (P.278).

■ Network Entries

Searches recipients in the remote address list.

Note
- To display [Search Network], a prior setting is required in the System Administration mode. For more information, refer to "When [Network Entries] is Selected" (P.279).

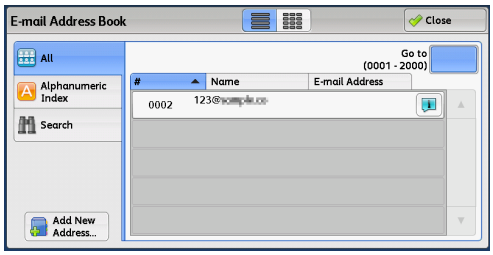
■ Smart Card E-mail Address

Displays the addresses specified on the certificate in the Smart Card.

Note
- This item is displayed when the Smart Card Reader is connected.

When [Public Entries] is Selected

1 Select a recipient from a list under [Name].



Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can sort recipients in alphabetical order or address number order.

■ (List/Thumbnail)

Allows you to switch the number of the recipients displayed from list (five items) or thumbnail (15 items).

■

Displays the list of speed dials.

■ Name/E-mail Address

Lists names and their e-mail addresses.

■ Go to

Enter an address number using the numeric keypad to display the e-mail address at the top of the list.

■

Displays detailed information on the recipient.

■ **Add New Address**

Allows you to add a new recipient. To add a new recipient, use the screen keyboard or current recipients.

For more information on how to add new address, refer to "Add New Address (Registering a Destination PC on the Address Book)" (P.310).

■ **All**

Lists all the registered recipients for E-mail.

■ **Alphanumeric Index**

Lists the registered recipients with alphanumeric index character in alphabetical order.

■ **Search**

Allows you to set [Simple Search] or [Advanced Search].

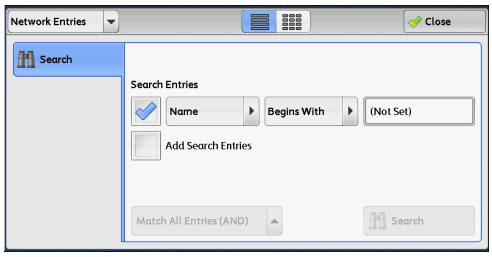
Searches by specified keyword for [Simple Search], or by search entries for [Advanced Search].

Note • For [Advanced Search], you can set multiple search entries.

When [Network Entries] is Selected

1 Select a search target from the drop-down menu on the left.

You can select [Name], [E-mail Address], or [Custom Item X] for a search target (X represents a number between 1 and 3.



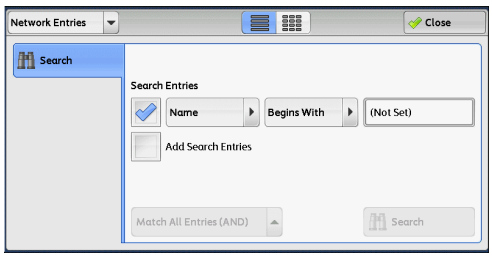
Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Note • Enable filters from the [Custom Filters] screen using CentreWare Internet Services to search with keywords ([Simple Search]) without [Name], [E-mail Address], or [Custom Item]. For more information, refer to the help of CentreWare Internet Services.

The items to show on the drop-down menu can be changed. For more information, refer to "5 Tools" > "Address Book Settings" > "Directory Service" in the Administrator Guide.

2 Select an advanced search condition from the drop-down menu on the right.

You can select [Begins With], [Ends With], [Contains], [Equals], or [Registered] for search entries of the Advanced Search.



3 When you select a button other than [Registered], select the box and enter the text.

For information on how to enter characters, refer to "Entering Text" (P.92).

■ **Search Entries**

Select the check boxes to enable the search condition.

■ **Add Search Entries**

Select the check box to create a new search entry.

Note • When you have multiple search entries, select [Match All Entries (AND)] or [Match Any Entry (OR)] from the drop-down menu.

■ Name

Searches with a recipient name as a keyword. After you set an advanced search condition, select the box to display the screen for entering the keyword. Up to 32 characters are allowed.

Example: Smith

■ E-mail Address

Searches with an e-mail address as a keyword. After you set an advanced search condition, select the box to display the screen for entering the keyword. Up to 128 characters are allowed.

Example: myhost@example.com

■ Custom Item

Searches with a custom item as a keyword. After you set an advanced search condition, select the box to display the screen for entering the keyword. Up to 60 characters are allowed.

The names of the custom items depend on the settings specified for [Attribute Name of Custom Items 1, 2, and 3] in the System Administration mode.

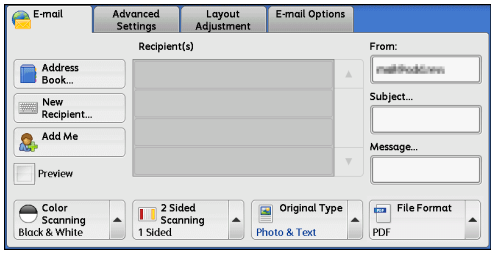
■ Search

The search starts. The searched results are listed on the screen.

Address Book (Specifying a Destination Using the Address Book [Type 2])

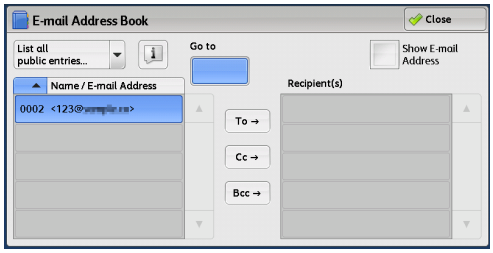
The following describes how to specify a destination using the Address Book [Type 2].

1 Select [Address Book].



2 Select a recipient from the address list, and then select [To], [Cc], or [Bcc].

Note • The items that appear in the screen depend on the settings in the System Administration mode.



■ List all public entries

Displays the local address list.

Refer to "When [List all public entries] is Selected" (P.281).

■ Retrieve entries using index

Specify an alphanumeric index character set when registering speed dials to retrieve the addresses or a speed dial to display at the top of the address list.

■ Search Public

Searches recipients in the local address list.

Refer to "When [Search Public] or [Search Network] is Selected" (P.282).

■ Search Network

Searches recipients in the remote address list.

Note
- To search for a recipient with a keyword without setting [Name], [E-mail Address], or [Custom Item], enable the search filters on the [Custom Filters] screen of CentreWare Internet Services ([Simple Search]). For more information, refer to the help of CentreWare Internet Services.
- This feature is supported only by the ApeosPort series models.
- To display [Search Network], the prior setting is required in the System Administration mode.

Important
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ Name/E-mail Address

Lists names and their e-mail addresses.

■ To

Sets the selected address as a recipient.

■ Cc

Sets the selected address as Cc.

■ Bcc

Sets the selected address as Bcc.

■ Go to

Enter an address number using the numeric keypad to display the e-mail address at the top of the list.

■ [ℹ] button

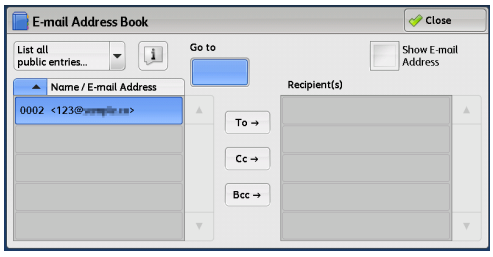
Displays detailed information on the selected recipient.

■ Show E-mail Address

Select this check box to display only e-mail addresses in the list.

When [List all public entries] is Selected

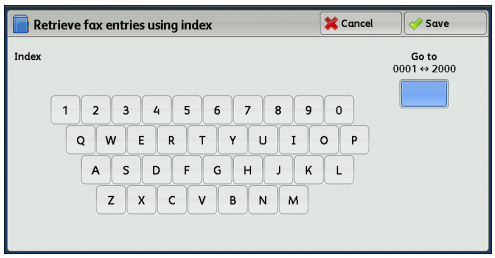
1 Select a recipient from a list under [Name/E-mail Address].



Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- You can sort recipients in alphabetical order or registered number order.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

When [Retrieve entries using index] is Selected

1 Specify an alphanumeric index character or a speed dial.

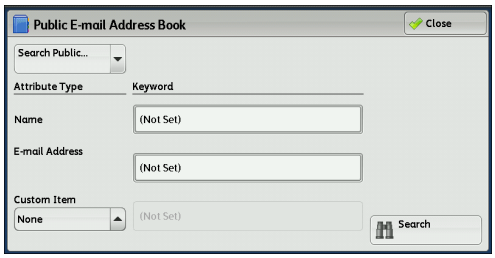


When [Search Public] or [Search Network] is Selected

1 Enter keywords to search for an address.

Note
- The screen on the right appears when [Search Public] is selected.
- When multiple keywords are used, the address is searched with the AND clause.

For information on how to enter characters, refer to "Entering Text" (P.92).



■ Name

Searches with a recipient name as a keyword. Selecting the field for [Name] under [Keyword] displays the screen for entering the keyword. Up to 32 characters are allowed.

Example: John Smith

■ E-mail Address

Searches with an e-mail address as a keyword. Selecting the field for [E-mail Address] under [Keyword] displays the screen for entering the keyword. Up to 128 characters are allowed.
Example: myhost@example.com

■ Custom Item

Select this option to search with a keyword item other than a recipient name and e-mail address.

Select any option from [Custom Item] and then select the box under [Keyword] to display a screen for entering a keyword. You can enter the keyword with up to 60 characters.

Note
- You can select only one custom item.

- None

  No custom item is used for the keyword search.

- Custom Item 1 (Telephone Number)

  [Telephone Number] is set by default. When selected, a telephone number is used for the keyword search.

- Custom Item 2 (Office)

  [Office] is set by default. When selected, an office name is used for the keyword search.

- Custom Item 3 (Department)

  [Department] is set by default. When selected, a department name is used for the keyword search.

Attribute names of custom items differ depending on the setting of [Attribute Name of Custom Items 1, 2, and 3] in the System Administration mode. For more information, refer to "5 Tools" > "Connectivity & Network Setup" > "Remote Authentication/Directory Service" in the Administrator Guide.

■ **Keyword**

Select a keyword item, and then enter the keyword.

■ **Search**

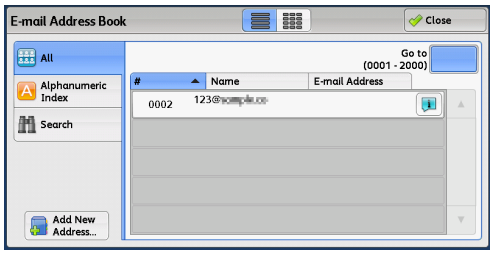
The search starts. The searched results are listed on the screen.

Add New Address (Registering a Recipient on the Address Book)

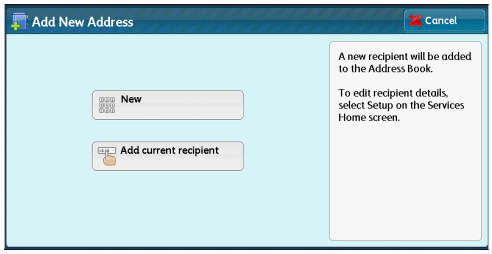
You can register addresses on the Address Book. The current recipients specified on the First Tab screen can also be registered.

Note • [Add New Address] is not displayed depending on the settings in the System Administration mode or the number of registered recipients. For details on the settings and the number of registered recipients, ask your system administrator.

1 Select [Add New Address].



2 Select a method to register a recipient.



■ **New**

Enter a new recipient using the keyboard.

■ **Add current recipient**

Select a recipient to be registered from the current recipients specified on the First Tab screen.

Note • This item cannot be selected if no recipient is specified on the First Tab screen.

When [New] is selected

3 Use the keyboard displayed on the screen to enter an e-mail address with up to 128 single-byte characters.

4 Select [Next].

Note • To return to the previous screen, select [Back].

When [Add current recipient] is selected

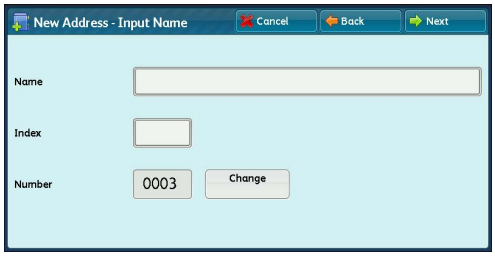
3 Select a recipient to be registered.

4 Select [Next].

Note • To return to the previous screen, select [Back].

5 Select [Name], enter a name using the keyboard displayed on the screen, and then select [Save].

For information on how to enter characters, refer to "Entering Text" (P.92).



6 To change the index, select [Index], select a new character from the keyboard displayed on the screen, and then select [Save].

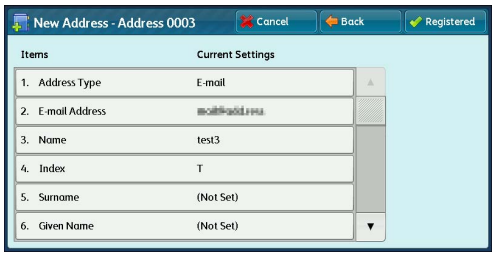
You can register a single alphanumeric index character for use as a keyword to search with the Address Book.

For information on how to enter characters, refer to "Entering Text" (P.92).

7 To change the address number, select [Change], select a number from the list, and then select [Save].

8 Select [Next].

9 Select an item to set.



The following items appear:

- Address Type
- E-mail Address
- Name
- Index
- Surname
- Given Name
- Custom Item 1
- Custom Item 2
- Custom Item 3

Note • To delete the input data and return to the [E-mail Address Book] screen, select [Cancel].

For more information on the setting items, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

10 When the settings are completed, select [Registered].

Note • To return to the previous screen, select [Back].

Specifying a Destination Using a One-Touch Button

You can use the one-touch buttons to specify the e-mail address, the name of the user who can decrypt an encrypted file, and other information from the Address Book.

One-touch buttons correspond to the address numbers from 0001 to 0070, or 0001 to 0060.

For example, when the number you want to dial is registered to the address number 0001, press one-touch button <1>.

Note • One-touch buttons can be used when the Fax service is available.

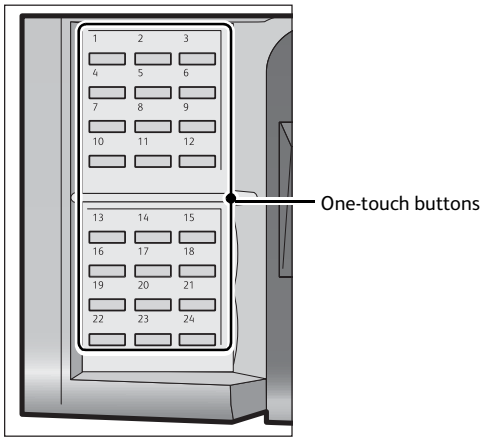
• There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following. By default, [Type 1] is selected.

- [Type 1]
  The buttons 1 to 70 are used for address numbers and correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.

- [Type 2]
  The buttons 1 to 60 are used for address numbers and correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

- One-touch button is available when the machine displays the [E-mail] screen, the [Advanced Settings] screen, the [Layout Adjustment] screen, or the [E-mail Options] screen. The button is not available when the pop-up menu is displayed, or when the other screen is displayed after an item is selected.
  When you press a one-touch button when the machine displays the [Advanced Settings] screen, the [Layout Adjustment] screen, or the [E-mail Options] screen, the screen switches to the [E-mail] screen automatically.

1 Press a one-touch button. Confirm that the recipient (e-mail address) specified with the one-touch button is displayed on the touch screen.



Important
- The one-touch buttons have a sensor to detect which page of one-touch buttons (1 - 24, 25 - 48, or 49 - M02) is currently open. Before pressing a one-touch button, turn over the one-touch panel completely, and take off your hand from the panel. Do not press the button while you are turning over the panel.
- Do not place any objects near the one-touch buttons, nor spill any liquid over them.

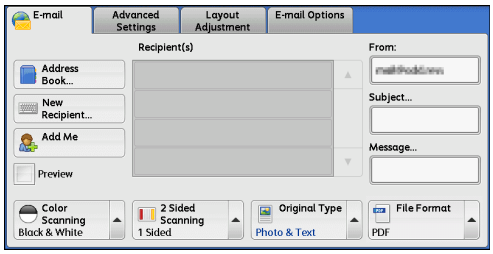
Note
- Turn the one-touch panel over to press the one-touch buttons 25 and above.
- If you have entered an incorrect value, select the recipient (e-mail address) displayed on the touch screen, select [Remove] on the pop-up menu, and enter the correct value.

New Recipient (Specifying an E-mail Address)

You can specify the recipient's e-mail address using the keyboard. Enter a part of the address and search the Address Book, or directly enter the full address.

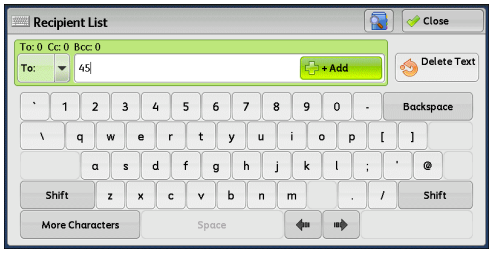
Entering a Part of the E-mail Address

1 Select [New Recipient].



2 Enter a part of the e-mail address, and then select .

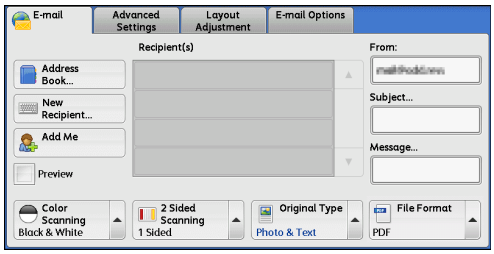
The search result appears. For information on how to select the recipient, refer to "Address Book" (P.277).



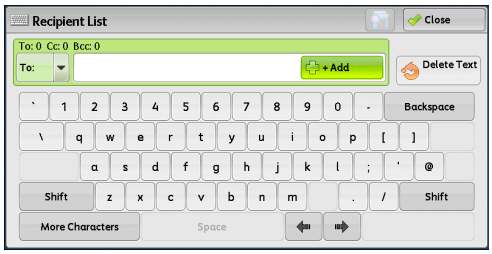
Note • The e-mail address will be searched in the Address Book selected for [Address Book Default - Scan], [Public Entries] or [Network Entries]. For more information, refer to "5 Tools" > "Address Book Settings" in the Administrator Guide.

Entering the Full E-mail Address

1 Select [New Recipient].



2 Enter the full e-mail address with up to 128 characters.



■ **To/Cc/Bcc**

Allows you to switch the recipient type (To/Cc/Bcc) from the drop-down menu.

■ **+ Add**

Allows you to add e-mail addresses to send e-mails to multiple recipients (Broadcast).

■ **Delete Text**

Deletes all the entered e-mail addresses.

■ **Backspace**

Moves the cursor back to delete one character.

■ **Shift**

Used for switching uppercase characters and lowercase characters.

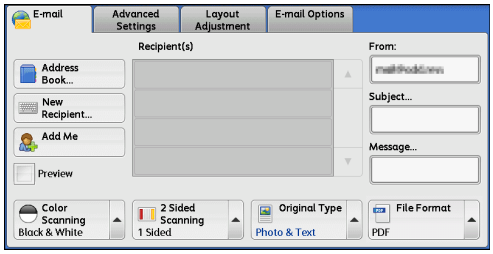
■ **More Characters**

Displays symbols. Use this button to enter symbols for the e-mail address.

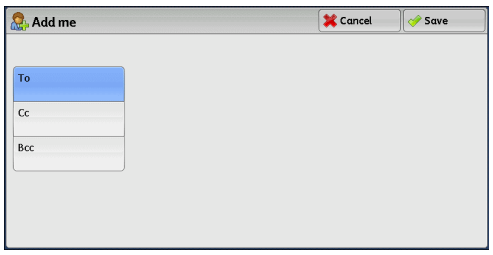
Add Me (Adding the Sender's Address)

The sender's address can be added to [To], [Cc], or [Bcc].

1 Select [Add Me].



2 Select any option.



■ **To**

Adds the sender's address to To.

■ **Cc**

Adds the sender's address to Cc.

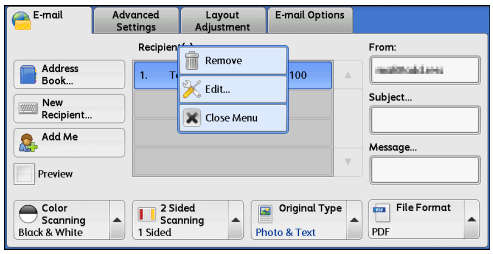
■ **Bcc**

Adds the sender's address to Bcc.

Recipient(s) (Editing a Recipient)

You can confirm, delete, or edit recipients using the pop-up menu displayed.

1 From the [Recipient(s)] list, select the recipient to be deleted, confirmed, or edited.



2 Select any option from the pop-up menu.

■ **Remove**

Removes the selected recipient.

■ **Edit**

Displays the [Edit Recipient] screen on which you can confirm or edit the recipient.

Note • The recipient cannot be edited depending on the settings in the System Administration mode. Refer to "[Edit Recipient] Screen" (P.287).

■ **Close Menu**

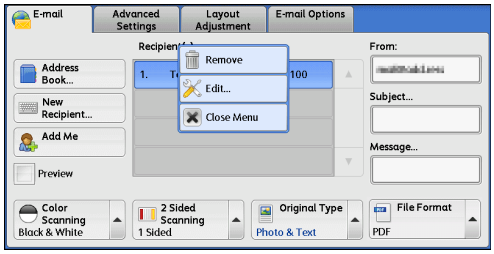
Hides the pop-up menu.

[Edit Recipient] Screen

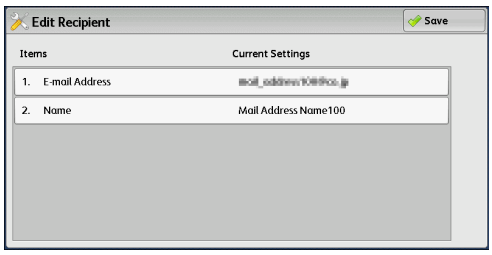
This screen allows you to confirm and change the settings of the recipient.

1 Select the item to be changed.

2 Select [Edit].



3 Select any option.



■ **E-mail Address**

To change the e-mail address, select [E-mail Address] and enter a new address on the displayed keyboard.

■ **Name**

To change the recipient name, select [Name] and enter a new name on the displayed keyboard.

When you specify a recipient from the Address Book and the recipient name is registered in the Address Book, that recipient name is displayed.

■ **S/MIME Certificate**

Certificates which is linked to the e-mail address is displayed.

If S/MIME is enabled, and a certificate is linked to the e-mail address, you can check the contents of the S/MIME certificate by selecting [S/MIME Certificate].

Note • This feature is supported only by the ApeosPort series models.

For information on S/MIME communication, refer to "12 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.

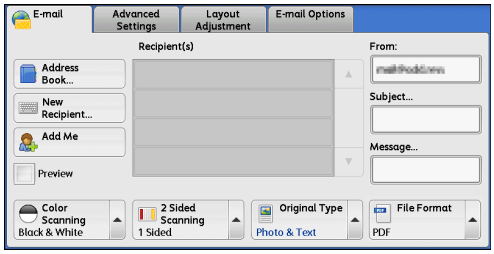
From (Setting the Sender's Address)

Specify a sender's e-mail address. You can specify only one address as a sender's address.

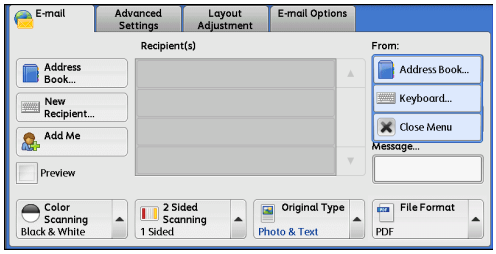
Note
- When [Login to Local Accounts] is selected, the e-mail address registered in user information is automatically set as a sender's address. For more information on user information, refer to "5 Tools" > "Accounting" > "Create/View User Accounts" in the Administrator Guide.
- [From] may not be editable depending on the setting in the System Administration mode.
- When you send an e-mail with a digital signature, the items used in the signature are different depending on the settings in the System Administration mode.

For information on a digital signature, refer to "12 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.

1 Select [From].



2 Select any option from the pop-up menu displayed.



■ **Address Book**

Allows you to select the sender's e-mail address from the Address Book.

For information on the Address Book, refer to "Address Book" (P.307).

■ **Keyboard**

Allows you to enter the sender's e-mail address with up to 128 characters using the displayed keyboard.

For information on how to search the Address Book by entering a part of the e-mail address, refer to "New Recipient (Specifying an E-mail Address)" (P.285).

■ **Close Menu**

Hides the pop-up menu.

Subject (Setting the Subject)

You can specify the e-mail subject using the following procedure.

■ **Auto Set**

Automatically sets the subject to [Scan data from XXX] (where XXX is the host name of the machine).

■ **To set a user-defined subject**

1 Select [Subject].

2 Enter a subject with up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.92).

Message (Entering the E-mail Body)

You can enter the e-mail body using the following procedure.

1 Select [Message].

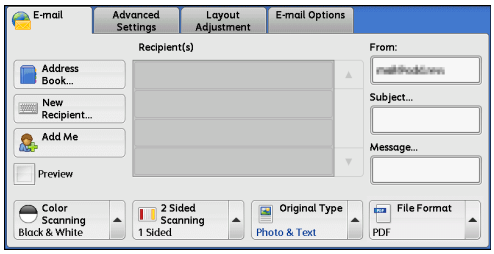
2 Enter a message with up to 512 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.92).

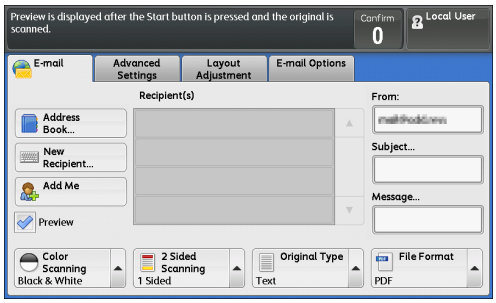
Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

1 Check [Preview].



2 The message screen on the right will be displayed. Configure each settings and press the <Start> button.



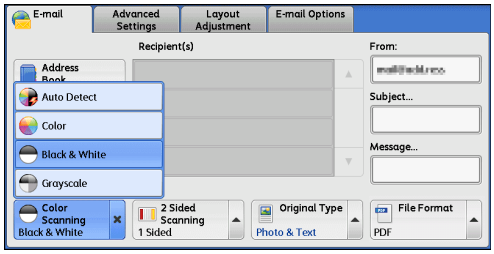
3 Preview the scanned images after the document is scanned.

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

Note • [Color Scanning] is not displayed on the [E-mail] screen depending on the settings in the System Administration mode. In that case, set [Color Scanning] from the [Advanced Setting] screen.

1 From the menu displayed by selecting [Color Scanning], select any option.



■ Auto Detect

The color of the document is determined automatically; the machine scans in full color when the document is colored, otherwise scans in monochrome.

Note • When you select [Auto Detect], the available features on the [Advanced Settings] screen are the same as when you select [Color] in [Color Scanning] for color documents, or the same as when you select [Black & White] in [Color Scanning] for monochrome documents.

■ Color

Select this option to scan a color document.

■ Black & White

Scans a document in monochrome two tones. You can select the document type in [Original Type].

Note • [Black & White] is not selectable when [MRC High Compression] is set to [On] on the [File Format] screen or Microsoft® Office format is selected.

■ Grayscale

Scans a document in grayscale. Adds shades to monochrome, creating intermediate tones that change gradually. Suited to documents containing gradations that cannot be reproduced with monochrome (2-color tone).

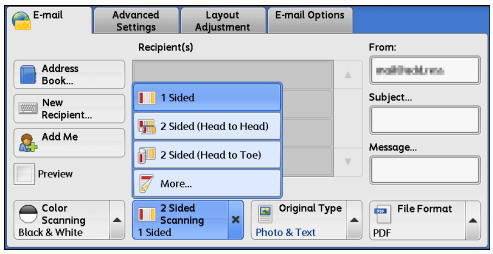
2 Sided Scanning (Scanning Both Sides of a Document)

You can scan a 1-sided or 2-sided document on one or both sides of paper.

By setting the binding style, both sides are scanned in the same orientation.

Note • [2 Sided Scanning] is not displayed on the [E-mail] screen depending on the settings in the System Administration mode. In that case, set [2 Sided Scanning] from the [Layout Adjustment] screen.

1 From the menu displayed by selecting [2 Sided Scanning], select any option.



■ 1 Sided

Select this option to scan only one side of the document.

■ 2 Sided (Head to Head)

Select this option when both sides of the 2-sided document are in the same orientation.

■ 2 Sided (Head to Toe)

Select this option when both sides of the 2-sided document are in opposite orientations.

■ More

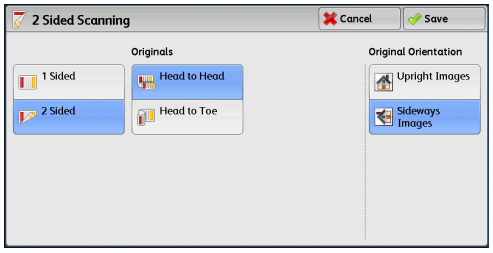
Displays the [2 Sided Scanning] screen.

Refer to "[2 Sided Scanning] Screen" (P.291).

[2 Sided Scanning] Screen

This screen allows you to select the status and orientation of original documents.

1 Select any option.



■ 1 Sided

Select this option to scan only one side of the document.

■ 2 Sided

Select this option to scan both sides of the document.

■ Originals

This option is displayed when [2 Sided] is selected.

- Head to Head

  Select this option when both sides of the 2-sided document are in the same orientation.

- Head to Toe

  Select this option when both sides of the 2-sided document are in opposite orientations.

■ Original Orientation

Specify the orientation of the loaded document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

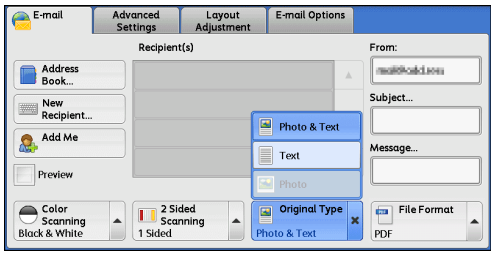
  Select this option when placing the top edge of the document against the left side of the document glass or the document feeder.

Original Type (Selecting the Document Type)

You can select the scanned image type.

Note • [Original Type] is not displayed on the [E-mail] screen depending on the settings in the System Administration mode. In that case, set [Original Type] from the [Advanced Settings] screen.

1 From the menu displayed by selecting [Original Type], select any option.



■ Photo & Text

Select this option when scanning a document that contains both text and photos. The machine automatically identifies text and photo areas to scan each area with optimum quality.

■ Text

Select this option when scanning text clearly.

■ Photo

Select this option when scanning photos.

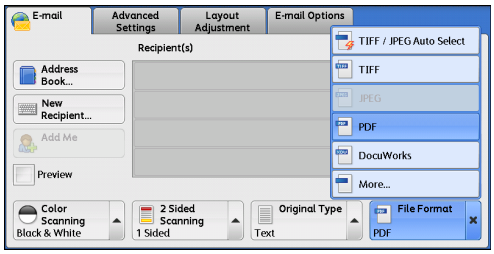
Note • [Photo] is not selectable when [Searchable Text] is set to [Searchable] on the [File Format] screen.

File Format (Selecting a File Format for Output Data)

You can select a file format for scanned data.

Note • When [File Format] is not displayed on the [E-mail] screen according to the settings set in the System Administration mode, select [File Format] on the [E-mail Options] screen.

1 From the menu displayed by selecting [File Format], select any option.



■ TIFF/JPEG Auto Select

Automatically selects JPEG or TIFF. The file format is determined for each page: [JPEG] for full-color and grayscale pages, and [TIFF] for monochrome pages.

■ TIFF

Saves scanned data in TIFF format.

■ JPEG

Saves scanned data in JPEG format. This option is selectable when either [Color] or [Grayscale] is selected in [Color Scanning].

■ PDF

Saves scanned data in PDF format.

Note • The version of PDF files is Acrobat® 4.0 (PDF 1.3).

■ DocuWorks

Saves scanned data in DocuWorks format.

Note • To browse or print DocuWorks files on a computer, one of the following software is required:
- DocuWorks 4.0 or later
- DocuWorks Viewer Light 4.0 or later
- DocuWorks Viewer Light for Web 4.0 or later

■ More

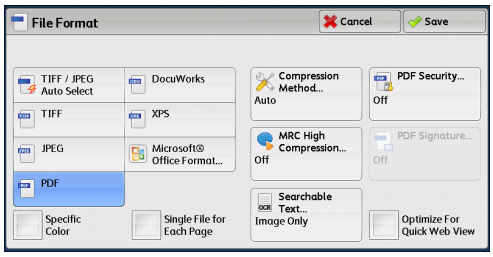
Displays the [File Format] screen.

Refer to "[File Format] Screen" (P.293).

[File Format] Screen

This screen allows you to select all available options for File Format.

1 Select any option.



* XPS stands for XML Paper Specification.

■ TIFF/JPEG Auto Select

Automatically selects JPEG or TIFF. The file format is determined for each page: [JPEG] for full-color and grayscale pages, and [TIFF] for monochrome pages.

■ TIFF

Saves scanned data in TIFF format.

■ JPEG

Saves scanned data in JPEG format. This option is selectable when either [Color] or [Grayscale] is selected in [Color Scanning].

■ PDF

Saves scanned data in PDF format.

Note • The version of PDF files is Acrobat® 4.0 (PDF 1.3).

■ DocuWorks

Saves scanned data in DocuWorks format.

Note • To browse or print DocuWorks files on a computer, one of the following software is required:
- DocuWorks 4.0 or later
- DocuWorks Viewer Light 4.0 or later
- DocuWorks Viewer Light for Web 4.0 or later

■ XPS

Saves scanned data in XPS format.

Note • XPS stands for XML Paper Specification.

■ Microsoft® Office Format

Saves the scanned data in the Microsoft® Word (doc) / Microsoft® Excel® (xls) format.

Displays the [Microsoft® Office Format] screen. For more information, refer to "[Microsoft® Office Format] Screen" (P.303).

Important
- Microsoft® Office formats other than doc or xls are not available for this feature.
- This feature utilizes the OCR (Optical Character Recognition) technology. Depending on the original conditions, an error in recognition or loss of graphical information may occur.
- This is useful for editing texts or images of the document scanned and converted into the Microsoft® Office format. Note that the strict reproducibility of the texts, tables, images, and pictures of the original document may not be ensured due to the scope of this feature.

Note
- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.
- To browse, edit, or print Microsoft® Word / Microsoft® Excel® files on a computer, one of the following software is required:
  - For Windows 8:
    Microsoft® Office 2013
  - For Windows 7:
    Microsoft® Office 2010
  - For Windows Vista:
    Microsoft® Office 2007
- This feature is available when [Color Scanning] is set to [Auto Detect], [Color], or [Grayscale], and [Resolution] is set to [300 dpi].

■ Compression Method

Allows you to select a compression method for scanned image data.

Note
- When you select [Auto], the following compression methods will be used:
  - When [Original Type] is set to [Photo & Text] or [Text] for black-and-white images: MMR
  - When [Original Type] is set to [Photo] for black-and-white images: MH
  - For grayscale and color images: JPEG
- When you select [TIFF], [DocuWorks], or [XPS]* and then select [Manual Select] in [Compression Method] under [File Format], you can select a compression method from [MH] and [MMR] under [Black & White Pages].
- If you select [PDF] and then select [Manual Select] in [Compression Method] under [File Format], you can select a compression method from [MH], [MMR], [JBIG2 Arithmetic Encoded], and [JBIG2 Huffman Encoded] under [Black & White Pages], and one from [JPEG] and [Flate] under [Grayscale/Color Pages]. Selecting [Flate] saves the image data with higher compression than [JPEG].
- When you select [Microsoft®Office Format], [Compression Method] cannot be selected.
- You cannot retrieve grayscale or color images in uncompressed (Raw) format.

* : XPS stands for XML Paper Specification.

■ MRC High Compression

Allows you to save PDF, DocuWorks, and XPS files with high compression.

Important
- If you use the E-mail or Scan to PC service to scan a document with [MRC High Compression] enabled, the image quality of the scanned data may differ from when you use CentreWare Internet Services to retrieve the scanned data from a folder with [MRC High Compression] enabled.
- DocuWorks 5.0.x and earlier versions (including trial version) do not support high-compressed DocuWorks files.

Note
- XPS stands for XML Paper Specification.
- To browse or print DocuWorks files on a computer, one of the following software is required:
  - DocuWorks 6.0 or later
  - DocuWorks Viewer Light 5.1 or later
  - DocuWorks Viewer Light for Web 5.1 or later
- This feature is available when [Color Scanning] is set to [Auto Detect], [Color], or [Grayscale], when [Resolution] is set to [200 dpi] or [300 dpi], and when [File Format] is set to [PDF], [DocuWorks], or [XPS].

■ Searchable Text

Allows you to specify whether to perform character recognition in PDF, DocuWorks, and Microsoft® Office files.

When [Searchable Text] is set to [Searchable], select a language to identify the text.

Refer to "[File Format - Searchable Text] Screen" (P.297).

Setting Item		When [MRC High Compression] is Set to [Off]	When [MRC High Compression] is Set to [On]
E-mail/ Store to Folder/ Network Scanning/ Scan to PC/ Store & Send Link/ Store to USB	Color Scanning	Black & White*1, Auto Detect, Color, Grayscale	Auto Detect, Color, Grayscale
	Original Type	Photo & Text, Text	
	File Format	PDF, DocuWorks, Microsoft® Word, Microsoft® Excel®	
Advanced Settings	Color Space*2	sRGB	
Layout Adjustment	Resolution	200 dpi, 300 dpi	
	Reduce/Enlarge*3	100 %	

*1 : An optional component is required to select options other than [Black & White]. For more information, contact our Customer Support Center.

*2 : [Color Space] may not appear for some models, or may not appear on the screen depending on the setting in the System Administration mode. For more information, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Color Space" in the Administrator Guide, and "Color Space (Specifying the Color Space)" (P.335).

*3 : [Auto %] is not supported.

■ Specific Color

Allows you to scan documents containing a small number of colors and save the scanned data with compression. Selecting this check box enables the file size to be smaller than selecting [MRC High Compression].

Note
- This feature is available when [Color Scanning] is set to [Color], when [Resolution] is set to [200 dpi] or [300 dpi], and when [File Format] is set to [PDF] or [DocuWorks].
- To browse or print DocuWorks files on a computer, one of the following software is required:
  - DocuWorks 6.0 or later
  - DocuWorks Viewer Light 5.1 or later
  - DocuWorks Viewer Light for Web 5.1 or later

■ Add Thumbnail

Allows you to attach thumbnails to DocuWorks and XPS files when [DocuWorks] or [XPS] is selected. A thumbnail is a reduced, small file size image that helps you check the file contents.

Note
- XPS stands for XML Paper Specification.

■ Single File for Each Page

Saves each page as a single file in the specified format.

Note
- When you use the Store to Folder and Job Flow Sheets service, files cannot be split.

■ PDF Security

Displays the [File Format - PDF Security] screen.

Allows you to configure security on the data saved as a PDF file to prevent unauthorized access.

