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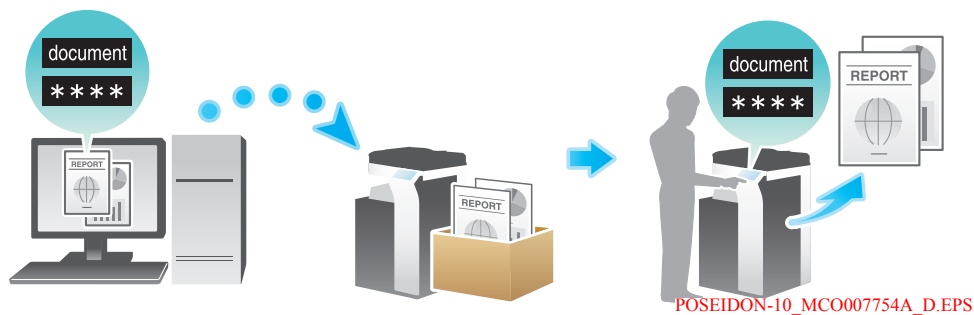
**Search for Desired Functions**

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# 1 Search for Desired Functions

## 1.1 Print Functions (Windows)

Printing a highly confidential original without other people seeing it



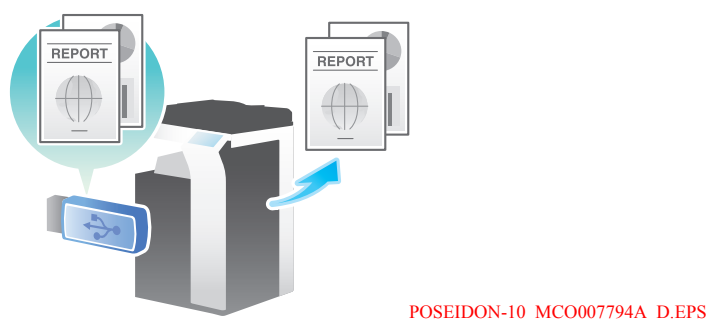
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Printing without other people seeing it while authentication is being carried out



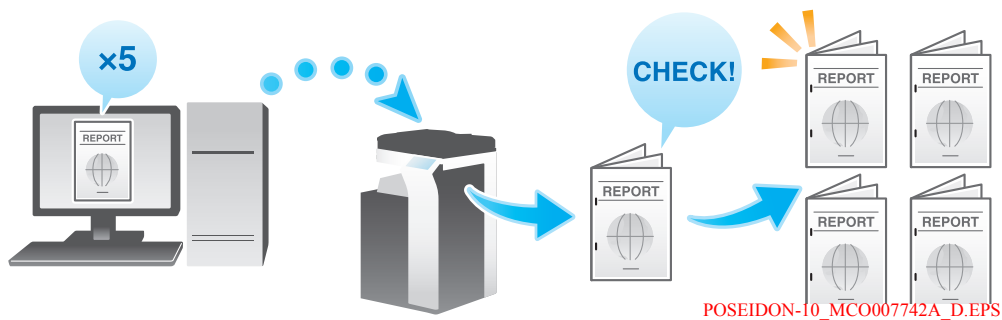
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Printing a file on a USB memory



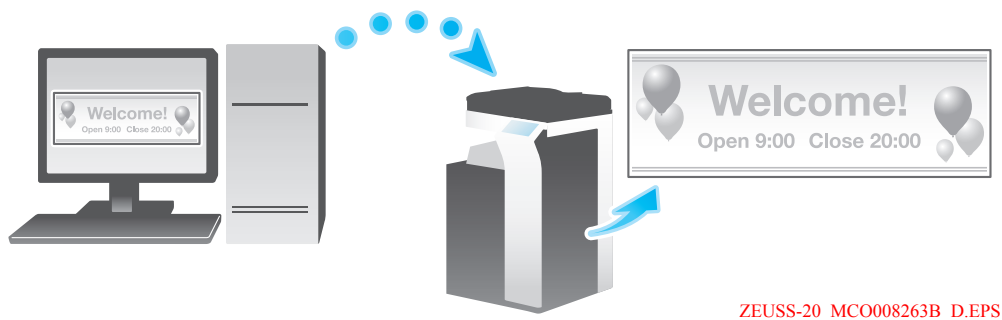
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Making a trial printing



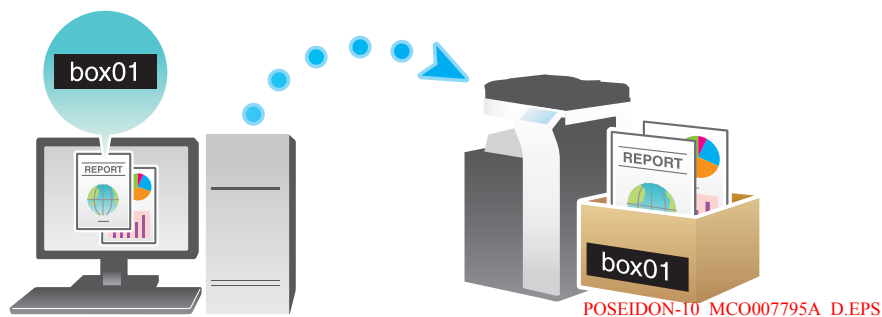
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Printing on banner paper



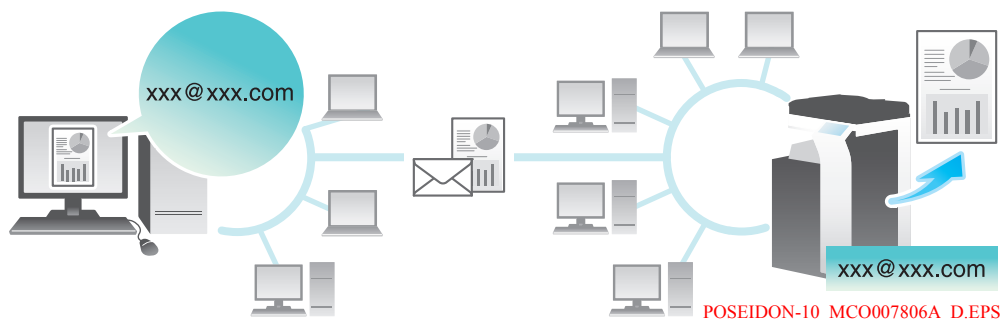
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Saving originals in a user box on this machine



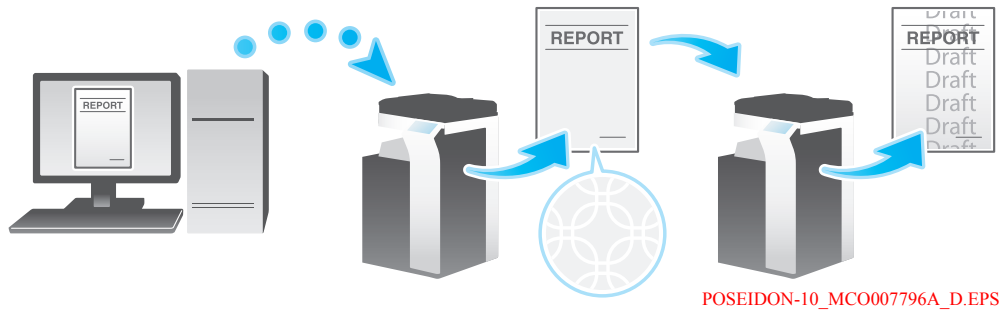
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Printing an E-mail attachment



"User's Guide[Print Operations]/[Printing without Using the Printer Driver ]"

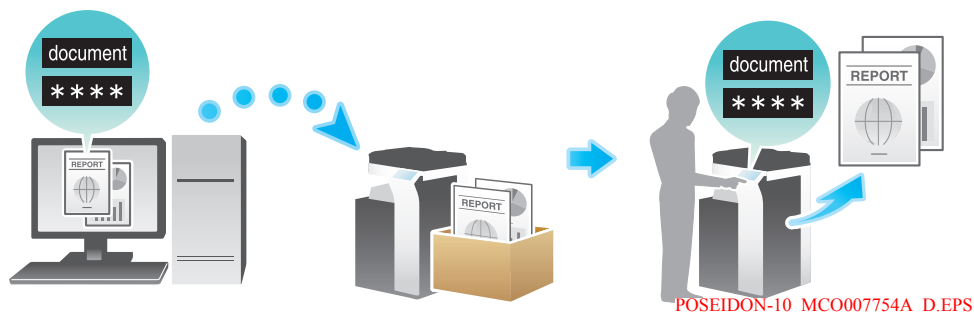
Adding a concealed security watermark



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## 1.2 Print Functions (Mac)

Printing a highly confidential original without other people seeing it



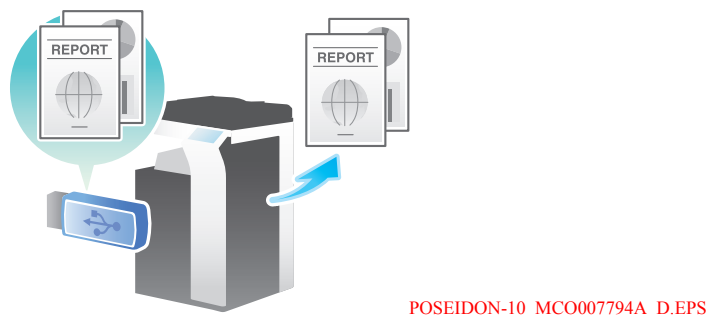
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Printing without other people seeing it while authentication is being carried out



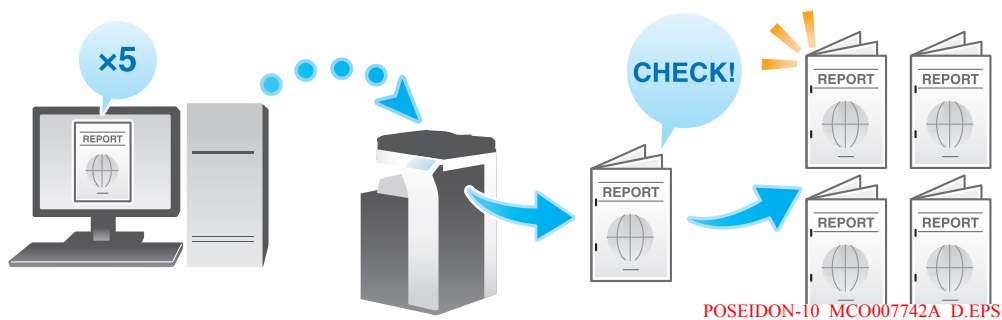
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Printing a file on a USB memory



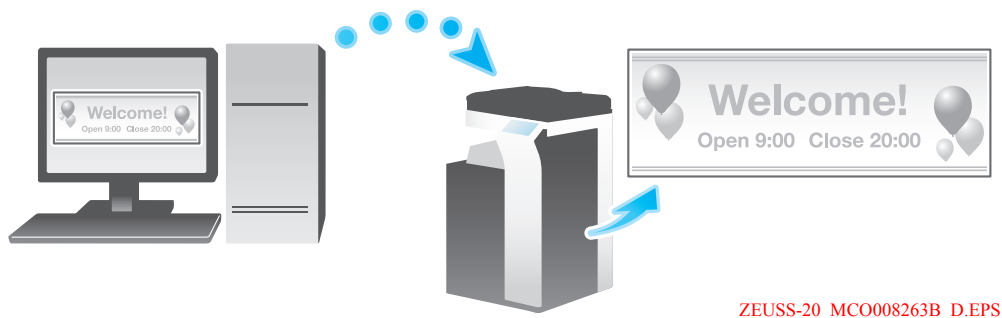
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Making a trial printing



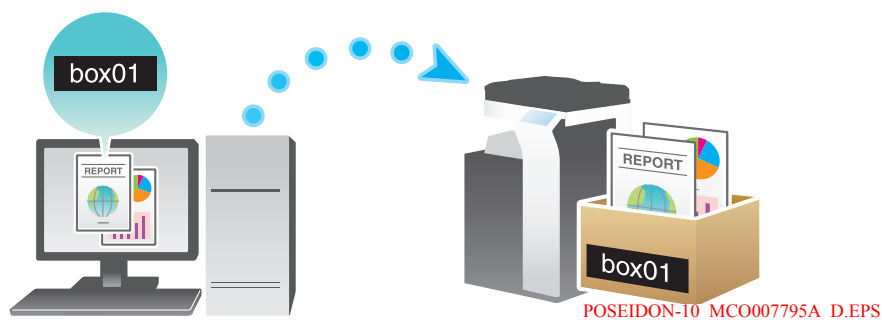
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Printing on banner paper



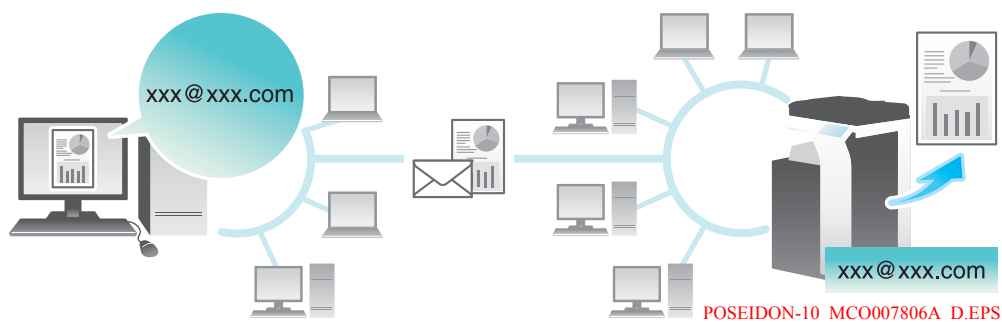
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Saving originals in a user box on this machine



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Printing an E-mail attachment



"User's Guide[Print Operations]/[Printing without Using the Printer Driver ]"

Adding a concealed security watermark



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"



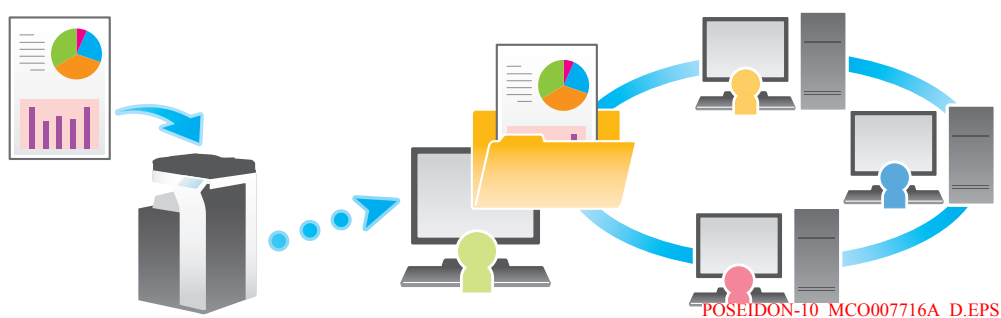
## 1.3 Scan Functions

Sending a file as an E-mail attachment



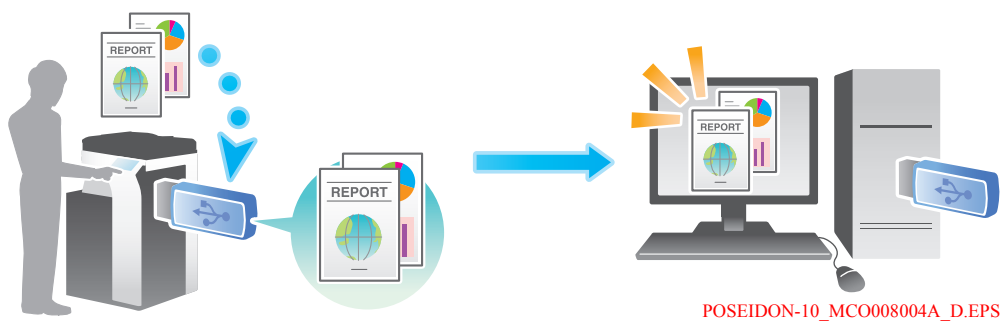
"User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]"

Sending a file to a shared folder on a computer



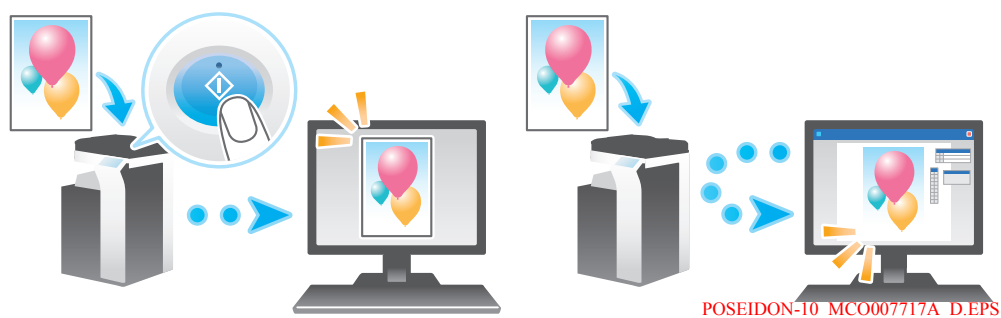
"User's Guide[Scan Operations]/[Sending a File to a Shared Folder of a Computer (SMB Send)]"

Saving a file on a USB memory



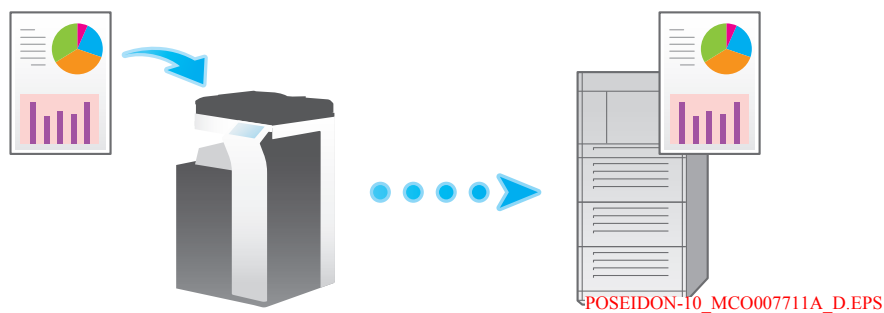
"User's Guide[Box Operations]/[Use a USB Memory Device (External Memory)]"

Sending with Web service



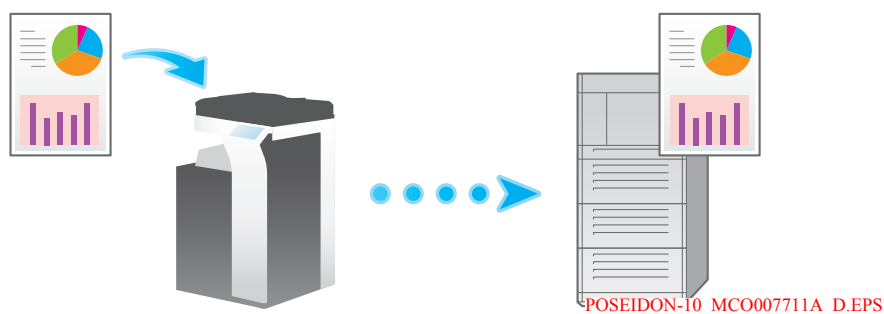
"User's Guide[Scan Operations]/[Sending with Web Service (WS Scan)]"

Sending to an FTP server



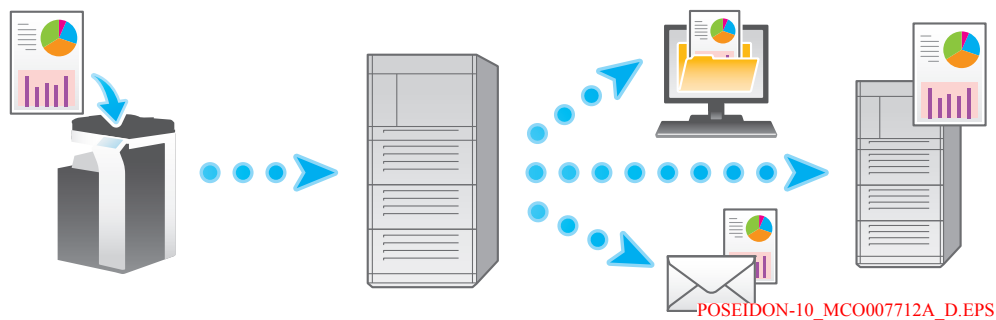
"User's Guide[Scan Operations]/[Sending to an FTP server (FTP Send)]"

Sending to a WebDAV server



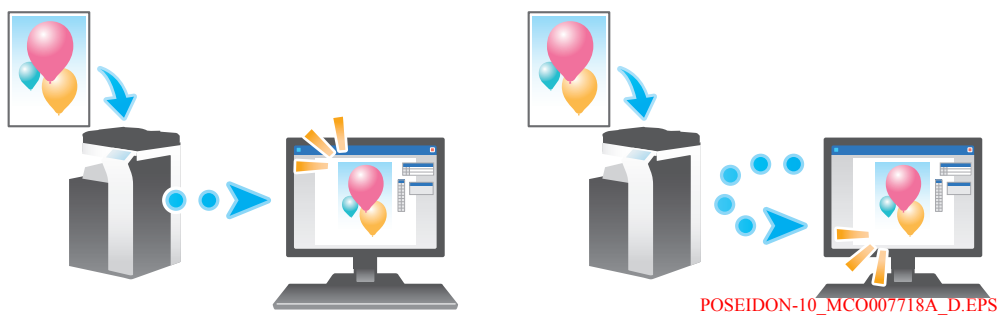
"User's Guide[Scan Operations]/[Sending to a WebDAV server (WebDAV Send)]"