Refer to "[File Format - PDF Security] Screen" (P.297).

■ PDF Signature

Displays the [File Format - PDF Signature] screen.

A visible signature added to a file enables to detect alterations in the file, or to prevent impersonation of the sender.

To verify the signature with Acrobat®, select [Digital Signatures] under [Preferences] on Acrobat, and then select the following option for [When Verifying].

- Acrobat 6.0.x : Windows Digital Certificate Security
- Acrobat 7.0.x : Adobe Default Security
- Acrobat 8.0.x : Adobe Default Security

- Off

  No visible signature is added.

- On

  Adds a visible signature using the certificate of the machine.

Note
- The items used in the signature are different depending on the machine configuration and settings in the System Administration mode.

- Signature Location

  Select the position where the signature is displayed when you select [On] in [PDF Signature].
  When you select [Invisible Signature], an invisible signature is added using the certificate of the machine.

Note
- The certificate of the machine is used for PDF digital signature. A user certificate cannot be used for the digital signature.
- This feature is supported only by the ApeosPort series models.

■ Optimize For Quick Web View

Optimizes the PDF file so that it is displayed faster on a web browser.

■ DocuWorks Security

Displays [File Format - DocuWorks Security] screen.

Allows you to configure security on the data saved as a DocuWorks file to prevent unauthorized access.

Refer to "[File Format - DocuWorks Security] Screen" (P.299).

■ DocuWorks Signature

Displays the [File Format - DocuWorks Signature] screen.

A visible signature added to a file enables to detect alterations in the file, or prevent impersonation of the sender.

- Off

  No visible signature is added.

- On

  Adds a visible signature using the certificate of the machine.

Note
- The items used in the signature are different depending on the machine configuration and settings in the System Administration mode.

- Signature Location

  Select the position where the signature is displayed when you select [On] in [DocuWorks Signature].

Note • This feature is supported only by the ApeosPort series models.

■ XPS Signature

Displays the [File Format - XPS Signature] screen.

A visible signature added to a file enables to detect alterations in the file, or prevent impersonation of the sender.

- Off

  No visible signature is added.

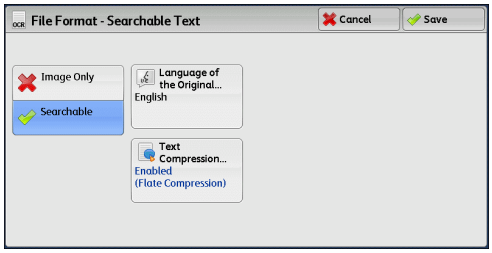
- On

  Adds a visible signature using the certificate of the machine.

Note • XPS stands for XML Paper Specification.
• This feature is supported only by the ApeosPort series models.
• The items used in the signature are different depending on the machine configuration and settings in the System Administration mode.

[File Format - Searchable Text] Screen

Allows you to select whether to perform character recognition in PDF and DocuWorks files.



1 Select any option.

■ Language of the Original

Allows you to select a language to identify the text on the original document.

Note • This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

■ Text Compression

Allows you to select whether to compress the text areas of the document when using the Searchable Text feature.

Important • Note the following when [Searchable Text] is set to [Searchable].
- When the text on the document is small (10 points or smaller), scan the document with high resolution (300 dpi).
- Color scanning is recommended when the document has text with white outline or text placed on a dark background.
- If you use the E-mail or Scan to PC service to scan a document with both [MRC High Compression] and [Searchable Text] enabled, the recognition rate of the scanned data may differ from that of the data retrieved from a folder with both [MRC High Compression] and [Searchable Text] enabled, using CentreWare Internet Services.

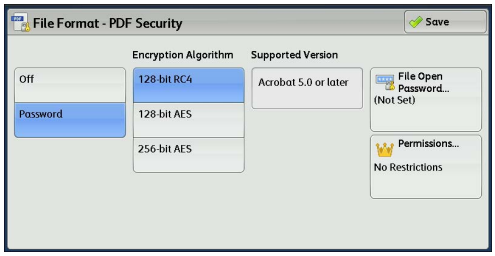
• In the following cases, the Searchable Text feature may not function properly.
- If the document is not loaded correctly and thus the text is slanted, or if the text on the document is in different orientations
- If the text on the document is decorated (italic, hatching, strike-through, etc.)
- If the document has background patterns or noise
- If the text on the document is handwritten

Note • This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

[File Format - PDF Security] Screen

This screen allows you to encrypt a PDF file with a password, and assign the access privileges for the file operation.

1 Select any option.



■ **Off**

The file is not encrypted, and no access privilege is assigned.

■ **Password**

Encrypts the file using a password.

■ **Encryption Algorithm**

Allows you to specify the encryption method.

- 128-bit RC4

  Encrypts the file by the 128-bit RC4 method. Files encrypted by this method can be opened with Acrobat® 5.0 or later.

Important • When the 128-bit RC4 method is used to encrypt a file, and [PDF Signature] is selected, files can be opened only with Acrobat® 6.0 or later.

- 128-bit AES

  Encrypts the file by the 128-bit AES method. Files encrypted by this method can be opened with Acrobat® 7.0 or later.

- 256-bit AES

  Encrypts the file by the 256-bit AES method. Files encrypted by this method can be opened with Acrobat® 9.0 or later.

■ **Supported Version**

Displays the supported versions of Acrobat® for encryption.

■ **File Open Password**

Displays the [PDF Security - File Open Password] screen.

If you select [On] and set a password, the password is required to open the file.

You can enter a password with up to 32 characters.

■ **Permissions**

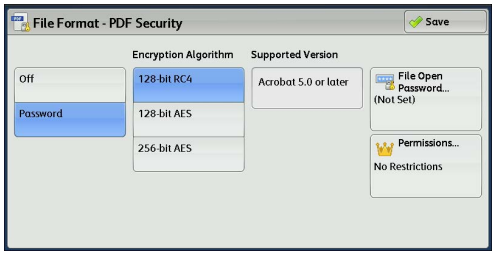
Displays the [PDF Security - Permissions] screen.

Refer to "[PDF Security - Permissions] Screen" (P.298).

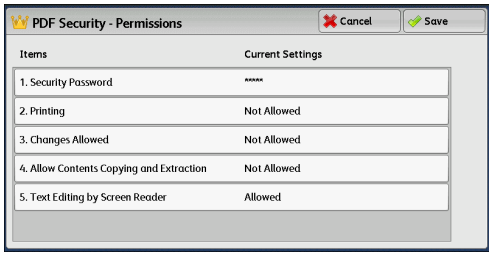
[PDF Security - Permissions] Screen

This screen allows you to assign access privileges to a file.

1 Select [Permissions].



2 Select [Security Password].



3 Select [On].

4 Enter the security password, and select [Save].

5 Likewise, re-enter the security password, and select [Save].

6 Select any option.

■ **Security Password**

Displays the [PDF Security - Security Password] screen.

[Security Password] allows to assign access privileges to files. The password is required to change the access privileges or to perform unauthorized operations.

You can enter a password with up to 32 characters.

■ **Printing**

Displays the [Permissions - Printing] screen.

Specify whether to allow printing the file. If allowed, select the print resolution.

■ **Changes Allowed**

Displays the [Permissions - Changes Allowed] screen.

Specify whether to allow changing the file contents, such as inserting pages or adding notes.

■ **Allow Contents Copying and Extraction**

Displays the [Allow Contents Copying and Extraction] screen.

Specify whether to allow copying the file contents, such as text and images.

■ **Text Editing by Screen Reader**

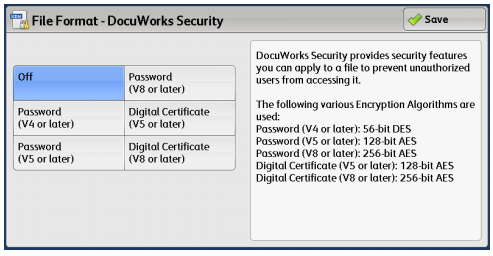
Displays the [Text Editing by Screen Reader] screen.

Select [Allowed] to use application software, such as a screen reader, that reads out PDF documents for the visually handicapped.

[File Format - DocuWorks Security] Screen

This screen allows you to encrypt a DocuWorks file with a password, and assign the access privileges for the file operation.

1 Select any option.



■ **Off**

The file is not encrypted, and no access privilege is assigned.

■ **Password (V4 or later)**

Encrypts the file by the 56 bit AES method using a password. Files encrypted by this method can

be opened with DocuWorks Ver. 4.0 or later.
Select [Open Password] to set a password.

■ **Password (V5 or later)**

Encrypts the file by the 128 bit AES method using a password. Files encrypted by this method can be opened with DocuWorks Ver. 5.0 or later.
Select [Open Password] to set a password.

■ **Password (V8 or later)**

Encrypts the file by the 256 bit AES method using a password. Files encrypted by this method can be opened with DocuWorks Ver. 8.0 or later.
Select [Open Password] to set a certificate.

Important
- If you encrypt a file using a certificate without Basic Constraints, you cannot use DocuWorks Ver. 5.0.1 and Ver. 6.0.1 to open the file. To use such certificates, use DocuWorks Ver. 5.0.2, or Ver. 6.0.2 or later.

Note
- This feature is supported only by the ApeosPort series models.
- When you select [Full Access Password] or [Open Password] in [Digital Certificate (V4 Incompatible)], the same certificate name may be redundantly displayed in [Security Settings] of a DocuWorks document to be generated, in the following conditions. However, this does not affect the operation.
  - When you created a job flow on the machine, the same certificate was selected redundantly.
  - The certificate data was obtained from an LDAP server, and the same certificate was selected redundantly.

■ **Digital Certificate (V5 or later)**

Encrypts the file by the 128 bit AES method using a certificate. Files encrypted by this method can be opened with DocuWorks Ver. 5.0 or later.

Select [Certificate] to set a certificate.

Note
- This feature is supported only by the ApeosPort series models.

■ **Digital Certificate (V8 or later)**

Encrypts the file by the 256 bit AES method using a certificate. Files encrypted by this method can be opened with DocuWorks Ver. 8.0 or later.

Select [Certificate] to set a certificate.

Note
- This feature is supported only by the ApeosPort series models.

■ **Encryption Algorithm**

Displays the encryption methods.

■ **Restricted Operations**

Select file operations to assign access privileges. When assigning access privileges, set [Full Access Password].

■ **Open Password**

Displays the [DocuWorks Security - Open Password] screen.

If you select [On] and set a password, the file is encrypted. To open the file, the password is required. The access privileges set in [Restricted Operations] are assigned.

You can enter a password with up to 32 characters.

■ **Full Access Password**

Displays the [DocuWorks - Full Access Password] screen.

If a password is set, the password is required to change the access privileges set in [Restricted Operations].

You can enter a password with up to 32 characters.

■ **Certificate**

Displays the [DocuWorks Security - Certificate] screen.

Note
- This feature is supported only by the ApeosPort series models.
- When you select [Certificate], the Address Book [Type1] or [Type2] will be displayed depending on the setting of [Address Book Type] in the System Administration mode. For more information, refer to "5 Tools" > "Address Book Settings" > "Address Book Type" in the Administrator Guide.

Refer to "[DocuWorks Security - Certificate] Screen" (P.301).

[DocuWorks Security - Certificate] Screen

This screen allows you to specify parties to whom the encrypted file is disclosed, and addresses to which privileges are assigned.

Note
- You can specify up to 50 parties to whom the encrypted file is disclosed, on the [DocuWorks Security - Certificate] screen.
- This feature is supported only by the ApeosPort series models.

■ When the Address Book Type 1 is Displayed

■ List all certificates

Displays all the certificates currently configured on the machine. Select [▲] to return to the previous screen or [▼] to move to the next screen.

- Certificate Type Name / E-mail Address

  For [Certificate Type], select [Open File] to open the file, or select [Full Access] to allow all operations such as editing the file.

  When selecting a certificate, a pop-up menu appears. Select [Delete], [Change Rights], [Certificate Details], or [Cancel].

  Select [Certificate Details] to display [Certificate Details] screen. You can confirm certificate information, such as issuer, expiration date, and persons to whom the certificate is issued on the screen.

- Delete All

  Deletes all the certificates currently configured on the machine.

- Add Certificate

  Displays the [Certificate Address Book] screen.

■ [Certificate Address Book] screen

Select a certificate from the certificate Address book.

Note
- To switch the Address Book entry type, select [Public Entries], [Network Entries], [Smart Card E-mail Address], or [Device Certificate] from the drop-down menu on the [Certificate Address Book] screen.
- The items on the drop-down menu depend on the settings in the System Administration mode.

■ Public Entries

Displays the local addresses.

- All

  Lists all the registered recipients for using SMB or FTP protocol.

- Alphanumeric Index

  Lists the registered recipients with alphanumeric index character in alphabetical order.

- Search

  Allows you to set [Simple Search] or [Advanced Search].

Searches by the keyword specified for [Simple Search], or by search entries for [Advanced Search].

Note • For [Advanced Search], you can set multiple search entries.

- #/Name/E-mail Address

  Displays the list of names, registered numbers, and E-mail addresses.

- Go to

  Enter a recipient number using the numeric keypad to display the recipient at the top of the list.

- [ ] button

  Certificate information, such as issuer, expiration date, and persons to whom the certificate is issued, is displayed.

■ Network Entries

Searches recipients in the remote address list.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

• To search for a recipient with a keyword without setting [Name], [E-mail Address], or [Custom Item], enable the search filters on the [Custom Filters] screen of CentreWare Internet Services ([Simple Search]). For more information, refer to the help of CentreWare Internet Services.

Note • To display [Search Network], prior settings are required in the System Administration mode.

■ Smart Card Certificate

Searches recipients in the remote address list.

Note • This item is displayed when the Smart Card Reader is connected.

■ Device Certificate

Searches recipients in the remote address list.

Note • This item is displayed when the machine stores a certificate.

■ When the Address Book Type 2 is Displayed

■ List all public entries

Displays the local address list.

■ Retrieve entries using index

Specify an alphanumeric index character set when registering speed dials to retrieve the addresses or a speed dial to display at the top of the address list.

■ Search Public

Searches recipients in the local address list.

■ Search Network

Searches recipients in the remote address list.

Note • To display [Search Network], prior settings are required in the System Administration mode.

■ [ ] button

Displays the [Certificate Details] screen.

Certificate information, such as issuer, expiration date, and persons to whom the certificate is issued, is displayed.

■ Name/E-mail Address/DN

Lists names and their e-mail addresses.

■ Add

Select this button to add the certificate as one of the certificates of persons who are allowed to open the file.

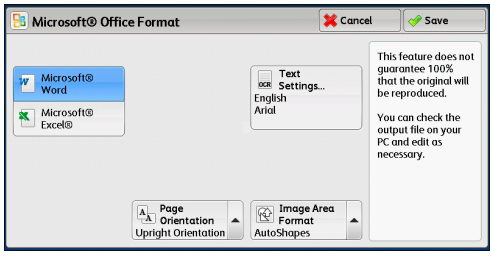
■ Grant full access to this file

Configure certificates of persons who are allowed to change access privileges including editing or operating the file (full access).

[Microsoft® Office Format] Screen

This screen allows you to select the scan options and the format of the scanned data.

1 Select any option.



■ Microsoft® Word / Microsoft® Excel®

Select Microsoft® Word format or Microsoft® Excel® format.

■ Text Settings

Displays the [Text Settings] screen.

For more information, refer to "[Text Settings] Screen" (P.303).

■ Page Orientation

Select the page orientation for the file; the orientation when loading/placing the original document or the upright orientation for the recognized text with OCR feature.

■ Image Area Format

Select the image format from [AutoShapes] or [Picture Object] for image areas of the original document.

[Text Settings] Screen

This screen allows you to select a language to identify the text on the original document and a font to be used for the recognized text.

■ Language of the Original

Select the language of the original document from the following options: Japanese, Korean, Traditional Chinese, Simplified Chinese, and English.

■ Font for Language of the Original

Select the font from the two to four available types for each language of the original document.

■ Alphanumeric Font

Select the alphanumeric font of the original document when using a different font from the font for the language of the original.

Note • This item is available for Microsoft® Word format.

Network Scanning

This section describes the procedure to select features on the [Network Scanning] screen. On the [Network Scanning] screen, you can scan documents after specifying a file (job template) saving scanning conditions, information on the forwarding destination server, and others.

This feature creates job templates on a computer using CentreWare Internet Services. Scanned data is converted to the format specified in a job template, and is automatically sent to a server. The machine allows you to automatically retrieve job templates stored in a server. The following describes features available on the [Network Scanning] tab.

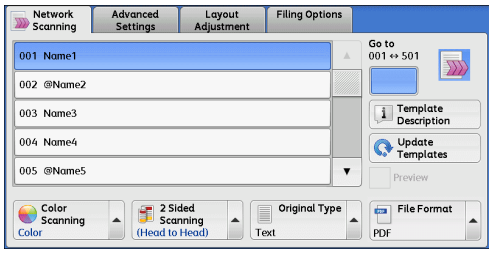
Note
- If characters not supported by the machine are used in names or descriptions of job templates sheets, the characters will not be displayed or will be garbled on the screen. For information on characters available for use, refer to "16 Appendix" > "Notes and Restrictions" > "Notes and Restrictions on the Use of the Machine" in the Administrator Guide.
- This feature is supported only by the ApeosPort series models.

Important
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

1 Select [Network Scanning] on the Services Home screen.

* WSD stands for Web Services on Devices.

2 Select a job template, and then select a feature on the [Network Scanning] screen.



■ Job Template

Select a job template for the scan job.

The default job template is used as a base template when a new template is created on CentreWare Internet Services. This template cannot be deleted. It can be edited and returned to the factory-default template only by the system administrator.

For information on how to use CentreWare Internet Services, refer to the help of CentreWare Internet Services.

Important
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ Go to

Use the numeric keypad to enter a 3-digit job template number. The job template then appears at the top of the list.

■ Template Description

Displays the [Template Description] screen on which you can view the description of the job template. This button is displayed only when the description has been added to a job template.

■ Update Templates

Refreshes the information. If a created job template has not been displayed, selecting [Update Templates] will display the job template.

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.290).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.290).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.291).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.292).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.292).

Scan to PC

This section describes the procedure to select features on the [Scan to PC] screen. The Scan to PC service allows you to scan documents and send the scanned data to a network computer via the FTP or SMB protocol. The following describes features available on the [Scan to PC] tab. The following shows the reference section for each feature.

Transfer Protocol (Selecting a Transfer Protocol) 307
Address Book 307
Address Book (Specifying a Destination Using the Address Book [Type 1]) 308
Address Book (Specifying a Destination Using the Address Book [Type 2]) 309
Add New Address (Registering a Destination PC on the Address Book) 310
Specifying a Destination PC Using a One-Touch Button 312
Browse (Specifying a Destination PC by Browsing Your Network) 313
Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard) 314
Preview (Previewing the Scanned Images during a Scan Job) 316
Color Scanning (Selecting an Output Color) 316
2 Sided Scanning (Scanning Both Sides of a Document) 316
Original Type (Selecting the Document Type) 317
File Format (Selecting a File Format for Output Data) 317

Note

- Before scanning, you must create a shared folder on your computer to save scanned data in. Furthermore, if you use the FTP protocol, you must set the FTP service. For information on the computer settings, refer to the documentation provided with your operating system. For information on how to configure the FTP settings on Mac OS X 10.7 Lion or OS X 10.8 Mountain Lion, refer to the official website of Apple, Inc.. For information on supported operating systems, refer to "16 Appendix" > "Specifications" in the Administrator Guide.
- If you use Mac OS X 10.7 Lion or OS X 10.8 Mountain Lion, contact our Customer Support Center to ask if it is supported.
- Scan to My Folder feature in which the scanned document can be transferred to a different destination according to an authenticated user when you select [Scan to PC] on the [Service Home] screen. The authenticated user's information such as the user name or storage location of the scanned document, is automatically determined and displayed.

You can customize the layout of the features displayed on the [Scan to PC] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "Screen Defaults" > "1st Tab - Features Allocation" in the Administrator Guide.

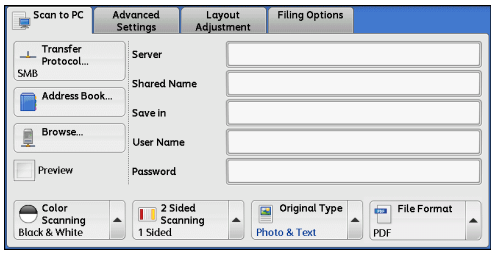
You can set [First Tab] or [Address Book] for the screen displayed when you select [Scan to PC] on the Service Home screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "Screen Defaults" > "Scan to PC Screen Default" in the Administrator Guide.

1 Select [Scan to PC] on the Services Home screen.

2 Select a feature on the [Scan to PC] screen.

Note

- Depending on the settings for [Scan to PC Screen Default] in the System Administration mode, the [Server Address Book] screen is displayed. For more information, refer to "5 Tools" > "Scan Service Settings" > "Screen Defaults" > "Scan to PC Screen Default" in the Administrator Guide.

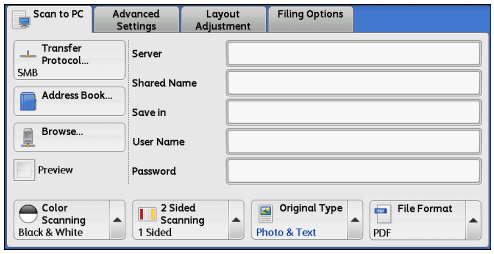


• Fields displayed on the screen vary depending on the protocol you have selected.

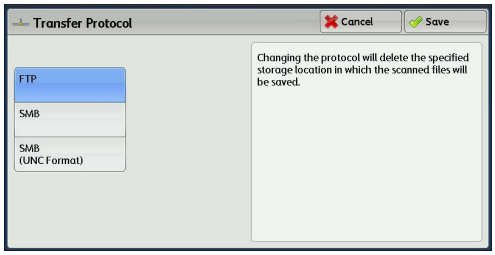
Transfer Protocol (Selecting a Transfer Protocol)

You can select a transfer protocol using the following procedure.

1 Select [Transfer Protocol].



2 Select any option.



■ **FTP**

Transfers using the FTP protocol.

■ **SMB**

Transfers using the SMB protocol.

■ **SMB (UNC Format)**

Transfers using the SMB protocol (UNC Format).

UNC stands for Universal Naming Convention and its format is as follows:
\\host name\shared name\directory name

Address Book

The following describes the Address Book.

When you select a recipient using the Address Book, the following restrictions should be noted.

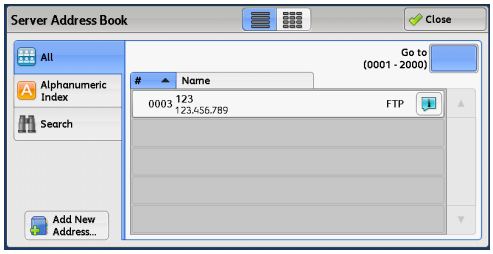
You cannot use address numbers input by the numeric keypad or group numbers to specify the destination registered in the Address book.

Types of the Address Book

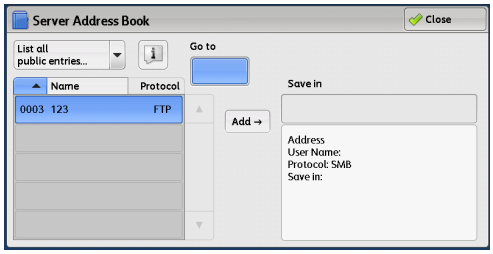
The machine provides two different ways of displaying the Address book: [Type 1] and [Type 2]. The Address Book [Type1] or [Type2] will be displayed depending on the setting of [Address Book Type] in the System Administration mode.

For information on how to set the Address book type, refer to "5 Tools" > "Address Book Settings" > "Address Book Type" in the Administrator Guide.

[Type 1]



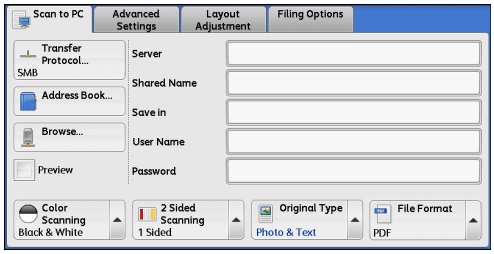
[Type 2]



Address Book (Specifying a Destination Using the Address Book [Type 1])

The following describes how to specify a destination using the Address Book [Type 1].

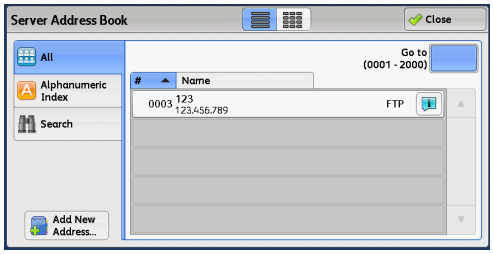
1 Select [Address Book].



2 Select the destination to store the data in.

Important
- You can only use destinations configured for SMB or FTP.

Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- During scrolling the list, is not displayed. When scrolling stops, it is displayed again.



■ **(List/Thumbnail)**

Allows you to switch the number of the recipients displayed from list (five items) or thumbnail (15 items).

■ **Name**

Lists recipient names and protocols.

■ **Go to**

Enter a recipient number using the numeric keypad to display the recipient at the top of the list.

■

Allows you to confirm information such as [Name] and [Server Name/IP Address], on the screen displayed.

■ **All**

Lists all the registered recipients for using SMB or FTP protocol.

■ **Alphanumeric Index**

Lists the registered recipients with alphanumeric index character in alphabetical order.

■ Search

Allows you to set [Simple Search] or [Advanced Search].

[Simple Search] searches by the specified keyword, and [Advanced Search] searches by the search entries.

Note • For [Advanced Search], you can set multiple search entries.

■ Add New Address

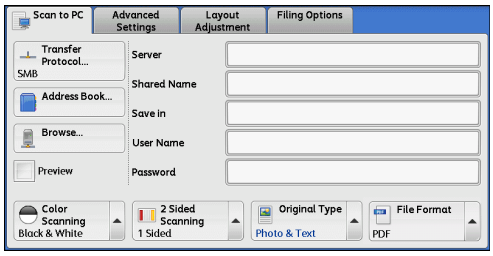
Allows you to add a new recipient. To add a new recipient, use the screen keyboard or current locations.

For more information on how to add new address, refer to "Add New Address (Registering a Destination PC on the Address Book)" (P.310).

Address Book (Specifying a Destination Using the Address Book [Type 2])

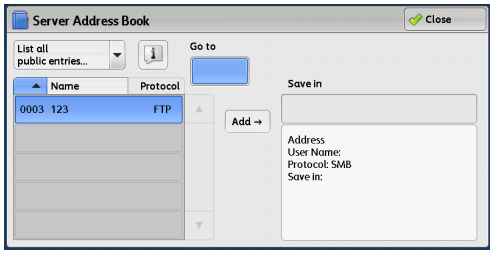
The following describes how to specify a destination using the Address Book [Type 2].

1 Select [Address Book].



2 Select the destination to store the data in.

Note • To switch the Address Book entry type, select [List all public entries], or [Retrieve entries using index] from the drop-down menu on the [Server Address Book] screen.



3 Select [Add].

Important • You can only use destinations configured for SMB or FTP.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.

• Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

■ List all public entries

Displays the local address list.

Select [▲] to return to the previous screen or [▼] to move to the next screen.

Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

Select items you want to set for a recipient, and select [Add].

■ Retrieve entries using index

Specify an alphanumeric index character set when registering speed dials to retrieve the addresses or a speed dial to display at the top of the address list.

■ Name/Protocol

Lists recipient names and protocols.

■ Add

Adds a selected recipient to the [Save in] box.

■ Save in

Displays a selected recipient.

■ Go to

Enter a recipient number using the numeric keypad to display the recipient at the top of the list.

■ [ℹ] button

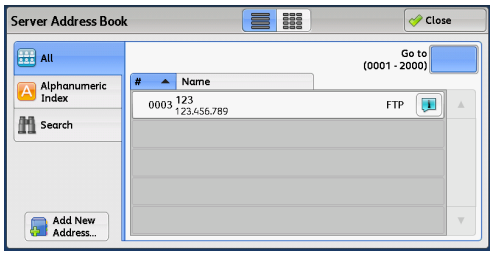
Allows you to confirm information, such as [Name] and [Server Name/IP Address], on the screen displayed.

Add New Address (Registering a Destination PC on the Address Book)

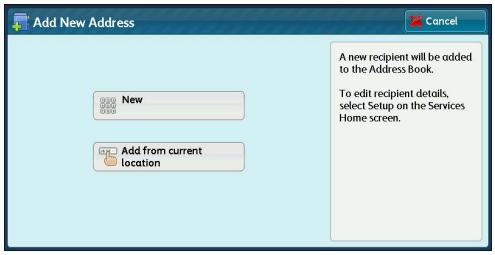
You can register destination PC on the Address Book. The current Destination PC specified on the First Tab screen can also be registered.

Note • [Add New Address] is not displayed depending on the settings in the System Administration mode or the number of registered recipients. For details on the settings and the number of registered recipients, ask your system administrator.

1 Select [Add New Address].



2 Select a method to register a recipient.



■ New

Enter a new recipient using the keyboard.

■ Add from current location

Select a location to be registered from the current locations specified on the First Tab screen.

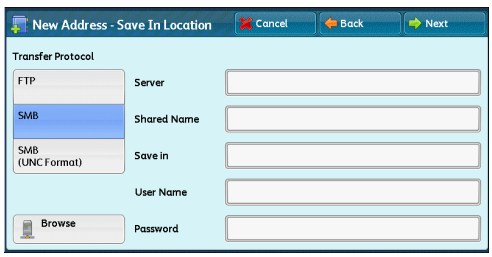
Note • When you select this item, the location information will be displayed. This item cannot be selected if no location is specified on the First Tab screen.

When [New] is selected

3 Select a transfer protocol.

For more information on Transfer Protocol, refer to "Transfer Protocol (Selecting a Transfer Protocol)" (P.307).

For more information on [Browse], refer to "Browse (Specifying a Destination PC by Browsing Your Network)" (P.313).



4 Select an item and set.

■ **When [FTP] is selected**

The following items appear:

- Server
- Save in
- User Name
- Password

■ **When [SMB] is selected**

The following items appear:

- Server
- Shared Name
- Save in
- User Name
- Password

■ **When [SMB (UNC Format)] is selected**

The following items appear:

- Save in
- User Name
- Password

For more information on the setting items, refer to "Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)" (P.314).

5 Select [Next].

Note • To return to the previous screen, select [Back].

When [Add from current location] is selected

3 Select an item to set and set if you change a setting.

Note • [Transfer Protocol] cannot be changed.

For more information on the setting items, refer to "Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)" (P.314).

4 Enter each item using the keyboard displayed on the screen, and then select [Save].

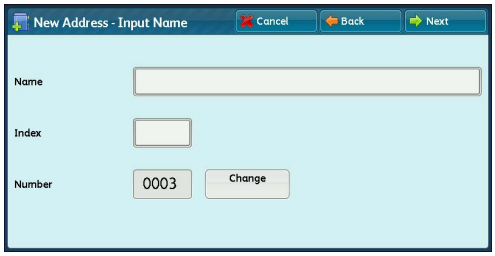
For more information on the setting items, refer to "Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)" (P.314).

5 Select [Next].

Note • To return to the previous screen, select [Back].

6 Select [Name], enter a name using the keyboard displayed on the screen, and then select [Save].

For information on how to enter characters, refer to "Entering Text" (P.92).



7 When you change the index, select [Index], select a new character from the keyboard displayed on the screen, and then select [Save].

You can register a single alphanumeric index character for use as a keyword to search with the Address Book.

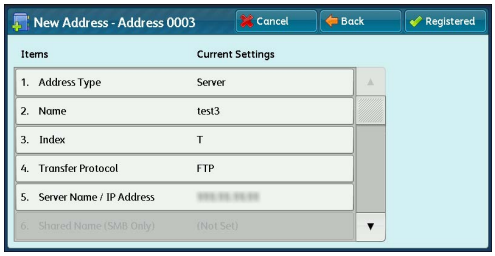
For information on how to enter characters, refer to "Entering Text" (P.92).

8 When you change the address number, select [Change], select a number from the list, and then select [Save].

9 Select [Next].

Note • To return to the previous screen, select [Back].

10 Select an item to set and set.



The following items appear:

- Address Type
- Name
- Index
- Transfer Protocol
- Server Name / IP address
- Shared Name (SMB Only)
- Save in
- User Name
- Password
- Port Number

Note • To delete the input data and return to the [Server Address Book] screen, select [Cancel].

For more information on the setting items, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

11 When the settings are completed, select [Registered].

Note • To return to the previous screen, select [Back].

Specifying a Destination PC Using a One-Touch Button

You can use the one-touch buttons to specify the server name, the user name used for logging in to the destination server or other computers, and other information from the Address Book.

One-touch buttons correspond to the address numbers from 0001 to 0070, or 0001 to 0060.

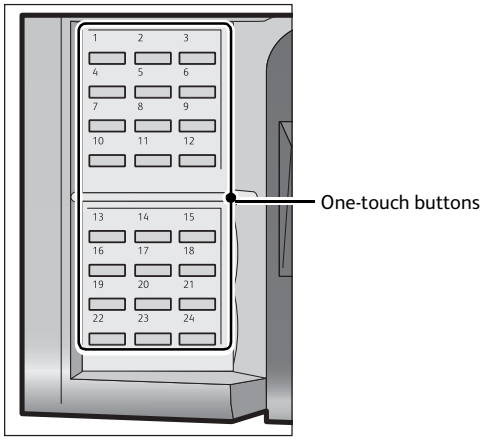
For example, when the number you want to dial is registered to the address number 0001, press one-touch button <1>.

Note • One-touch buttons can be used when the Fax service is available.

• There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following. By default, [Type 1] is selected.

- [Type 1]
  The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and correspond to the registered stored programs 1 and 2.
- [Type 2]
  The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01 and M02 are used for stored programs and correspond to the registered stored programs 1 to 12.

1 Press a one-touch button. Confirm that the recipient (destination PC) specified with the one-touch button is displayed on the touch screen.



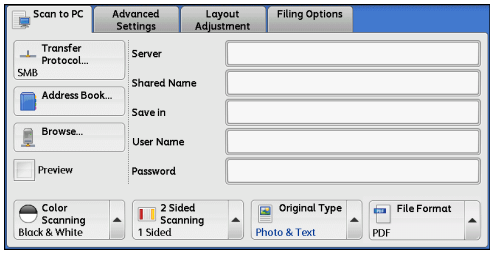
Important
- The one-touch buttons have a sensor to detect which page of one-touch buttons (1 - 24, 25 - 48, and 49 - M02) is currently opened. Before pressing a one-touch button, turn over the one-touch panel completely, and take off your hand from the panel. Do not press the button while you are turning over the panel.
- Do not place any objects near the one-touch buttons, nor spill any liquid over them.

Note
- Turn the one-touch panel over to press the one-touch buttons 25 and above.
- If you have entered an incorrect value, select the recipient (destination PC) displayed on the touch screen, select [Remove] on the pop-up menu, and enter the correct value.

Browse (Specifying a Destination PC by Browsing Your Network)

This feature displays a hierarchy consisting of server names and folders. You can specify a save destination by tracing the hierarchy.

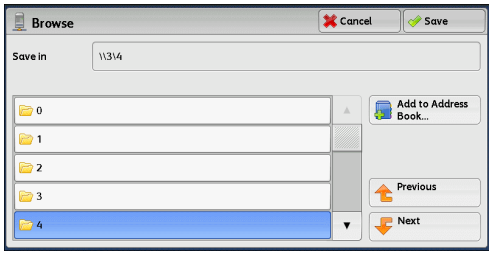
1 Select [Browse].



2 Select the destination to save the data in. Select [Previous] or [Next] to move to another level.

Important
- You can specify recipients for SMB only.

Note
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).



■ Save in

Shows the current location in the hierarchy.

■ Add to Address Book

Displays the [Add to Address Book] screen.

Refer to "[Add to Address Book] Screen" (P.314).

■ Previous

Allows you to move to the upper directory.

Note • This button is grayed out if there is no upper directory.

■ Next

Allows you to move to the lower directory.

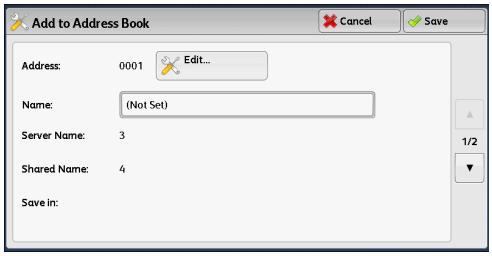
Note • This button is available when a folder is selected.

[Add to Address Book] Screen

This screen allows you to register the save destination specified in [Browse], in the Address Book.

1 Select [Add to Address Book].

2 Select [Save].



■ Address

To change the address number, select [Edit] and then the desired number.

■ Name

To change the recipient name, enter a new name with the keyboard displayed by selecting [Name].

Note • The recipient name may not be displayed depending on the settings.

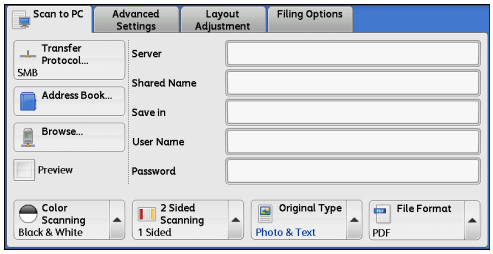
Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)

Enter information in the fields provided for the selected protocol, to specify a forwarding destination.

Important • When using the My Folder feature in computer environment earlier than Windows 98/Windows NT®, a destination user name in the earlier format (domain name\user name) will not be determined automatically. Before scanning, change the user name with which you can log in correctly.

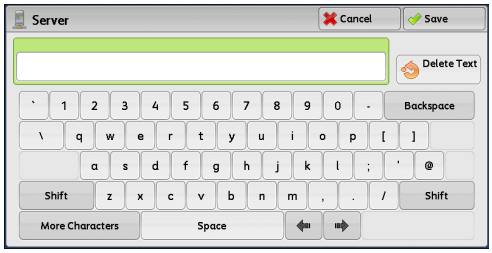
Note • When you select [Login to Remote Accounts] for [Login Type] and select [Enabled] for [Scan to My Folder] using CentreWare Internet Services, the scanned document can be transferred to a different destination. You can select [Enabled] for [Scan to My Folder] only when [Login to Remote Accounts] and [SMB] are selected for [Login Type] and [Transfer Protocol] respectively. For information on configuration procedure, refer to the help of CentreWare Internet Services.

1 Select the item to be set.



Note
- You can also select [Address Book] to enter information.
- Fields displayed on the screen vary depending on the selected protocol.

2 Enter information using the keyboard displayed on the screen.



For information on how to enter characters, refer to "Entering Text" (P.92).

Note
- To delete characters, select [Backspace].

■ Server

This option is displayed when you select [FTP] or [SMB] in [Transfer Protocol]. Enter a server name or IP address. When the save location is in the DFS namespace on Windows, enter a domain name or server name. Up to 64 characters are allowed.

The following are examples:

Note
- When Scan to My Folder feature is enabled, [Server] is automatically determined on the [Scan to PC] screen. If you change the setting of [Server], the [Scan to My Folder] feature is disabled. You can use the [Scan to My Folder] feature again by selecting [Scan to My Folder] for [Transfer Protocol].