Distributing Data via a Scan Server



"User's Guide[Scan Operations]/[Distributing Data via a Scan Server]"

Importing images by TWAIN scan



"User's Guide[Scan Operations]/[Importing Images by TWAIN Scan]"

Saving a file to a User Box of this Machine



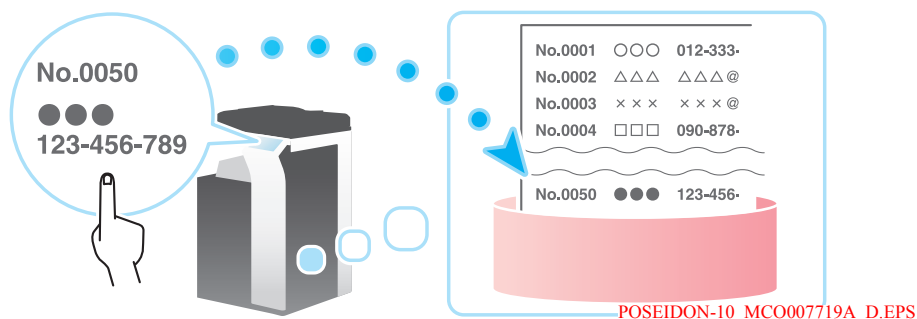
"User's Guide[Scan Operations]/[Saving a file in a User Box of this Machine (Save in User Box)]"

Sharing files saved in the User Box on the network



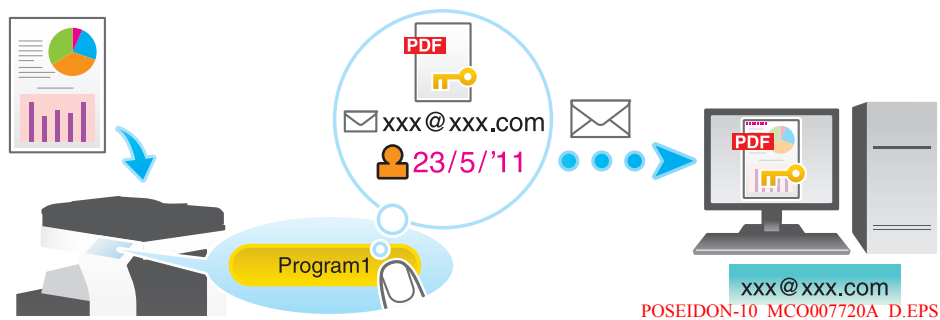
"User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]"

Registering frequently used destinations



"User's Guide[Scan Operations]/[Managing Destinations]"

Recalling a program for sending



"User's Guide[Scan Operations]/[Scan-to-Send Function]"

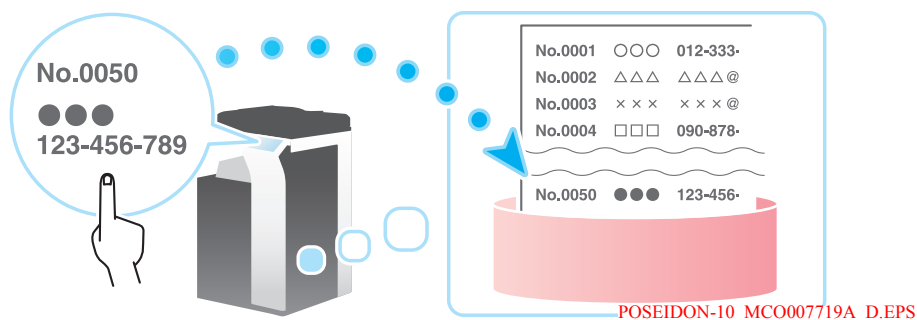
Checking the finish before sending



"User's Guide[Scan Operations]/[Scan-to-Send Function]"

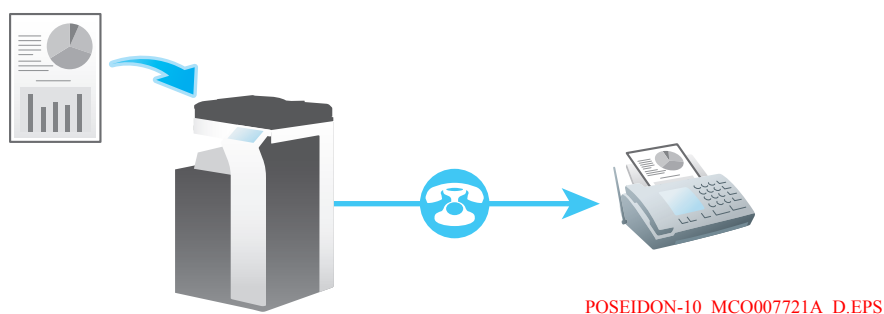
## 1.4 Fax Functions

Registering frequently used destinations



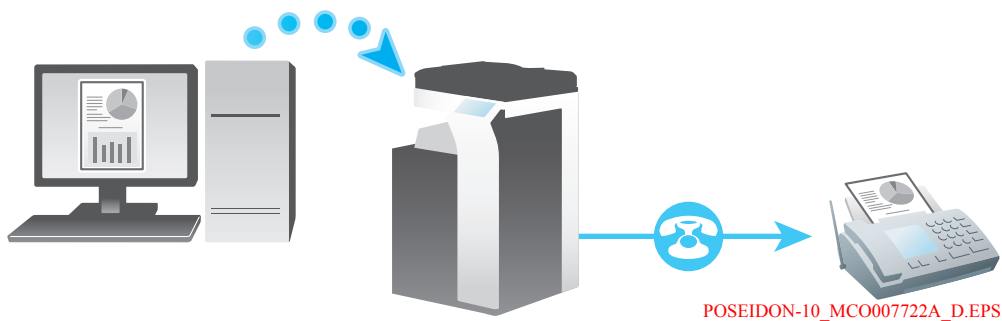
"User's Guide[Fax Operations]/[Managing Destinations]"

Sending a fax



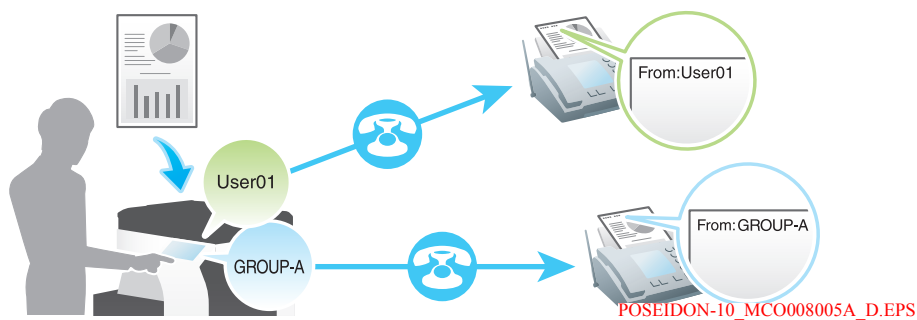
"User's Guide[Fax Operations]/[How to Send a Fax]"

Directly sending an original on a computer by fax without printing it



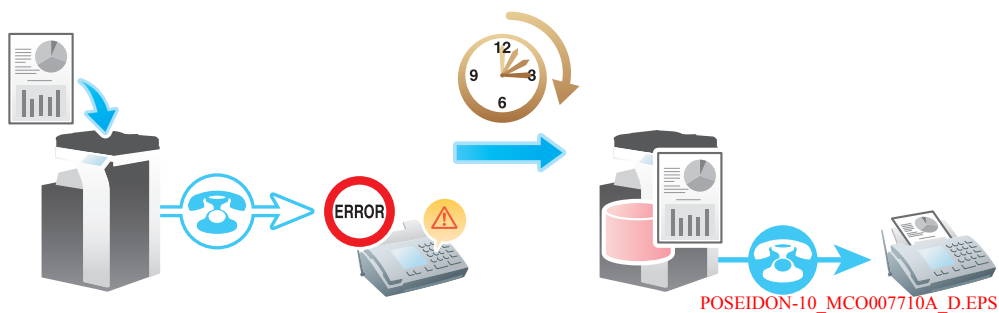
"User's Guide[PC-FAX Operations]/[PC-Fax TX Operations]"

Changing the sender name before sending a fax



"User's Guide[Fax Operations]/[Sending Options]"

## Resending a fax



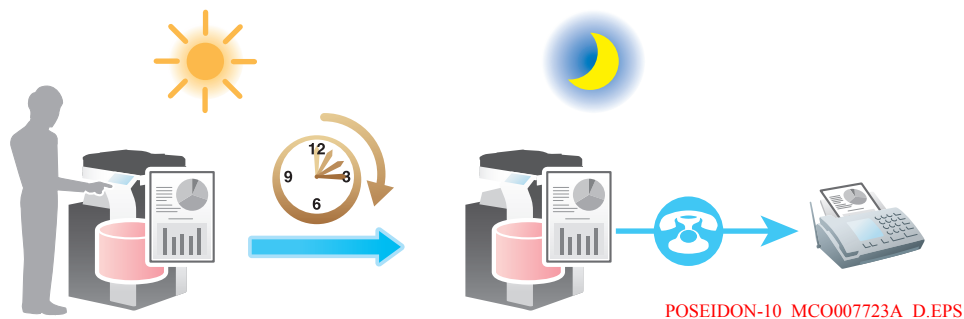
"User's Guide[Fax Operations]/[Sending Options]"

## Resending a fax for which the fax number could not be redialed



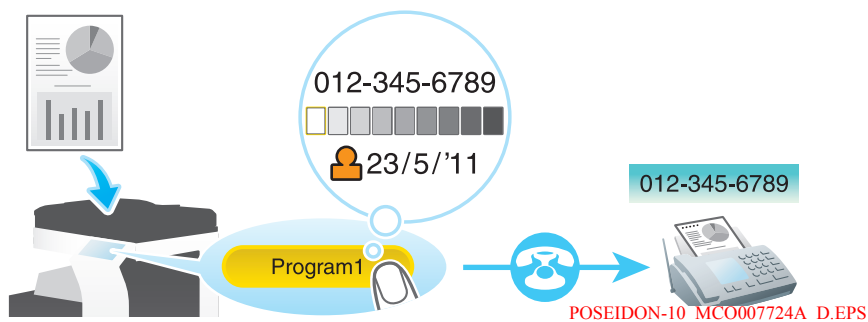
"User's Guide[Fax Operations]/[Sending Options]"

## Sending a fax at a preset time



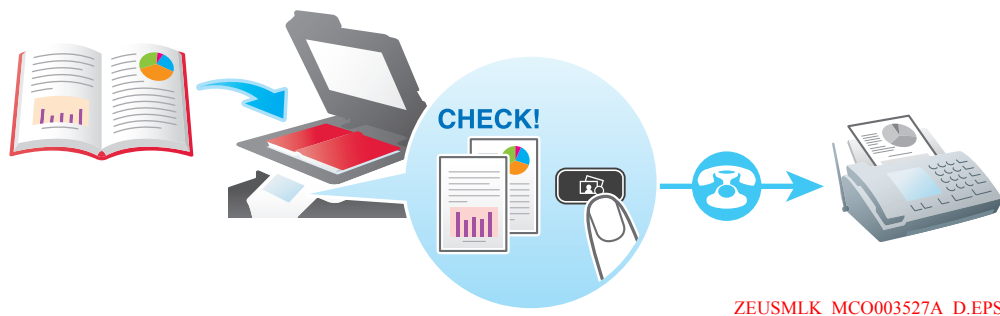
"User's Guide[Fax Operations]/[Sending Options]"

## Recalling a program for sending



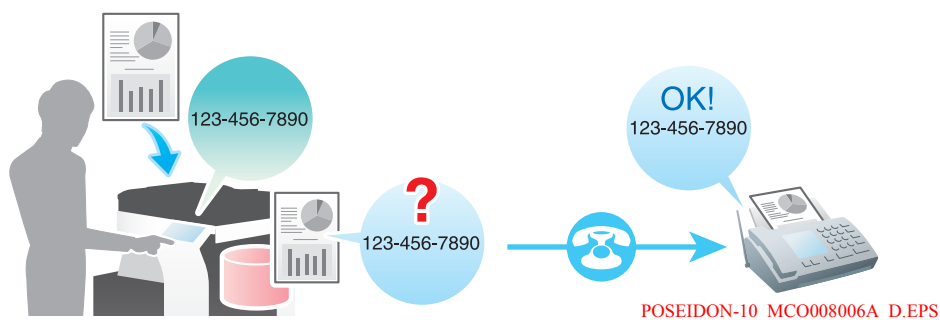
"User's Guide[Fax Operations]/[How to Send a Fax]"

Checking the finish before sending



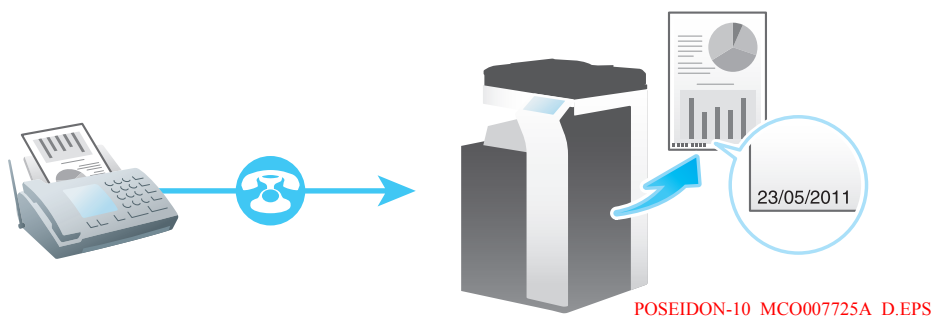
"User's Guide[Fax Operations]/[How to Send a Fax]"

Checking the destination fax number before sending a fax



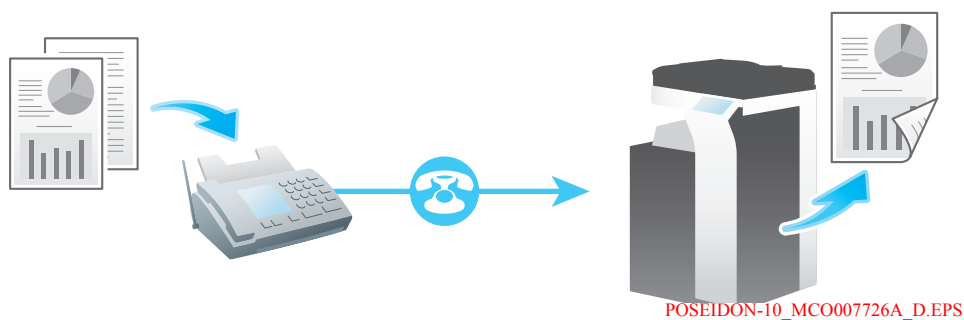
"User's Guide[Fax Operations]/[Sending Options]"

Automatically adding the receiving date and time to a received fax



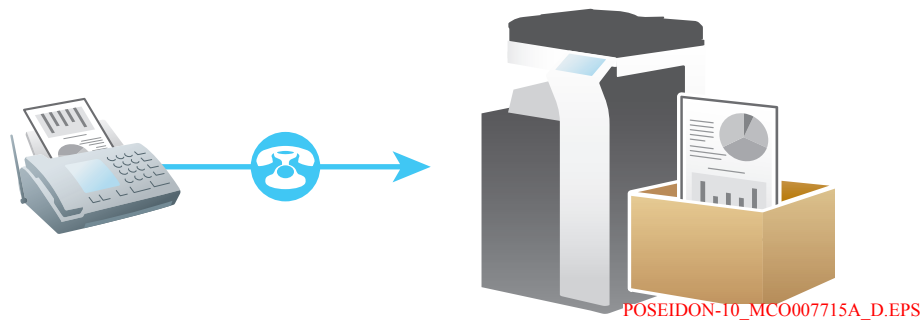
"User's Guide[Fax Operations]/[Receiving Options]"

Printing a received fax on both sides



"User's Guide[Fax Operations]/[Receiving Options]"

Viewing a received fax before printing



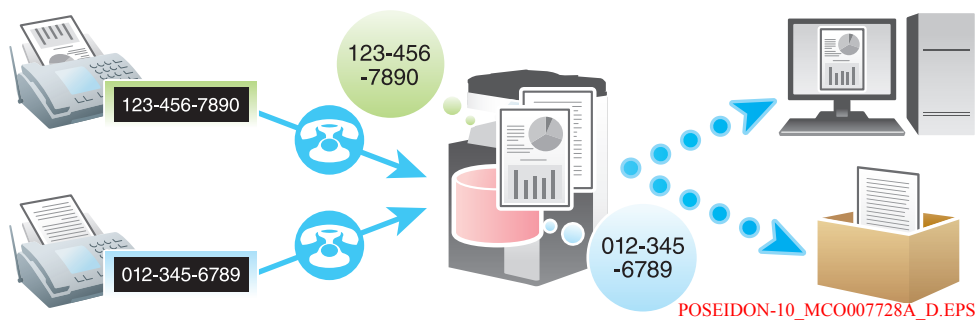
"User's Guide[Fax Operations]/[Receiving Options]"

Automatically forwarding received faxes to specified destinations



"User's Guide[Fax Operations]/[Receiving Options]"

Forwarding received faxes to specified destinations by fax number



"User's Guide[Fax Operations]/[Receiving Options]"

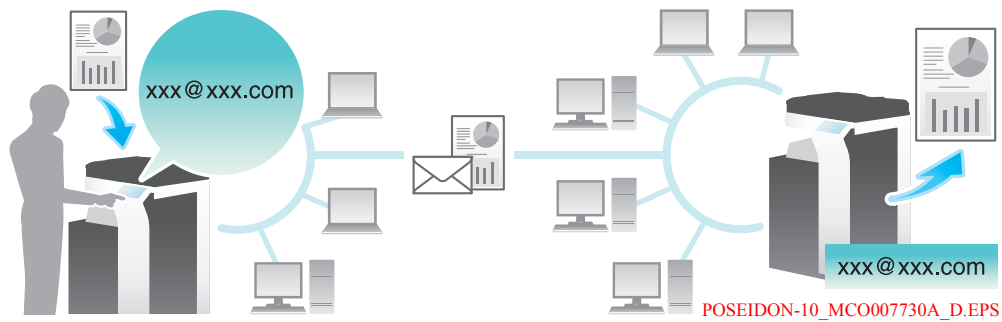
Forwarding data to other fax machine at occurrence of a failure



"User's Guide[Fax Operations]/[Receiving Options]"

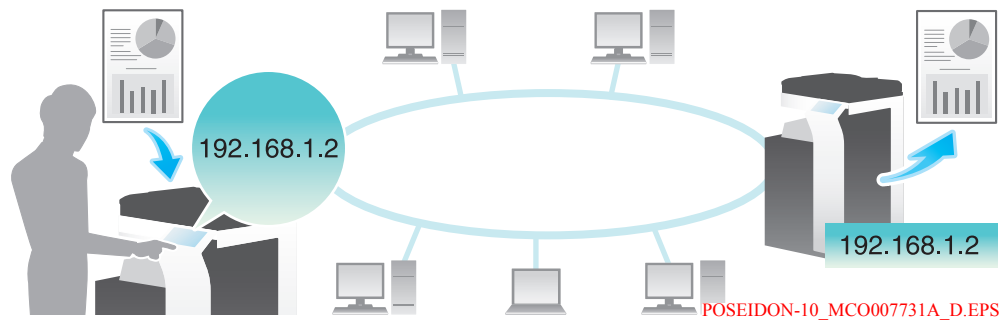


## Sending and receiving an Internet fax



"User's Guide[Network Fax Operations]/[Sending and Receiving an Internet Fax]"

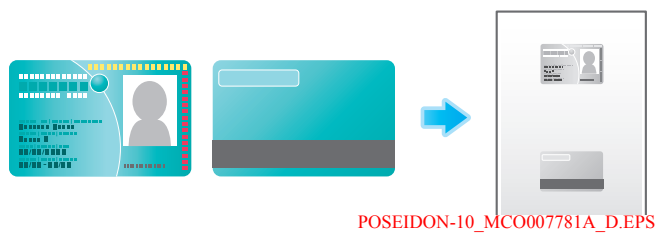
## Sending and receiving an IP address fax



"User's Guide[Network Fax Operations]/[Sending and Receiving an IP Address Fax]"

## 1.5 Copy Functions

Copying the front and back sides of a card on the same side of a single sheet



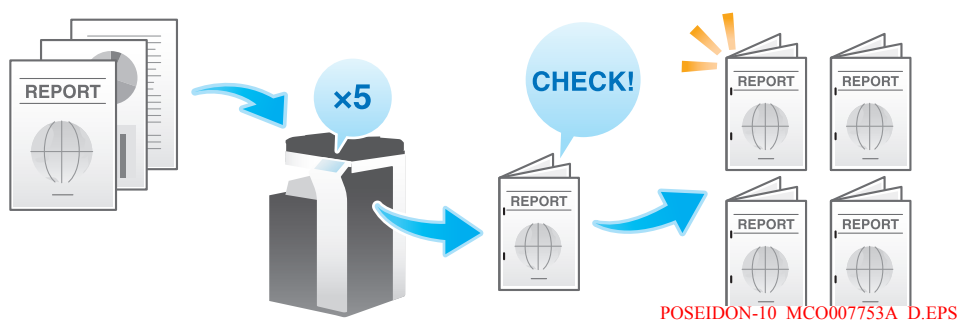
"User's Guide[Copy Operations]/[Copying Various Types of Originals]"