- For [FTP]:

  Server name: myhost.example.com
  (myhost: host name, example.com: domain name)

  IP address: 192.0.2.1

- For [SMB]:

  Server name: myhost

  IP address: 192.0.2.1

■ Shared Name

This option is displayed when you select [SMB] in [Transfer Protocol]. Enter a shared name. When the save location is in the DFS namespace on Windows, enter a root name. Up to 64 characters are allowed.

Note
- When using the My Folder feature is enabled, [Shared Name] is automatically determined on the [Scan to PC] screen. If you change the setting of [Shared Name], the [Scan to My Folder] feature is disabled. You can use the [Scan to My Folder] feature again by selecting [Scan to My Folder] for [Transfer Protocol].

■ Save in

This option is displayed when you select [FTP] or [SMB] in [Transfer Protocol]. Enter a directory path. When the save location is in the DFS namespace on Windows, enter a folder name. Up to 128 characters are allowed.

Note
- The folder name is the same as the link name for Windows Server® 2003.
- When Scan to My Folder feature is enabled, [Save in] is automatically determined on the [Scan to PC] screen. If you change the setting of [Save in], the [Scan to My Folder] feature is disabled. You can use the [Scan to My Folder] feature again by selecting [Scan to My Folder] for [Transfer Protocol].

- For [FTP]:

  Example: mydoc/Scan

- For [SMB]:

  Example: mydoc\Scan

■ **Save in**

This option is displayed when you select [SMB (UNC Format)] in [Transfer Protocol].

Enter the following directory path: "\\Host Name\Shared Name\Directory Name". When the save location is in the DFS namespace on Windows, enter "\\Domain Name\Root Name\Folder Name" or "\\Server Name\Root Name\Folder Name". Up to 260 characters are allowed.

■ **User Name**

Enter the user name of the computer you are forwarding to. When a user name is not required for the destination, this field can be skipped.

When you select [FTP] in [Transfer Protocol], up to 97 characters are allowed.

When you select [SMB] in [Transfer Protocol], use one of the following formats:

Note • When Scan to My Folder feature is enabled, [User Name] is automatically determined on the [Scan to PC] screen.

- For Active Directory:

  User name@Domain name (user name: up to 32 characters, domain name: up to 64 characters)

  Example: fuji@example.com (fuji: user name, example.com: domain name)

- For Windows NT® Domain:

  Domain name\User name (domain name: up to 64 characters, user name: up to 32 characters)

  Example: example\fuji (example: domain name, fuji: user name)

- For workgroups:

  Local user (up to 32 characters)

  Example: Fuji-Taro

■ **Password**

Enter the password for the user name. Up to 32 characters are allowed.

Note • When Scan to My Folder feature is enabled, [Password] is automatically determined on the [Scan to PC] screen. If a user ID is authenticated without a password, this item is not displayed.

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.305).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.290).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.291).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.292).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.292).

Store to Folder

This section describes the procedure to select features on the [Store to Folder] screen. You can scan documents and save the scanned data in a folder of the machine.

The following describes features available on the [Store to Folder] tab.

Note
- When [Store to Folder] is selected, [File Format] is disabled.
- When you use CentreWare Internet Services to retrieve a file from a folder, you can set [Searchable Text] if all scanned images of the file in the folder are set as follows:
  - Image Size: 15 x 15 mm to 309 x 432 mm
  - Color Scanning: Auto Detect, Color, Grayscale, Black & White
  - Original Type: Photo & Text, Text
  - Color Space: sRGB
  - Resolution: 200dpi, 300dpi
  - Reduce/Enlarge: 100%

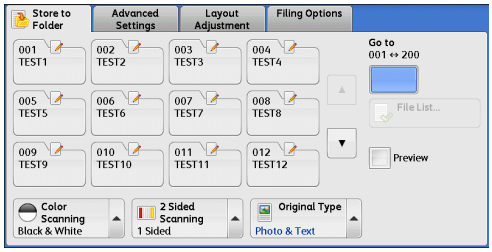
You need to create a folder in advance. For more information on how to create a folder, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide.

You can customize the layout of the features displayed on the [Store to Folder] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "Screen Defaults" > "1st Tab - Features Allocation" in the Administrator Guide.

1 Select [Store to Folder] on the Services Home screen.

2 Select a feature on the [Store to Folder] screen.

Note
- If a passcode is set for the folder, the passcode entry screen may appear. Enter the passcode and select [Confirm]. If you have forgotten the passcode, set the folder passcode in the System Administration mode again.



■ Folder

Select a folder to save the scanned data in.

Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.

■ Go to

Use the numeric keypad to enter a 3-digit folder number. The folder then appears at the top of the list.

■ File List

Select a folder and then select this button to display the [File List] screen. You can confirm or delete files stored in the folder.

Color Scanning (Selecting an Output Color)

You can specify the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.305).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.291).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.292).

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.290).

Store to USB

This section describes the procedure to select features on the [Store to USB] screen. The Store to USB service allows you to scan documents and save the scanned data to a USB memory device. The following describes features available on the [Store to USB] tab.

Save in (Specifying a Storage Location in the USB Memory Device) 323
Details (Displaying the Details of a Storage Location in the USB Memory Device) 324
Preview (Previewing the Scanned Images during a Scan Job) 324
Color Scanning (Selecting an Output Color) 325
2 Sided Scanning (Scanning Both Sides of a Document) 325
Original Type (Selecting the Document Type) 325
File Format (Selecting a File Format for Output Data) 325

Important
- Before removing the USB memory device, make sure that the screen indicating that data is being transferred is not displayed. If you remove the USB memory device while the data is being stored, the data in the device may be damaged. You can also view the [Job Status] screen to confirm if the data has been stored to the USB memory device.

Note
- This feature may not be available depending on the setting set in the CentreWare Internet Services. For more information, refer to "6 CentreWare Internet Services Settings" > "Configuring Machine Settings Using CentreWare Internet Services" in the Administrator Guide.
- An optional component is required to use this service. For more information, contact our Customer Support Center.
- A USB memory device encrypted with software is not supported.
- Use the following USB memory devices:
  - A formatted USB memory device (The supported formats are FAT12, FAT16, FAT32, and VFAT.NTFS and exFAT are not supported.)
  - A USB 2.0 compliant memory device (USB 1.1 is not supported.)
  - A USB memory device with a storage capacity of up to 128 GB
- Commercially available Memory Card Reader with single slot[*1] can be used for Media Print feature, but its safe performance is not guaranteed. When a Memory Card Reader with multi-slot[*2] is used, only one particular slot is available. The available slot depends on the model, and the slot of media/Memory Card that you want to use is not always available. Safe performance of a Memory Card Reader with multi-slot is not guaranteed, either.
  - *1 : Media/Memory Card that has one slot. Some allow only one type of media/Memory Card, while others allow more than one type (ex. SD card, xD-Picture Card).
  - *2 : Media/Memory Card that has two or more slots.

You can customize the layout of the features displayed on the [Store to USB] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "Screen Defaults" > "1st Tab - Features Allocation" in the Administrator Guide.

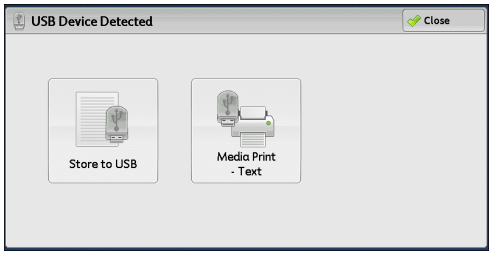
1. Insert the USB memory device into the USB memory slot on the control panel.
2. One of the following occurs.
   - The [USB Device Detected] screen appears.
   - The [Store to USB] screen appears.
   - The [Media Print - Text] screen appears.
   - The screen display does not change.

Note
- The behavior depends on settings. Ask your system administrator for more information.
- When a USB memory device is inserted into the USB memory slot in the Power Saver mode, the touch screen does not light. After exiting the Power Saver mode by pressing the <Power Saver> button, insert the USB memory device again or select [Store to USB] on the Services Home screen. For information on other ways to exit the Power Saver mode, refer to "Exiting the Power Saver Mode" (P.80).
- The screen status will be one of the above even when a USB memory device in which only encrypted data is stored is inserted or USB memory device in unsupported format is inserted. In such case, a warning message appears during operation and the operation is aborted.

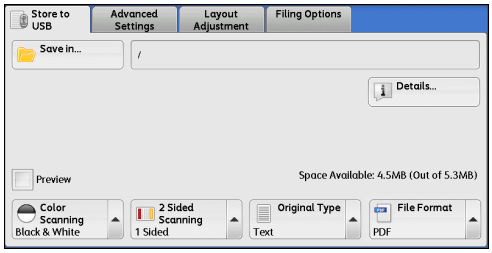
- The screen status will be one of the above when a commercially available Memory Card Reader is inserted into the USB memory slot of the machine. It is the same if no media is inserted into the Memory Card Reader.
- If a commercially available Memory Card Reader is used and it is left inserted all the time, the machine does not detect media even when they are inserted into the slot of the Memory Card Reader.
- Screen display remains the same when the inserted USB memory device or Memory Card is removed. Press the <Services Home> button or do anything else to change the screen display before starting next operation.

When the [USB Device Detected] Screen Appears

1 Select [Store to USB].

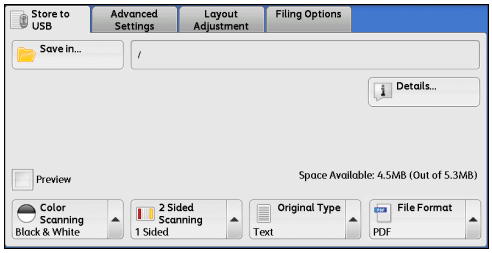


2 The [Store to USB] screen appears.

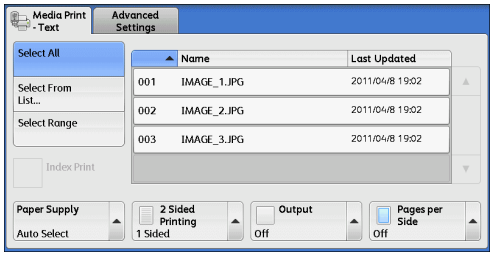


When the [Store to USB] Screen Appears

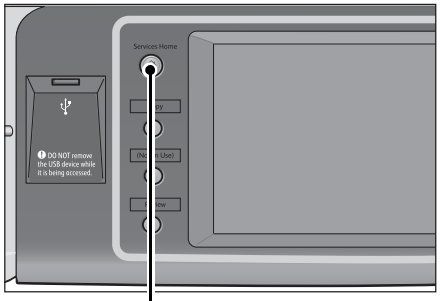
Select a feature on the [Store to USB] screen.



When the [Media Print - Text] Screen Appears



1 Press the <Services Home> button.

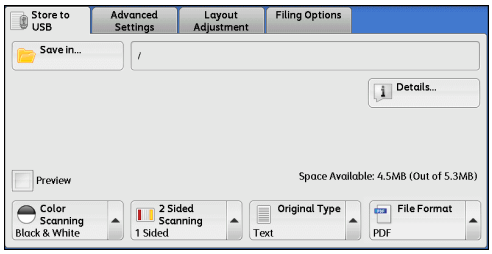


<Services Home> button

2 Select [Store to USB] on the Services Home screen.

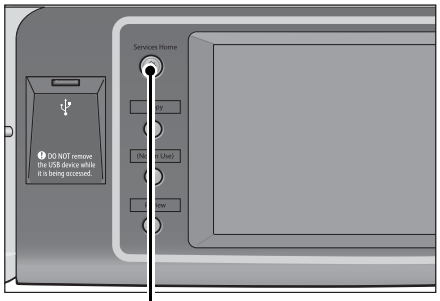
* WSD stands for Web Services on Devices.

3 The [Store to USB] screen appears.



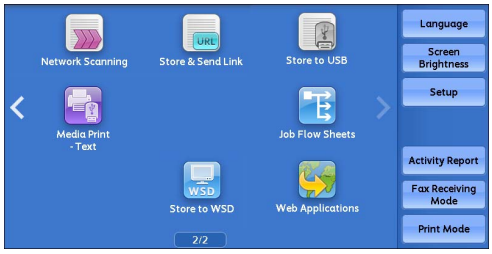
When the Screen Display Does Not Change

1 If any screen other than the Services Home screen is displayed, press the <Services Home> button.



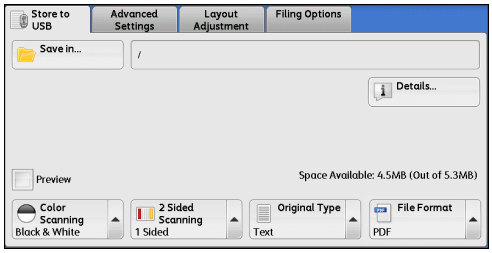
<Services Home> button

2 Select [Store to USB] on the Services Home screen.



* WSD stands for Web Services on Devices.

3 The [Store to USB] screen appears.



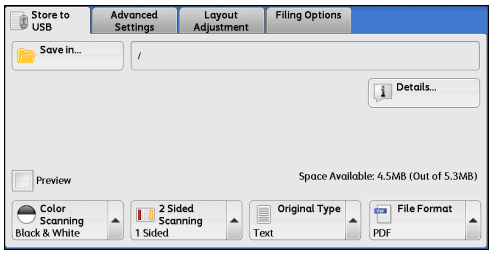
Important
- Data stored in a USB memory device may be lost or damaged in the following cases. Make sure to back up the data in the device before use.
  - When disconnecting/connecting the USB memory device by methods other than described in this guide.
  - When receiving the effect of electrical noise or an electrical discharge
  - When a fault or failure occurs during operation
  - If the USB memory device receives mechanical damage
- We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.

Note
- If you do not specify the file storage location, the scanned data is saved in the root directory.

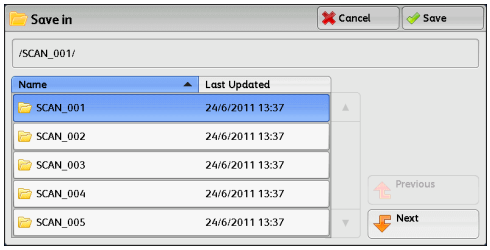
Save in (Specifying a Storage Location in the USB Memory Device)

You can specify a file storage location in the USB memory device.

1 Select [Save in].



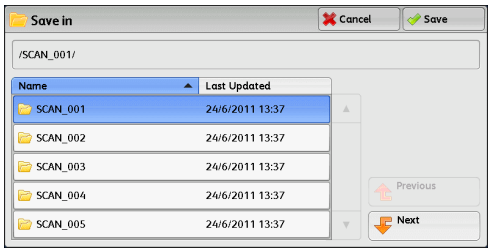
2 Select a folder to save the data in.



Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can sort the order of folders displayed in ascending or descending order by selecting [Name] or [Last Updated].
- Up to 900 folder names can be displayed in the list of [Save in]. File names are not displayed.
- If a folder or file name has more than 170 characters long, the folder or file name is not displayed.
- Folders in the DCIM folder of digital cameras cannot be displayed. Thus, you cannot save files in these folders either.
- Folder names which include characters that the machine does not support may not be correctly displayed. If you specify the folders as file storage locations, an error occurs. For more information on characters that the machine supports, refer to "Entering Text" (P.92).

- The machine does not distinguish between upper and lower cases of folder and file names that are created in Windows environment and that consist of eight characters or less. The names for these folders and files are displayed in capital letters.
- If a full path (a string of folder and file names in all directories) of the file created exceeds 257 characters long, an error occurs.

3 Select [Save].



■ Previous

Allows you to move to the upper directory.

Note • This button is grayed out if there is no upper directory.

■ Next

Allows you to move to the lower directory.

Note • This button is available when a folder is selected.

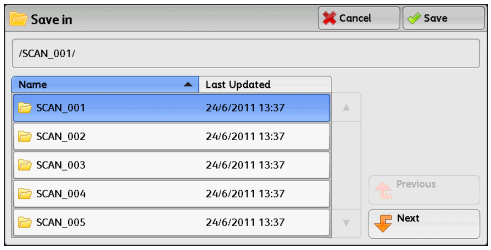
Details (Displaying the Details of a Storage Location in the USB Memory Device)

Selecting [Details] displays the [Details] screen.

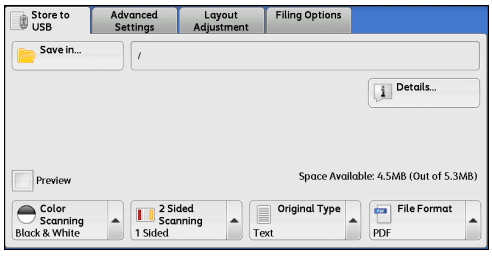
[Details] Screen

This screen displays the folder directory in the USB memory device.

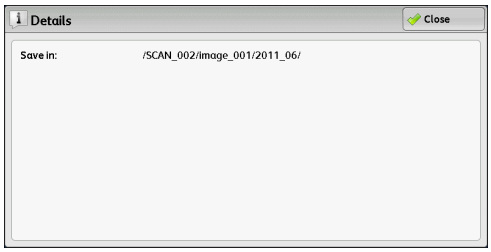
1 Specify the folder directory, and then select [Save].



2 Select [Details].



3 The folder and file names in all directories to be saved are displayed.



Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.290).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.290).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.291).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.292).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.325).

Store & Send Link

Authenticate on the machine and scan a document, and the machine will store the scanned data and sends an e-mail to your registered address to notify you of the URLs for retrieving and deleting the scanned data.

Only the authenticated user who logs in to the machine can be the recipient of an e-mail transmission. The machine cannot send e-mail to multiple recipients.

After receiving the e-mail on a computer, the user can retrieve the scanned data using a web browser.

The following describes features available on the [Store & Send Link] tab.

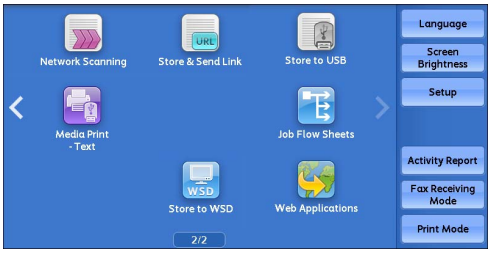
Important
- Scan files stored in the machine will be automatically deleted when the retention period expires. This retention period can be specified in [URL File Expiration] by the system administrator in the range of 1 to 168 hours. The default value is 3 hours. The files are to be always deleted automatically.
- To strengthen security, after retrieving the scanned data, access the URL to delete the scanned data stored in the machine.

Note
- The Store & Send Link service does not provide features to manage documents such as backing up/restoring files, deleting all data at one time, listing files, or displaying available storage space.
- The Store & Send Link service allows you to retrieve scanned data without specifying an e-mail address from the Address Book or a folder for each scan job. However, the size of the data and its retention period are restricted on the machine. If you want to avoid these restrictions, use the Scan to PC or E-mail service.

For more information, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Store & Send Link - Maximum File Size" and "URL File Expiration" in the Administrator Guide.

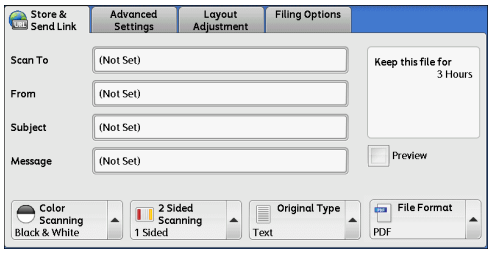
You can customize the layout of the features displayed on the [Store & Send Link] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "Screen Defaults" > "1st Tab - Features Allocation" in the Administrator Guide.

1. Press the <Log In/Out> button on the control panel, or select the login information field on the touch screen.
2. Enter the user ID.
3. Select [Store & Send Link] on the Services Home screen.



* WSD stands for Web Services on Devices.

4. Select a feature on the [Store & Send Link] screen.



Scan To (Displaying the E-mail Address of the Authenticated User)

Automatically obtains the pre-registered e-mail address of the authenticated user.

From (Displaying the E-mail Address of the Authenticated User)

Automatically obtains the pre-registered e-mail address of the authenticated user.

Subject (Setting the Subject)

You can specify the e-mail subject using the following procedure.

■ **Auto Set**

Automatically sets the subject to [Scan Reference from XXX] (where XXX is the host name of the machine).

■ **To set a user-defined subject**

1. Select [Subject].
2. Enter a subject with up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.92).

Message (Entering the E-mail Body)

You can enter the e-mail body using the following procedure.

1. Select [Message].
2. Enter a message with up to 512 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.92).

Color Scanning (Selecting an Output Color)

You can set the color mode to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.290).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.291).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.292).

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.290).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

The Store & Send Link service allows you to retrieve scanned data from a computer without password authentication.

To prevent other parties from viewing your scan data, select [PDF] or [DocuWorks] in [File Format] and set a password in [PDF Security] or [DocuWorks Security] before scanning the document.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.292).

Note

- If you select [TIFF/JPEG Auto Select] or the [Single File for Each Page] check box on the [File Format] screen when scanning a document, a file is downloaded in zip format.

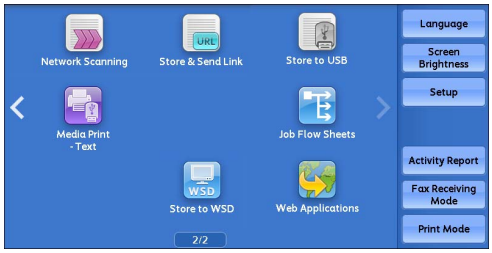
Store to WSD

This section describes the procedure to select features on the [Store to WSD] screen.

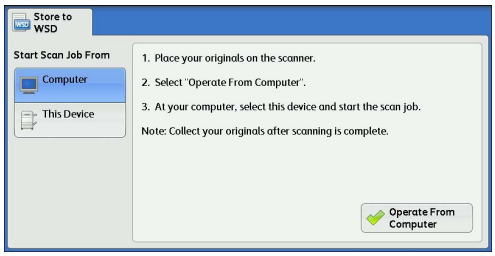
The Store to WSD service allows you to scan documents set on the machine from a network computer. It also allows you to save the scanned data to a network computer.

Note
- WSD stands for Web Services on Devices.
- [Store to WSD] may not appear on the Services Home screen for some models. For more information, refer to "9 Scanner Environment Settings" > "Configuration of Store to WSD" in the Administrator Guide.
- This feature requires the scanner driver included as standard in Windows Vista Service Pack 2 or later. Thus, this feature is not available for computers with older OS.
- Resolution, file format and so on cannot be specified from the control panel of the machine. Specify these settings in [Scan Profiles] of Windows. For more information on how to specify the settings, refer to Windows Help.

1 Select [Store to WSD] on the Services Home screen.



2 Select a feature on the [Store to WSD] screen.



■ Start Scan Job From

Select from where to start a scan job.

- Computer

  Starts a scan job by sending a request from a network computer.

- This Device

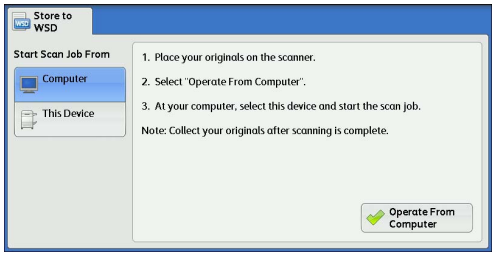
  Starts a scan job with the scan command from the machine, and save the scanned data to a network computer.

Computer (Starting a Scan Job via Computer Operation)

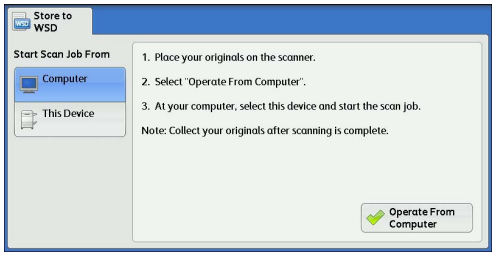
You can scan documents set on the machine by sending a request from a network computer.

Note
- WSD stands for Web Services on Devices.

1 Select [Computer].

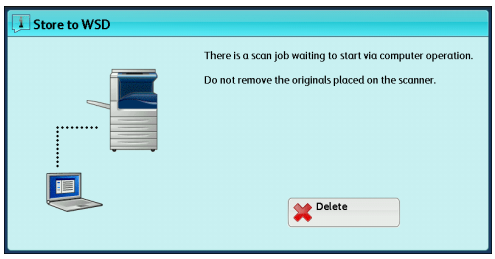


2 Load the document on the document glass or in the document feeder, and select [Operate From Computer].



3 The standby screen is displayed on the touch screen.

Note • Select [Delete] to exit standby mode. After exiting standby mode, [Remove Your Originals] screen is displayed on the touch screen.



4 Operate scan from a network computer. To operate scan from a network computer, use application which supports image loading feature such as [Windows Fax and Scan]. The following describes the method using [Windows Fax and Scan] with Windows 7.

Note • This method is not available for computers with Windows Vista Home Basic or Windows Vista Home Premium. To operate scan from such a computer, use another method, for example, selecting [From Scanner or Camera] in the Paint application.

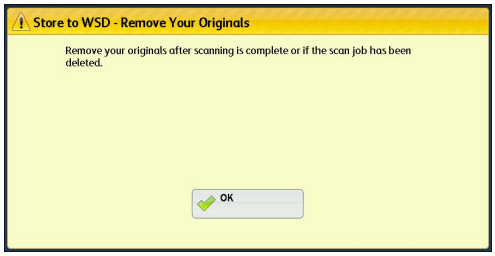
1) Click the [Start], click [All Programs], and then click [Windows Fax and Scan].
2) Click [Scan] at the bottom of the left pane, and then click [New Scan] on the toolbar.
3) In the [New Scan] dialog box, click [Change], and then select the machine.
4) Check that the machine model name is displayed to the right of [Scanner:].

Note • If the machine model name is not displayed, click [Change] and select the machine.

5) Click the [Profile] list, and then select [Document].
6) Specify the settings as necessary, and then click [Scan].

5 After being scanned, the scanned data is forwarded to the specified computer.

6 [Store to WSD - Remove Your Originals] screen appears on the touch screen after a scan job has been completed. Remove the originals from the document glass and then click [OK].



Note • If the standby screen is not displayed, a scan job will not be started even when the network computer recognizes the machine.

• Select [Delete] to abort an operation. After an operation is aborted, [Store to WSD - Remove Your Originals] screen is displayed on the touch screen.

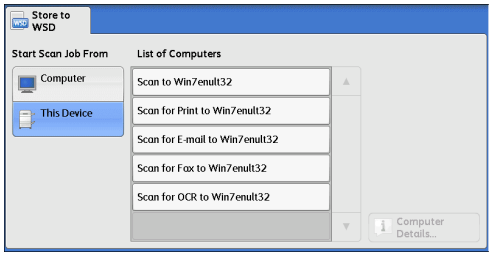
• The machine will not enter the Power Saver mode while the standby screen is displayed. For information on Power Saver mode, refer to "Power Saver Mode" (P.79).

This Device (Storing Data Scanned by the Machine on a Network Computer)

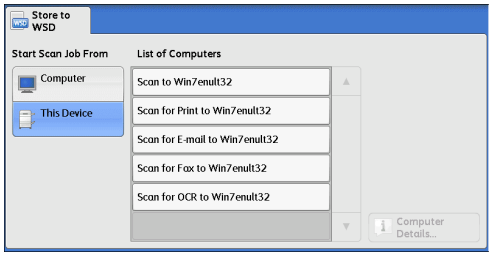
You can forward the data scanned with the command from the machine to a specified computer on the network.

Note • WSD stands for Web Services on Devices.

1 Load the document on the document glass or in the document feeder, and select [This Device].



2 Computer names and 5 processing methods are displayed in the [List of Computers]. Select destination from the list in accordance with the intended use.

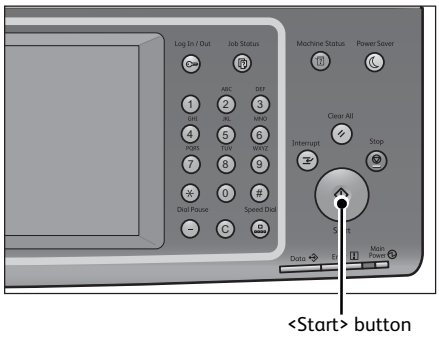


■ List of Computers

Lists destination and URL.

Note • Select from among 5 kinds of processing methods (Scan to PC, Scan for Print to PC, Scan for E-mail to PC, Scan for Fax to PC, Scan for OCR to PC) in accordance with the intended use.

3 Press the <Start> button.



4 The scanned data will be forwarded to the specified destination.

Note • Select [Delete] to abort scanning.

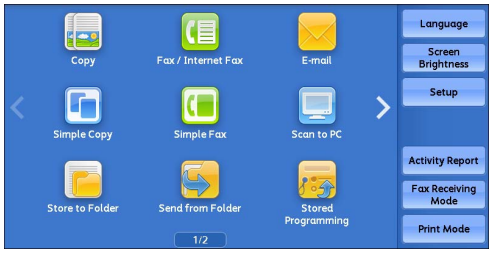
5 Check the forwarded data on the destination computer.

Advanced Settings

This section describes the features you can select on the [Advanced Settings] screen under [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB]. The following shows the reference section for each feature.

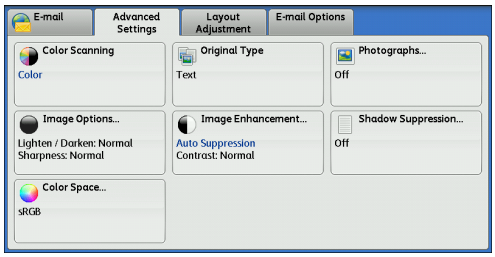
Color Scanning (Selecting an Output Color) 332
Original Type (Selecting the Document Type) 332
Photographs (Scanning a Color Photograph) 333
Image Options (Adjusting Scan Density and Image Sharpness) 333
Image Enhancement (Erasing the Background Color of Documents/Adjusting Contrast) 333
Shadow Suppression (Suppressing the Document Background) 334
Color Space (Specifying the Color Space) 335

1 On the Services Home screen, select [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].



* WSD stands for Web Services on Devices.

2 Select a feature on the [Advanced Settings] screen.



Note

- To activate [Color Space], a prior setting must be made in the System Administration mode. For information on the setting procedure, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Color Space" in the Administrator Guide and "Color Space (Specifying the Color Space)" (P.335) .

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.290).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.292).

Photographs (Scanning a Color Photograph)

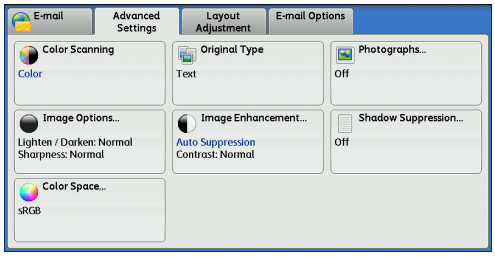
Use this feature when scanning a color photograph.

This feature is available only when [Color Scanning] is set to [Color].

Important • You cannot use the document feeder with this feature.

• When this feature is enabled, the Shadow Suppression and Background Suppression features cannot be used.

1 Select [Photographs].



2 Select [Enhance Photographs].

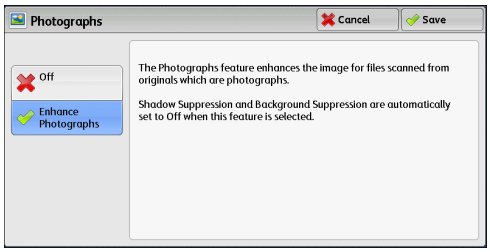
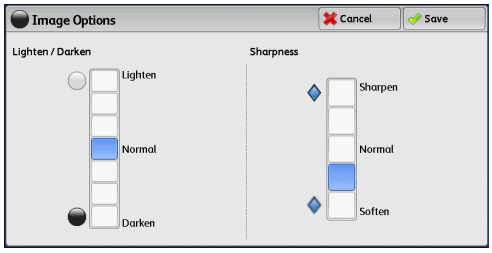


Image Options (Adjusting Scan Density and Image Sharpness)

This feature allows you to adjust the scan density and image sharpness.

1 Select [Image Options].

2 Select any option.



■ Lighten/Darken

You can select a scan density level from seven levels between [Lighten] and [Darken].

Selecting an upper cell on the bar makes the scan density lighter, and selecting a lower cell makes darker.

■ Sharpness

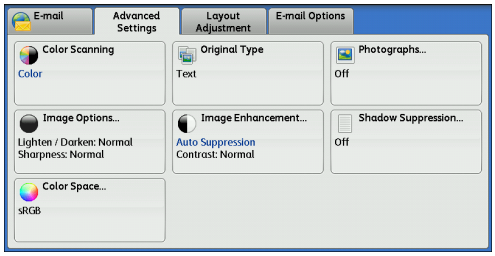
You can select a sharpness level from five levels between [Sharpen] and [Soften].

Selecting an upper cell on the bar makes the contours of images sharper, and selecting a lower cell makes softer.

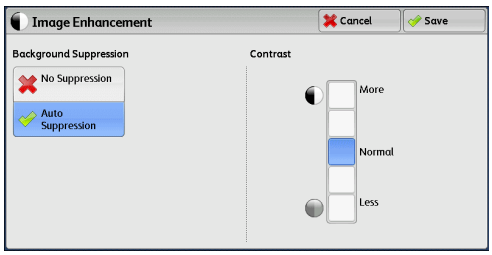
Image Enhancement (Erasing the Background Color of Documents/Adjusting Contrast)

This feature allows you to suppress the background color of a document such as newspaper and colored paper. In addition, when [Color Scanning] is set to [Color] or [Grayscale], you can adjust the contrast.

1 Select [Image Enhancement].



2 Set [Background Suppression] and [Contrast].



■ **Background Suppression**

- Off

  Scans the document backgrounds with no filtering.

- Auto Suppression

  When [Color Scanning] is set to [Black & White], the background of a document printed on colored paper, such as newspaper, will be suppressed.
  When [Color Scanning] is set to [Color], the background of a document printed on white-color paper will be suppressed.

■ **Contrast**

Allows you to select a contrast level from five levels between [Less] and [More].
Selecting an upper cell on the bar makes the difference between light and dark areas greater; light areas become lighter and dark areas darker. In contrast, selecting a lower cell on the bar makes the difference between light and dark areas smaller.

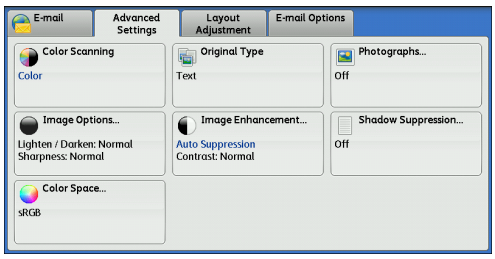
Shadow Suppression (Suppressing the Document Background)

When you scan a 2-sided document printed on thin paper, this feature allows you to suppress the image and colors on the reverse side of each document page from appearing in the scan image.

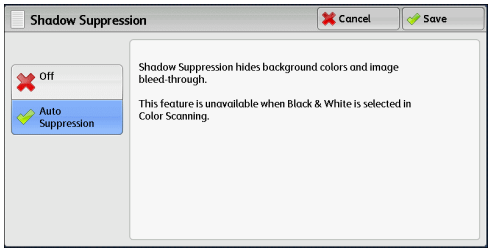
This feature is available only when [Color Scanning] is set to [Color] or [Grayscale].

Important • This feature cannot be used with [Photographs].

1 Select [Shadow Suppression].



2 Select [Auto Suppression].



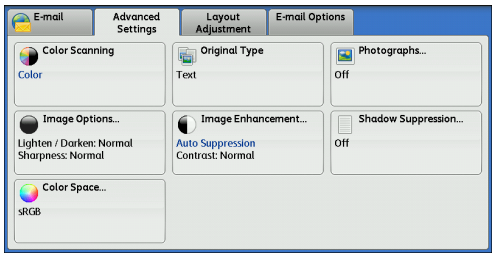
Color Space (Specifying the Color Space)

This feature allows you to set the color space.

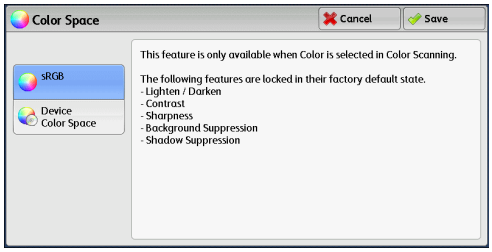
Note

- [Color Space] is available when [Color Scanning] is set to [Color].
- To activate [Color Space] on the [Advanced Settings] screen, a prior setting must be made in the System Administration mode. For more information, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Color Space" in the Administrator Guide.
- [Device Color Space] is not selectable when [Searchable Text] is set to [Searchable] on the [File Format] screen.

1 Select [Color Space].



2 Select either [sRGB] or [Device Color Space].



■ sRGB

Documents are scanned based on color representation (color space) that conforms to sYCC.

■ Device Color Space

Documents are scanned based on the original color representation (color space) of the machine. Recommended for advanced color processing using high-quality color.

Note

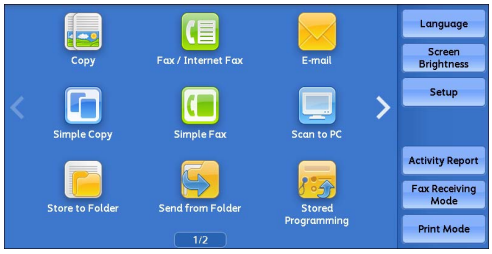
- You can find ICC profile data for Device Color Space in the Media (Software/Product Manual). ICC profile is useful when using color processing application and performing special processing of data scanned based on Device Color Space.
- When [Device Color Space] is selected, the following image quality features are changed to their defaults:
  Lighten/Darken, Sharpness, Shadow Suppression, Contrast, Background Suppression
- When [Color Scanning] is set to [Auto Detect], [sRGB] is applied to color pages of the documents.
- When the duplex automatic document feeder B1-PC is installed, and when [Device Color Space] is selected, [2-sided] cannot be selected in the [2-side scanning].

Layout Adjustment

This section describes the features you can select on the [Layout Adjustment] screen under [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB]. The following shows the reference section for each feature.

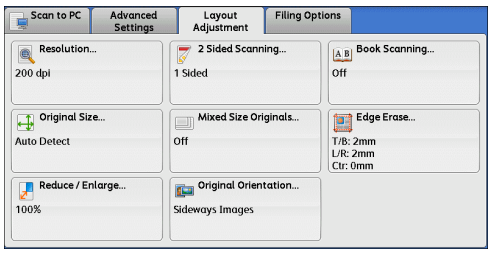
Resolution (Specifying a Scanning Resolution) 336
2 Sided Scanning (Scanning Both Sides of a Document) 337
Book Scanning (Scanning Facing Pages on Separate Sheets) 337
Original Size (Specifying a Scan Size) 338
Mixed Size Originals (Scanning Different Size Documents Simultaneously) 339
Edge Erase (Erasing Edges and Margin Shadows in the Document) 340
Reduce/Enlarge (Specifying a Scanning Ratio) 341
Original Orientation (Specifying the Orientation of the Loaded Document) 342

1 On the Services Home screen, select [E-mail], [Store to Folder], [Scan to PC], [Store & Send Link], [Network Scanning], or [Store to USB].



* WSD stands for Web Services on Devices.

2 Select a feature on the [Layout Adjustment] screen.

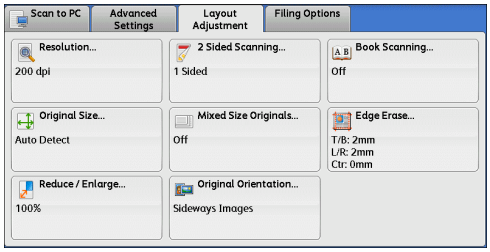


Resolution (Specifying a Scanning Resolution)

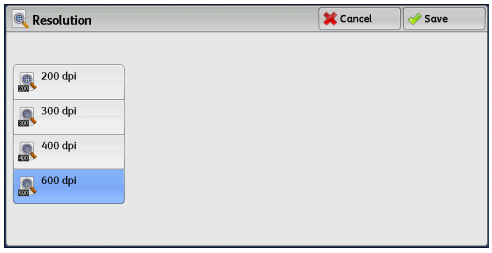
This feature allows you to set the resolution to scan a document.

As the value increases, the scan becomes more detailed, but the data size also increases. The scanning and transfer time increases as well.

1 Select [Resolution].



2 Select any option.



Note

- Select either [200 dpi] or [300 dpi] when [MRC High Compression] is set to [On] for PDF, DocuWorks, or XPS* files on the [File Format] screen.

  * : XPS stands for XML Paper Specification.
- Select either [200 dpi] or [300 dpi] when [Searchable Text] is set to [Searchable] for PDF or DocuWorks files on the [File Format] screen.
- Select either [200 dpi] or [300 dpi] when the [Specific Color] check box is selected for PDF or DocuWorks files on the [File Format] screen.

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan the both sides of a 2-sided document.

To scan the both sides in the same orientation, set the binding style.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.291).

Book Scanning (Scanning Facing Pages on Separate Sheets)

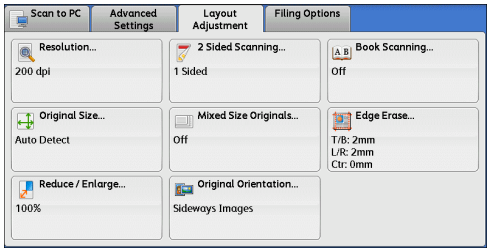
This feature allows you to scan facing pages of a document onto separate sheets of paper in page order.

It is useful if you want to separately scan facing pages of a bound document such as a booklet.

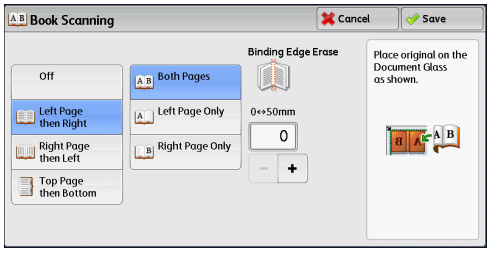
Note

- You cannot use the document feeder with this feature.
- A non-standard size document or undetectable size document may not be separated into two accurately.

1 Select [Book Scanning].



2 Select any option.



■ **Off**

Does not scan as a bound document.

■ **Left Page then Right**

Scans the left page and then the right page of facing pages.

■ **Right Page then Left**

Scans the right page and then the left page of facing pages.

■ **Top Page then Bottom**

Scans the top page and then the bottom page of facing pages.

■ **Both Pages**

Scans both pages in page order.

■ **Left Page Only**

Scans the left page only in page order. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ **Right Page Only**

Scans the right page only in page order. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■ **Top Page Only**

Scans the top page only in page order. You can select this option when [Top Page then Bottom] is selected.

■ **Bottom Page Only**

Scans the bottom page only in page order. You can select this option when [Top Page then Bottom] is selected.

■ **Binding Edge Erase**

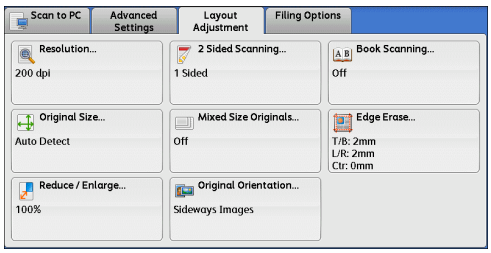
Erases the shadow from the center section of the document. You can specify the binding erase width in the range from 0 to 50 mm in 1 mm increments.

Original Size (Specifying a Scan Size)

This feature allows you to set the scan size for a document.

Use this feature when a document is a non-standard size, or when you want to scan a document at a size different from the original size. You can also add margins, or delete unnecessary margins using this feature.

1 Select [Original Size].



2 Select any option.

When you select a non-standard size, specify values for the X and Y directions.

■ Auto Detect

Detects the document size automatically. The following table shows the document sizes that can be detected automatically.

	Document feeder	Document glass
Auto-detectable Document Size	B5, B5□, B4, A5, A5□, A4, A4□, A3, 8.5 x 11", 8.5 x 11"□, 11 x 17", 16K□, 8K	B6, B5, B5□, B4, A6, A5, A5□, A4, A4□, A3

Note
- If the document size cannot be detected automatically, a screen to enter the document size appears.

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on [Paper Size Settings], refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

■ Standard Size

Allows you to select from preset sizes.

■ Variable Size

Allows you to enter the desired scan size when scanning a non-standard size document or when scanning at a size different from the original document size. You can specify a value in the range from 15 to 432 mm for the scan width (X), and a value in the range from 15 to 297 mm for the scan length (Y), in 1 mm increments. The scales attached on the upper and left edges of the document glass are helpful for you to specify values.

Note
- When [MRC High Compression] is set [On] for PDF, DocuWorks, and XPS* files on the [File Format] screen, or when the [Specific Color] check box is selected, the variable ranges are 50 to 432 mm for the scan width (X) and 50 to 297 mm for the scan length (Y), in 1 mm increments.

* : XPS stands for XML Paper Specification.

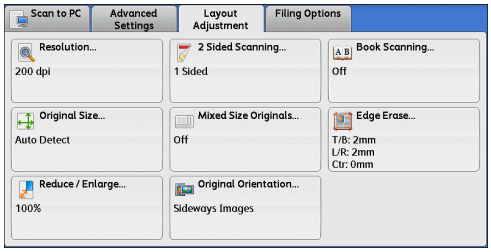
Mixed Size Originals (Scanning Different Size Documents Simultaneously)

When loading documents in the document feeder, you can simultaneously scan different size documents with the respective sizes and copy. You can also specify a size to scan different size documents with the same size.

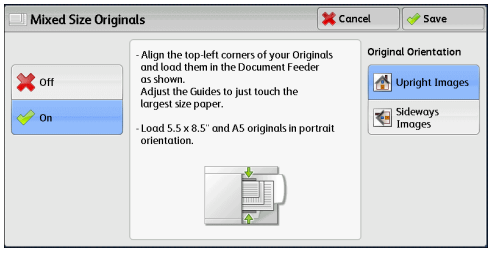
Important
- When you select [Color] in [Color Scanning], and [2 Sided] in [2 Sided Scanning], set [Resolution] to [400dpi] or lower.
- When you select [2 Sided] in [2 Sided Scanning] to scan A3 documents, set [Resolution] to [400 dpi] or lower. Selecting [600 dpi] will cause an error message to be displayed.
- Always load A5 documents in portrait orientation.
- When loading B5 documents together with A3 documents loaded in landscape orientation or A4 documents loaded in portrait orientation, load the B5 documents in portrait orientation.
- When loading documents, align the top left corners of the documents properly. Otherwise, a paper jam may occur.
- The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If another combination of document sizes is used, the documents can be fed at an angle and may not be scanned properly.

Note
- When you select [Enter Output Size] in [Reduce/Enlarge] and specify the output size in [Enter Output Size], the scanned data is automatically reduced/enlarged to the specified size.
- If the document size cannot be detected automatically, a screen to enter the document size appears.

1 Select [Mixed Size Originals].



2 Select any option.



■ **Off**

Select this option when all documents are of the same size.

■ **On**

When scanning documents of different sizes, the machine automatically detects the size of each document.

■ **Original Orientation**

Specify the orientation of the loaded document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

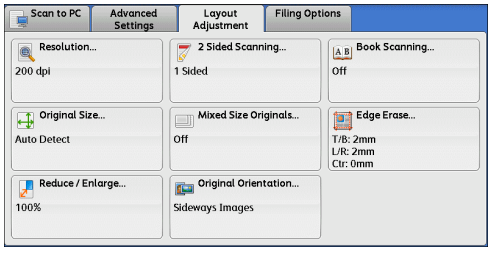
  Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

Edge Erase (Erasing Edges and Margin Shadows in the Document)

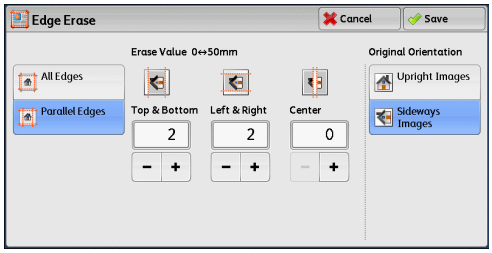
When you scan a document with the document cover open or when you scan a book, the edges and center margin of the document may be scanned as black shadows. The Edge Erase feature allows you to erase such shadows.

Note • For 2-sided originals, the same edge erase amounts are set for the front and back sides.
• If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you specified.

1 Select [Edge Erase].



2 Select any option.



3 If you select [Parallel Edges], use [+] and [-] to specify the erase widths of top and bottom, left and right, and center of the document.

4 Select [Original Orientation].

■ **All Edges**

The edge width to erase is set to 2 mm for the top and bottom, and left and right edges.

■ **Parallel Edges**

Allows you to specify the edge erase amounts.

- Top & Bottom

  Erases the shadows of top and bottom edges of the document according to the orientation of the loaded document. You can specify the edge width to erase in the range from 0 to 50 mm in 1 mm increments.

- Left & Right

  Erases the shadows of left and right edges of the document according to the orientation of the loaded document. You can specify the edge width to erase in the range from 0 to 50 mm in 1 mm increments.

- Center

  Erases the shadow in the center of facing pages of a bound document. You can specify the center erase width in the range from 0 to 50 mm in 1 mm increments.

■ **Original Orientation**

Specify the orientation of the loaded document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

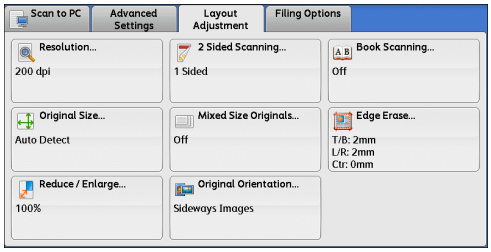
  Select this option when placing the top edge of the document against the left side of the document glass or document feeder. Always select [Sideways Images] when the top of the document is placed facing the left side (horizontal text).

Reduce/Enlarge (Specifying a Scanning Ratio)

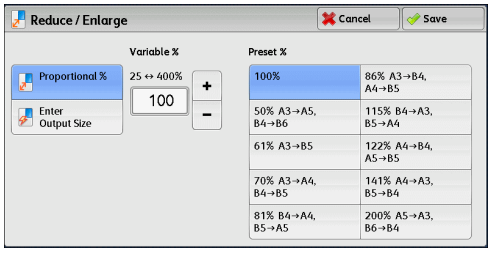
This feature allows you to set the scanning ratio for the document to be scanned.

Note • When [Searchable Text] is set to [Searchable] and the [Specific Color] check box is selected on the [File Format] screen, [Reduce/Enlarge] is [100%] and cannot be changed.

1 Select [Reduce/Enlarge].



2 Select any option.



■ Proportional %

Allows you to select a preset ratio, or enter a value in the range from 25 to 400 % in 1 % increments.

Use the numeric keypad or [+] and [-] to enter a value.

- Variable %

  Enter the scanning ratio. Specifying "100 % " scans at the same image size as the original document.

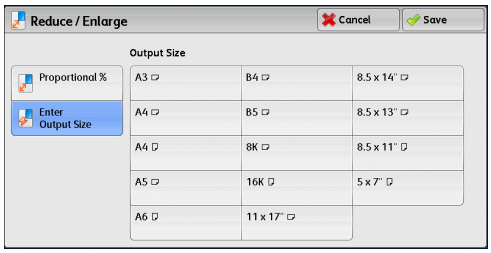
- Preset %

  Select from preset ratios.

You can change the default values of scan ratios other than [100%]. For information on the settings, refer to "5 Tools" > "Scan Service Settings" > "Reduce/Enlarge Presets" in the Administrator Guide.

■ Enter Output Size

In [Output Size], select the output size of the scanned document. The machine automatically calculates the scanning ratio based on the selected output size and the original document size.



Note • Selecting [Enter Output Size] may generate blank margin areas.

Original Orientation (Specifying the Orientation of the Loaded Document)

This feature allows you specify the orientation of the loaded document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

  Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

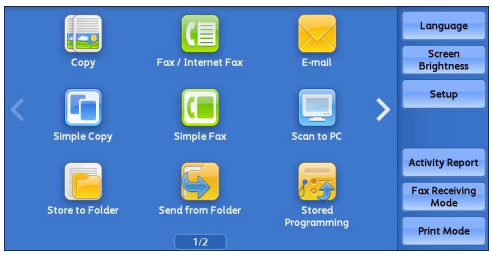
  Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

E-mail Options/Filing Options

This section describes the features you can select on the [E-mail Options]/[Filing Options] screen under [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB]. The following shows the reference section for each feature.

Quality/File Size (Specifying an Image Compression Ratio When Scanning) 343
File Format (Selecting a File Format for Output Data) 344
Read Receipts (Specifying Read Receipts) 344
Split Send (Sending in Sections) 345
File Name (Specifying a Name for the File to be Sent) 345
Reply To (Specifying a Reply Address) 346
File Name Conflict (Setting the Action to be Taken for File Name Conflict) 346
File Name (Specifying a Name for the File to be Saved) 347
Encryption (Sending E-mail Encrypted by S/MIME) 347
Digital Signature (Sending E-mail with a Digital Signature by S/MIME) 348
Login Name 348
Password 348
Meta Data 348

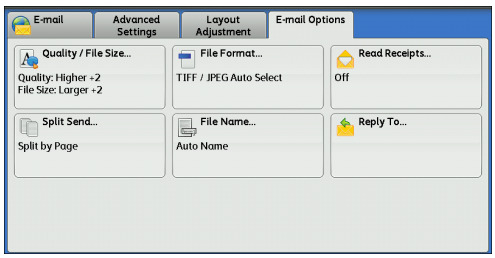
1 On the Services Home screen, select [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].



* WSD stands for Web Services on Devices.

2 Select a feature on the [E-mail Options]/[Filing Options] screen.

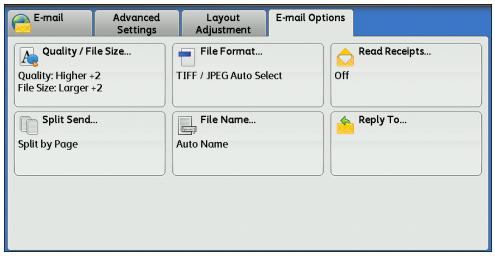
Note • The features displayed on the screen depend on the Scan service selected on the Services Home screen. The screen on the right appears when [E-mail] is selected.



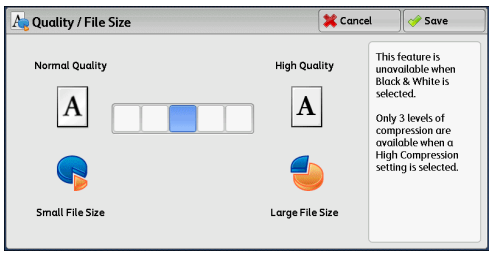
Quality/File Size (Specifying an Image Compression Ratio When Scanning)

This feature allows you to select an image compression level when [Color Scanning] is set to [Color] or [Grayscale].

1 Select [Quality/File Size].



2 Select any button.



■ **Normal Quality**

The image is saved with high compression. Image quality degrades, but the file size decreases.

■ **High Quality**

The image is saved with low compression. Image quality improves, but the file size increases.

File Format (Selecting a File Format for Output Data)

You can select the file format of the output data.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.292).

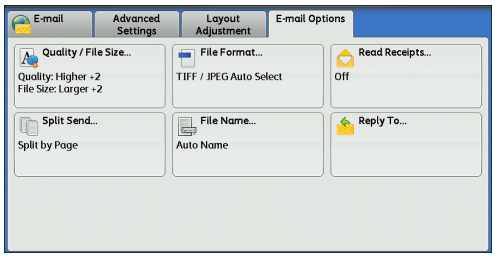
Read Receipts (Specifying Read Receipts)

When using the E-mail service, you can receive read receipts from e-mail recipients. This feature is available only when recipients support the MDN feature.

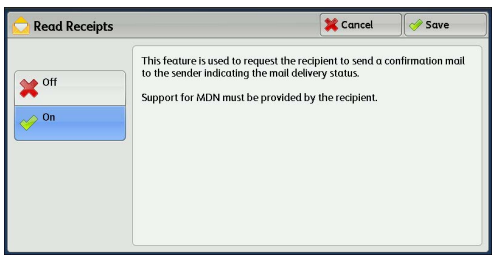
Note

- [Read Receipts] is displayed only when [Tools] > [System Settings] > [E-mail/Internet Fax Settings] > [E-mail Control] > [Read Receipts] is set to [On].
- When multiple e-mails are sent using [Split Send], a read receipt is requested for each e-mail.
- Read receipts are returned to the address specified in [Reply To], or they are returned to the address specified in [From] on the [E-mail] screen if [Reply To] is not set.
- This feature is only available when the recipient also sets to return read receipts.

1 Select [Read Receipts].



2 Select [On].



■ **Off**

Select this option when you do not request read receipts.

■ **On**

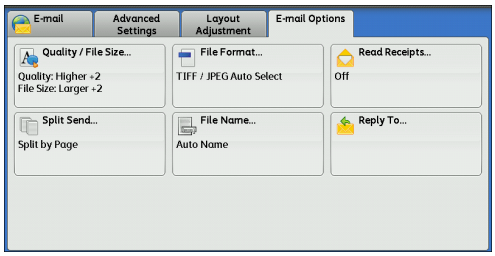
Select this option when you request read receipts.

Split Send (Sending in Sections)

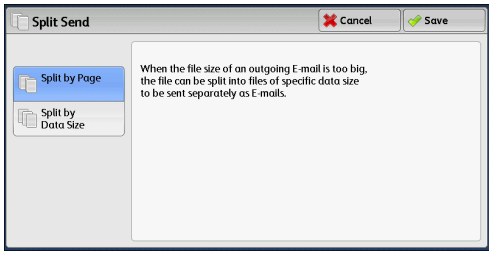
When using the E-mail service, and the size of the data to be attached is large, you can split the data at page breaks or by a certain data size and then send the data.

For information on [Split Send], refer to "5 Tools" > "E-mail/Internet Fax Service Settings" > "E-mail Control" > "Split Send Method" in the Administrator Guide.

1 Select [Split Send].



2 Select any option.



■ Split by Page

The data is split at page breaks.

Note
- [Split by Page] is available only when [File Format] on the [E-mail] screen is set to [PDF], [DocuWorks], or [XPS]*, or when [File Format] is set to [TIFF] with [Single File for Each Page] check box not selected.

* : XPS stands for XML Paper Specification.

■ Split by Data Size

The data is split by a certain data size.

Note
- Select this option if your e-mail application supports message/partial.

File Name (Specifying a Name for the File to be Sent)

When using the E-mail, Scan to PC, Network Scanning, or Store & Send Link service, you can specify a name for the file to be sent.

■ Auto Name

When you select the E-mail, Scan to PC, or Store & Send Link service, the file name is set by the system administrator. When you select the Network Scanning service, the file name is "DOC".

The extension depends on the setting in [File Format].

- When [TIFF] is selected in [File Format]: tif
- When [JEPG] is selected in [File Format]: jpg
- When [PDF] is selected in [File Format]: pdf
- When [XPS] is selected in [File Format]: xps
- When [DocuWorks] is selected in [File Format]: xdw
- When [Microsoft® Word] is selected in [File Format]: doc
- When [Microsoft® Excel®] is selected in [File Format]: xls

Note
- XPS stands for XML Paper Specification.
- For information on the file name automatically generated when you select E-mail, Scan to PC, and Store & Send Link service, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Filename Format" and "Add Date to E-mail Attachment Name" in the Administrator Guide.

■ To set the file name

1 Select [File Name].

2 Enter a file name using the displayed keyboard.

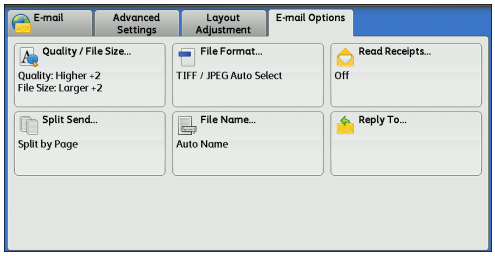
For information on how to enter characters, refer to "Entering Text" (P.92).

Note
- When each page is saved as one file, the page number is added to the end of each file name.
- Up to 128 characters can be entered as a file name for the Scan to PC service.
- Up to 28 characters can be entered as a file name for the E-mail service.
- Up to 28 characters can be entered as a file name for the Store & Send Link service.
- Up to 40 characters can be entered as a file name for the Network Scanning service.

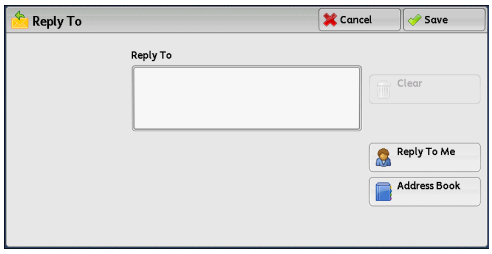
Reply To (Specifying a Reply Address)

When using the E-mail service, you can specify the address for reply.

1 Select [Reply To].



2 Enter an address for reply.



■ Reply To

Select the [Reply To] box to display the keyboard screen on which you can enter an address for reply.

Note
- For information on how to search the Address Book by entering a part of the e-mail address, refer to "New Recipient (Specifying an E-mail Address)" (P.285).

■ Clear

Deletes the address entered in [Reply To].

■ Reply To Me

Uses the address specified in [From] on the [E-mail] screen as a reply address.

Note
- [Reply To Me] is selectable only when an address is specified in [From] on the [E-mail] screen.

■ Address Book

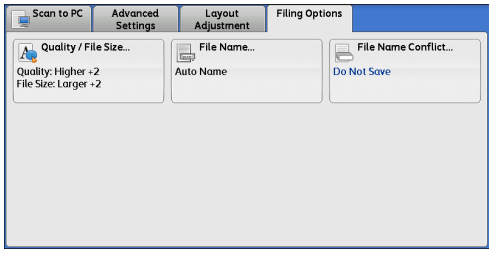
Allows you to select a reply address from the Address Book.

For more information, refer to "Address Book" (P.277).

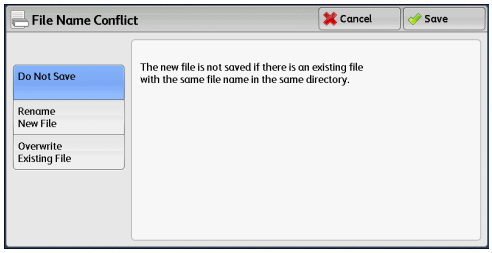
File Name Conflict (Setting the Action to be Taken for File Name Conflict)

When using the Scan to PC service, you can set the action to be taken when the file name conflicts with another file stored in the destination.

1 Select [File Name Conflict].



2 Select any option.



■ **Do Not Save**

Cancels the job without saving the file.

■ **Rename New File**

Automatically changes the file name by appending a number (0001 - 9999) to the file name, and saves the file.

■ **Overwrite Existing File**

Replaces the existing file with the new one.

File Name (Specifying a Name for the File to be Saved)

When using the Store to Folder service, you can specify a name for the file to be saved.

■ **Auto Name**

The file name is set by the system administrator.

Note
- If a file name is deleted, [(Auto Set)] is displayed.
- For information on the file name automatically generated when you select the Store to Folder service, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Filename Format" in the Administrator Guide.

■ **To set the file name**

1 Select [File Name].

2 Enter a file name with up to 28 characters using the displayed keyboard.

Note
- If a document stored in a folder of the machine is imported to a computer, the specified name may not be reflected on it depending on import method.

For information on how to enter characters, refer to "Entering Text" (P.92).

Encryption (Sending E-mail Encrypted by S/MIME)

When using the E-mail service, you can send e-mail encrypted by S/MIME.

When sending encrypted e-mail, select an e-mail address associated with a certificate that can be encrypted, from the Address Book.

Note
- You can change the default value of [E-mail Encryption] in the System Administration mode. For information on how to change the default value, refer to "5 Tools" > "Scan Service Settings" > "Scan Defaults" > "E-mail Encryption" in the Administrator Guide.
- This feature is supported only by the ApeosPort series models.

■ **Off**

Sends e-mail without encryption.

■ **On**

Sends e-mail with encryption.

Digital Signature (Sending E-mail with a Digital Signature by S/MIME)

When using the E-mail service, you can send e-mail with a digital signature by S/MIME.

Digital Signature allows a recipient to confirm whether contents of the e-mail are changed, or whether the e-mail is sent from the proper sender.

To use this feature, the machine's mail address must be linked to a certificate.

Note • This feature is supported only by the ApeosPort series models.

For information on how to link a certificate to the machine's e-mail address, refer to "12 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.

■ **Off**

Sends e-mail without a digital signature.

■ **On**

Sends e-mail with a digital signature.

Login Name

You can use this feature to enter the login name for a destination server.

Note • This feature is displayed only when [Network Scanning] is selected on the Services Home screen.

1 Select [Login Name].

2 Enter the login name using the keyboard displayed on the screen.

For information on how to enter characters, refer to "Entering Text" (P.92).

Password

You can use this feature to enter the password for a destination server.

Note • This feature is displayed only when [Network Scanning] is selected on the Services Home screen.

1 Select [Password].

2 Enter the password using the keyboard displayed on the screen.

For information on how to enter characters, refer to "Entering Text" (P.92).

Meta Data

You can use this feature to change the values of the DMF if they are specified for a selected job template.

Note • This feature is displayed only when [Network Scanning] is selected on the Services Home screen.

6 Send from Folder

This chapter describes the basic operations and features to use folders.

- Folder Operating Procedure..... 350
- Selecting a Folder..... 352
- Checking/Operating Files in a Folder..... 353
- Checking File Details..... 355
- Printing Files in a Folder..... 358
- Configuring/Starting Job Flow..... 361

Folder Operating Procedure

This section describes the basic procedure to operate files in folders.

You can store print files submitted by a computer, scan files, and fax files in folders on the machine.

These files stored in a folder can be sent by e-mail and be retrieved from a network computer.

You can also automate routine tasks, or register private folders and shared folders separately.

The following shows the reference section for each procedure.

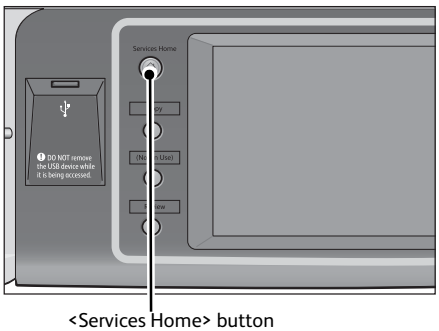
Step 1 Opening the [Send from Folder] Screen 350
Step 2 Selecting a Folder 350
Step 3 Checking/Selecting Files in a Folder 351
Step 4 Operating Files in a Folder 351

Step 1 Opening the [Send from Folder] Screen

The following describes how to select features on the [Send from Folder] screen.

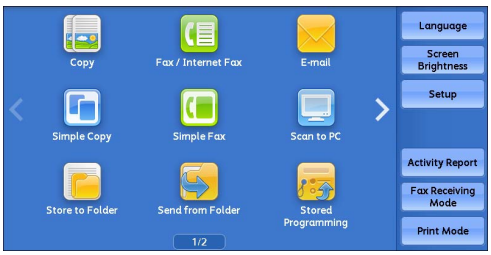
Note • The features displayed on the screen depend on your machine configuration.

1 Press the <Services Home> button.



<Services Home> button

2 Select [Send from Folder].

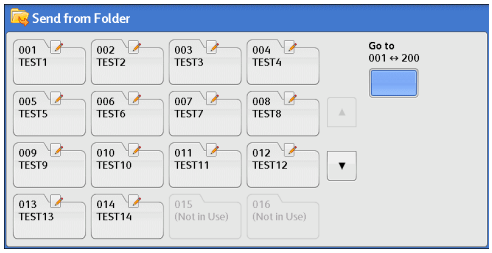


Step 2 Selecting a Folder

Access to some folders may be restricted, depending on the settings of the Authentication feature.

For information on selectable folders depending on the Authentication feature, refer to "14 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" in the Administrator Guide.

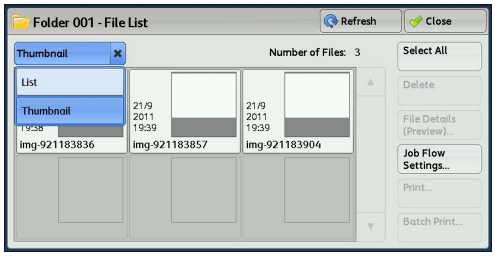
1 Select a folder on the [Send from Folder] screen.



2 If a passcode is set for the folder, enter the passcode and select [Confirm].

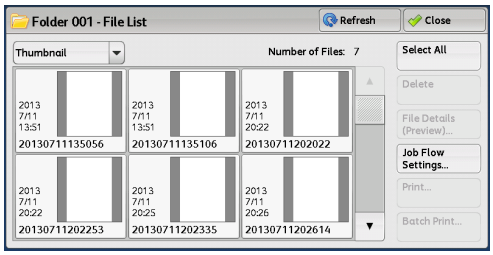
Step 3 Checking/Selecting Files in a Folder

1 Select the display style from [List] and [Thumbnail].



2 Select a file to send by e-mail or to print.

For information on the [File List] screen, refer to "Checking/Operating Files in a Folder" (P.353).



Step 4 Operating Files in a Folder

The following shows the reference sections for operations available on the [Send from Folder] screen.

Selecting a Folder 352
Checking/Operating Files in a Folder 353
Checking File Details 355
Printing Files in a Folder 358
Configuring/Starting Job Flow 361

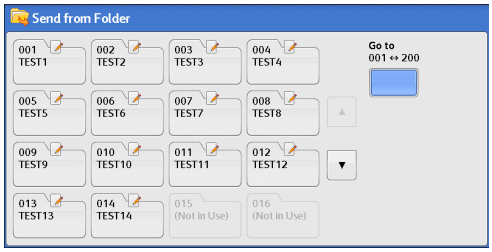
Selecting a Folder

The following describes how to select a folder.

Access to some folders may be restricted, depending on the settings of the Authentication feature.

For information on selectable folders depending on the Authentication feature, refer to "14 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" in the Administrator Guide.

1 Select a folder on the [Send from Folder] screen.



Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- An arrow is displayed next to each folder which has a link to a job flow sheet and for which the auto start is set.
- If the passcode entry screen appears, enter the passcode and select [Confirm].

■ Go to

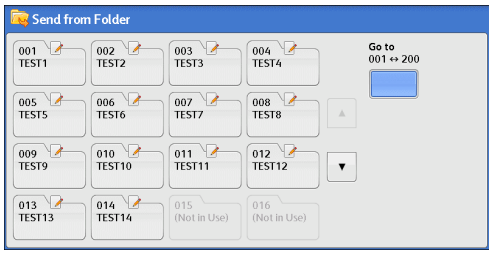
Displays a folder at the top when you enter the 3-digit folder number with the numeric keypad.

Checking/Operating Files in a Folder

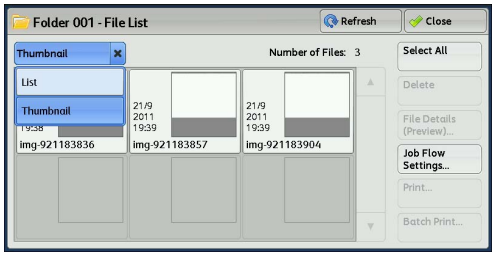
You can check or operate files stored in a folder.

Note • When selecting print files, [Job Flow Settings] cannot be selected for some models.

1 Select a folder on the [Send from Folder] screen.

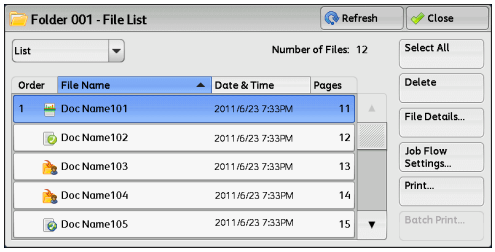


2 Select a file.



Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can also switch to list view as shown below.

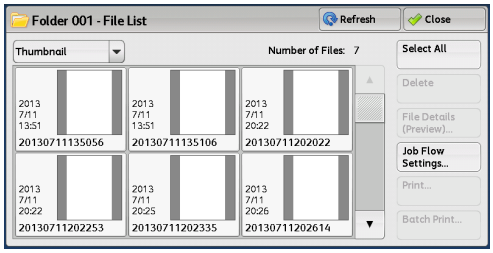


- You can sort files in ascending or descending order by selecting either [File Name] or [Date & Time].
- At the left of each file name, an icon is displayed to show the file type.

: Scan file
: Print file
: File for Secure Polling
: Fax / IP Fax (SIP) file
: Internet Fax file

- You can select up to 100 files separately, or select all files at a time. If you select files separately, a number appears to the left of the icon indicating the order in which it was selected. Files are processed in this order.

3 Select any option.



■ Refresh

Displays the updated information.

■ List

Lists the files stored in the folder, with their stored dates and pages.

■ Thumbnail

Displays the images and names of the files stored in the folder.

Important
- If power is cut off immediately after a scanned file is stored in a folder, or if the hard disk space is insufficient to display thumbnails, files in the folder may not be displayed in thumbnail view. In that case, display them in list view.
- Characters and images in thumbnail view may not be correctly displayed because they are scaled down from the actual sizes.

Note
- The orientation of an image displayed in thumbnail view depends on which orientation the document was stored in.

■ Number of Files

Displays the number of files stored in the selected folder.

■ Select All

Selects all the files in the folder. To deselect all the files, select this button again while all the files are being selected.

■ Delete

Deletes the selected files in the folder.

■ File Details (Preview)

Previews the selected file to allow you to check its details.

Refer to "Checking File Details" (P.355).

■ Job Flow Settings

Displays the [Job Flow Settings] screen on which you can create, link, and execute job flows.

Refer to "Configuring/Starting Job Flow" (P.361).

Note
- Files stored in a folder by specifying [Store in Remote Folder] on a print driver are called "print files". Job flows are not available for print files. If print files are included in the selected files, a job flow can be executed for the files other than the print files.

■ Print

Allows you to print the selected files separately.

Refer to "Print" (P.358).

■ Batch Print

Allows you to print the selected multiple files as one file.

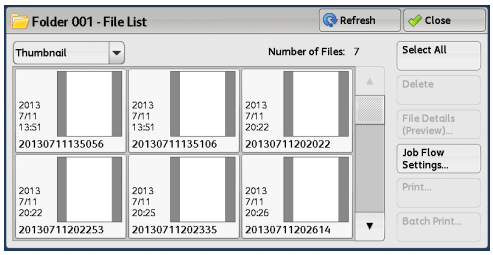
Refer to "Batch Print" (P.359).

Checking File Details

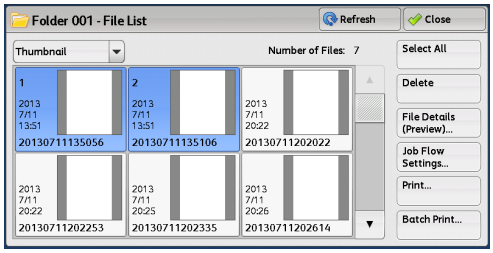
You can preview the selected file to check its details.

Note
- Monochrome images with high gradation levels may appear bluish when previewed.
- When the Image Log Control feature is used, it may take more time than expected to preview a file.

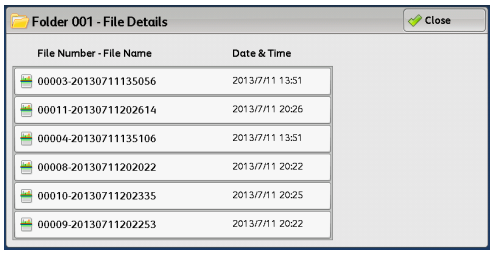
1 Select a file on the [Folder - File List] screen.



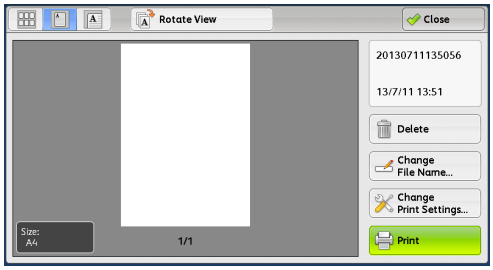
2 Click [File Details (Preview)].



3 When you select multiple files, select a file to check details.



4 Select any option.

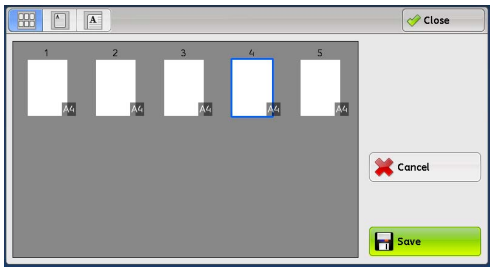


■ **(Thumbnail view)**

A previewed image is displayed in a thumbnail view. In the thumbnail view, the following operations are available:

- Drag or flick the preview area up and down to switch pages.
- Tap a thumbnail to move to entire view.

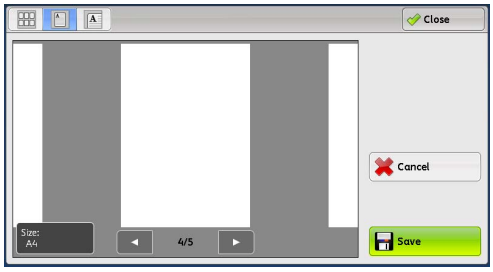
Note
- For information on how to drag or flick, refer to "Touch Screen" (P.90).



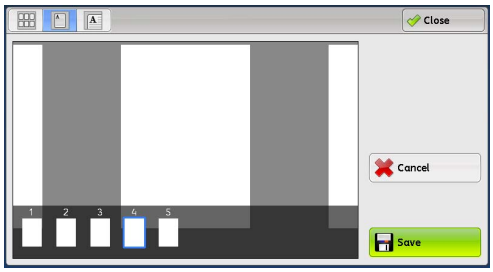
■ **(Entire view)**

An entire previewed image is displayed.

- When the page switching buttons are displayed



- When the thumbnail bar is displayed



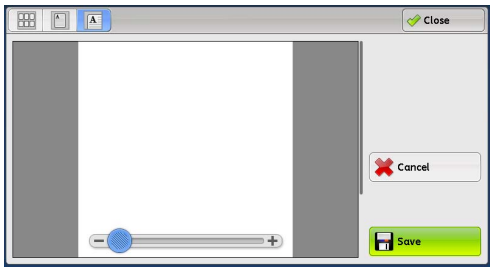
In the entire view, the following operations are available:

- Drag or flick the preview area side to side to switch pages.
- Double-tap a previewed image to move to the enlarged view.
- Tap the preview area to switch whether to display the page switching button or thumbnail bar.
- Tap the previous or next page displayed on the preview area to display the tapped page on the center of the screen.
- Drag the thumbnail bar side to side to scroll thumbnails. Tap the desired thumbnail to be displayed.