Checking the preview image before copying



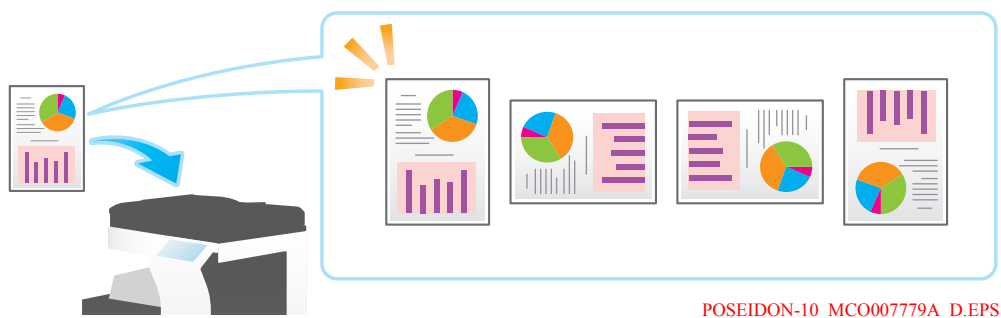
"User's Guide[Copy Operations]/[Copy Operations]"

Making a trial copying



"User's Guide[Copy Operations]/[Copy Operations]"

Specifying the original loading direction



"User's Guide[Copy Operations]/[Specifying the Original Size and Scan Method]"

Specifying the binding position of the original



"User's Guide[Copy Operations]/[Specifying the Original Size and Scan Method]"

Interrupting for copying



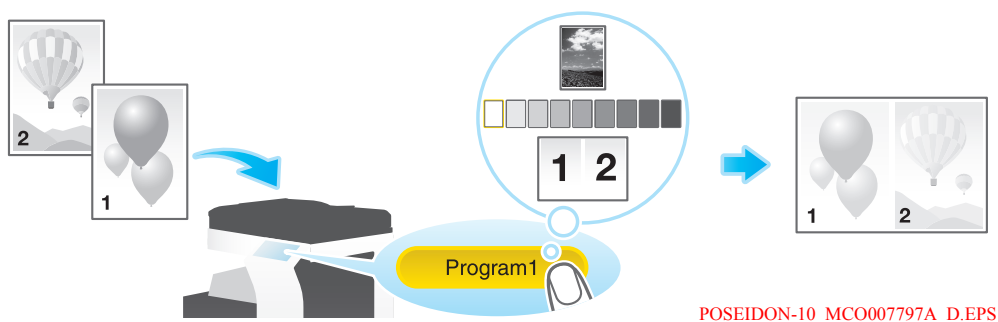
"User's Guide[Copy Operations]/[Copy Operations]"

Scanning a number of originals in several batches



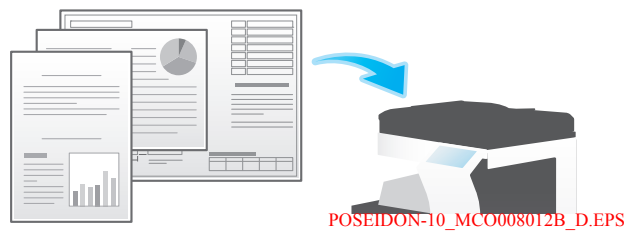
"User's Guide[Copy Operations]/[Specifying the Original Size and Scan Method]"

Recalling a program for copying



"User's Guide[Copy Operations]/[Copy Operations]"

Scanning originals of different sizes in a batch



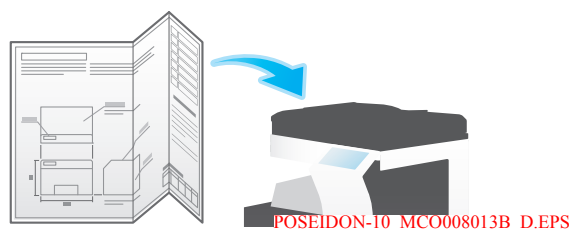
"User's Guide[Copy Operations]/[Specifying the Original Size and Scan Method]"

Scanning an original thinner than plain paper



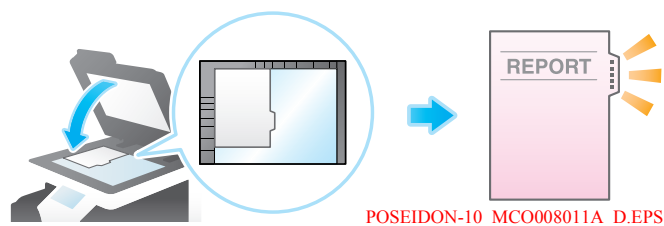
"User's Guide[Copy Operations]/[Specifying the Original Size and Scan Method]"

Scanning a folded original



"User's Guide[Copy Operations]/[Specifying the Original Size and Scan Method]"

Copying an index original on index paper



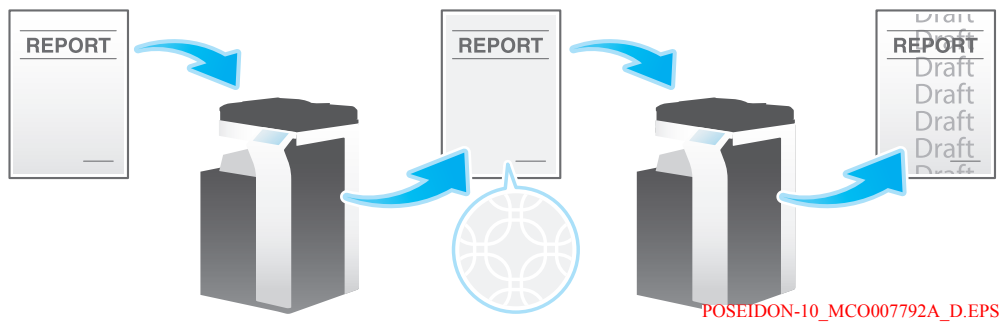
"User's Guide[Copy Operations]/[Copying Various Types of Originals]"

Saving original images to a User Box



"User's Guide[Copy Operations]/[Saving Original Images to a User Box]"

Printing a concealed security watermark



"User's Guide[Copy Operations]/[Deterring Unauthorized Copying]"





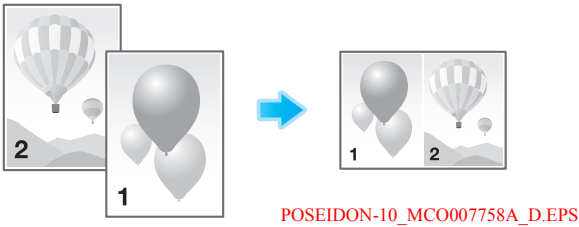
**Search for Output Images**

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## 2 Search for Output Images

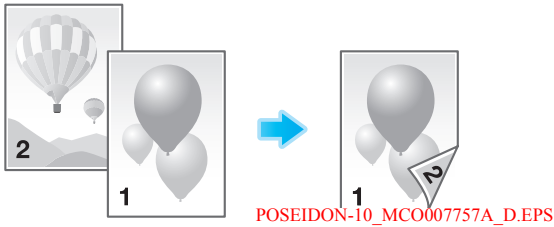
### 2.1 Print Functions (Windows)

Printing multiple pages on the same side of a single sheet



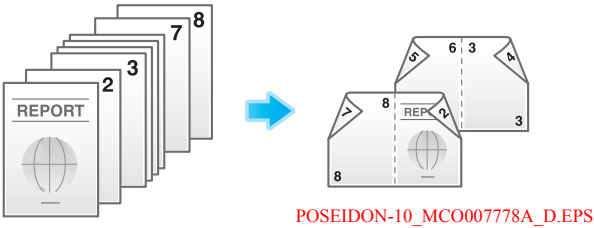
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Printing on both sides of paper



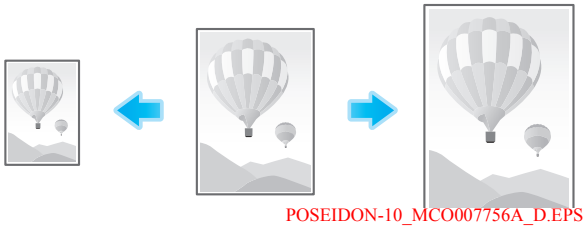
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Printing in a booklet format



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

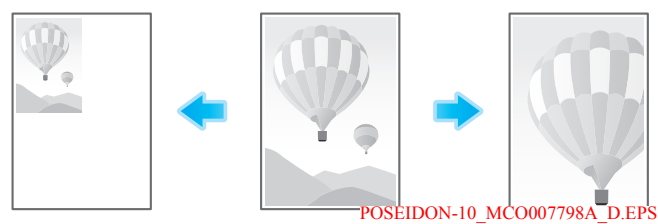
Enlarging or reducing to fit the paper size



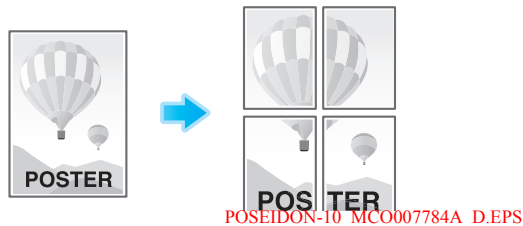
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"



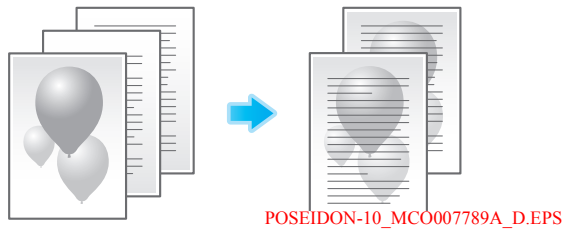
Enlarging or reducing with any zoom ratio



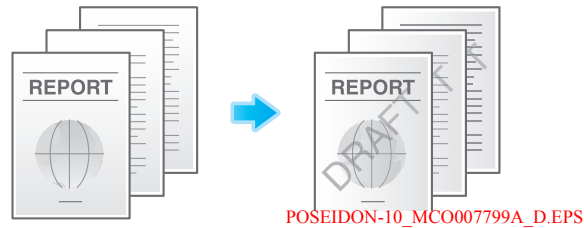
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"  
Printing a poster-sized image



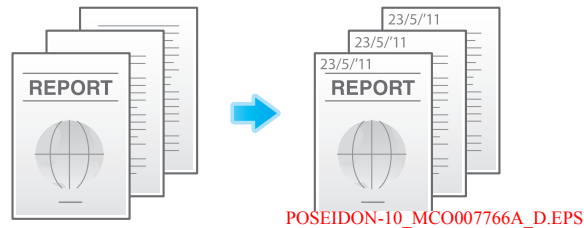
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"  
Composing an overlay image