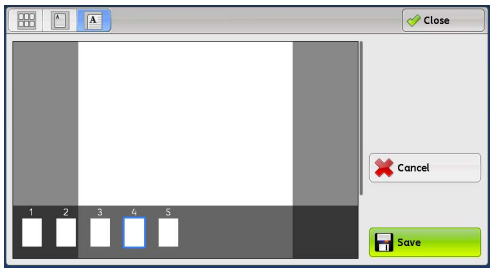
■ (Enlarged view)

A previewed image is enlarged or reduced.

- When the slider is displayed



- When the thumbnail bar is displayed



In the enlarged view, the following operations are available:

- Drag or flick the enlarged image side to side or up and down to move the position to be displayed.
- Double-tap a previewed image to change the ratio of the image size.
- Tap the preview area to switch whether to display the slider or thumbnail bar.
- Drag the slider to change the ratio of the image size.
- Drag the thumbnail bar side to side to scroll thumbnails. Tap the desired thumbnail to be displayed.

■

Rotates all previewed images 90 degrees right from the currently displayed angle.

■ **Delete**

Deletes the selected files in the folder.

■ **Change File Name**

Allows you to change the file name. Use the displayed keyboard to enter a new name.

■ **Change Print Settings**

Allows you to change the print settings of the file previewed on the screen.

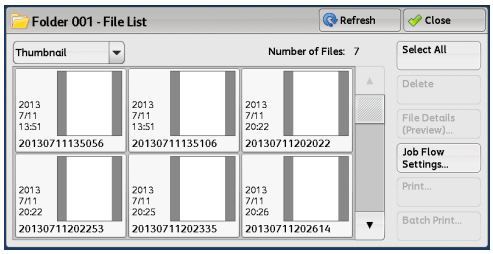
■ **Print**

Prints the selected files.

Printing Files in a Folder

You can print selected files in a folder.

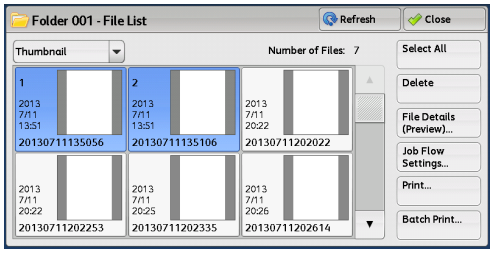
1 Select files on the [Folder - File List] screen.



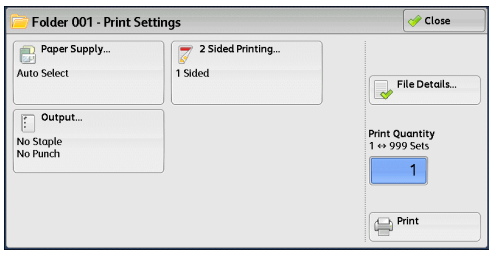
2 Select [Print] or [Batch Print].

Note • When multiple files are selected, [Batch Print] allows you to print the selected files as a single file, while [Print] allows you to print them as separate files.

For information on [Print] and [Batch Print], refer to "Print" (P.358) and "Batch Print" (P.359).



3 Select any option. Enter the number of print sets using the numeric keypad, if necessary.



4 Select [Print]

Note • When a file stored by [Store in Remote Folder] of a print driver is printed, the settings specified on the control panel or CentreWare Internet Services will override the settings specified on the print driver except the [Pages Per Sheet (N-Up)], [Skip Blank Page], and [Print Position] settings.

Print

Allows you to set printing.

■ Paper Supply

Allows you to select paper.

■ 2 Sided Printing

Allows you to set 2-sided printing.

■ Output

Allows you to set stapling, punching, and a tray where the output is delivered.

Note • This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

For examples of the settings of stapling and hole punching, refer to "When stapling/punching holes" (P.359).

■ File Details

Displays the [File Details] screen. Select a file from the list to check its preview image.

For information on how to preview a file, refer to "Checking File Details" (P.355).

■ **Print Quantity**

Specify the number of print sets.

■ **Print**

Prints the selected file.

Batch Print

Allows you to set batch printing.

You can print multiple files as one file. Up to 100 files can be bound in the selected order.

Note
- For 2-sided printing, the last page becomes blank when the total number of printed pages is odd. For printing of multiple files, a blank page is inserted after the final page of each file.
- If a different size document is included in multiple files, it may be printed in improper orientation.
- [Batch Print] is not available while interrupting another job.
- [Batch Print] is not available for files received by fax or Internet Fax, or files for Secure Polling. When the selected files contain fax or Internet Fax files, the machine will not print the fax or Internet Fax files but only the scan and print files.

■ **Paper Supply**

Allows you to select paper.

■ **2 Sided Printing**

Allows you to set 2-sided printing.

■ **Output**

Allows you to set stapling and punching, and a tray where the output is delivered.

The number of sheets that can be stapled is 2 - 50 sheets (when 90 gsm paper is use).

Note
- If the C3 Finisher Staple Unit 65 Sheets (optional) is installed, the maximum number of sheets that can be stapled is 65 (when 90 gsm paper is used and thickness of bundled paper is 7.2 mm or less).
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

For examples of the settings of stapling and hole punching, refer to "When stapling/punching holes" (P.359).

■ **File Details**

Displays the [File Details] screen. Select a file from the list to check its preview image.

For information on how to preview a file, refer to "Checking File Details" (P.355).

■ **Print Quantity**

Specify the number of print sets.

■ **Print**

Prints the selected file.

When stapling/punching holes

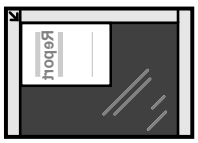
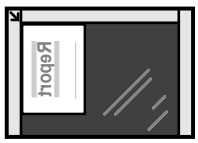
The following table shows the stapling/punching positions for print files stored in a folder by specifying [Store in Remote Folder] on a print driver, and for scan files. The following uses the example of [1 Staple] for stapling and [2 Holes] for punching.

- For print files in a folder stored by specifying [Store in Remote Folder] on a print driver

Original		
Stapling Position		
Punching Position		

- For scan files stored in a folder

Important • Ensure that the actual orientation of the original document matches the [Original Orientation] setting in [Edge Erase] or in [2 Sided Scanning] on the [Layout Adjustment] screen.

Original				
Original Orientation				
Stapling Position				
Punching Position				

Configuring/Starting Job Flow

Job Flow is a feature that allows you to register transfer settings of scan data, such as a transfer method and destination, to simplify data-transfer tasks.

Job flow sheets are categorized into two types according to the target. One type of job flow sheet targets files stored in folders, and the other type targets scan files. This section describes the first type of job flow sheet, targeting files stored in folders.

A job flow operates files stored in a folder, and starts in either of the following ways: 1) automatically start a job flow when a file is stored in a folder, or 2) select a job flow to manually operate files stored in a folder.

To automatically start a job flow, you must make a link with a folder and a job flow sheet in advance. Files are automatically processed with the job flow sheet when they are stored in the linked folder.

Note

- When the Authentication feature is disabled, a job flow created in [Send from Folder] can only be used/edited/duplicated/deleted through the folder where the job flow is created. This type of job flow is not displayed on the [Create Job Flow Sheet] screen. When the Authentication feature is enabled, job flows sheets whose owners are authenticated are displayed on the [Create Job Flow Sheet] screen.
- To use the Job Flow feature, the HDD Extension Kit (optional) is required for some models.

For information on job flows that target scan files, refer to "Job Flow Sheets" (P.367).

You can register the following features:

- Forward
- E-mail Notification
- Print

For information on the restrictions on the combination of features, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" in the Administrator Guide.

■ Forward

Multiple forwarding recipients can be configured for each forwarding method.

- FTP (ApeosPort Series Models only)

  Forwards via FTP. Up to 2 recipients can be specified.

- SMB (ApeosPort Series Models only)

  Forwards via SMB. Up to 2 recipients can be specified.

- Mail (ApeosPort Series Models only)

  Forwards via E-mail. Up to 100 recipients can be specified.

- Fax

  Forwards via fax. Up to 100 recipients can be specified.

- Internet Fax

  Forwards via Internet Fax. Up to 100 recipients can be specified.

- IP Fax (SIP)

  Forwards via IP Fax. Up to 100 recipients can be specified.

■ E-mail Notification

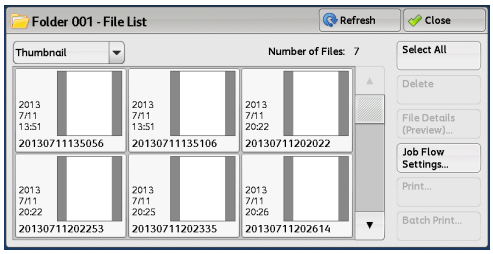
You can receive the job results by e-mail.

For more information, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" > "Create New Job Flow Sheet" in the Administrator Guide.

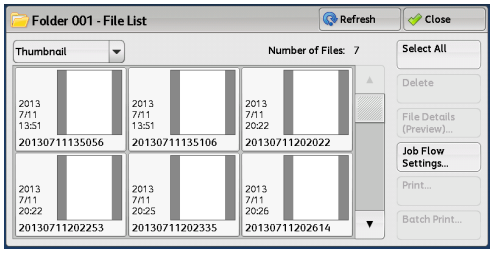
■ Print

Files in a folder can be printed.

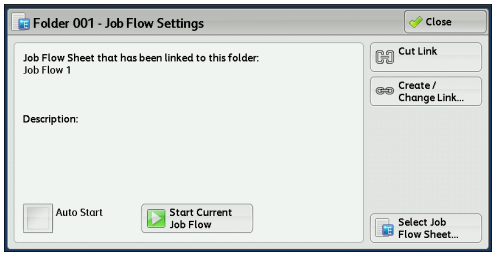
1 Select files on the [Folder - File List] screen.



2 Select [Job Flow Settings].



3 Select any option.



■ Auto Start

This sets auto start of the job flow for files stored in the folder. The job flow automatically starts when a file is stored.

■ Start Current Job Flow

Select files in the folder, and then select this button to start the job flow linked to this folder.

Important • After executing the job flow, confirm the [Job Status] screen or print a Job History Report to check the result. For information on the Job History Report, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Job History Report" in the Administrator Guide.

■ Cut Link

Cancels the link between a folder and the linked job flow sheet.

■ Create/Change Link

Displays the [Link Job Flow Sheet to Folder] screen.

Refer to "[Link Job Flow Sheet to Folder] Screen" (P.362).

■ Select Job Flow Sheet

Select this button while files are selected to display the [Select Job Flow Sheet] screen.

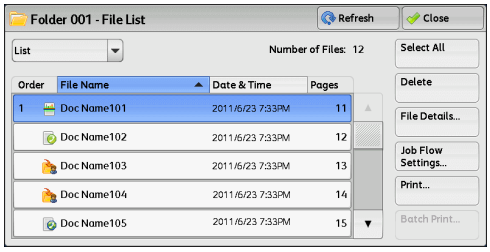
Refer to "[Select Job Flow Sheet] Screen" (P.364).

[Link Job Flow Sheet to Folder] Screen

You can change the link between the folder and its job flow sheet.

Note • Linking, delinking, and auto start settings can be also performed when you create a folder.

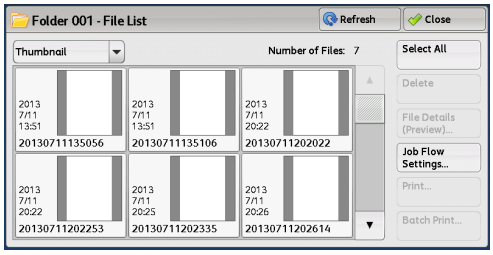
1 Select a job flow sheet to link to.



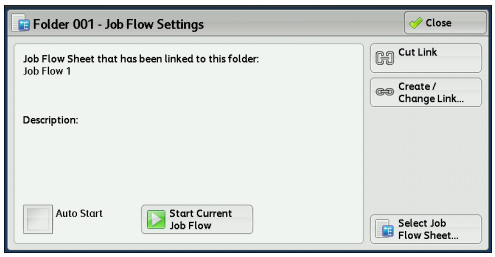
Important
- Selecting [Save] without selecting a job flow sheet does not set a link. If the selected job flow sheet is already linked, the link is canceled.

Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can sort the list in ascending or descending order by selecting either [Name] or [Updated].

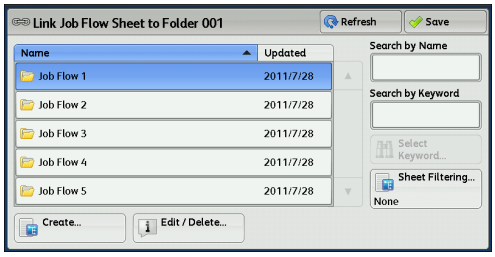
2 Select [Job Flow Settings].



3 Select [Create/Change Link].



4 Select any option.



■ Refresh

Displays the updated information.

■ Create

Displays the [Create New Job Flow Sheet] screen.

For more information, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" > "Create New Job Flow Sheet" in the Administrator Guide.

■ Edit/Delete

Displays the [Details] screen.

For more information, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" > "Edit/Delete" in the Administrator Guide.

■ Search by Name

Searches for job flows that partially match the entry. The machine searches through job flow sheet names that were registered upon each job flow sheet creation. The entry can be up to 128 characters long.

For information on how to enter characters, refer to "Entering Text" (P.92).

■ Search by Keyword

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters long. You can select from preset keywords if they have been registered in the System Administration mode.

For information on how to enter characters, refer to "Entering Text" (P.92).

■ Select Keyword

Displays the [Select Keyword] screen. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

■ Sheet Filtering

Displays the [Sheet Filtering] screen.

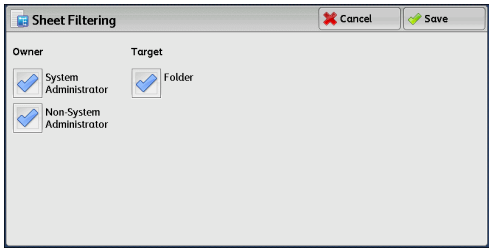
Refer to "[Sheet Filtering] Screen" (P.364).

[Sheet Filtering] Screen

This screen allows you to filter the job flow sheets displayed.

Displayed job flow sheets may vary depending on the Authentication feature. For more information, refer to "14 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" in the Administrator Guide.

1 Select the filtering conditions, and select [Save].



Note

- The job flows that can be displayed on [Send from Folder] are those whose [Target] is [Folder], and those stored in the machine.

■ Owner

Select the owner of job flow sheets to filter.

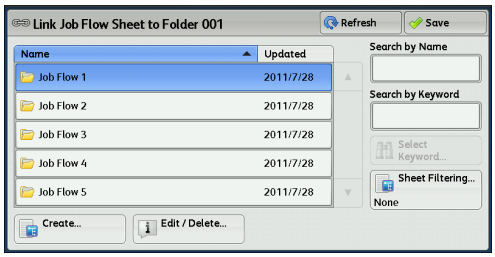
■ Target (ApeosPort Series Models only)

Select the target of job flow sheets to filter.

[Select Job Flow Sheet] Screen

This screen allows you to select and execute a job flow for the selected files.

1 Select a job flow, and select [Start].



Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can sort the list in ascending or descending order by selecting either [Name] or [Updated].

■ Start

Executes the selected job flow sheet.

■ Refresh

Displays the updated information.

■ Details

Displays the [Details] screen.

For more information, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" > "Edit/Delete" in the Administrator Guide.

■ **Change Settings**

If the selected job flow sheet setting is editable, the [Change Settings] screen appears. You can temporarily change the settings.

■ **Search by Name**

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

For information on how to enter characters, refer to "Entering Text" (P.92).

■ **Search by Keyword**

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters long. You can select from preset keywords if they have been registered in the System Administration mode.

For information on how to enter characters, refer to "Entering Text" (P.92).

■ **Select Keyword**

Displays the [Select Keyword] screen. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

■ **Sheet Filtering**

Displays the [Sheet Filtering] screen.

Refer to "[Sheet Filtering] Screen" (P.364).

Job Flow Restrictions

A job flow sheet can be used by only one user, can be shared by multiple users, or can be used for only certain folders.

Job flow restrictions may vary depending on the Authentication feature. For more information, refer to "14 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" in the Administrator Guide.

7 Job Flow Sheets

This chapter describes the scanning operation using a job flow sheet registered on the machine.

Job Flow Sheets is a service that allows you to register transfer settings of scan data, such as a transfer method and destination, to simplify data-transfer tasks.

Note
- Job flow sheets targeting scanned documents and print files are supported only by the ApeosPort series models.

- Job Flow Procedure 368
- Selecting/Changing a Job Flow Sheet 370

Job Flow Procedure

Job flow sheets are categorized into two types according to the target. One type of job flow sheets targets scanned documents, and the other type targets files stored in folders. This section describes the first type of job flow sheets, targeting scanned documents.

For information on job flow sheets that target files stored in folders, refer to "Configuring/Starting Job Flow" (P.361).

The following describes the procedure to operate a job flow. Refer to the following section for each procedure.

Step 1 Opening the [Job Flow Sheets] Screen 368
Step 2 Selecting a Job Flow Sheet 369
Step 3 Confirming/Changing the Job Flow Sheet 369
Step 4 Starting the Job Flow Sheet 369

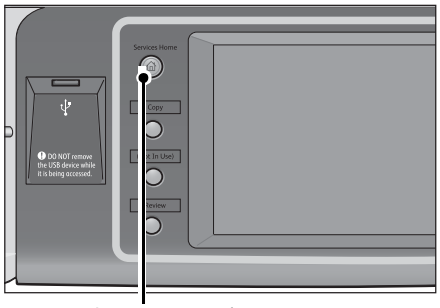
To create and register a job flow sheet, use a computer.

Note • To create a job flow sheet, use Device Setup Tool. You can download Device Setup Tool from our official web site.

Step 1 Opening the [Job Flow Sheets] Screen

The following describes how to open the [Job Flow Sheets] screen.

1 Press the <Services Home> button.



<Services Home> button

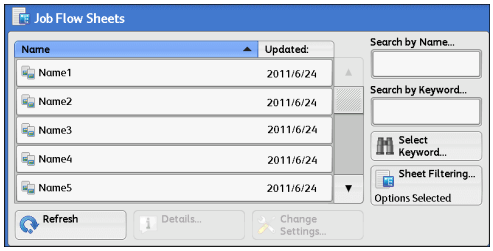
2 Select [Job Flow Sheets].

* WSD stands for Web Services on Devices.

Step 2 Selecting a Job Flow Sheet

1 Select a job flow sheet.

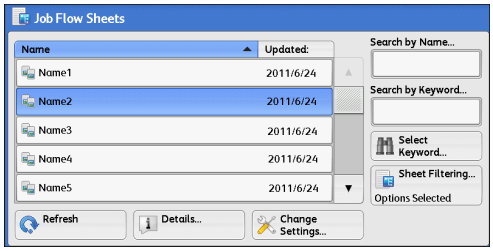
For more information on the [Job Flow Sheets] screen, refer to "Selecting/Changing a Job Flow Sheet" (P.370).



Step 3 Confirming/Changing the Job Flow Sheet

1 To confirm the details, select [Details]. To change the settings, select [Change Settings].

For information on how to check or change job flow settings, refer to "Selecting/Changing a Job Flow Sheet" (P.370).



Step 4 Starting the Job Flow Sheet

1 Load a document.

Note • A job flow with an application linked does not require you to load a document.

2 Press the <Start> button.

Important • After executing the job flow, be sure to print a Job History Report to check the result. For information on the Job History Report, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Job History Report" in the Administrator Guide.

Selecting/Changing a Job Flow Sheet

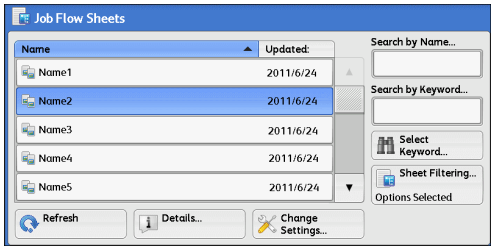
This section describes how to select or edit a job flow sheet created on a network computer with Device Setup Tool.

Important
- If characters not supported by the machine are used in the name or description of a job flow sheet, the characters will not be displayed or will be garbled on the screen. For information on characters that can be used in the names or descriptions of job flow sheets, refer to "16 Appendix" > "Notes and Restrictions" > "Notes and Restrictions on the Use of the Machine" in the Administrator Guide.

Note
- To communicate with network computers, enable the SOAP port on the machine.
- A job flow sheet created on a network computer can be deleted, but cannot be changed or duplicated. However, you can temporarily change some items that are permitted to be changed.

For information on how to enable the port, refer to "5 Tools" > "Connectivity & Network Setup" > "Port Settings" in the Administrator Guide.

1 Select a job flow sheet.



Note
- Displayed job flow sheets may vary depending on the settings of the Authentication feature. For more information, refer to "14 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" > "Creating/Using Job Flow Sheet" in the Administrator Guide.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Drag or flick to scroll the list to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can sort the list in ascending or descending order by selecting either [Name] or [Updated].

■ Refresh

Displays refreshed information.

■ Details

Displays the [Details] screen. You can confirm the details of a job flow such as the name, last updated date, target, owner, and save location. When you select , the whole text of the description which was registered when creating the job flow sheet is displayed.

■ Change Settings

Displays the [Change Settings] screen. You can change the job flow settings.

Refer to "[Change Settings] Screen" (P.371).

■ Search by Name

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

■ Search by Keyword

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters long. You can select from preset keywords if they have been registered in the System Administration mode.

■ Select Keyword

Displays the [Select Keyword] screen. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are

searched. The machine searches through keywords that were registered upon each job flow creation.

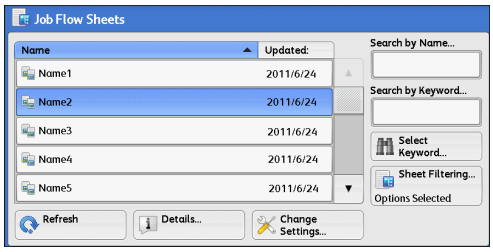
■ **Sheet Filtering**

Displays the [Sheet Filtering] screen on which you can filter the job flow sheets displayed.

Refer to "[Sheet Filtering] Screen" (P.371).

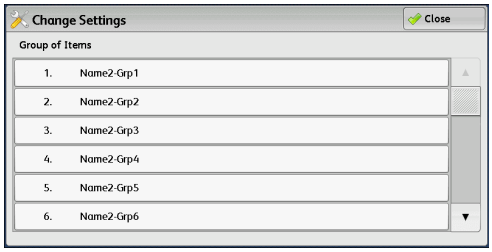
[Change Settings] Screen

1 Select [Change Settings].



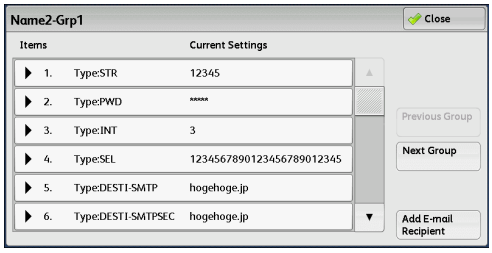
2 Select a group to be changed from [Group of Items].

Note • The screen on the right does not appear if only one group is registered.



3 Select the item to be changed.

Note • A triangle icon appears at the left of each mandatory item.



4 Select any option.

■ **Items**

Displays the items set for the job flow sheet.

■ **Current Settings**

Displays the values set for the job flow sheet.

■ **Previous Group**

Displays the items of the previous group.

■ **Next Group**

Displays the items of the next group.

■ **Add E-mail Recipient**

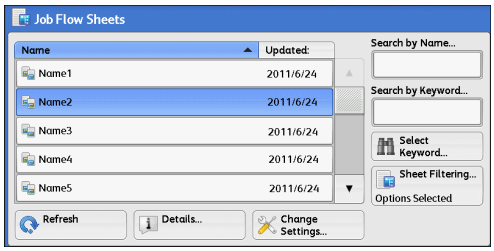
Adds recipients for the e-mail.

[Sheet Filtering] Screen

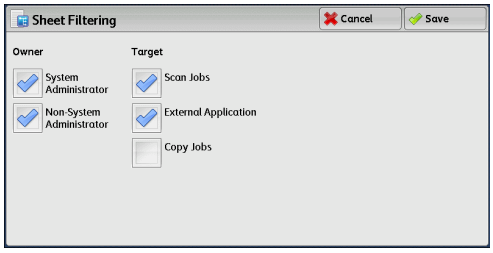
This screen allows you to filter the job flow sheets displayed.

Job flow sheets displayed vary depending on the settings of the Authentication feature. For more information, refer to "14 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" > "Creating/Using Job Flow Sheet" in the Administrator Guide.

1 Select [Sheet Filtering].



2 Select the filtering conditions, and select [Save].



■ **Owner**

Select the owner of job flow sheets to filter.

■ **Target**

Select the target of job flow sheets to filter.

Note • Job flow sheets whose [Target] is [Folder] can be used only from [Send from Folder].

8 Stored Programming

This chapter describes the Stored Programming service that enables you to store customized job settings.

- Stored Programming Overview 374
- Registering/Deleting/Renaming Stored Programs 375
- Calling a Stored Program 381

Stored Programming Overview

The Stored Programming service allows you to store settings that you expect to use frequently and call them with a single button operation. You can also assign a screen to a stored program button, to use the button as a short-cut to the screen.

A stored program can store not only settings of a feature, but a flow of settings configured on multiple screens.

For example, this service is available when you want to record a procedure starting from pressing the <Machine Status> button, to displaying the screen under [Print Reports] to print a Job History Report.

In addition, while Build Job is running, this service can be used for the remaining document stacks.

For information on Build Job, refer to "Build Job (Processing Documents Scanned with Different Settings as One Job)" (P.160).

Note • Drag and flick operation cannot be registered to the stored program.

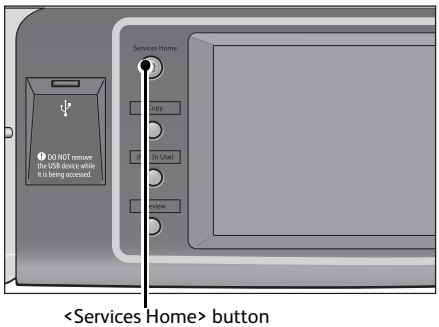
The following shows the reference section for each feature.

Registering/Deleting/Renaming Stored Programs 375
Calling a Stored Program 381

Registering/Deleting/Renaming Stored Programs

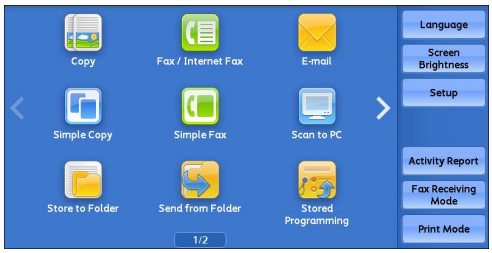
You can register and delete stored programs on the [Stored Programming] screen.

1 Press the <Services Home> button.

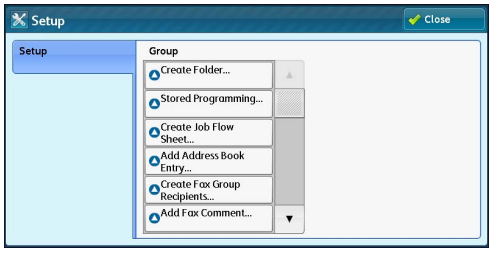


<Services Home> button

2 Select [Setup].



3 Select [Stored Programming].



4 Select a feature.

■ Store

Register a stored program.

Refer to "Registering Stored Programs" (P.376).

■ Store Build Job

Register a stored program for Build Job.

Refer to "Registering Stored Programs for Build Job" (P.378).

■ Delete

Deletes a stored program. Select the stored program number to be deleted.

Refer to "Deleting Stored Programs" (P.378).

■ Enter/Change Name

Enter or change the name of a stored program.

Refer to "Entering/Changing a Stored Program Name" (P.379).

■ Assign/Change Icon

Specify an icon for a registered stored program.

Refer to "Assigning/Changing Icons for Stored Programs" (P.379).

Registering Stored Programs

Up to 100 actions can be registered with one stored program. Up to 40 stored programs can be registered in the machine.

Actions registered in stored programs No.1 and 2 or No.1 to No.12 can also be performed by using one-touch buttons <M01> and <M02> or <61> to <M02>. (This feature is available only when the optional Fax service is installed).

The following describes how to register actions with stored programs.

Important
- If registered settings such as tray paper size and comments, or default values in the System Settings are changed after a stored program is registered, the program's content also changes.

Note
- Services using System Settings, Job Flow Sheet, Network Scanning, or Address Book cannot be registered.
- The registering procedure for a stored program is canceled when the <Interrupt> button is pressed, the Auto Clear feature causes a time-out, or a pop-up window (paper jam, etc.) appears.
- There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following. By default, [Type 1] is selected. For information on how to change the settings registered to the one-touch buttons, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" in the Administrator Guide.
  - [Type 1]
    The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.
  - [Type 2]
    The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

1 Select [Store].

2 Select a number to register a stored program.

Note
- Once a job is stored to a button, it cannot be overwritten.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

3 Set the feature you want to register.

Note
- The machine sounds an audible tone while a stored program is being registered.
- Press the <Interrupt> button to cancel registration.

You can change the volume of the sound that notifies that a stored program is being registered. For information on the setting, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Stored Programming Tone" in the Administrator Guide.

4 Press the <Start> or <Clear All> button.

Note
- If no name is entered for a registered stored program, the name becomes "(No Name)".

For information on how to name a registered stored program, refer to "Entering/Changing a Stored Program Name" (P.379).

Notes and Restrictions on Registering Stored Programs

The following notes and restrictions apply when you register stored programs.

- When registering a stored program to select a paper size or type loaded on the bypass tray, register both the paper size and the paper type. If only the paper size or type is registered, the stored program may not be called properly.
- If any of the following operations is performed while a stored program is being registered, the stored program may not be registered or may not work correctly.
  - Removing or inserting a paper tray
  - Loading or reloading paper in the bypass tray
- If any of the following operations is performed after a stored program is registered, the registered stored program may not be called properly.
  - If the stored program has the Watermark feature and the default values of that feature are changed.
  - If the stored program has an operation for a folder and the folder passcode is changed.
  - If the settings of the control panel are changed.
  - If the services assigned to the <Custom> buttons are changed.
  - If any setting is changed under [Tools] > [System Settings] > [Copy Service Settings] > [Preset Buttons].
  - If the selection is made from a list of the Address Book or Job Flow Sheet.
  - If any optional components installed on the machine, such as a finisher, are changed, and thereby the associated buttons become no longer available.
  - If the measurement unit, millimeters or inches, is changed.
  - If a job is selected from the list of the stored jobs in [Secure Print Jobs & More] under Job Status.
  - Selecting items using the scroll bar
- The following features and operations cannot be registered in Stored Programming.
  - Registration and call of a stored program
  - EP Diagnostic Request
  - System Settings
  - The [Media Print - Text] on the Services Home screen
  - The [Store to USB] on the Services Home screen
  - The [Network Scanning], [Job Flow Sheets], and [Web Applications] on the Services Home screen (ApeosPort Series Models only).
  - The <Custom> button to which the Network Scanning or Job Flow Sheets service is assigned.
  - The Address Book for the Fax/Internet Fax, E-mail, and Scan to PC services
  - Unselectable buttons
  - The [Language] on the Services Home screen
  - The [Screen Brightness] on the Services Home screen
  - Scrolling operation while previewing
  - Drag and flick operation
  - The [Browse] for the Scan to PC service
  - Operations to edit e-mail addresses for the E-mail service (the pop-up menu [Keyboard], [Remove], and [Edit] displayed by selecting [Recipient(s)] or [From]).
  - The <Power Saver> button
- A stored program registration is canceled when the <Interrupt> button is pressed, the Auto Clear feature causes a time-out, or a pop-up window (such as a paper jam window) appears.
- If the Fax service is available, one-touch buttons can be used.

Registering Stored Programs for Build Job

Up to 100 actions can be registered with one stored program for Build Job. Up to 40 stored programs can be registered in the machine.

The following describes how to register actions with stored programs.

1 Select [Store Build Job].

2 Select a number to register a stored program.

Note
- Once a job is stored to a button, it cannot be overwritten.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

3 Set the feature you want to register.

Note
- The machine sounds an audible tone while a stored program is being registered.
- Press the <Interrupt> button to cancel registration.

You can change the volume of the sound that notifies that a stored program is being registered. For information on the settings, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Stored Programming Tone" in the Administrator Guide.

4 Press the <Start> or <Clear All> button.

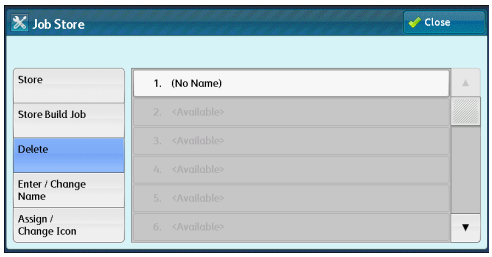
Note
- An icon is displayed to the left of each registered stored program for Build Job.
- If no name is entered for a registered stored program, the name becomes “(No Name)”.

For information on how to name a registered stored program, refer to "Entering/Changing a Stored Program Name" (P.379).

Deleting Stored Programs

The following describes how to delete stored programs.

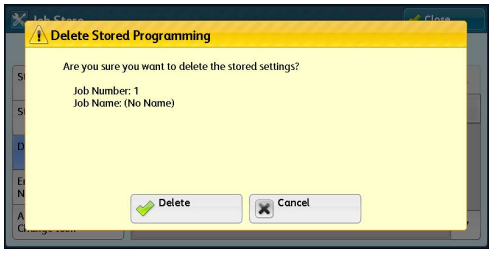
1 Select [Delete].



2 Select the number to be deleted.

Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

3 Select [Delete].



■ **Delete**

Deletes the stored program.

Note • Deleted stored programs cannot be restored.

■ **Cancel**

Cancels deleting the stored program.

Entering/Changing a Stored Program Name

The following describes how to enter or change the name of a stored program.

Up to 36 characters are allowed for a stored program's name.

For information on how to enter characters, refer to "Entering Text" (P.92).

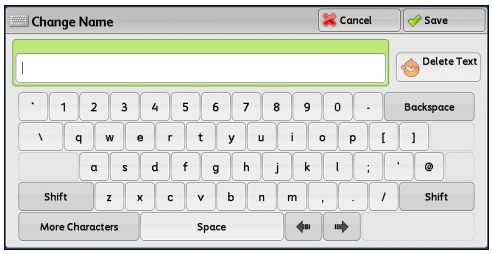
1 Select [Enter/Change Name].

2 Select the number to register or change a name.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.

• Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

3 Enter a name, and select [Save].



Assigning/Changing Icons for Stored Programs

The following describes how to assign or change an icon of a stored program.

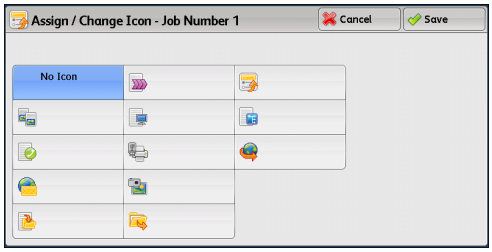
You can select from 12 icons.

1 Select [Assign/Change Icon].

2 Select the number to assign or change an icon.

Note
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

3 Select an icon, and select [Save].



■ **No Icon**

No icon is assigned to a registered stored program.

■ **Icon**

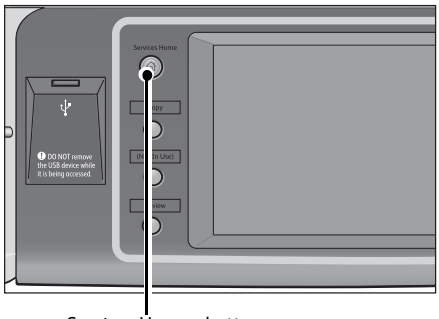
Select an icon according to the content of the registered stored program.

Calling a Stored Program

The following describes how to call a stored program.

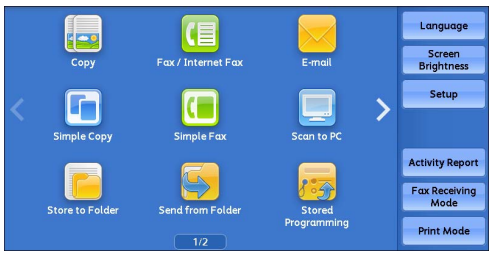
When you call a specified stored program, the last screen shown when you registered the stored program appears.

1 Press the <Services Home> button.

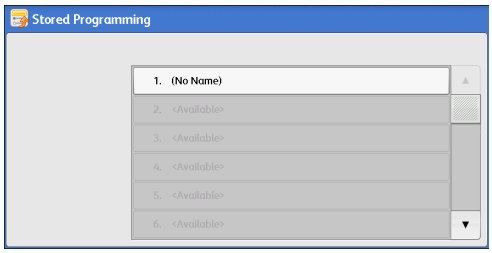


<Services Home> button

2 Select [Stored Programming].



3 Select a number of a stored program containing the features you want to use.



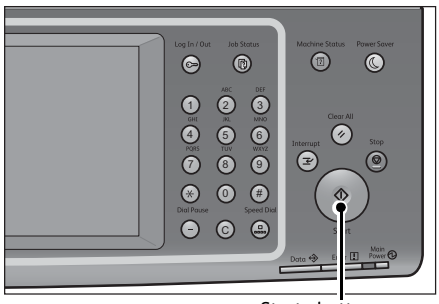
Note

- You can only select registered numbers.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- After the stored program has been called, the machine sounds an audible tone. If a failure occurs, the machine sounds a fault tone.

For information on how to change the volume of the sound that notifies that a stored program has been called, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Stored Programming Complete Tone" in the Administrator Guide.

4 After the stored program is called, select other features if necessary.

5 Press the <Start> button.

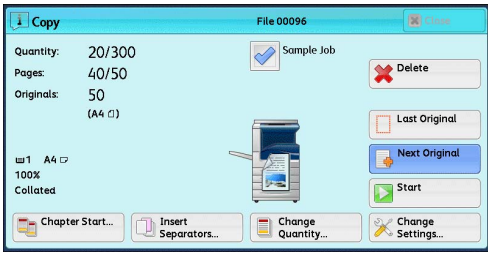


<Start> button

Calling a Stored Program for Build Job

You can call a stored program for Build Job on the [Copy] screen displayed while Build Job is running.

1 Select [Change Settings].



2 Select the [Job Assembly] tab.

3 Select [Stored Programming].

4 Select a number of a stored program containing the features you want to use.

Note
- You can only select registered numbers.
- After the stored program has been called, the machine sounds an audible tone. If a failure occurs, the machine sounds a fault tone.

For information on how to change the volume of the sound that notifies that a stored program has been called, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Stored Programming Complete Tone" in the Administrator Guide.

9 Web Applications

This chapter describes how to operate web applications.

Note
- This service is supported only by the ApeosPort series models.
- This service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

- Web Applications Overview 384
- Accessing Web Applications 385
- Accessing Using Buttons Registered on the Services Home Screen 386

Web Applications Overview

Web Applications is a service that allows you to access to web applications via a network using the browser on the machine in order to display and store data.

The machine provides the following features:

- Accessing web applications from the machine, and displaying the web application screen on the machine
- Storing scanned documents directly in a web application folder
- Printing a file directly that is stored on a remote server

Note • The web applications that can be displayed on the machine are those which are compatible with the machine. You cannot access website on the Internet.

To access the web application on the machine, prior settings are required. For information on the settings, refer to "5 Tools" > "Web Applications Service Setup (ApeosPort Series Models Only)" in the Administrator Guide.

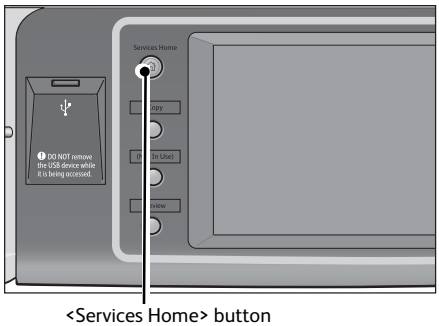
Accessing Web Applications

The following describes how to access web applications.

You need to register an access destination in advance.

For information on how to register an access destination, refer to "5 Tools" > "Web Applications Service Setup" > "Server Setup" in the Administrator Guide.

1 Press the <Services Home> button.

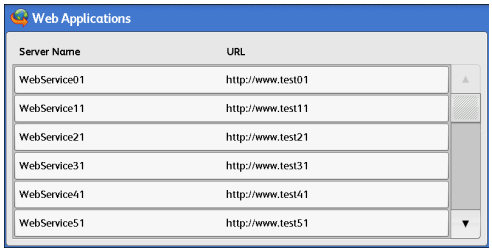


<Services Home> button

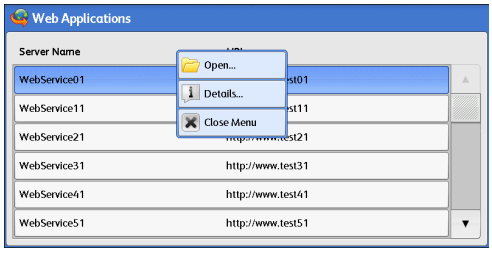
2 Select [Web Applications].

* WSD stands for Web Services on Devices.

3 Select an access destination.



4 Select [Open] from the pop-up menu displayed.



■ **Open**

Accesses the specified remote service.

■ **Details**

Displays the information of the specified remote service.

■ **Close Menu**

Hides the pop-up menu.

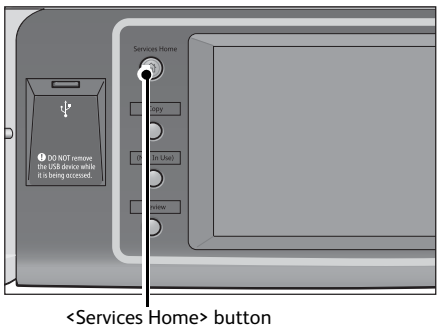
Accessing Using Buttons Registered on the Services Home Screen

You can register frequently used web applications on the Services Home screen as buttons. The following describes how to access the applications by selecting the buttons.

For information on how to register a web application to a button on the Services Home screen, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" > "Services Home" in the Administrator Guide.

1 Press the <Services Home> button.

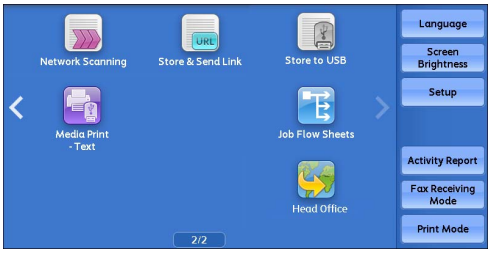
2 Select [Head Office] registered on the Services Home screen.



<Services Home> button

Note

- "Head Office" is registered as an example here. You can specify the name and the position of the button.



10 Media Print - Text

This chapter describes the basic procedures and features of Media Print - Text when a USB Memory Kit is connected.

Note
- This service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

- Overview of Media Print 388
- Inserting USB Memory Device 391
- Media Print - Text 394
- Selecting the Printing Options 396

Overview of Media Print

The installation of the USB Memory Kit (optional) allows the machine to retrieve and print document files (PDF, TIFF, XML Paper Specification (XPS), XDW (XBD), and JPEG (JFIF)). This feature is called Media Print.

If a USB memory device is connected to the machine, the data stored in the USB memory device can also be printed. You can also print scanned data stored with the Store to USB service.

Important
- Data stored in USB memory device may be lost or damaged in the following cases. Make sure to back up data in media before use.
  - When disconnecting/connecting the USB memory device by methods other than those described in this guide
  - When receiving the effect of electrical noise or an electrical discharge
  - When a fault or failure occurs during operation
  - If the USB memory device receives mechanical damage
- We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.
- For Media Print - Text, files cannot be displayed in thumbnail view and cannot be previewed either.

Note
- Commercially available Memory Card Reader with single slot *1 can be used for Media Print feature (text), but its performance is not guaranteed. When a Memory Card Reader with multi-slot *2 is used, only one particular slot is available. The available slot depends on the model, and the slot of media/Memory Card that you want to use is not always available. Safe performance of a Memory Card Reader with multi-slot is not guaranteed, either.

  *1 : Media/Memory Card that has one slot. Some allow only one type of media/Memory Card, while others allow more than one type (ex. SD card, xD-Picture Card).

  *2 : Media/Memory Card that has two or more slots.
- This feature may not be available depending on the setting in the CentreWare Internet Services. For more information, refer to "6 CentreWare Internet Services Settings" > "Configuring Machine Settings Using CentreWare Internet Services" in the Administrator Guide.
- The Store to USB service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

The Media Print feature includes the Media Print - Text mode that prints data stored in text format. It also includes Index Printing that prints a list of files retrieved in the mode.

Supported File Formats

The following file formats are available:

- PDF files

  Extension: pdf, PDF 1.3 or later

- TIFF files

  Extension: tif, Grayscale 4-bit/8-bit uncompressed, 8-bit/24-bit JPEG compressed, MH/MMR compressed

- XPS files

  Extension: xps, oxps

- DocuWorks files

  Extension: xdw

- DocuWorks binder files

  Extension: xbd

- JPEG (JFIF) files

  Extension: jpg

Important
- When you specify the save location, only folder names are displayed in the list. File names and shortcuts (symbolic link or alias) are not displayed.
- If a file name contains characters that are not supported by the machine, the file name will not be displayed on the screen.

Note
- XPS stands for XML Paper Specification.
- In the Media Print - Text mode, up to 255 characters can be recognized.
- Up to 900 files can be processed with Media Print.
- Use media formatted with digital cameras or computers (FAT12, FAT16, FAT32 only).
- Use USB 2.0 compliant memory devices with the size up to 128 GB only. (USB 1.1 compliant memory devices are not supported.).
- If a file name contains machine-dependent codes, the file may not be recognized or displayed on the screen correctly.

Notes and Restrictions on Media Print

The following notes and restrictions apply on the use of the Media Print service.

- If the medium fails, the process is terminated within a few minutes, and an error message is displayed.
- Eject the medium before switching off the power.
- Be sure to wait until printing is completed and then eject the medium by following the procedure described in this chapter.
- Always back up data in medium before use.
- Printing data may take from a few minutes to several tens of minutes, depending on the size and number of files in the medium.
- Before storing document files, format the USB memory with a computer (FAT12, FAT16, FAT32 only).
- When you print a PDF file using Media Print, [PDF Bridge] is selected regardless of the [Print Processing Mode] setting in [PDF Direct Print].

For more information on [Print Processing Mode], refer to "16 Appendix" > "PDF Direct Print" in the Administrator Guide.

- You can use a USB host adapter to print from your USB memory device or via your USB cable (as necessary), but the operation is not guaranteed.
- Multiple USB memory devices cannot be used simultaneously.
- Use USB 2.0 compliant memory devices only. USB 1.1 compliant memory devices are not supported.
  The following USB memory devices are not supported:
  - A USB memory device with multiple media partitions that require other utilities to access to the contents therein.
  - A USB memory device connected via an external hub.
- Do not use a medium if it stores data that cannot be backed up, such as music data with the copyright protection function. We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.
- The machine does not display a menu to prevent you from removing a USB memory device while it is being accessed.

Inserting USB Memory Device

1 Insert the USB memory device into the USB memory slot.

2 One of the following occurs.

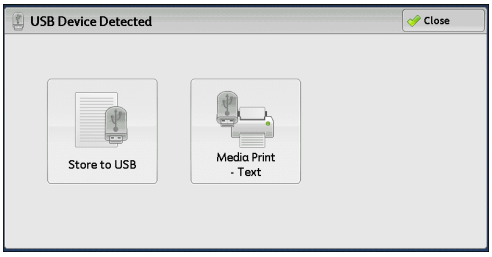
- The [USB Device Detected] screen appears.
- The [Store to USB] screen appears.
- The [Media Print - Text] screen appears.
- The screen display does not change.

Note

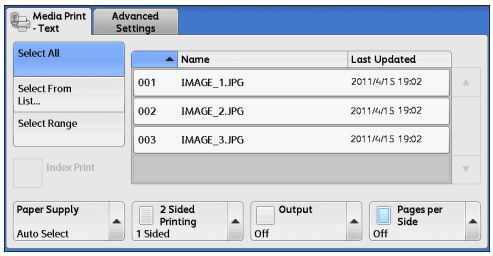
- The behavior depends on the settings. Ask your system administrator for more information.
- When a USB memory device is inserted into the USB memory slot in the Power Saver mode, the touch screen does not light. After exiting the Power Saver mode by pressing the <Power Saver> button, insert the USB memory device again or select [Store to USB] on the Services Home screen. For information on other ways to exit the Power Saver mode, refer to "Exiting the Power Saver Mode" (P.80).
- The screen status will be one of the above even when a USB memory device in which only encrypted data is stored is inserted or USB memory device in unsupported format is inserted. In such case, a warning message appears during operation and the operation is aborted.
- The screen status will be one of the above when a commercially available Memory Card Reader is inserted into the USB memory slot of the machine. It is the same if no media is inserted into the Memory Card Reader.
- If a commercially available Memory Card Reader is used and is left inserted all the time, the machine does not detect media even when they are inserted into the slot of the Memory Card Reader.
- The screen display remains the same when the inserted USB memory device or Memory Card is removed. Press the <Services Home> button or do anything else to change the screen display before starting next operation.

When the [USB Device Detected] Screen Appears

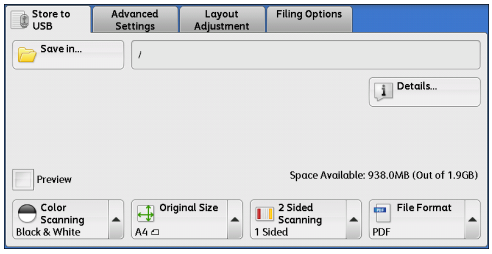
1 Select [Media Print - Text].



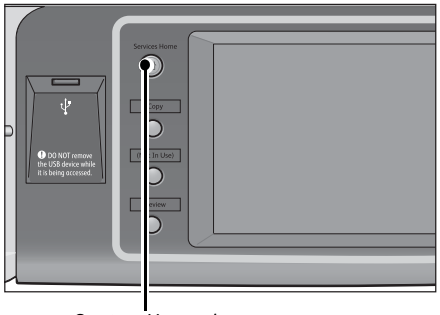
2 The [Media Print - Text] screen appears.



When the [Store to USB] Screen Appears



1 Press the <Services Home> button.

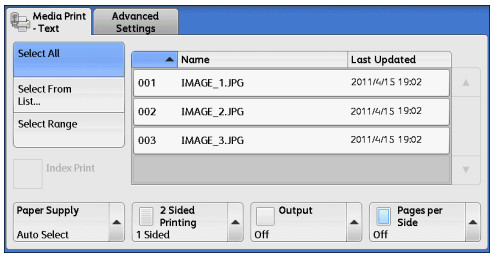


<Services Home> button

2 Select [Media Print - Text] on the Services Home screen.

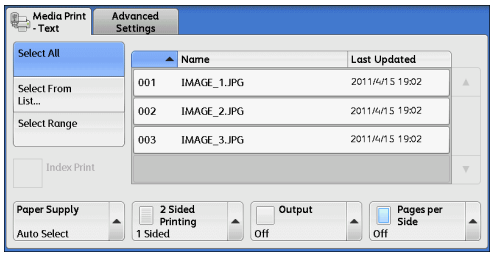
* WSD stands for Web Services on Devices.

3 The [Media Print - Text] screen appears.



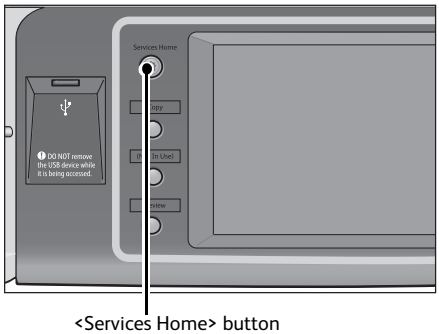
When the [Media Print - Text] Screen Appears

Select a feature on the [Media Print - Text] screen.



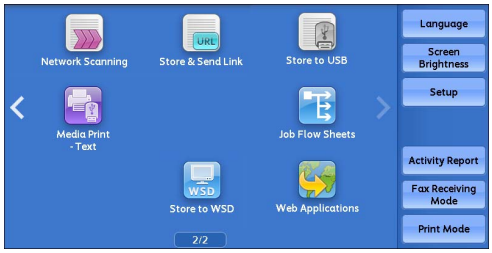
When the Screen Display Does Not Change

1 If any screen other than the Services Home screen is displayed, press the <Services Home> button.



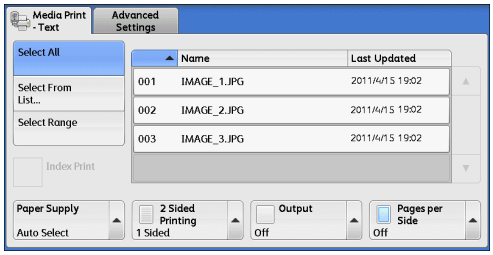
<Services Home> button

2 Select [Media Print - Text] on the Services Home screen.



* WSD stands for Web Services on Devices.

3 The [Media Print - Text] screen appears.



Important
- Data stored in a USB memory device may be lost or damaged in the following cases. Make sure to back up the data in the device before use.
  - When disconnecting/connecting the USB memory device by methods other than described in this guide
  - When receiving the effect of electrical noise or an electrical discharge
  - When a fault or failure occurs during operation
  - If the USB memory device receives mechanical damage
- We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.

Note
- If you do not specify the file storage location, the scanned data is saved in the root directory.

Media Print - Text

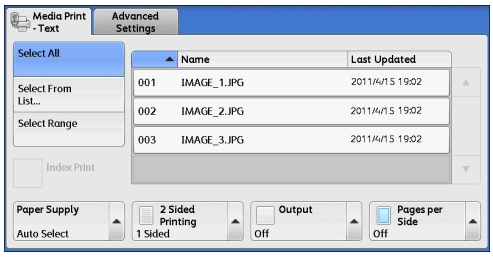
Selecting Files

You can select files using any of the following three methods:

- Selecting all files
- Selecting the desired files on the [Select From List] screen
- Selecting one file or a range of files with index numbers

Note • You can select up to 32 files simultaneously.

1 Select either [Select All], [Select From List], or [Select Range] to specify files.



2 After selecting the files to be printed, set the printing options.

For more information on the printing options, refer to "Selecting the Printing Options" (P.396).

Note • On the pop-up menu displayed when selecting files, you can cancel the selection or display the details.

• Select [▲] to return to the previous screen or [▼] to move to the next screen.

• Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

■ Select All

Selects all document files to be printed.

Note • Depending on the type of files stored in the medium or the directory configuration, some files may not be printed.

■ Select From List

Displays the [Select From List] screen.

Refer to "[Select From List] Screen" (P.394).

■ Select Range

Use [+] and [-] to specify the range of files to be printed in [First File] and [Last File].

Note • Select [Select From List] to display a list of files, and reference the list when selecting the range of files to be printed.

■ Index Print

Prints a list of the selected files with the index numbers automatically assigned.

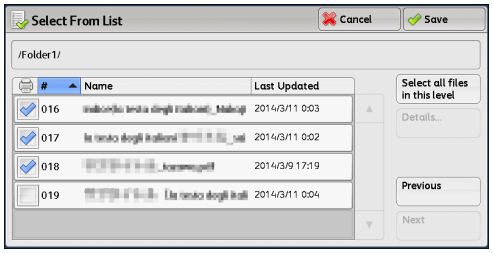
For more information on Index Print, refer to "Index Print" (P.397).

[Select From List] Screen

This screen displays a list of files with their folder and file names and stored dates and times.

You can select the desired files from a list of files.

1 Select the desired files from a list of files.



Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can sort the list in ascending or descending order by selecting [# ▲], [Name], or [Last Updated].
- A check mark is placed in the check box for each file selected. To deselect the file, select the file again while the file is selected (highlighted).
- If a folder or file name has more than 170 characters long, the folder or file name is not displayed.
- Folder names which include characters that the machine does not support may not be correctly displayed. If you specify the folders as file storage locations, an error occurs. For more information on characters that the machine supports, refer to "Entering Text" (P.92).
- The machine does not distinguish between upper and lower cases of folder and file names that are created in Windows environment and that consist of eight characters or less. The names for these folders and files are displayed in capital letters.

■ Select all files in this level

Selects all files in the current folder.

■ Details

Displays detailed information on the selected (highlighted) file. To print the file, select the [Print] check box on the [Details] screen.

■ Previous

Allows you to move to the upper directory.

Note

- This button is grayed out if there is no upper directory.

■ Next

Allows you to move to the lower directory.

Note

- This button is available when a folder is selected.

Selecting the Printing Options

You can set the printing options on the [Media Print -Text] and [Advanced Settings] tabs.

By default, pressing the <Custom 3> (Review) button on the control panel allows you to view a list of the setting values.

Media Print - Text

Tab	Item	Setting Value
-	Quantity	Specify the number of print sets in the range of 1 - 999, using the numeric keypad.
Media Print - Text	Paper Supply	Trays 1 - 6 (Trays 3, 4, and 6 are optional.) **Note** • Select [Auto Select] or the tray in which any of the following sizes of paper is loaded: A3, B4, A4, A4, B5, B5, A5, A5, 8.5 x 11", 8.5 x 11", 8.5 x 14", 11 x 17". • When you select [Auto Select], the machine automatically selects a tray that contains the same size of paper as the document, and prints the document at its original size. • When the desired tray is not displayed, select [More], and on the screen displayed, select the tray. When you select [More] and then [Bypass], you can set [Paper Size] and [Paper Type]. • Paper Size Select the paper size to be used from the list: A3, B4, A4, A4, B5, B5, A5, A5, 8.5 x 11", 8.5 x 11", 8.5 x 14", 11 x 17". • Paper Type Select the paper type to be used from the list.
	2 Sided Printing	1 Sided, Long Edge Flip, Short Edge Flip
	Staple	Specify the stapling/punching positions. When the desired stapling/punching positions are not displayed, select [More]. **Important** • If you select and print multiple documents, all of the documents are stapled together. To staple only one document, print only that document.
Advanced Settings	Pages per Side	Off, 2 Pages, 4 Pages
	Bitmap Smoothing	Off, On

Note
- When you select a paper size smaller than the document size, the document image is automatically reduced. When you select a paper size larger than the document size, the document is printed at its original size.
- The features displayed on the [Media Print - Text] and [Advanced Settings] screens may vary depending on the combination of the optional components installed on the machine.

Index Print

- In the Media Print - Text mode, names, dates when files were stored in the medium, and the total number of files are printed.

You can specify only the number of print sets for Index Print, in the range from 1 - 999 sets in 1 set increments. For other printing options, the settings you have specified for Media Print - Text before selecting the [Index Print] check box will be effective. To change these settings, deselect the [Index Print] check box, change the print settings, and then perform Index Print. The setting values return to the defaults if the machine is rebooted.

The following setting items are restricted when you select Index Print.

Setting Item	Value
Paper Supply	Trays 1 - 6 (Trays 3, 4, and 6 are optional.) **Note** • Select the tray in which any of the following sizes of paper is loaded: A3, A4, or 8.5 x 11".
2 Sided Printing	Not available
Staple	Not available
Pages per Side	Not available

11 Job Status

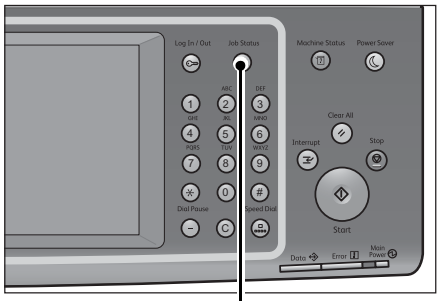
This chapter describes how to check the status of jobs and operate the jobs.

- Job Status Overview 400
- Checking Current/Pending Jobs 401
- Checking Completed Jobs 403
- Printing and Deleting Stored Jobs 404
- Printing Pending Jobs 422
- Handling Error Terminations 423

Job Status Overview

The Job Status feature allows you to check current, pending, and completed jobs. You can also cancel printing and print jobs that are waiting to be output or resumed.

1 Press the <Job Status> button.



<Job Status> button

You can operate the following on the [Job Status] screen.

■ Checking current/pending jobs

Lists current and pending jobs, and displays their details. Also allows you to cancel current or pending jobs.

For more information, refer to "Checking Current/Pending Jobs" (P.401).

■ Checking completed jobs

Displays the status of completed jobs, and their details.

For more information, refer to "Checking Completed Jobs" (P.403).

■ Checking stored jobs

Prints or deletes jobs stored using the Charge Print, Secure Print, Private Charge Print, Sample Set, and Delayed Print features.

For more information, refer to "Printing and Deleting Stored Jobs" (P.404).

■ Printing pending jobs

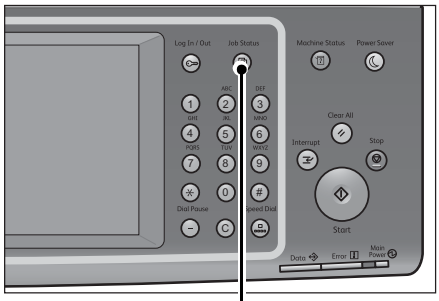
Prints jobs that are waiting to be output or resumed.

For more information, refer to "Printing Pending Jobs" (P.422).

Checking Current/Pending Jobs

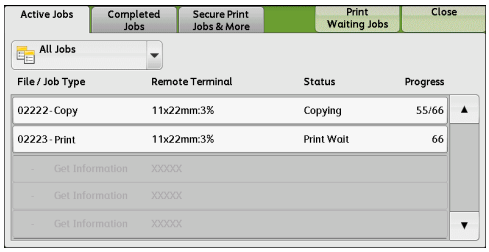
This section describes how to check current or pending jobs. On the status screen, you can cancel or preferentially execute jobs.

1 Press the <Job Status> button.



<Job Status> button

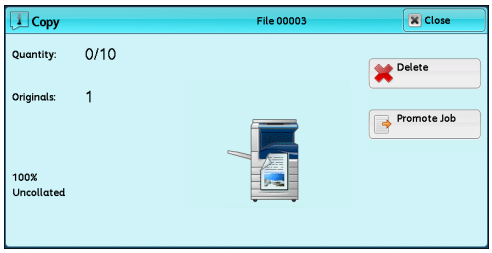
2 Select the job to be canceled or preferentially executed.



Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- From the drop-down menu, you can select and display the desired type of jobs.

3 Select [Delete] or [Promote Job].



■ Print Waiting Jobs

Prints the jobs that are waiting to be output or resumed.

For more information, refer to "Printing Pending Jobs" (P.422).

■ Delete

Cancels the current or pending job.

■ Promote Job

Preferentially executes the selected job.

If you select this button, [✋] appears under the [Status] of the selected job.

■ Delete

Stops processing the job.

■ Last Original

Select this button to end scanning of documents. The job is then executed.

■ Next Original

Select this button when you have another document to scan.

■ Start

Resumes the suspended job.

■ Change Quantity

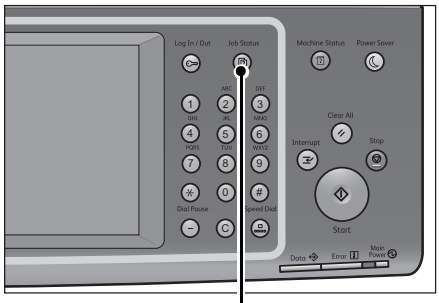
Displays the [Change Quantity] screen, on which you can change the number of print sets. Enter the number using the numeric keypad.

Checking Completed Jobs

This section describes how to check completed jobs.

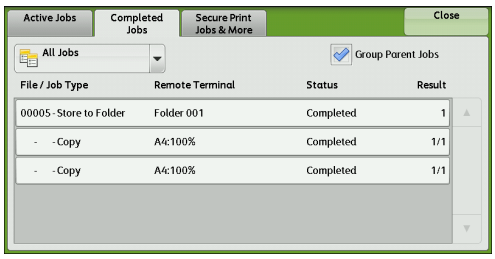
You can check whether a job has been completed successfully. Selecting a job allows you to see its details.

1 Press the <Job Status> button.



<Job Status> button

2 Select the [Completed Jobs] tab.

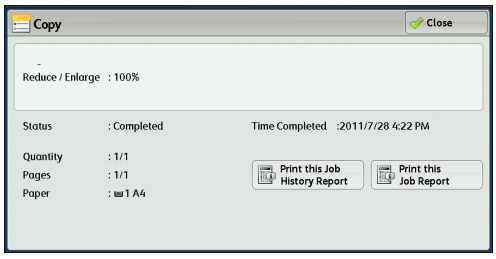


Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- From the drop-down menu, you can select and display the desired type of jobs.
- Deselect the [Group Parent Jobs] check box to display child jobs of the completed Broadcast Sends. Select a child job from the list to show its details.
  When the [Group Parent Jobs] check box is selected, select a parent job to show its child jobs, and select a child job from the list to show its details.
- The values under [Result] show quantity, pages, and percentage. The value type depends on the job type. Select a job and switch to the job status screen to check the value type.

3 Select a job to see the details.

4 Select [Close] after the confirmation.



■ Group Parent Jobs

Allows you to check the list or history of related jobs (such as job flow jobs).

■ Show Child Jobs

Displays a job list.

■ Print this Job History Report

Prints the Job History Report.

■ Print this Job Report

Prints the Job Report.

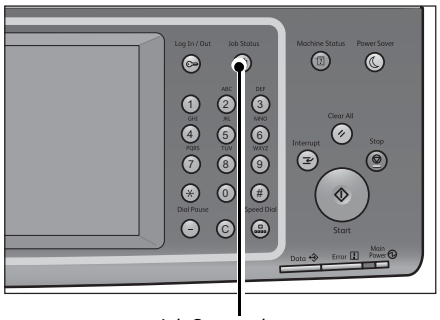
Printing and Deleting Stored Jobs

This section describes how to print or delete jobs stored with the Secure Print or Sample Set feature, or stored with the [Receive Control] setting of the Charge Print feature. The [Secure Print Jobs & More] screen allows you to print or delete stored jobs.

The following shows the reference section for each feature.

Secure Print 404
Sample Set 407
Delayed Print 410
Charge Print 413
Private Charge Print 416
Public Folder 419
Undelivered Faxes 420

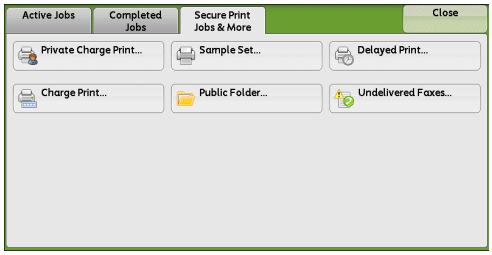
1 Press the <Job Status> button.



<Job Status> button

2 Select the [Secure Print Jobs & More] tab.

[Secure Print] and [Private Charge Print] are not displayed simultaneously on the screen. For more information on the settings, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.



Secure Print

This feature allows you to temporarily store print data in the machine to print it with the print command from the machine. The feature also enables you to set a passcode, which is helpful to print confidential documents.

The following describes how to print or delete jobs stored with the Secure Print feature.

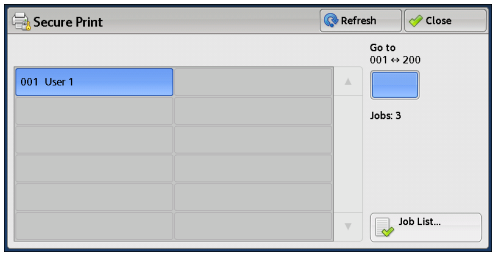
Note
- This feature does not appear when [Receive Control] in [Charge/Private Print Settings] is set to either of the following:
  - Select [According to Print Auditron], and then select [Save as Private Charge Print Job] in [Job Login Success].
  - Select [Save as Private Charge Print Job].

When [Save as Private Charge Print Job] or [Save as Charge Print Job] is selected in [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Secure Print] under [Secure Print Jobs & More] even if you select [Secure Print] on the print driver. For more information, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

For information on how to operate a Secure Print job, refer to the print driver's help.

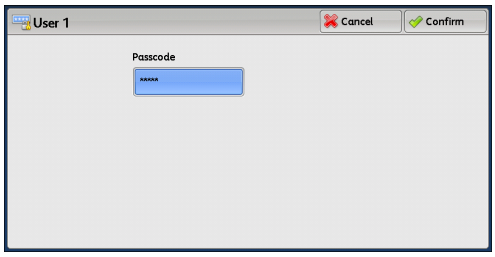
1 Select [Secure Print].

2 Select the user to be checked, and select [Job List].



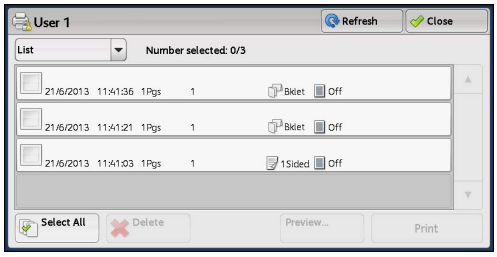
Note
- Select [Refresh] to display the updated information.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can enter a user ID in [Go to] using the numeric keypad to display the user ID at the top of the list.

3 Enter the passcode, and select [Confirm].



Note
- If the passcode is not set, the passcode entry screen does not appear.

4 Select the job to be printed or deleted.



Note
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.
- Files in a folder can be displayed in a list or thumbnail view. You can also preview the files.
- The image of a direct print job from the USB port is not previewed.
- You can set whether or not to display detailed information in the list screen of the stored files. For more information refer to "5 Tools" > "Stored File Settings" > "Display Details of Stored Print Job" in the Administrator Guide.
- When the booklet layout is set using a printer driver, the icon for booklet is displayed.

5 Select any option.

6 When printing, specify the number of print sets using the numeric keypad.

■ Select All

Selects all jobs. To deselect all the jobs, select this button again.

■ Delete

Deletes the Secure Print job.

Note
- If jobs with the same Billing ID are all deleted, the Billing ID will be deleted.

Refer to "When [Delete] is Selected" (P.406).

■ Preview

Displays the previewed image on the first page of the selected job.

Note
- If you select multiple documents, the [Preview] cannot be selected.

Refer to "When [Preview] is Selected" (P.406).

■ Print Quantity

Specify the number of print sets using the numeric keypad.

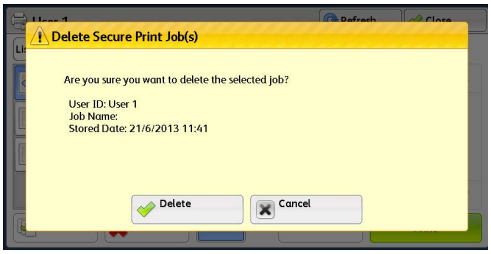
■ **Print**

Prints the Secure Print job. After printing, the job is deleted.

Refer to "When [Print] is Selected" (P.407).

When [Delete] is Selected

1 Select [Delete].



■ **Delete**

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

■ **Cancel**

Cancels deleting the job.

When [Preview] is Selected

1 Select any option.

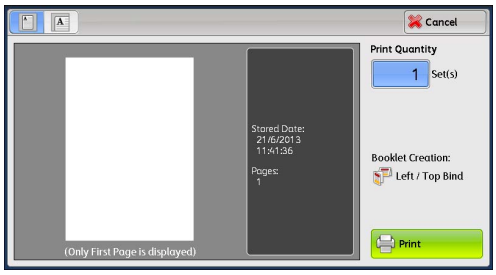
Note • Only the first page is displayed for the preview screen.
• A preview image cannot be rotated.

■ **(Entire view)**

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and settings values of Staple and Hole Punch are displayed on the right side of the preview area.

Double-tap the preview area to move to the enlarged view.

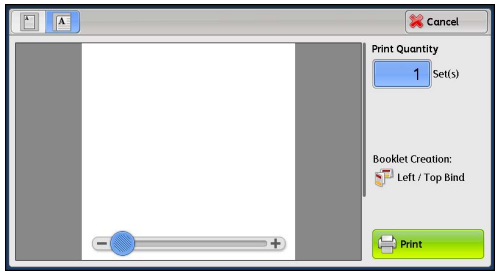


■ **(Enlarged view)**

A previewed image is enlarged or reduced.

In the enlarged view, the following operations are available.

- Drag or flick the enlarged image to move the position to be displayed.
- Double-tap the previewed image to change the ratio of the image size.
- Drag the slider to change the ratio of the image size.



■ **Print Quantity**

Specifies the number of print sets.

■ **2 Sided Printing**

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ **Booklet Creation**

Displays Left/Top Bind and Right/Bottom Bind.

Note
- This item is displayed when the booklet layout is set using a printer driver.
- When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

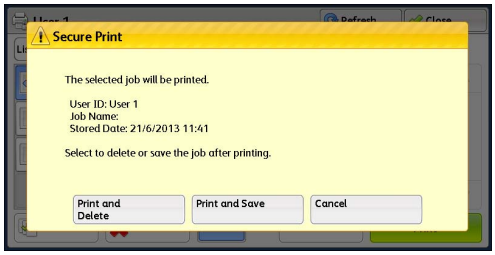
■ **Print**

Prints the Secure Print job.

Refer to "When [Print] is Selected" (P.407).

When [Print] is Selected

1 Specify how to process the job after printing.



Note
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.

■ **Print and Delete**

Starts printing the job. After printing, the job is deleted.

■ **Print and Save**

Starts printing the job. After printing, the job remains undeleted.

■ **Cancel**

Cancels printing the job.

Sample Set

The following describes how to print or delete jobs stored with the Sample Set feature.

Before printing multiple sets of a document, you can first print one set for trial, and then print the remaining sets from the machine.

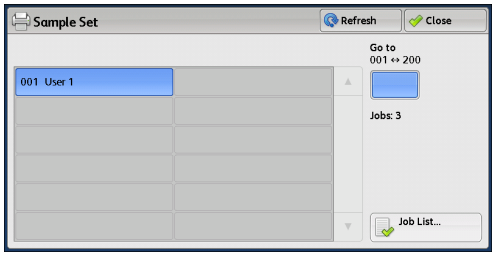
For information on how to operate a Sample Set job, refer to the print driver's help.

Note
- When [Save as Private Charge Print Job] or [Save as Charge Print Job] is selected in [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Sample Set] under [Secure Print Jobs & More] even if you select [Sample Set] on the print driver.

For more information, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

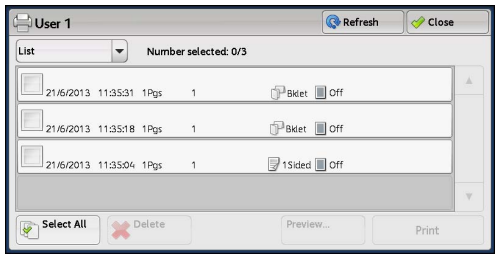
1 Select [Sample Set].

2 Select the user to be checked, and select [Job List].



Note
- Select [Refresh] to display the updated information.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can enter a user ID in [Go to] using the numeric keypad to display the user ID at the top of the list.

3 Select the job to be printed or deleted.



Note
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.
- The files in a folder can be displayed in a list or thumbnail view. You can also preview the files.
- The image of a direct print job from the USB port is not previewed.
- You can set whether or not to display detailed information in the list screen of the stored files. For more information refer to "5 Tools" > "Stored File Settings" > "Display Details of Stored Print Job" in the Administrator Guide.
- When the booklet layout is set using a printer driver, the icon for booklet is displayed.

4 Select any option.

5 When printing, specify the number of print sets using the numeric keypad.

■ Select All

Selects all jobs. To deselect all the jobs, select this button again.

■ Delete

Deletes the Sample Set job.

Refer to "When [Delete] is Selected" (P.409).

■ Preview

Displays the previewed image on the first page of the selected job.

Note
- If you select multiple documents, the [Preview] cannot be selected.

Refer to "When [Preview] is Selected" (P.409).

■ Print Quantity

Specify the number of print sets using the numeric keypad.

Note
- If you select multiple documents, the [Preview] cannot be selected.

■ Print

Prints the Sample Set job. After printing the remaining sets of the job, the job is deleted.

Refer to "When [Print] is Selected" (P.410).

When [Delete] is Selected

1 Select [Delete].

■ Delete

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

■ Cancel

Cancels deleting the job.

When [Preview] is Selected

1 Select any option.

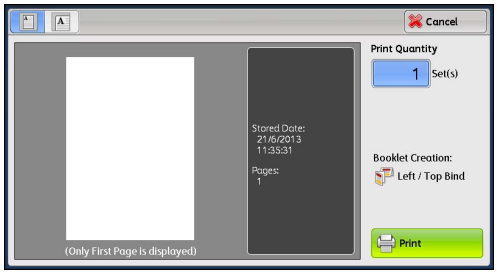
Note • Only the first page is displayed for the preview screen.
• A preview image cannot be rotated.

■ (Entire view)

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and setting values of Staple and Hole Punch are displayed on the right side of the preview area.

Double-tap the preview area to move to the enlarged view.

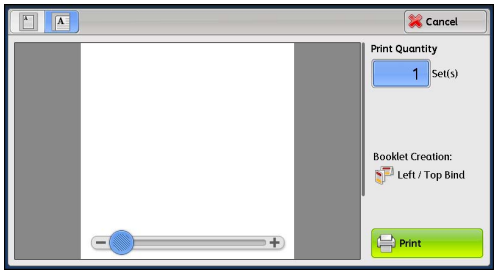


■ (Enlarged view)

A previewed image is enlarged or reduced.

In the enlarged view, the following operations are available.

- Drag or flick the enlarged image to move the position to be displayed.
- Double-tap the previewed image to change the ratio of the image size.
- Drag the slider to change the ratio of the image size.



■ Print Quantity

Specify the number of print sets.

■ 2 Sided Printing

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ Booklet Creation

Displays Left/Top Bind and Right/Bottom Bind.

Note • This item is displayed when the booklet layout is set using a printer driver.