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"  
Adding a watermark

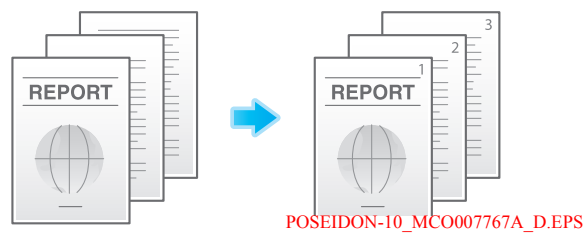


"User's Guide[Print Operations]/[Printing in the Windows Environment ]"  
Adding the print date/time



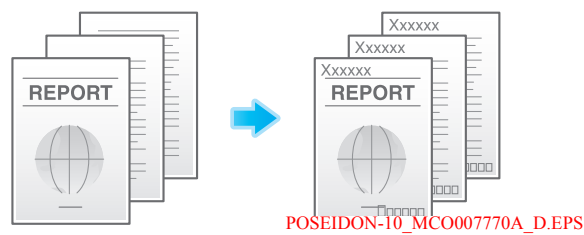
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Adding a page number



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Adding information to the header or footer



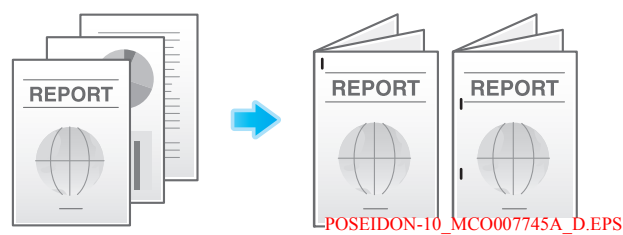
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Inserting front and back covers



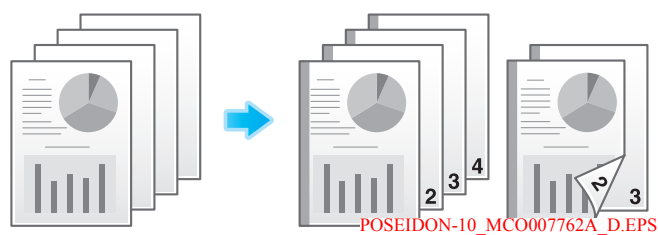
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Stapling paper



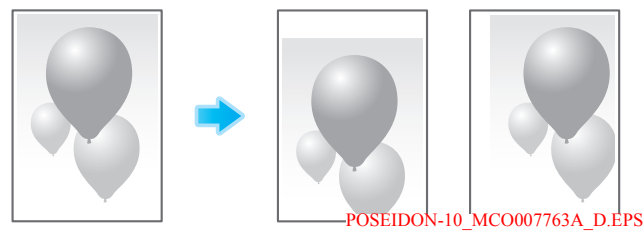
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Adding a page margin to paper



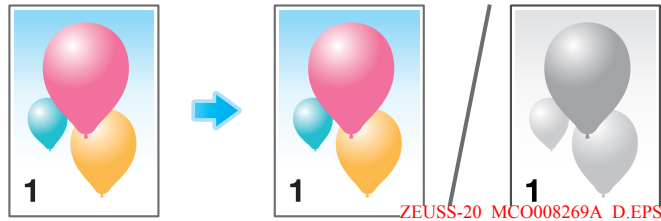
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Fine-tuning the print position



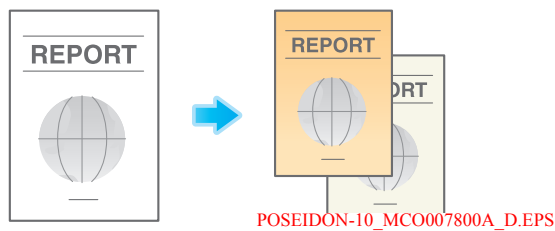
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Selecting colors for printing



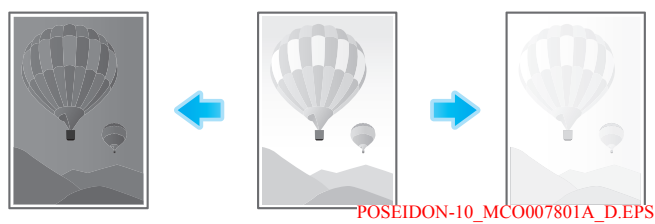
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Collectively printing an original on sheets in multiple trays



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Fine-tuning the image quality to fit the original



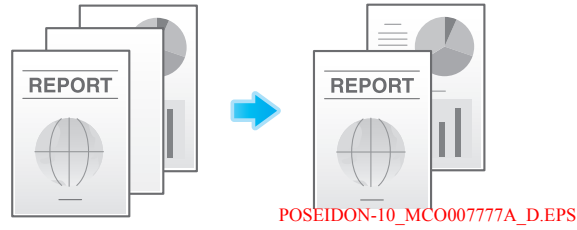
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Selecting the optimum color representation for the original



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Skipping blank pages



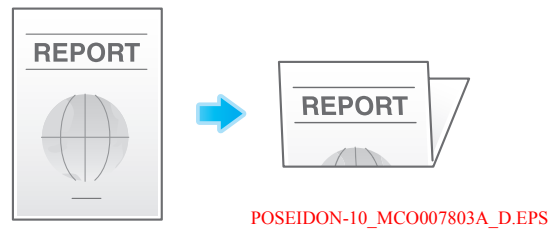
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Sharpening the border between text



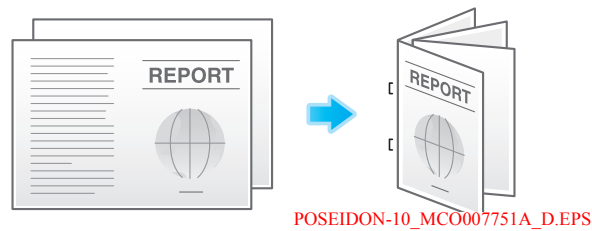
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Folding paper in the center



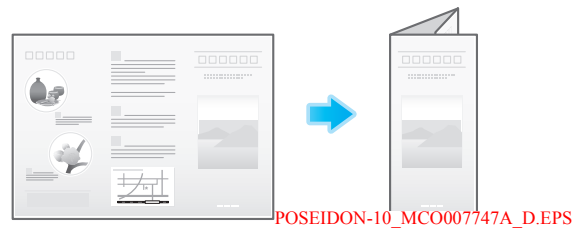
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Binding booklet sheets



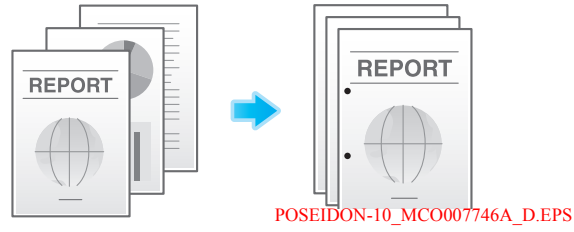
"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

Tri-folding paper



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

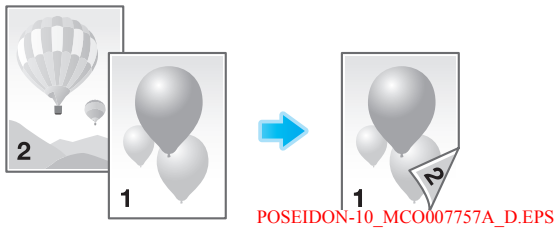
Punching paper



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

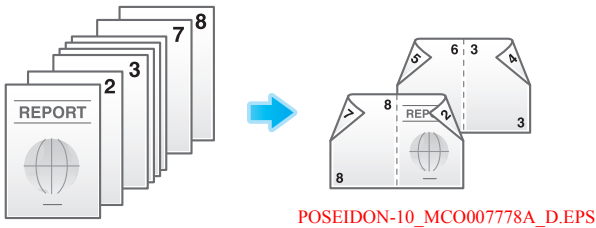
## 2.2 Print Functions (Mac)

Printing on both sides of paper



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Printing in a booklet format



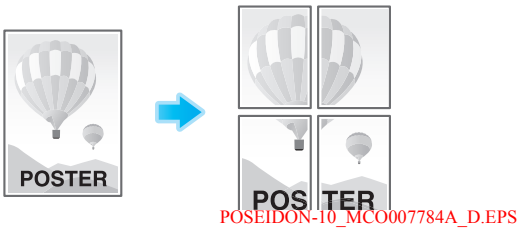
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Enlarging or reducing with any zoom ratio



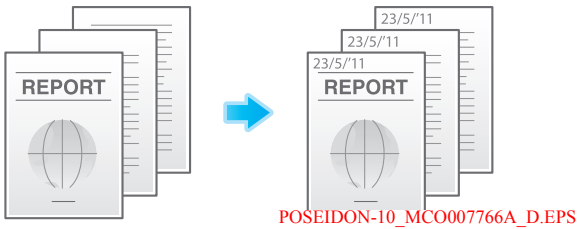
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Printing a poster-sized image



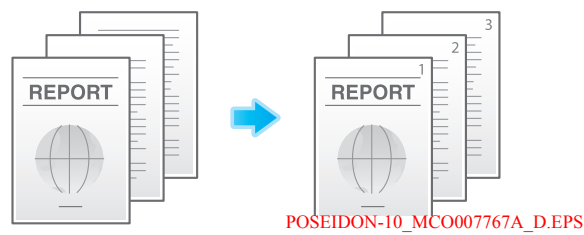
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Adding the print date/time



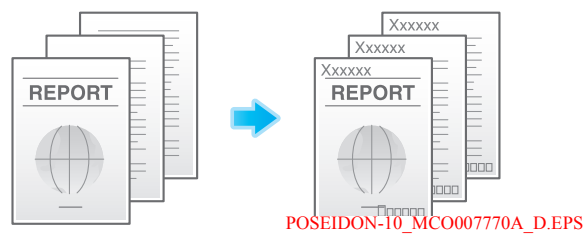
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Adding a page number



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Adding information to the header or footer



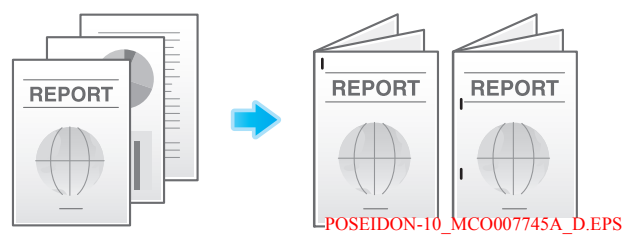
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Inserting front and back covers