- When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

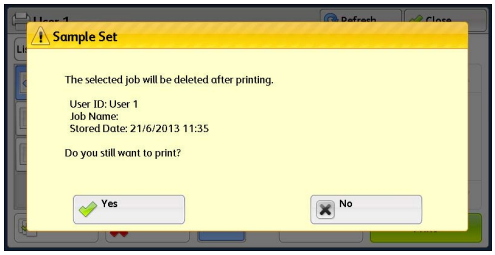
■ Print

Prints the Sample Set job.

Refer to "When [Print] is Selected" (P.410).

When [Print] is Selected

1 Select [Yes].



Note

- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.

■ Yes

Starts printing the job. After printing, the job is deleted.

Note

- After a sample set is output, the remaining sets will automatically be output if the machine is not instructed for the period specified in [Auto Job Release]. To prevent the remaining sets from being output automatically, set [Auto Job Release] to [Off]. For information on how to set [Auto Job Release], refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Job Release" in the Administrator Guide.

■ No

Cancels printing the job.

Delayed Print

This feature allows you to temporarily store print data on the machine to print it at specified time.

Up to 100 jobs can be stored (queued) simultaneously for the Delayed Print feature. If the power is switched off when jobs are in queue (before the specified print time), the jobs whose print time has elapsed will automatically be printed immediately after the power is switched on again.

The following describes how to print or delete jobs stored with the Delayed Print feature.

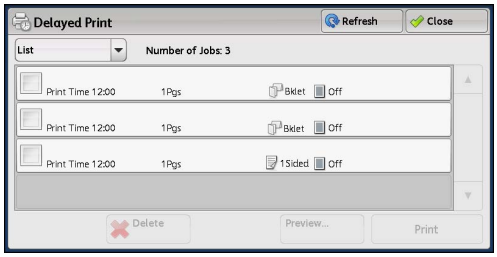
For information on how to operate a Delayed Print job, refer to the print driver's help.

Note

- When [Save as Private Charge Print Job] or [Save as Charge Print Job] is selected in [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Delayed Print] under [Secure Print Jobs & More] even if you select [Delayed Print] on the print driver. For more information, refer to "5 Tools" > Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

1 Select [Delayed Print].

2 Select the job to be printed or deleted.



Note
- Select [Refresh] to display the updated information.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- [Print Time] shows the time to start printing.
- The files in a folder can be displayed in a list or thumbnail view. You can also preview the files.
- The image of a direct print job from the USB port is not previewed.
- You can set whether or not to display detailed information in the list screen of the stored files. For more information refer to "5 Tools" > "Stored File Settings" > "Display Details of Stored Print Job" in the Administrator Guide.
- When the booklet layout is set using a printer driver, the icon for booklet is displayed.

3 Select any option.

■ **Delete**

Deletes the Delayed Print job.

Refer to "When [Delete] is Selected" (P.411).

■ **Preview**

Displays the previewed image on the first page of the selected job.

Note • If you select multiple documents, the [Preview] cannot be selected.

Refer to "When [Preview] is Selected" (P.411).

■ **Print**

Prints the Delayed Print job. After printing, the job is deleted. If printed manually, the job will not be printed at the specified time.

Refer to "When [Print] is Selected" (P.412).

When [Delete] is Selected

1 Select [Delete].

■ **Delete**

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

■ **Cancel**

Cancels deleting the job.

When [Preview] is Selected

1 Select any option.

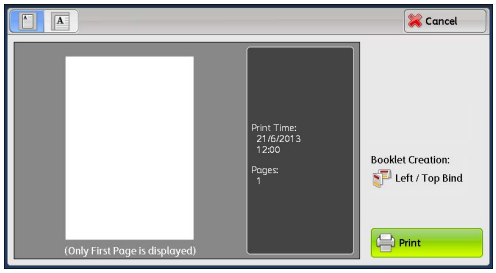
Note
- Only the first page is displayed for the preview screen.
- A preview image cannot be rotated.

■ **(Entire view)**

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and setting values of Staple and Hole Punch are displayed on the right side of the preview area.

Double-tap the preview area to move to the enlarged view.

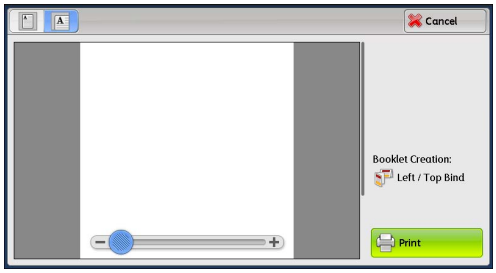


■ (Enlarged view)

A previewed image is enlarged or reduced.

In the enlarged view, the following operations are available.

- Drag or flick the enlarged image to move the position to be displayed.
- Double-tap the previewed image to change the ratio of the image size.
- Drag the slider to change the ratio of the image size.



■ Print Quantity

Specify the number of print sets.

■ 2 Sided Printing

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ Booklet Creation

Displays Left/Top Bind and Right/Bottom Bind.

Note
- This item is displayed when the booklet layout is set using a printer driver.
- When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

■ Print

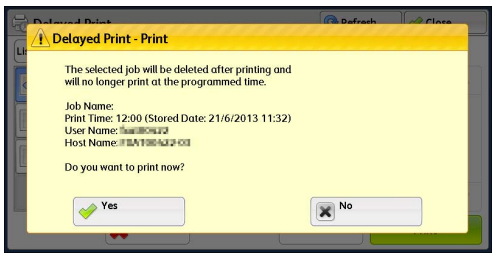
Prints the Delayed Print job. After printing, the job is deleted. If printed manually, the job will not be printed at the specified time.

Refer to "When [Print] is Selected" (P.412).

When [Print] is Selected

1 Select [Yes].

Note
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the



confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.

■ **Yes**

Starts printing the job. After printing, the job is deleted.

■ **No**

Cancels printing the job.

Charge Print

This feature authenticates users on the machine to prevent unauthorized users from operating print jobs. When this feature is enabled, the machine prints only the jobs of authenticated users. You can also configure the machine to store print jobs temporarily, and then print them from the machine's control panel.

If received print jobs are set to be saved as Charge Print under [Tools] > [Authentication/Security Settings] > [Authentication] > [Charge/Private Print Settings] > [Receive Control], the jobs are saved for each Billing ID. Any jobs that were not given a Billing ID on the print driver are saved in [No User ID].

For more information on how to register user IDs on the machine, refer to "5 Tools" > "Accounting" > "Create/View User Accounts" in the Administrator Guide.

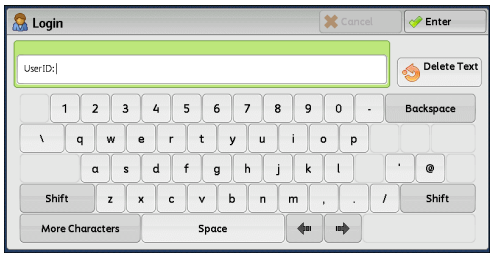
Note

- Unlike the Private Charge Print feature, the Charge Print feature can store jobs without a user ID, such as e-mail printing and print jobs sent from ContentsBridge or CentreWare Internet Services, and can print the jobs after authenticating users.
- [Charge Print] appears when [Save as Charge Print Job] is selected by using one of the following procedures in the System Administration mode:
  - Select [Save as Charge Print Job] in [Receive Control].
  - Select [According to Print Auditron] in [Receive Control], and then select [Save as Charge Print Job] in [Job Login Failure].
  - Select [According to Print Auditron] or [Save as Private Charge Print Job] in [Receive Control], and then select [Save as Charge Print Job] in [Job without User ID].

For information on how to set Charge Print, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

The following describes how to print and delete a job stored with the Charge Print feature.

1. Press the <Log In/Out> button on the control panel, or select the login information field on the touch screen.
2. Enter the user ID, and select [Enter].

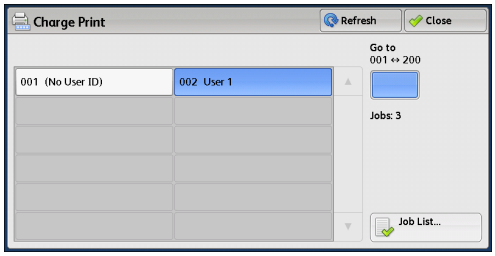


Note

- When the passcode is set, enter the user ID and select [Next]. Then, enter the passcode and select [Enter].
- While a user is authenticated, the <Log In/Out> button lights up on the control panel.
- To log out of the machine, press the <Log In/Out> button on the control panel.

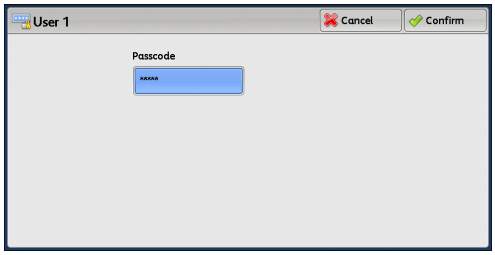
3. Select [Charge Print].

4 Select the user to be checked, and select [Job List].



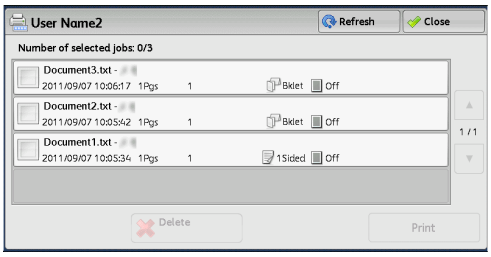
Note
- Select [Refresh] to display the updated information.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).
- You can enter a user ID in [Go to] using the numeric keypad to display the user ID at the top of the list.

5 Enter the passcode, and select [Confirm].



Note
- If the passcode is not set, the passcode entry screen does not appear.

6 Select the job to be printed or deleted.



■ Select All

Selects all jobs. To deselect all the jobs, select this button again.

Note
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.
- The files in a folder can be displayed in a list or thumbnail view. You can also preview the files.
- The image of a direct print job from the USB port is not previewed.
- You can set whether or not to display detailed information in the list screen of the stored files. For more information refer to "5 Tools" > "Stored File Settings" > "Display Details of Stored Print Job" in the Administrator Guide.
- When the booklet layout is set using a printer driver, the icon for booklet is displayed.

7 Select any option.

8 When printing, specify the number of print sets using the numeric keypad.

■ Delete

Deletes the Charge Print job.

Refer to "When [Delete] is Selected" (P.415).

■ Preview

Displays the previewed image on the first page of the selected job.

Note
- If you select multiple documents, the [Preview] cannot be selected.

Refer to "When [Preview] is Selected" (P.415).

■ Print Quantity

Specify the number of print sets using the numeric keypad.

■ Print

Prints the Charge Print job. After printing, the job is deleted.

Refer to "When [Print] is Selected" (P.416).

When [Delete] is Selected

1 Select [Delete].

■ Delete

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

■ Cancel

Cancels deleting the job.

When [Preview] is Selected

1 Select any option.

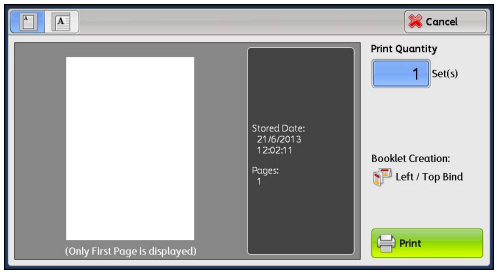
Note • Only the first page is displayed for the preview screen.
• A preview image cannot be rotated.

■ (Entire view)

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and setting values of Staple and Hole Punch are displayed on the right side of the preview area.

Double-tap the preview area to move to the enlarged view.

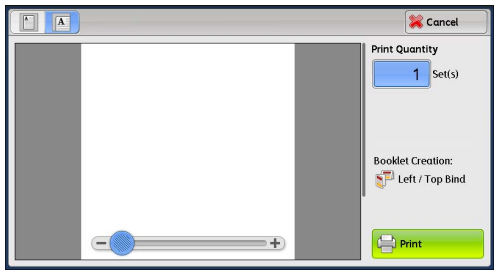


■ (Enlarged view)

A previewed image is enlarged or reduced.

In the enlarged view, the following operations are available.

- Drag or flick the enlarged image to move the position to be displayed.
- Double-tap the previewed image to change the ratio of the image size.
- Drag the slider to change the ratio of the image size.



■ Print Quantity

Specify the number of print sets.

■ 2 Sided Printing

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ Booklet Creation

Displays Left/Top Bind and Right/Bottom Bind.

Note
- This item is displayed when the booklet layout is set using a printer driver.
- When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

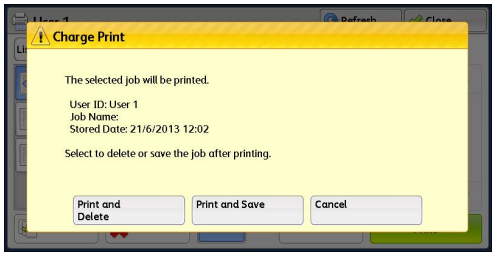
■ Print

Prints the Charge Print job. After printing, the job is deleted.

Refer to "When [Print] is Selected" (P.416).

When [Print] is Selected

1 Specify how to process the job after printing.



Note
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.

■ Print and Delete

Starts printing the job. After printing, the job is deleted.

■ Print and Save

Starts printing the job. After printing, the job remains undeleted.

■ Cancel

Cancels printing the job.

Private Charge Print

This feature allows you to temporarily store print data in the machine for each authentication user ID, and request on the machine's control panel to print the data. As the feature enables you to select and print only necessary jobs, you can avoid printing unnecessary jobs. Furthermore, the machine displays only the jobs of authenticated users and their associated sub users to securely protect the privacy of the users. The Private Print feature is suitable for authenticating and managing specific users managed by the system administrator.

If received print jobs are set to be saved with Private Charge Print, the jobs are saved for each authentication user ID.

Note
- An application (sold separately) is required to use the feature that associates sub users with the user ID of a login user. For more information, contact our Customer Support Center.
- [Private Charge Print] is displayed when [Receive Control] in [Charge/Private Print Settings] is set to either of the following:
  - Select [According to Print Auditron] in [Receive Control], and then select [Save as Private Charge Print Job] in [Job Login Success].
  - Select [Save as Private Charge Print Job] in [Receive Control].
- When the Private Charge Print feature is selected, you cannot specify normal print, Secure Print, Sample Set, Delayed Print on the print driver.

The Private Charge Print feature restricts the use of the machine through either user ID authentication or card authentication (only the IC Card Reader (optional) is available), or the combination of both. For information on the types

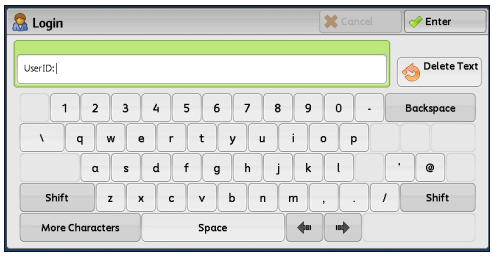
of authentication, refer to "14 Authentication and Accounting Features" > "Overview of Authentication and Accounting Feature" > "Types of Authentication" in the Administrator Guide.

To delete a print job instructed with an invalid user ID, display the list of print jobs after logging in as a system administrator, and then select the job to be deleted. For more information, refer to "3 Maintenance" > "Deleting a Private Charge Print Job with an Invalid User ID" in the Administrator Guide. For information on how to set a User ID, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

The following describes how to print or delete a job stored with the Private Charge Print feature.

1 Press the <Log In/Out> button on the control panel, or select the login information field on the touch screen.

2 Enter the user ID, and select [Enter].

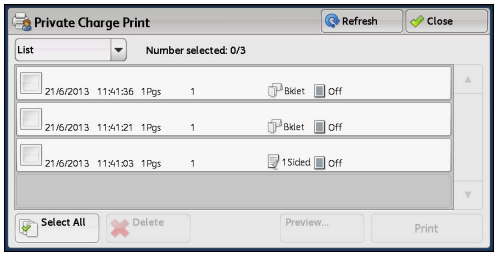


Note
- When the passcode is set, enter the user ID and select [Next]. Then, enter the passcode and select [Enter].
- While the user is authenticated, the <Log In/Out> button lights up on the control panel.
- To log out of the machine, press the <Log In/Out> button on the control panel.

3 Select [Private Charge Print].

Note
- If you are authenticated as a system administrator, selecting [Private Charge Print] will display a list of authentication user IDs. Select a user ID from the list, and then select [Job List] to display a list of jobs stored for the selected user.

4 Select the job to be printed or deleted.



Note
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.
- The files in a folder can be displayed in a list or thumbnail view. You can also preview the files.
- The image of a direct print job from the USB port is not previewed.
- You can set whether or not to display detailed information in the list screen of the stored files. For more information refer to "5 Tools" > "Stored File Settings" > "Display Details of Stored Print Job" in the Administrator Guide.
- When the booklet layout is set using a printer driver, the icon for booklet is displayed.

5 Select any option.

6 When printing, specify the number of print sets using the numeric keypad.

■ Select All

Selects all jobs. To deselect all the jobs, select this button again.

■ Delete

Deletes the Private Charge Print job.

Note
- If jobs with the same user ID are all deleted, the user ID will be deleted.

Refer to "When [Delete] is Selected" (P.418).

■ Preview

Displays the previewed image on the first page of the selected job.

Note
- If you select multiple documents, the [Preview] cannot be selected.

Refer to "When [Preview] is Selected" (P.418).

■ Print Quantity

Specifies the number of print sets using the numeric keypad.

■ Print

Prints the Private Charge Print job. After printing, the job is deleted.

Refer to "When [Print] is Selected" (P.419).

When [Delete] is Selected

1 Select [Delete].

■ Delete

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

■ Cancel

Cancels deleting the job.

When [Preview] is Selected

1 Select any option.

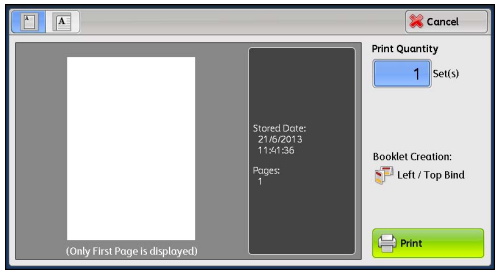
Note • Only the first page is displayed for the preview screen.
• A preview image cannot be rotated.

■ (Entire view)

An entire preview image is displayed.

In the entire view, the file name, Stored Date, Pages, and setting values of Staple and Hole Punch are displayed on the right side of the preview area.

Double-tap the preview area to move to the enlarged view.



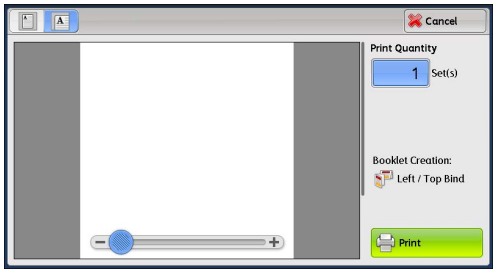
■ (Enlarged view)

A previewed image is enlarged or reduced.

In the enlarged view, the following operations are available.

- Drag or flick the enlarged image to move the position to be displayed.
- Double-tap the previewed image to change the ratio of the image size.

- Drag the slider to change the ratio of the image size.



■ **Print Quantity**

Specifies the number of print sets.

■ **2 Sided Printing**

Displays 1 Sided, Flip on Short Edge, and Flip on Long Edge.

■ **Booklet Creation**

Displays Left/Top Bind and Right/Bottom Bind.

Note
- This item is displayed when the booklet layout is set using a printer driver.
- When the orientation of booklet creation cannot be detected, "Booklet Creation" is displayed only.

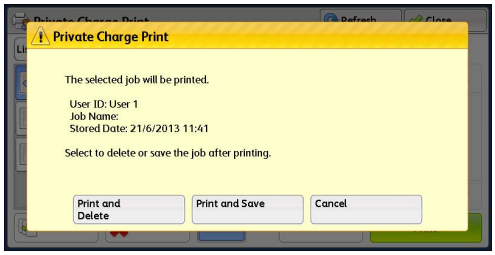
■ **Print**

Prints the Private Charge Print job. After printing, the job is deleted.

Refer to "When [Print] is Selected" (P.419).

When [Print] is Selected

1 Specify how to process the job after printing.



Note
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.

■ **Print and Delete**

Starts printing the job. After printing, the job is deleted.

■ **Print and Save**

Starts printing the job. After printing, the job remains undeleted.

■ **Cancel**

Cancels printing the job.

Public Folder

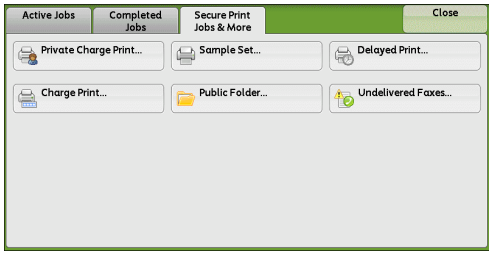
This feature allows you to store data in the machine and send the data by operating on a remote machine.

The following describes how to print or delete a job stored in a public folder.

For information on how to operate public folders, refer to "Store for Polling (Storing Files on the Machine that a Remote Machine can Retrieve)" (P.245).

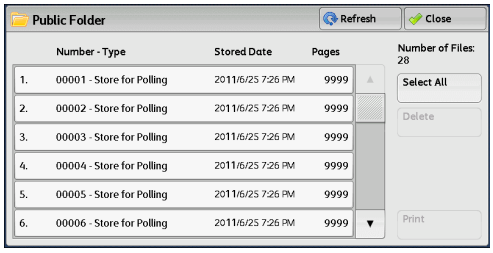
Note
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select [Public Folder].



2 Select the job to be printed or deleted.

Note
- Select [Refresh] to display the updated information.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).



3 Select any option.

■ **Select All**

Selects all jobs. To deselect all the jobs, select this button again.

■ **Delete**

Deletes the selected job stored in the public folder.

Refer to "When [Delete] is Selected" (P.420).

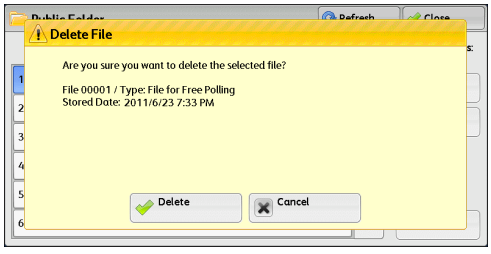
■ **Print**

Prints the selected job stored in the public folder.

Refer to "When [Print] is Selected" (P.420).

When [Delete] is Selected

1 Select [Delete].



■ **Delete**

Deletes the job.

Important
- Once the job is deleted, it cannot be restored.

■ **Cancel**

Cancels deleting the job.

When [Print] is Selected

Starts printing the job.

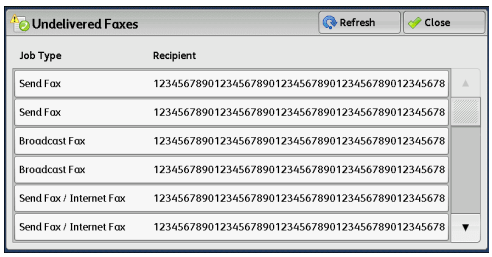
Undelivered Faxes

The following describes how to re-send or delete an undelivered fax job.

Note
- This feature may not appear depending on the settings in the System Administration mode.
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

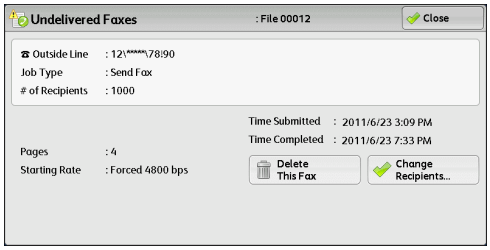
1 Select [Undelivered Faxes].

2 Select the job to be re-sent or deleted.



Note
- Select [Refresh] to display the updated information.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- Scroll the list by drag or flick operation to switch the screen to be displayed. For information on how to drag or flick, refer to "Touch Screen" (P.90).

3 Select any option.
To re-send to the previously specified fax number, press the <Start> button.



■ Delete This Fax

Deletes the undelivered fax job.

Refer to "When [Delete This Fax] is Selected" (P.421).

■ Change Recipients

Allows you to change the fax recipient and re-send the undelivered fax job.

Refer to "When [Change Recipients] is Selected" (P.421).

When [Delete This Fax] is Selected

1 Select [Delete].

■ Delete

Deletes the undelivered fax job.

■ Cancel

Cancels deleting the undelivered fax job.

When [Change Recipients] is Selected

Specify a fax recipient for the undelivered fax job.

Besides the fax recipient, the following features can be changed on the control panel:

- Fax type
- Starting Rate

Important
- If the fax recipient has been changed, header information will not be added even if [Transmission Header Text] is set to [Display Header].

For information on how to specify fax recipients, refer to "Step 3 Specifying Destinations" (P.173).

Printing Pending Jobs

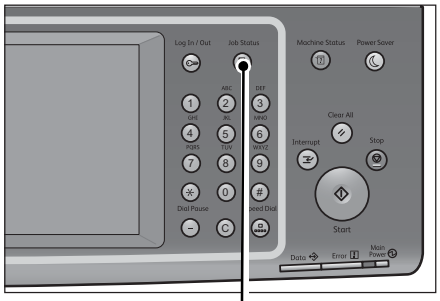
After the last user operation on the control panel of the machine, a job is waiting to be printed until the period of time specified in [Auto Print] elapses, instead of being printed immediately. You can forcibly print this pending job without waiting for this time period to elapse.

If a job is paused by the <Stop> button and is waiting to be resumed, you can also resume the job. If there are multiple jobs, subsequent jobs are printed after the paused job has been printed.

Note • If there are no pending jobs, [Print Waiting Jobs] is disabled.

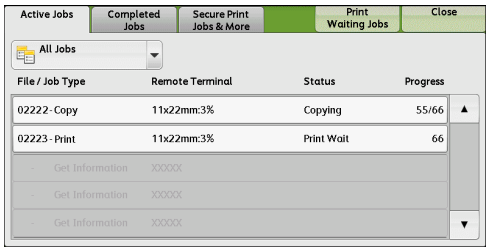
For information on how to set [Auto Print], refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Print" in the Administrator Guide.

1 Press the <Job Status> button.



<Job Status> button

2 Select [Print Waiting Jobs].



Handling Error Terminations

This section describes how to handle error terminations.

■ For a Print Job

Select a job shown as an error termination on the [Completed Jobs] tab to check the error code. Follow the instructions of the error code to solve the problem.

If an error occurs during a print job, the machine can be configured either to pause the print job until the error is confirmed by the user, or to automatically cancel the error job so that subsequent jobs can be printed.

For more information on the setting, refer to "5 Tools" > "Print Service Settings" in the Administrator Guide.

For information on error codes, refer to "15 Problem Solving" > "Error Code" in the Administrator Guide.

■ For a Fax Job

A Transmission Report - Job Undelivered is printed.

For more information on the Transmission Report - Job Undelivered, refer to "4 Machine Status" > Machine Information" > "Automatically Printed Reports/Lists" > "Transmission Report - Job Undelivered" in the Administrator Guide. For more information on how to print the Transmission Report - Job Undelivered automatically, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Transmission Report - Job Undelivered" in the Administrator Guide.

■ For a Scan Job

A Transmission Report - Job Undelivered is printed.

For more information on the Transmission Report - Job Undelivered, refer to "4 Machine Status" > "Machine Information" > "Automatically Printed Reports/Lists" > "Transmission Report - Job Undelivered" in the Administrator Guide. For more information on how to print the Transmission Report - Job Undelivered automatically, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Transmission Report - Job Undelivered" in the Administrator Guide.

■ For Other Jobs

Print a Job History Report, and check the execution results.

For information on the Job History Report, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Job History Report" in the Administrator Guide.

When an error code is listed in the Transmission Report - Job Undelivered or the Job History Report, refer to "15 Problem Solving" > "Error Code" in the Administrator Guide.

12 Computer Operations

This chapter describes how to print documents, import scanned files, use Direct Fax, and operate CentreWare Internet Services on your computer.

Note
- Some models do not support the features described in this chapter. An optional component is required. For more information, contact our Customer Support Center.
- The computer screen images shown in this chapter are as of September 2014.
- The procedures in this chapter may vary depending on the driver and utility software being used due to the upgrades.

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- E-mail Printing 430
- Sending Fax 431
- Importing Scanned Data 434
- CentreWare Internet Services 441

Features Overview

This section describes an overview of features you can perform from a computer.

■ Printing

Submits a print job to the machine from a computer.

For more information, refer to "Print" (P.427).

■ E-mail Printing

Submits a print job to the machine from a computer by sending e-mail attached with a document. The received e-mail is automatically printed from the machine according to the settings on the machine.

For more information, refer to "E-mail Printing" (P.430).

■ Sending Fax

Sends a fax directly from a computer.

For more information, refer to "Sending Fax" (P.431).

■ Importing Scanned Data

Imports files stored in a folder of the machine to a computer.

For more information, refer to "Importing Scanned Data" (P.434).

■ CentreWare Internet Services

Displays the machine status and job status. The feature also allows you to change settings as well as to import files stored in a folder.

For more information, refer to "CentreWare Internet Services" (P.441).

For information on how to import scanned data stored in a folder, refer to "Importing Using CentreWare Internet Services" (P.439).

Print

This section describes how to print with the machine by operating on a computer.

Print Features

The main print features of the machine are as follows:

Printing Using a Print Driver

For more information on print features, click [Help] on the print driver screen to view the print driver's help. For information on printing, refer to "Printing" (P.429).

Note • Some features become available after you make option settings on the [Configuration] tab. The unavailable features are grayed out.

■ Pages Per Sheet (N-Up)

Prints multiple pages onto one sheet of paper.

■ 2-Sided Print

Prints data on both sides of paper.

■ Poster

Splits one page of print data into multiple sheets of paper and enlarges the printed image to fit the size of each sheet. Used to create large posters.

■ Booklet Creation

Performs 2-sided printing and page allocation for printing a booklet in the correct page order.

■ Transparency Separators

Automatically inserts a blank sheet of paper as a separator each time a transparency is printed.

■ Watermark

Prints preset text, such as "Confidential", over the print data.

■ Secure Print

Temporarily stores the print data on the machine, to print it with the print command from the machine. This feature allows you to set a passcode, which is helpful to print confidential documents.

For information on how to print a Secure Print job, refer to "Secure Print" (P.404).

■ Sample Set

Before printing multiple sets of a document, you can first print one set for trial, and then print the remaining sets from the machine.

For information on how to print a Sample Set job, refer to "Sample Set" (P.407).

■ Delayed Print

Temporarily stores the print data on the machine to print it at specified time.

For information on how to print a Delayed Print job, refer to "Delayed Print" (P.410).

■ Store in Remote Folder

Temporarily stores the print data in a registered folder, to print the data with the print command from the machine.

Important
- The print result of the Store in Remote Folder feature may be inferior to the other print results in quality.
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

For information on how to print files in a folder, refer to "Printing Files in a Folder" (P.358).

Direct Printing

Allows you to directly send TIFF, PDF, JPEG, XPS (Microsoft XPS Format, Open XPS Format), XDW (DocuWorks), or XBD (DocuWorks binder) format files from a computer to the machine without using a print driver.

For information on Direct Printing, refer to "Print" > "Job Submission" in the help of CentreWare Internet Services.

Important
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Note
- XPS stands for XML Paper Specification.

E-mail Printing

Allows you to send e-mail with the TIFF, PDF, JPEG (JFIF), XPS (Microsoft XPS Format, Open XPS Format), XDW (DocuWorks), or XBD (DocuWorks binder) format documents attached from a computer to the machine. The received e-mail is automatically printed from the machine.

Note
- XPS stands for XML Paper Specification.
- If the Authentication feature is enabled, received e-mails are not printed automatically.

For information on how to use E-mail Printing, refer to "E-mail Printing" (P.430).

Print Features Using Authentication Information

■ Charge Print

This feature authenticates users on the machine to prevent unauthorized users from operating print jobs. When this feature is enabled, the machine prints only the jobs of authenticated users. The machine can also be configured to store multiple print jobs temporarily until the user requests to print them on the control panel.

In addition, by registering an authentication user ID and passcode on the machine in advance, only the registered user can print the jobs.

Note
- To prohibit other users from operating jobs, register a passcode for your Billing ID on the print driver.

For information on how to set Charge Print, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide. For information on how to print a Charge Print job, refer to "Charge Print" (P.413).

■ Private Charge Print

This feature allows you to temporarily store print data in the machine for each authentication user ID, and request on the machine's control panel to print the data. As the feature enables you to select and print only necessary jobs, you can avoid printing unnecessary jobs. Furthermore, the machine displays only the jobs of authenticated users and their associated sub users to securely protect the privacy of the users. This feature is suitable for authenticating and managing specific users managed by the system administrator.

Note
- If you do not want to store unnecessary jobs, you can configure the machine to store only the jobs whose authentication succeeded.
- An application (sold separately) is required to use the feature that associates sub users with the User ID of a login user. For more information, contact our Customer Support Center.

For information on how to set Private Charge Print, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide. For information on how to print a Private Charge Print job, refer to "Private Charge Print" (P.416).

Setup

To print from your computer, your computer must have a print driver installed.

For information on how to install the print driver, refer to the manual included in the Media (Software/Product Manual).

Note

- When printing using authentication information, you must configure the printer settings on your computer. Make the necessary settings on the [Configuration] tab of the printer's properties. For more information, refer to the print driver's help.

Printing

This following describes how to print documents.

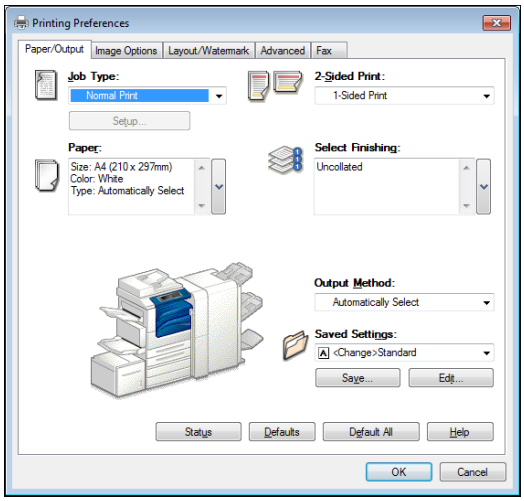
The printing procedure depends on the application software you use. For more information, refer to the documentation provided with the application.

For more information on print features, click [Help] on the print driver screen to view the print driver's help.

1. Select [Print] from the [File] menu on the application.
2. Confirm the printer name to be used and set [Preferences] if necessary.

Note

- You can change the print feature in [Job Type].



3. Click [OK].
4. Click [OK] in the [Print] dialog box.

Note

- If the document monitor is installed and set to monitor the machine, the notification screen is displayed when printing has been completed. The document monitor is available in the Media (Software/Product Manual). For information on how to install the document monitor, refer to the manual included in the Media (Software/Product Manual).
- Environment-friendliness level is indicated on the notification screen with leaves. This information is provided only when [Normal Print] or [Sample Print] is selected in the [Job Type].

E-mail Printing

You can send e-mail with documents attached from a computer to the machine. The received e-mail is automatically printed from the machine according to the settings on the machine. This feature is called "E-mail Printing".

Note
- If the Authentication feature is enabled, received e-mails are not printed automatically.
- The following file formats can be used: TIFF, PDF, JPEG (JFIF), XPS*, XDW (DocuWorks) or XBD (DocuWorks binder).
  * : XPS stands for XML Paper Specification.

Setup

To use the E-mail Printing feature, the following settings are required. Check with your system administrator or network administrator whether these settings have been completed.

■ E-mail Account Registration

Registering an e-mail account in advance.

■ Configuration on the Machine

Configuring the required settings on the machine.

For information on E-mail Environment Settings, refer to "8 E-mail Environment Settings" in the Administrator Guide.

Receiving E-Mail

The following describes how to receive e-mails from Microsoft® Outlook® Express on a computer as an example.

1. Use your e-mail software to create an e-mail body, and then attach a document to the e-mail if necessary.

Important
- Only plain text is available for the e-mail body. Change the body text format to plain text on your e-mail application.
- Any forwarded e-mail (that is attached to another e-mail) cannot be printed.

Note
- If the extension of the attached file is other than ".tif", ".tiff", ".pdf", ".jpeg", ".jpg", ".jpe", ".jfif", ".xps"*, ".oxps", ".xdw", and ".xbd", the file may not be printed correctly.
- Up to 31 documents can be attached.

  * : XPS stands for XML Paper Specification.

2. Enter the machine's e-mail address as a recipient.

   Example: print@device1.example.com

3. Send the e-mail.

Note
- The machine prints the e-mail body and the attached documents according to the following settings. The offset output setting is disabled in all cases.
  - E-mail body:
    Default values of the PCL print driver for this machine which is installed on the computer
  - TIFF or JPEG formatted attached file:
    Default values of the logical printer set in [Memory Settings] of [TIFF/JPEG] in [Language Emulations] of CentreWare Internet Services
  - PDF formatted attached file:
    Settings of PDF Direct Print when [Print Processing Mode] is set to [PDF Bridge] in PDF Direct Print.
    Default values of the logical printer configured under [Language Emulations] > [PostScript 3] > [Logical Printer Number] in CentreWare Internet Services when [Print Processing Mode] is set to [PS] in PDF Direct Print.

Sending Fax

This section describes how to send a fax using the Direct Fax feature. The following procedure uses Windows 7 WordPad as an example.

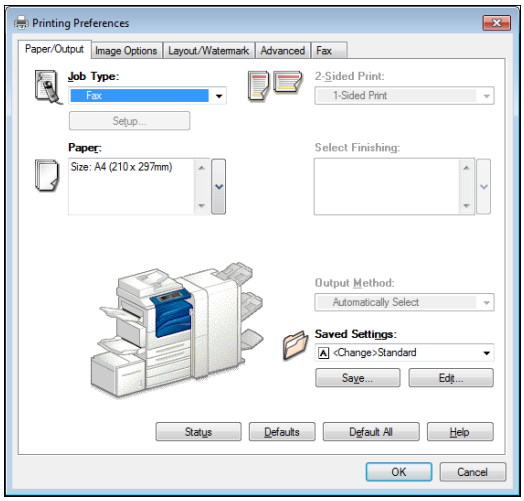
The Direct Fax procedure depends on the application you use. For more information, refer to the documentation provided with the application.

For more information on the Direct Fax feature, click [Help] on the print driver screen to view the print driver's help.

Important • The Direct Fax feature is not available when the Server Fax service is enabled.

Note • This feature does not appear for some models. To use the feature, an optional component is required. For more information, contact our Customer Support Center.

1. Select [Print] from the [File] menu on the application.
2. Select a fax printer in the [Print] dialog box.
3. Click [Preferences], and select [Fax] in [Job Type].



4. Click [OK].
5. Click [OK] in the [Print] dialog box.
6. Specify a destination in the [Fax Recipient] dialog box.

   Note • If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.

7. Click [OK].
   The [Fax Job Confirmation] dialog box appears after you have sent a fax job. A list of recipients to whom the fax job is being sent will be displayed.

Registering Destinations

The following describes how to register fax destinations from the machine to another machine (ApeosPort-V 5070/4070, DocuCentre-V 5070/4070) in a single operation through a computer.

You can use the same procedure to register fax destinations from another machine (ApeosPort-V 5070/4070, DocuCentre-V 5070/4070) to this machine.

Use CentreWare Internet Services to register fax destinations.

For information on CentreWare Internet Services, refer to "6 CentreWare Internet Services Settings" > "Configuring Machine Settings Using CentreWare Internet Services" in the Administrator Guide.

You can register fax destinations separately on the control panel. For more information, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

Important
- Because CentreWare Internet Services is accessible by multiple users simultaneously, the registered data will have a risk to be overwritten if a system administrator ID and passcode are not set. We recommend that data edit is permitted only by a system administrator with a passcode.
- Be sure not to perform this operation simultaneously with the address number registration from the control panel.
- If a number is duplicated, the existing number will be overwritten by the new one.
- A file in CSV format exported by CentreWare Internet Services (Address book data) is not designed to be edited or changed by editing software. Such a file cannot be imported into the machine. Therefore, do not edit or change the file in CSV format (Address book data) with software such as Microsoft® Excel®.
- To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

Note
- Using CentreWare Internet Services, you can import a CSV format file which is created by other than the machine to the Address Book of the machine. For more information, refer to the help of CentreWare Internet Services.

  This feature is not available depending on the version of the CSV format file or the model of the machine.
- Using CentreWare Internet Services, you can download a blank form of the Address Book (CSV format file) to a computer. After completing the form on a computer, batch registration of it (a CSV format file) on the machine is available via CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

1. Start up the computer, and a web browser.
2. Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.

   Note
   - If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the URL with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the URL is "myhost.example.com".
   - Ask your system administrator for the IP address or Internet address.
   - When specifying a port number, add ":" and the port number after the address. The default port number is "80".
   - When the Authentication feature is enabled on the machine, enter a user ID and passcode in the [User Name] and [Password] fields respectively. Ask your system administrator for the user ID and passcode.
   - If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.
3. Click the [Properties] tab, and select [Services] > [E-mail] > [Public Address Book] in the left frame on the screen.
4. Click [Export] in [Data Export (Export Public Address Book)].

5. Click [Save] in the Security Warning dialog box.
6. Specify the destination to save the file in.
7. Enter the IP address or Internet address of another machine (ApeosPort-V 5070/4070, DocuCentre-V 5070/4070) in the browser address field, and press the <Enter> key.

8 Click the [Properties] tab, and select [Public Address Book] in the left frame on the screen.

Note
- [Data Import (Import Public Address Book)] on the [Properties] tab is not available for the Address Book data created based on a CSV file which is downloaded from the [Export Template with Column Headings only] or [Download Template] on [Address Book] tab. For the Address Book data, perform [Import] on the [Address Book] tab.

9 Click [Browse] in [Data Import (Import Public Address Book)] to specify the file saved in step 6.

10 Click [Import].

Importing Scanned Data

This section describes how to import files from a machine's folder to your computer. The following four methods are available.

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Importing Using Stored File Manager 3 436
Importing Using CentreWare Internet Services 439

Importing to a TWAIN Compatible Application

The following describes how to import files from a machine's folder to application software.

Network Scanner Driver is used to import stored files.

Network Scanner Driver is software that allows a client-side application to import stored files (scan data) from a machine's folder via a network.

To use Network Scanner Driver, you must have Network Scanner Utility 3 installed on your computer.

Note
- The Network Scanner Utility 3 is included in the Media (Software/Product Manual).
- When Secondary Ethernet (optional) is installed on the machine and the IP address of Ethernet2 is specified, Network Scanner Utility 3 cannot operate. For more information, refer to "5 Tools" > "Connectivity & Network Setup" > "Protocol Settings" >"TCP/IP - Network Settings (Ethernet 2)" in the Administrator Guide.

To import files stored in a folder, prior settings are required, such as enabling ports. For more information, refer to "9 Scanner Environment Settings" > "Configuration of Store to Folder" in the Administrator Guide. For information on the operation of the application, refer to the documentation provided with the application.

For information on how to install Network Scanner Driver, refer to the "Readme" file included in the Media (Software/Product Manual).

To learn about fields in the displayed dialog box, click [Help] to view the Network Scanner Driver's help.

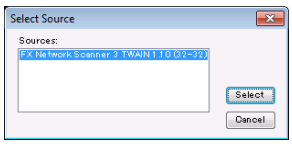
1 Launch application software to which files are imported.

Important
- The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

Note
- For notes and restrictions on the use of application software, refer to the "Readme" included in Network Scanner Utility 3.

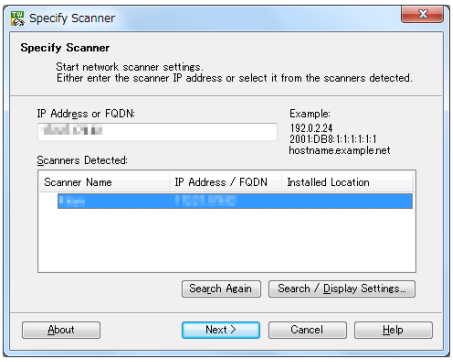
2 From the [File] menu, select the command for selecting the scanner (source).

3 Select [FX Network Scanner 3 TWAIN], and click [Select].



4 From the [File] menu, select the command for importing the image from the scanner.

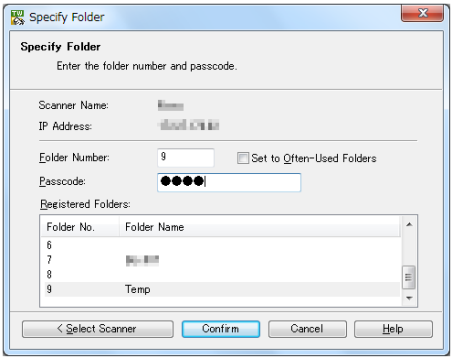
5 From the displayed list, click the scanner name of the machine, and click [Next].



Note

- If no scanners are shown in the list, click [Search Again]. The application searches for scanners.
- To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings]. For more information, refer to "Changing the display of scanner names" (P.436).
- Only scanners on the network are automatically listed. To view a scanner on another network, click [Search/Display Settings], and register the IP Address and scanner name. For information on how to register a scanner, refer to "Changing the display of scanner names" (P.436).

6 In the [Folder Number] field, enter the number of the folder (001 - 200) that contains the file to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).

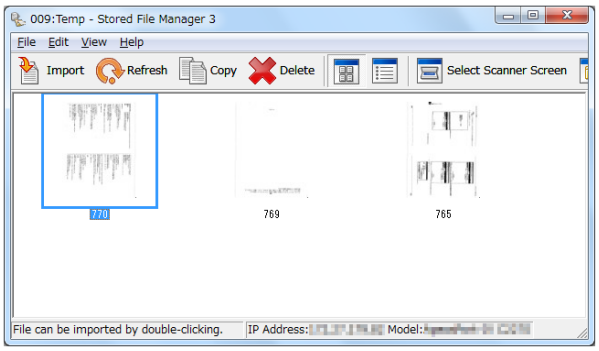


Note

- You can also select a folder number from [Registered Folders].
- Clicking [Select Scanner] returns to step 5, where you can reselect a scanner.

7 Click [Confirm].

8 Select a file to be imported from the list, and click [Import].



Note

- You can select multiple files.
- [Import], [Refresh], and [Delete] are available from the menu that appears when you right-click on the list.

When the import starts, the scan data is forwarded from the folder to the computer.

After being forwarded, the data is loaded onto the application software and is deleted from the folder.

Note

- An icon is displayed next to the file that is scanned in pages and whose forwarding operation has not been completed.
- For most applications except DocuWorks, Network Scanner Driver expands the compressed data and transfers the data to the applications in BMP format. For DocuWorks, on the other hand, Network Scanner Driver transfers the data without data expansion processing. For this reason, it does not take much time for data transfer.
- The machine can be configured not to delete files from a folder after forwarding them. For information on the setting, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide.

Changing Network Scanner Driver Settings

To learn about fields in the displayed dialog box, click [Help] to view the Network Scanner Driver's help.

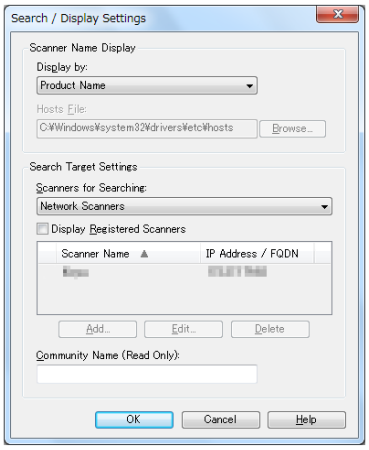
■ Changing the display of scanner names

You can change the display of scanner names listed.

To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings] in the scanner selection dialog box.

Under [Scanner Name Display], you can change the method in which scanner names are displayed in [Scanners Detected].

Specify scanners to search for under [Search Target Settings].



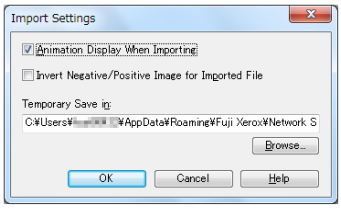
Note

- If you click [Add] and then register a scanner, you can display scanners from other networks.

■ Import method for scanned files

You can change the display and the import settings for files scanned from a folder.

To change the import method, click [Import Settings] from [File] menu in the file selection dialog box, and configure the settings in the dialog box that appears.



Importing Using Stored File Manager 3

The following describes how to use Stored File Manager 3 to import files from a machine's folder.

Stored File Manager 3 is software to import files from a machine's folder to a computer without using any client-side application.

To use Stored File Manager 3, your computer must have Network Scanner Utility 3 installed.

Note

- The Network Scanner Utility 3 is included in the Media (Software/Product Manual).
- When Secondary Ethernet (optional) is installed on the machine and the IP address of Ethernet2 is specified, Network Scanner Utility 3 cannot operate. For more information, refer to "5 Tools" > "Connectivity & Network Setup" > "Protocol Setttings" >"TCP/IP - Network Settings (Ethernet 2)" in the Administrator Guide.

To import files stored in a folder, prior settings are required, such as enabling ports. For more information, refer to "9 Scanner Environment Settings" > "Configuration of Store to Folder" in the Administrator Guide. For information on the operation of the application, refer to the documentation provided with the application.

For information on how to install Stored File Manager 3, refer to the "Readme" file included in the Media (Software/Product Manual).

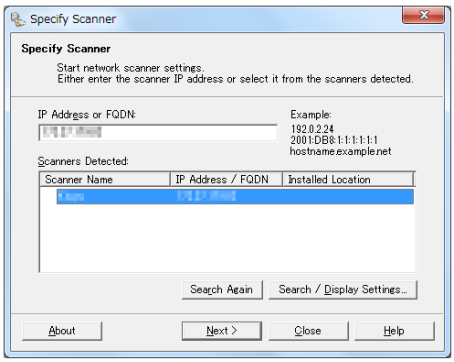
To learn about fields in the displayed dialog box, click [Help] to view the Stored File Manager 3 help.

1 Click [Start] and select [Programs] > [Fuji Xerox] > [Network Scanner Utility 3] > [Stored File Manager 3].

Note

- If you used another directory for installation, specify the directory instead.

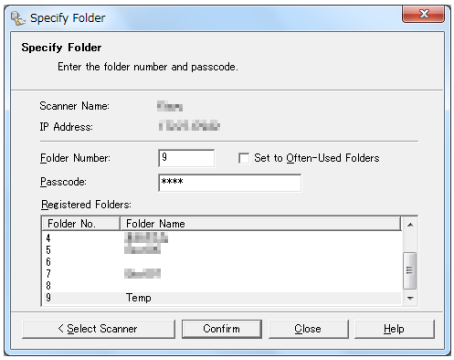
2 From the displayed list, click the scanner name of the machine, and click [Next].



Note

- If no scanners are shown in the list, click [Search Again]. The application searches for scanners.
- To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings]. For more information, refer to "Changing the display of scanner names" (P.436).
- Only when the machine is connected to the network, the scanner name is automatically listed. To view the machine connected to another network, click [Search/Display Settings] and register the IP address and scanner name. For information on how to change the settings, refer to "Changing the display of scanner names" (P.436).

3 In the [Folder Number] field, enter the number of the folder (001 - 200) that contains the file to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).



Note

- You can also select a folder number from [Registered Folders].
- Clicking [Select Scanner] returns to step 2, where you can reselect a scanner.

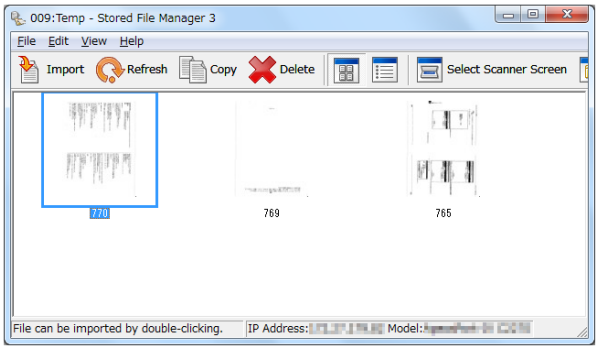
4 Click [Confirm].

5 Select a file to be imported from the list. To import a file, there are two ways as follows:

■ Importing a file by clicking [Import]

Click [Import].

The file is extracted and stored in the specified save location.



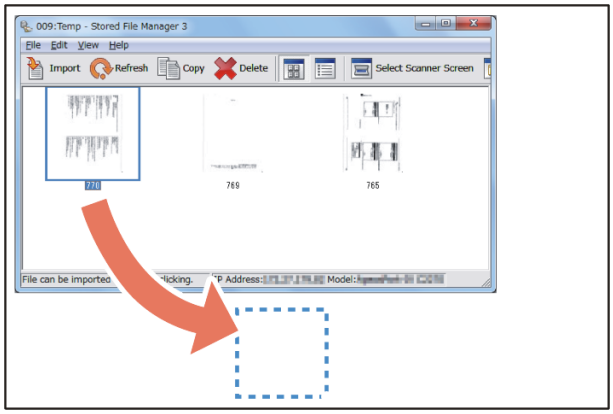
Note

- You can select multiple files.
- When [File Saving Options] is set to [Set Destination for Each File] under the import settings, a dialog box for specifying a save destination is displayed. When the dialog box appears, specify a save destination, and click [OK].
  For information on the import settings, refer to "Import settings for scanned files" (P.438).

■ Importing a file by drag and drop operation

Drag and drop the file to the save location such as the desktop.

The dropped file is stored in the folder.



Note

- The file can be imported by copy and paste operation. The file to be pasted remains in the folder.
- To delete the file in the folder, click [Delete] on the toolbar.

6 The file is imported to the specified directory.

Note

- When [File Saving Options] is set to [Save in Fixed Destination] under the import settings, a file is saved in the specified directory. For information on the import settings, refer to "Import settings for scanned files" (P.438).

Changing Stored File Manager 3 Settings

To learn about fields in the displayed dialog box, click [Help] to view the Stored File Manager 3 help.

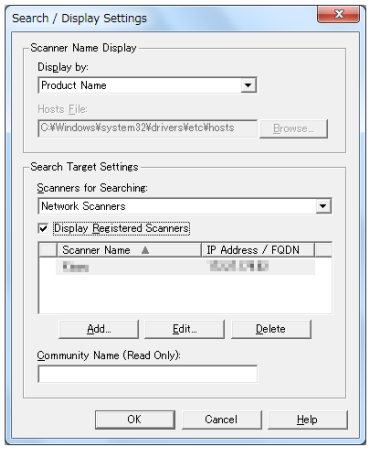
■ Changing the display of scanner names

You can change the display of scanner names listed.

To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings] in the scanner selection dialog box.

Under [Scanner Name Display], you can change the method in which scanner names are displayed in [Scanners Detected].

Specify scanners to search for under [Search Target Settings].



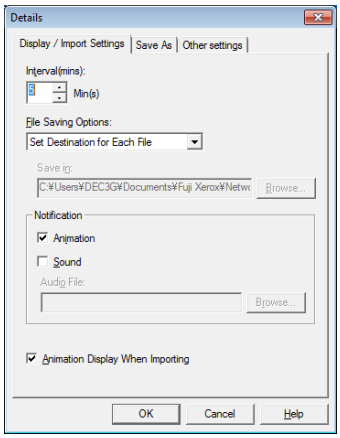
Note

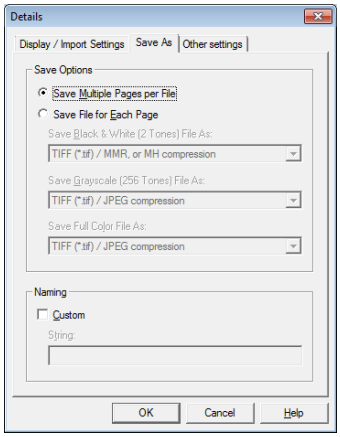
- If click [Add] and then register a scanner, you can display scanners from other networks.

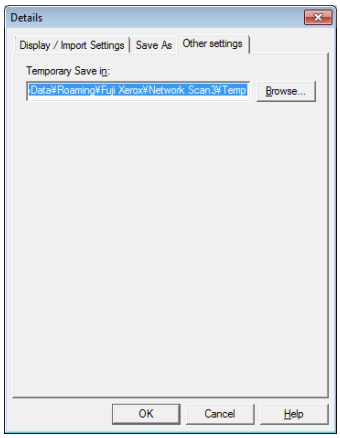
■ Import settings for scanned files

You can change the display and the import settings for files scanned from a folder.

To change the import method, click [Details] from [File] menu in the file selection dialog box, and configure the settings in the dialog box that appears.







Importing Using CentreWare Internet Services

This following describes how to import files stored in a machine's folder using CentreWare Internet Services.

When the machine is installed in a TCP/IP environment, CentreWare Internet Services allows you to import files stored in a machine's folder by accessing the machine from a computer via a web browser. You can also use a Macintosh computer to import files via a web browser.

Note • You can retrieve scanned data in DocuWorks or PDF format, but cannot encrypt the DocuWorks or PDF files and cannot attach a signature to the files when retrieving them.

For information on an overview of CentreWare Internet Services, refer to "CentreWare Internet Services" (P.441).

For more information on this operation, click [Help] in the top frame to view the help.

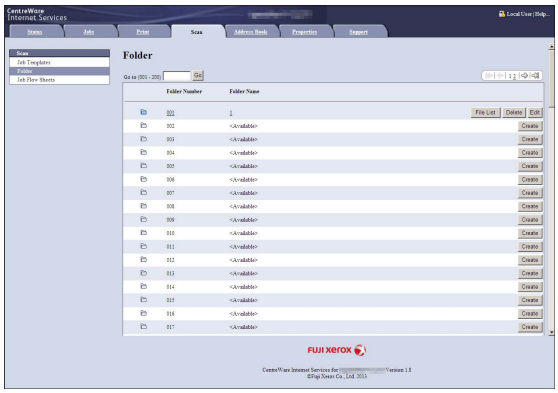
Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

1. Start up the computer, and a web browser.
2. Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.

Note • If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the Internet address with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
• Ask your system administrator for the IP address or Internet address.
• When specifying a port number, add ":" and the port number after the IP address or the Internet address.

- If the authentication feature is enabled on the machine, enter a user ID and passcode in the [User Name] and [Password] fields. Ask your system administrator for the user ID and passcode.
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

3 Select [Folder] on the [Scan] tab.

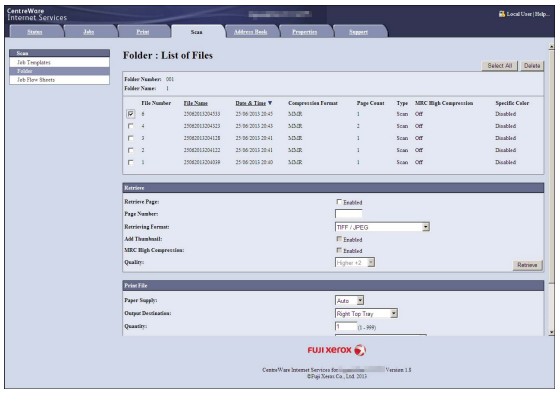


4 Click [File List] of the folder that contains the files to be imported.

Note • If a passcode is set, enter the passcode in the [Passcode] field (up to 20 digits).

5 Place a check mark next to each file to be imported, set the necessary items, and then click [Retrieve].

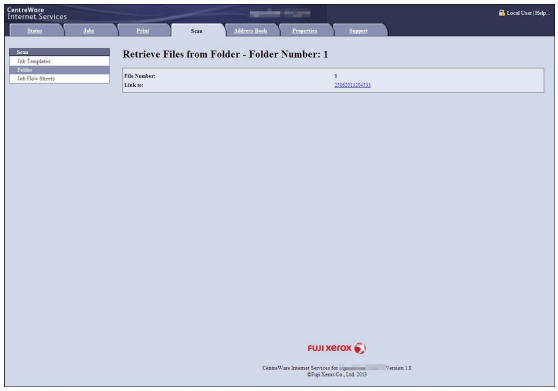
Note • When you import files in PDF format from a folder, they cannot be optimized for web view.



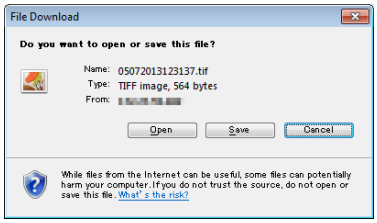
6 Click a file name and save a file.

Note • In [Internet Services Settings] in the [Properties] tab, when [Name of File(s) When Retrieved From Folder] is set to [File Name], the file name may be changed automatically when retrieving a file from the folder, depending on the file name. For more information, refer to the online help for CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.



7 Click [Save].



CentreWare Internet Services

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as change settings via a web browser. You can also import files stored in a folder.

For information on how to import files, refer to "Importing Using CentreWare Internet Services" (P.439).

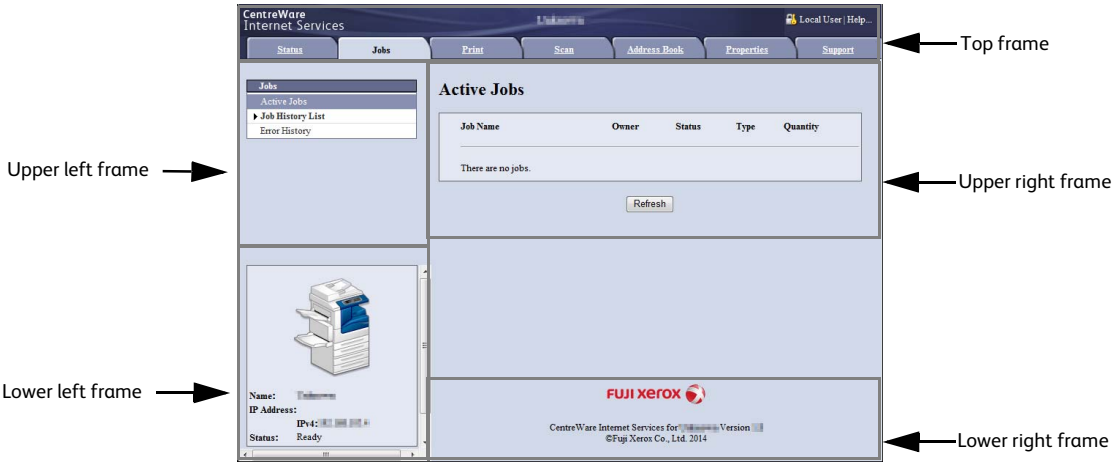
For information on the settings of CentreWare Internet Services, refer to "6 CentreWare Internet Services Settings" in the Administrator Guide.

CentreWare Internet Services Screen

The [CentreWare Internet Services] screen consists of five frames (divided windows). The information displayed in each frame depends on the selected category: [Status], [Jobs], [Print], [Scan], [Address Book], [Properties], or [Support].

Note • Clicking [Help] in the top frame displays the help for CentreWare Internet Services.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.



■ Top Frame

Displays the model of the machine, user information, a link to the online help, and the tabs (links) to go to each category.

[Logout] is displayed on the right of the user information when you log in as the authenticated user using the Authentication feature or as the System Administrator.

Click [Logout] to cancel the Authentication mode or log out of the System Administrator mode.

For information on each feature provided by CentreWare Internet Services, click [Help] in this frame to view the help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the Internet. The communication fee shall be borne by you.

■ Upper Left Frame

Displays the menu tree (list of the setting items) of the selected category. The item selected from the menu tree is displayed on the upper right frame.

For the [Print] and [Support] tabs, the machine information and status, and the [Refresh] button are displayed on the frame instead of the menu tree. Click the [Refresh] button to update the displayed information.

■ Upper Right Frame

Displays the screens to display or configure the setting of the item selected on the category tab or the menu tree.

■ Lower Left Frame

This frame is displayed on the [Jobs] and [Scan] tabs only.

For the [Jobs] tab, the machine status and information, and the [Refresh] button are displayed. Click the [Refresh] button to update the displayed information.

For the [Scan] tab, the button to add a job template and the list of the job templates are displayed.

■ Lower Right Frame

The Fuji Xerox logo and the version information of CentreWare Internet Services are displayed. When you click the logo, our website appears in a new window.

Main features of CentreWare Internet Services are listed below.

Tab Name	Main Features
Status	• Displaying the machine status Displays the status of the paper trays, output trays, and consumables such as toner cartridges. • Usage Counters Displays the total number of pages used for each feature and cumulative numbers. • Total Runtime Displays [Output Device Runtime], [Scanner Runtime], [Standby Time], [Low Power Time], [Sleep Time], [Warm-up Time], and [Power Off Time] by minutes.
Jobs	• Listing active jobs and allowing you to delete the jobs, and displaying completed jobs and error information
Print	• Job Submission Allows you to specify and print a file stored on your computer.
Scan	• Job Templates Allows you to create, edit, copy, and delete job templates. • Folder Allows you to create and set folders. You can also delete and import files in a folder. • Job Flow Sheets (ApeosPort Series Models only) Allows you to create, edit, and delete job flow sheets.
Address Book	• Adding, editing, and deleting recipients in the Address Book. • Address Book Allows you to view a list of the Address Book, delete the Address Book data, and restrict users to access to the Address Book. • CSV file Allows you to import a CSV file which is created by other than the machine, and download the sample CSV file and a blank CSV file.
Properties	• Displaying and setting the items such as Machine configuration, Interface, and Emulation settings.
Support	• Displaying support information

Note
- Some field settings take effect after a reboot (after switching the power off and then on again, or after changing the System Settings from the control panel).
- During operation on the control panel, settings cannot be changed by CentreWare Internet Services.
- To change the settings of items set by the system administrator, you need to enter the system administrator ID and passcode. Ask your system administrator for the ID and passcode.

Browser Settings

Before using this service, ensure the following settings on your browser.

The following describes the setting procedure for Internet Explorer? 8.0.

Note • Depending on the web browser used on your computer, CentreWare Internet Services may not work normally.

1. Select [Internet Options] from the [Tools] menu.
2. On the [General] tab, click [Settings] for [Browsing history].
3. In the [Temporary Internet Files and History Settings] dialog box, select [Every time I visit the webpage] or [Every time I start Internet Explorer] for [Temporary Internet Files].
4. Click [OK].

Proxy Server and Port Number

The following describes proxy server settings and a port number required for this service.

■ Proxy Server

We recommend that you access this service directly, not through a proxy server.

Note • If using a proxy server, specifying the machine's IP address in the browser results in slower responses, and could prevent some screens from appearing. In this case, set the machine's IP address on the browser not to use a proxy server. For information on the setting instructions, refer to the documentation provided with your browser.

■ Port Number

The default port number of this service is "80". The port number can be changed in [Properties] > [Connectivity] > [Protocols] > [HTTP]. Usable ports are "1" to "65535".

If you set the port to a number other than 80, you must add ":" and the port number after the IP address or the Internet address when entering the address into your browser.

For example, if the port number is 8080, the URL is:

http://[the machine's IP address]:8080/

or

http://[the machine's Internet address]:8080/

You can check the port number in a Configuration Report. For information on the Configuration Report, refer to "4 Machine Status" > "Machine Information" > "Print Reports" in the Administrator Guide.

Note • If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

Starting CentreWare Internet Services

To use this service, perform the following procedure on your computer.

1. Start up the computer, and a web browser.
2. Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.

Note • If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the URL with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
• Ask your system administrator for the IP address or Internet address.
• When specifying a port number, add ":" and the port number after the IP address or the Internet address.

- If the Authentication feature is enabled on the machine, enter a user ID and passcode in the [User Name] and [Password] fields. Ask your system administrator for the user ID and passcode.
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.
- If authentication of the system administrator fails, the following message is displayed in the right frame of web browser:
  "Login failed."
- If the number of times that authentication fails exceeds the specified number, the following message is displayed in the right frame of web browser:
  "Switch the machine Off and then On for System Administrator login."

13 Appendix

This chapter contains a glossary of terms used in this guide.

- Glossary..... 446

Glossary

Term	Description
A3	420 x 297 mm paper
A4	297 x 210 mm paper
A5	210 x 148 mm paper
Alias	An alternative name of the machine's e-mail address. For example, when the e-mail address for the machine is internet_fax@mb1.abc.example.com, you can use internet_fax@example.com (alias) to reach the same location.
Auto Center	A feature that automatically moves an image to the center of paper when copying.
Auto Clear	A feature that automatically returns the touch screen to its default display when the machine is inactive for a certain period of time.
Auto Select	Based on the document loaded and the magnification selected, the machine automatically selects an appropriate paper size.
Auto Tray Switching	When paper runs out during copying or printing, another tray of identical paper size and orientation automatically begins supplying paper.
B4	364 x 257 mm paper
B5	257 x 182 mm paper
Binding Shift	When creating a booklet, this feature adds margins to the center binding area of documents.
Book Scanning	A feature that copies the left and right pages of an unfolded document onto two separate sheets of paper.
Border Limit (Page split threshold value)	One more sheet is used when the length of the transmitted document exceeds the length of paper installed on the receiving terminal. A margin at the bottom of a received document can be eliminated so that the data can be printed on one page. The amount of space that can be removed from the bottom of a document is the border limit. When the border limit value is small, the data can be printed on the next page. But when it is large, a larger space can be cut so that data can be printed on one page.
Collate	A feature where each copy set is delivered in the same order the documents were copied.
Communication(s)	A communications network that can offer voice data (telephone), image data (fax), video data (videotex) and PC data (PC communication service) over the same channel. In this guide, it is mostly referred to as transmitting/receiving images as well as speaking with a remote user.
CSV File	CSV (Comma Separated Values) is a file format that is often used for saving data by spreadsheets and database programs.
Cut Paper	Standard paper sizes, such as A4 and B5.

Term	Description
Default Screen	A screen displayed on the touch screen immediately after switching the power on, or pressing the <Clear All> button. The screen is also displayed when the Auto Clear feature is used.
Default Value	A factory default value, or a value set in the System Administration mode.
Dial	In this guide, it refers to entering a recipient's fax number. The method of dialing provided by the machine include: manual dialing using the numeric keypad, speed dialing, one-touch dialing, and using the Address book, etc.
Dial Tone	A tone generated from the telephone line. It indicates that you are connected to the line.
Dial Type	The dial type of connected line. The machine offers two dial types: Tone (push circuit) and 10PPS (dial circuit / 10PPS).
Direct Internet Fax	Allows you to send e-mail directly to the Internet Fax-compatible machines without going through the SMTP server, while Internet Fax uses the SMTP server to send e-mail.
Document Image	An image of a document scanned by the machine.
DPI	An abbreviation of Dots Per Inch. A unit used to describe printing resolution in terms of the number of dots printed in one inch. Used as a unit to describe resolution.
ECM	An abbreviation of Error Correction Mode. A type of G3 transmission. ECM transmission sends the document image data in segments and retransmits segments that the remote machine receives incorrectly. "ECM" described on the Activity Report shows that the communication was processed using ECM.
Edge Erase	A feature that erases the top/bottom, left/right or center edge of a document image when copying.
Emulation	This refers to operating the printer to achieve the same print results as when printing with other manufacturers' printers. This mode is called the Emulation Mode.
Power Saver Feature	A feature that switches the machine status to standby after a period of inactivity. The following power saver features can be set for the machine. • Low Power Mode: The power to the fusing unit and motor is lowered when the machine is left unused for a fixed amount of time. The touch screen goes out, and the <Power Saver> button lights up. • Sleep Mode: Most of the units in the machine are in standby status. The machine consumes the least power.
Error Code	A code is displayed on the touch screen or a report when a problem occurs.

Term	Description
F Code	A transmission method defined by Communications and Information Network Association of Japan (CIAJ) for use of T.30* sub-addresses standardized by ITU-T. Between the machines with the F Code feature, including those manufactured by other companies, various features making use of F Code can be used. (*: Communication standard) With IP Fax (SIP) communication and the Internet Fax feature of the machine, you can use F Code to forward fax documents received in folders by e-mail.
F4800	This refers to communicating with a remote terminal outside the country. It is also one of the Transmission Mode selections that reduces transmission speed to enable reliable communications even under poor line conditions.
Fax Gateway	Connects the Internet network to regular telephone lines, enabling e-mail documents to be sent as fax documents to regular fax machines.
Fax Server	A feature that transfers image data received by the machine to a Server Fax server and transfers image data received by a Server Fax server to the machine via a network based on the settings you made. Using this feature enables you to manage multiple machines.
G3	A facsimile communication system standardized by the advisory committee for International Telecommunications (CCITT, now the ITU-T).
Header	A record of the sender. It is printed on the top edge of a received document.
FQDN	FQDN (Fully Qualified Domain Name) is fully specified with a domain name, a sub-domain name, and a host name so that it is identified properly over the network.
Image Enhancement	A feature which makes the border between black and white smooth, with rough edges reduced, giving the appearance of a higher resolution.
Image Rotation	This feature rotates a document image by 90 degrees when the document orientation is not the same as the paper supply orientation.
Independent X - Y %	A feature that transforms a document image horizontally or vertically.
Internet	A worldwide communications network that combine miscellaneous networks.
Internet Fax	Unlike a regular fax machine, Internet Fax uses corporate networks or the Internet to send or receive e-mail (TIFF attachments).
Job Offset	This feature outputs sheets in alternating offsets to make each set easier to recognize.
Line Monitor	Allows you to audibly monitor a transmission through the speaker after dialing and until you are connected.
Low Toner Alert Tone	A tone the device sounds when the toner cartridge needs to be replaced.

Term	Description
Machine Ready Tone	A tone produced when the status of the machine changes from standby to ready, such as when the power is switched on.
MIME Type	Multipurpose Internet Mail Extension. A method for determining what kind of data was received by e-mail. A MIME type refers to the type of data.
NAT/NAPT	NAT (Network Address Translation) converts private IP addresses to global IP addresses. NAPT (Network Address Port Translation) also converts IP addresses to global addresses. It modifies port numbers as well.
NV Memory	A non-volatile memory, which stores the settings information of the printer even when the power is switched off.
Off-hook Dialing	Dialing with the receiver off the hook.
On-hook Dialing	Dialing with the receiver on the cradle.
Optional component	This refers to a product that is sold separately. In addition to the machine's basic configuration, various optional features are available as separately-sold optional components. (For more information on optional components, contact our Customer Support Center.)
Pages per Side	A feature that copies two or four documents onto one sheet of paper.
PCL	An abbreviation of Printer Control Language. A page description language developed by Hewlett Packard.
PJL	An abbreviation of Printer Job Language. A command language for controlling printers developed by Hewlett Packard.
Polling	A feature that allows you to retrieve a file from a remote machine.
POP3	An abbreviation of Post Office Protocol Version 3. One of the commonly used communications protocols used for receiving e-mail. It sets up a private mailbox on a provider's e-mail server, and receives messages when a communication is made. POP3 is for receiving only. SMTP is used for sending e-mail.
Print Page Buffer	The memory area where printing images are stored.
Printable Area	The actual area on paper which can be printed.
Profile	A protocol controlling image resolution, paper size, and other attributes when sending or receiving faxes using Internet Fax. The profiles that can be used vary with the Internet Fax of the remote terminal. When specifying a profile, check that it can be handled by the other party's Internet Fax-compatible machine.
QoS	QoS (Quality of Service) is a technology to ensure a certain level speed for specific network communications.
RAM	An abbreviation of Random Access Memory. It is a storage device (memory) where information can be retrieved as well as stored.
Receive Buffer	The area in the machine's memory or hard disk drive. Data sent from client computers is stored in this area.
Receiving Paper Size	A feature that specifies the output paper size for received fax documents. The specified paper size will be declared to recipients from the sender.

Term	Description
Recipient	The person or terminal you send a document to "Dialing" indicates the operation of entering a recipient's telephone number. For Internet Fax, this refers to the recipient's e-mail address.
Remote Terminal	A terminal with which you want to communicate. This is a general term for terminals such as telephones, facsimile machines and personal computers.
Resolution	Represents a fineness of detail that can be distinguished on an image. It is usually described in terms of the number of dots per inch (dpi), and a higher value indicates a higher resolution (finely represented).
ROM	An abbreviation of Read Only Memory. It is a storage device (memory) specific for the retrieval of information.
ROS	An abbreviation of Raster Output Scanner. It is a device for writing image signals to a drum (light sensitive). A ROS is often referred to as a laser beam scanner.
Scan	Sensing or reading a paper document and converting the optical image of the document to an electronic image. The machine offers two scanning devices: document glass and document feeder.
Screen	The screen that is displayed on the touch screen. It displays messages and feature buttons.
Select	In this document, "Select" refers to highlighting a feature selection by touching the feature button on the touch screen with your finger.
Send Password	This feature requires to enter an "S" and the ID of a remote terminal after entering its fax number. This prevents transmission errors.
Sender	Originator of a communication. It is used as opposed to "recipient".
Separator	A blank, colored, or copied paper inserted between two copy sets.
SIP	SIP (Session Initiation Protocol) is a signaling protocol call control protocol which is necessary to communicate in IP network.
SIP Server	Servers such as SIP proxy server, SIP register server, and others.
SIP proxy server	SIP proxy server forwards requests from SIP terminals to other SIP terminals and SIP servers.
SIP user name	In SIP communication, user names are specified in "xxx@yyyy" format. (example: 1111@192.0.2.1) The part before "@" ("1111" in the example) is SIP user name.
SIP register server	The SIP register server receives registration requests from the SIP terminal and registers information.
SMTP	An abbreviation of Simple Mail Transfer Protocol. A communications protocol (an agreement governing the way data is transmitted) commonly used for sending and receiving e-mail.
Start Reservation	In this guide, this refers to loading a document, selecting features, and pressing the <Start> button immediately after switching the power on. Once the machine is warmed up and ready, it will automatically start copying.

Term	Description
Status Display Code	A code that indicates the machine status. When an error occurs on the machine, a status display code appears on the touch screen.
Store	In this guide, it is referred to as scanning an image of a document and saving the image on the machine.
Stored Programming	By registering a series of operations, the machine executes the operations with just one press of [Stored Programming] on the touch screen.
T.38	T.38 is a protocol for timely fax communication over the IP network. The protocol is also necessary for fax communication between existing public phone lines and the IP network.
Transmission Interval	The period between transmissions.
Transparency Copy	A feature that copies on transparency films or inserts a sheet of blank or copied paper between transparency films.
UNC	An abbreviation of Universal Naming Convention. UNC is a way to specify a path describing the location of a network resource, such as shared folders, or shared printers, on a network, Microsoft Network? (SMB). The UNC syntax uses "\\" before the hostname, hostname and resource name are delimited by "\". If the hostname is "myhost", and its shared folder name is "sharefolder", the path is described as follows: \\myhost\sharefolder
VoIP Gateway	The device that relays voice signals including fax communication between the IP network and public phone lines. It has a feature to convert the communication using VoIP and G3 fax communication in public phone lines.

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+ Add 202

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