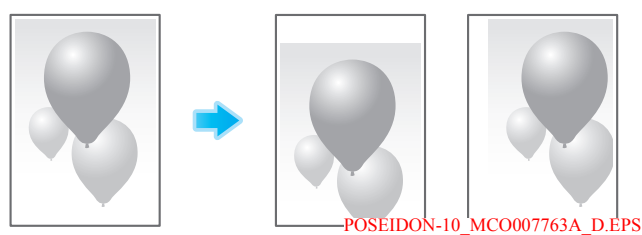
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Stapling paper



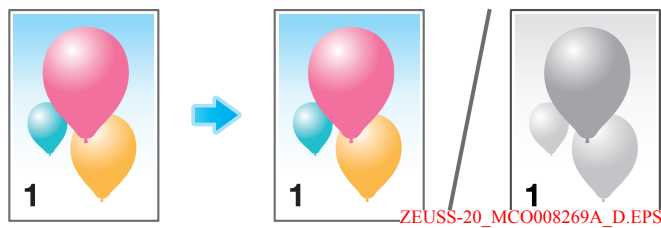
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Fine-tuning the print position



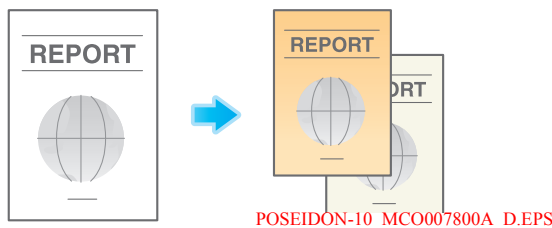
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Selecting colors for printing



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Collectively printing an original on sheets in multiple trays



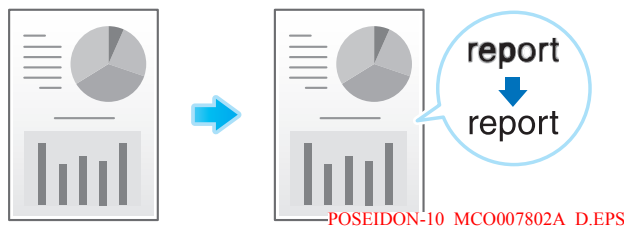
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Selecting the optimum color representation for the original



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Sharpening the border between text



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

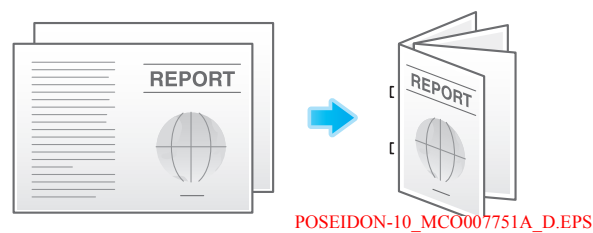
Folding paper in the center



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

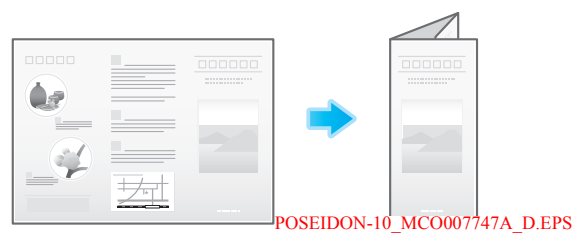


Binding booklet sheets



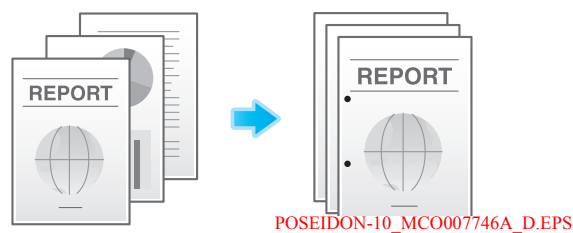
"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

Tri-folding paper



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

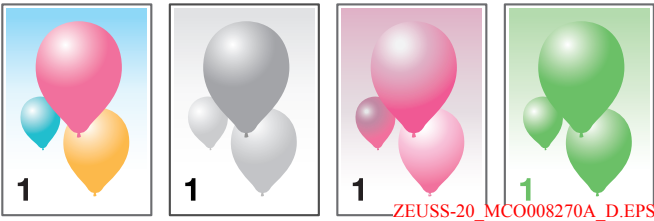
Punching paper



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

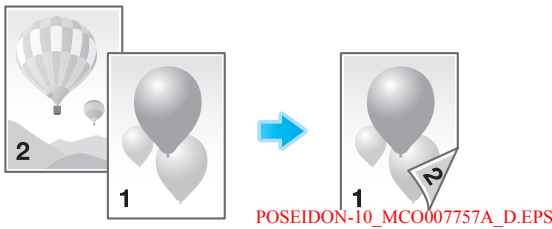
2.3 Copy Functions

Selecting colors for copying



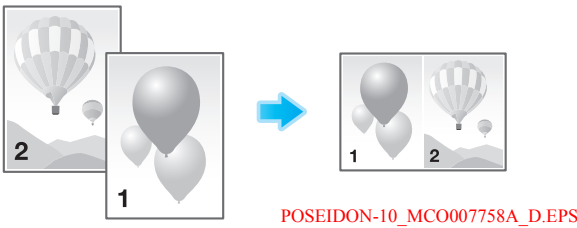
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Copying on both sides of paper



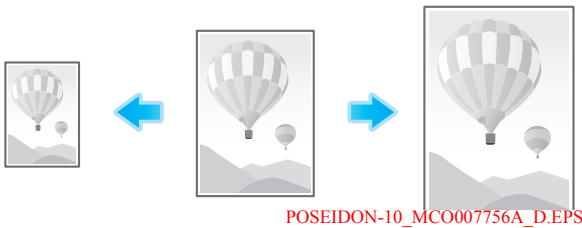
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Copying multiple pages on the same side of a single sheet



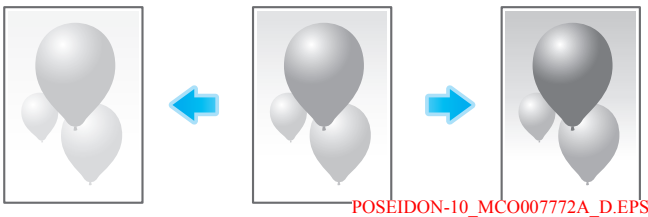
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Enlarging or reducing an image for copying



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Adjusting the copy density



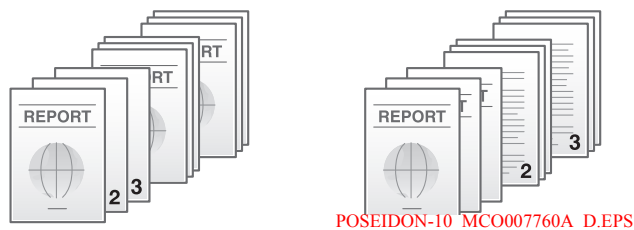
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Selecting the appropriate image quality for the contents of the original



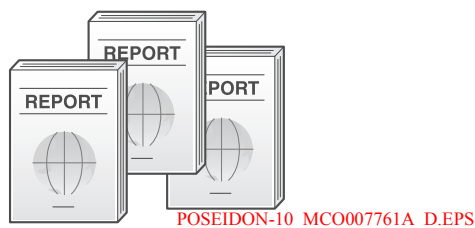
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Outputting by copy job



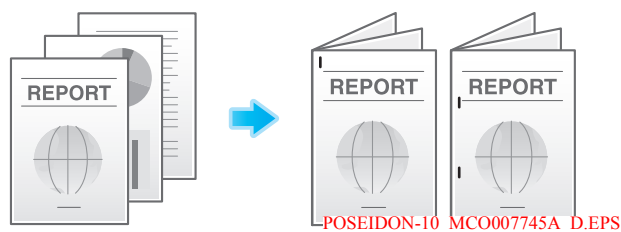
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Outputting by page number or by set



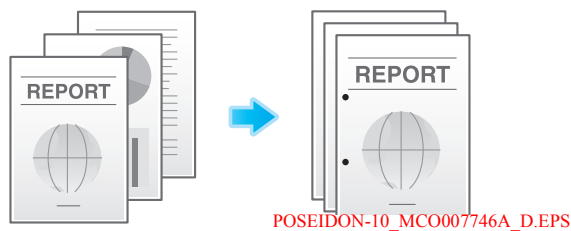
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Stapling paper



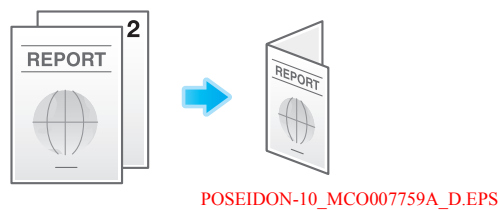
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Punching paper



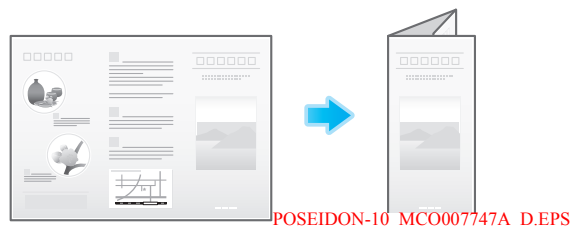
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Folding paper in the center



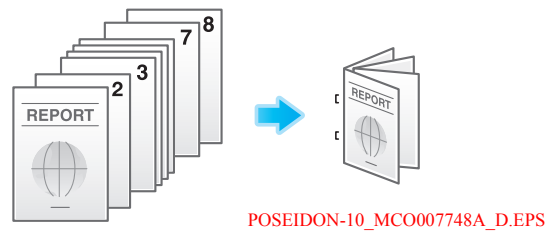
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Tri-folding paper



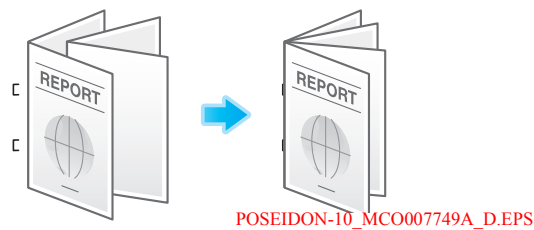
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Binding booklet sheets



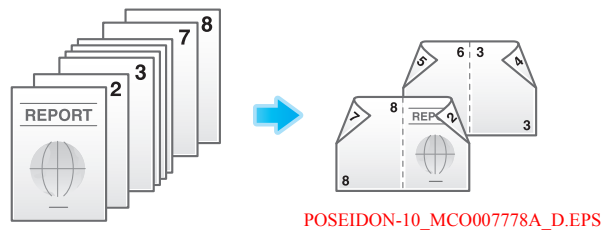
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Reproducing a catalog



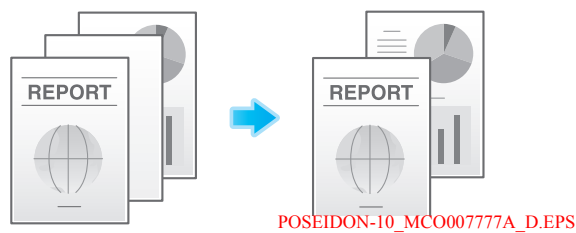
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Copying in a booklet format



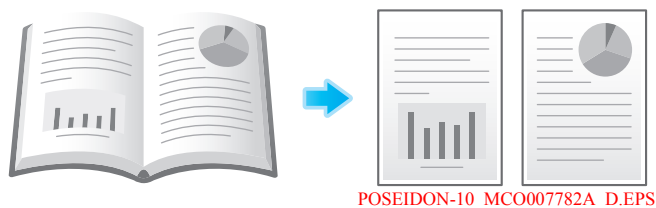
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Skipping blank pages



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Splitting the left and right pages of a book and catalog



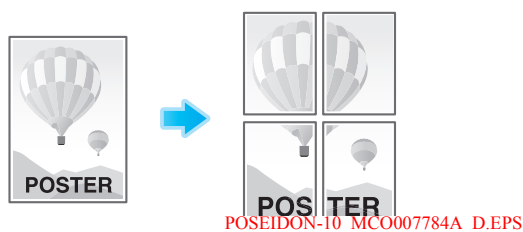
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Splitting the left- and right-hand pages of two-page spreads



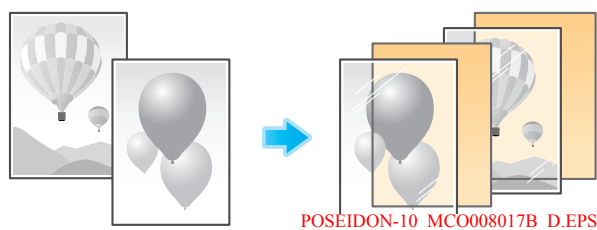
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Copying a poster-sized image



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Inserting paper between transparencies



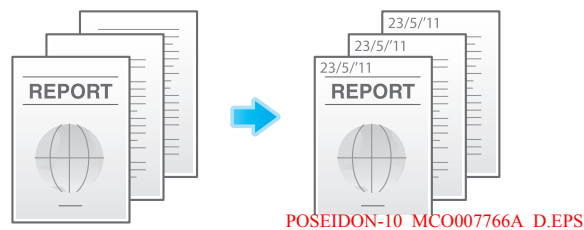
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Inserting front and back covers



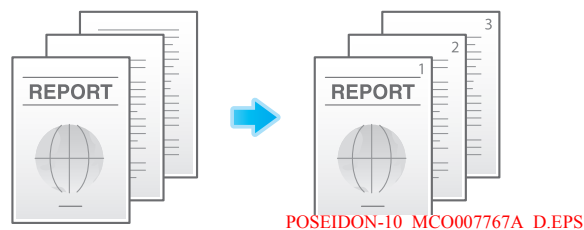
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Adding the date and time



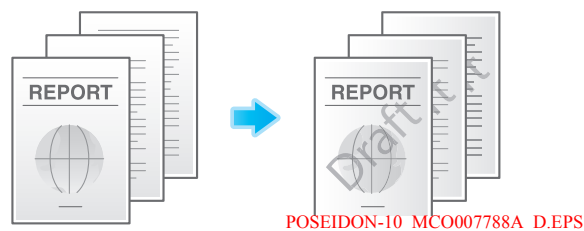
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Adding a page number



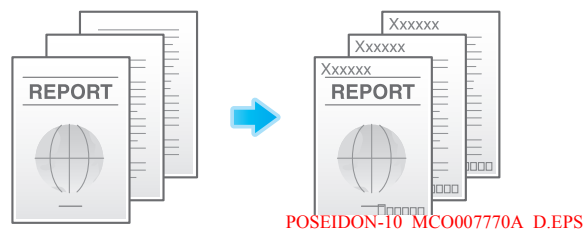
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Adding a watermark



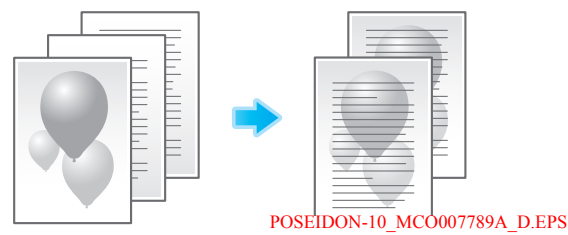
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Adding information to the header or footer



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Composing the first image of an original



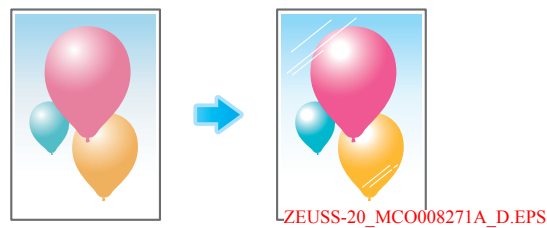
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Composing registered images



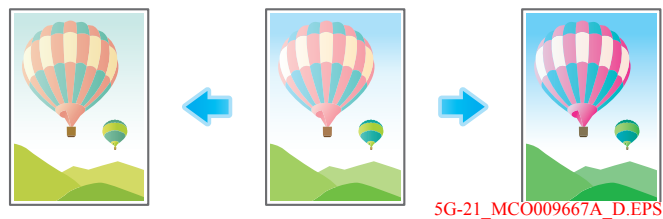
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Making the image glossy



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Adjusting the image quality to fit the original



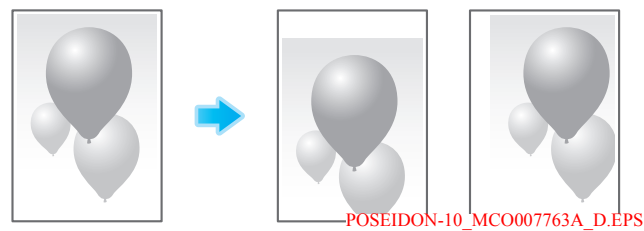
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Adding a page margin to paper



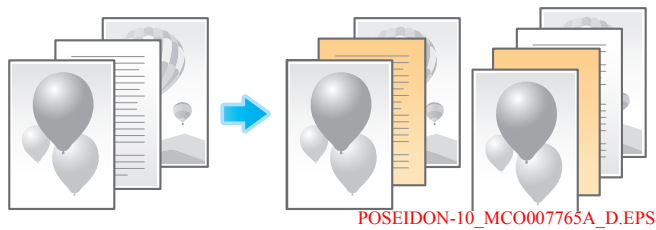
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Fine-tuning the print position



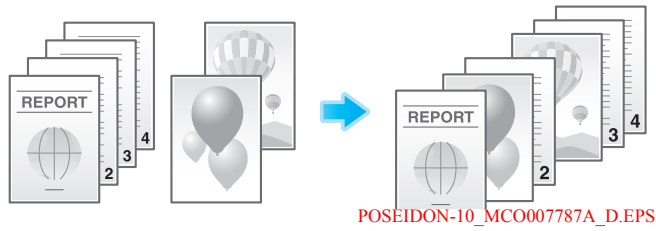
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Inserting a different sheet into the specified page



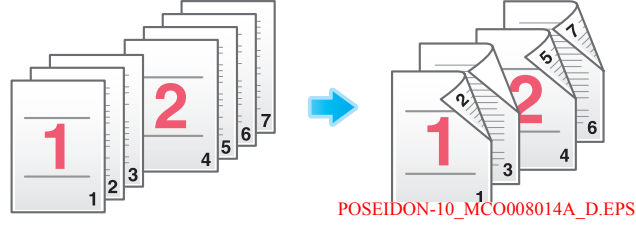
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Inserting an additional original into the specified page



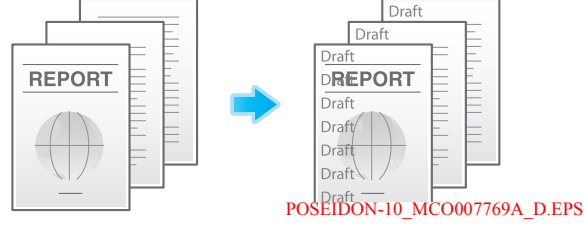
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Arranging the first page of the chapter on the front side



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

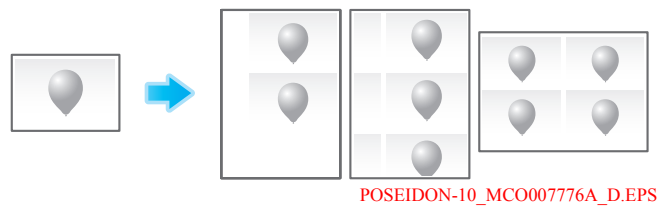
Adding a stamp on the entire page



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

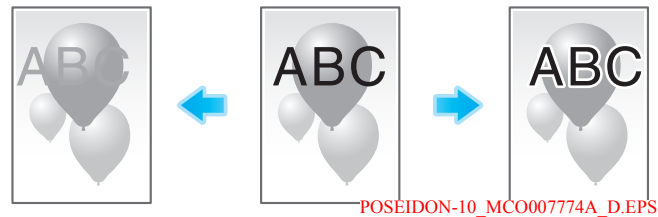


Repeatedly copying an original image on the same side of a single sheet



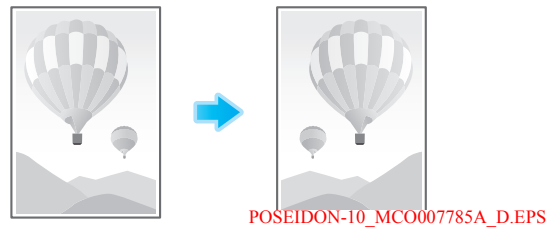
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Enhancing text against the background



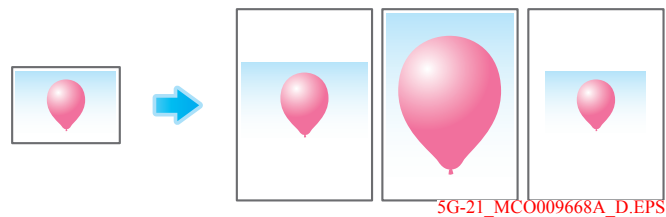
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Switching the left and right sides of the original image



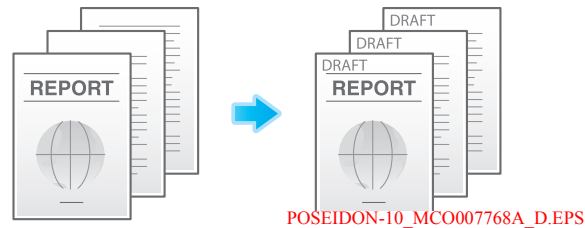
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Copying a paper-sized original image



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Adding a stamp



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Erasing text and shadows in the margins of an original



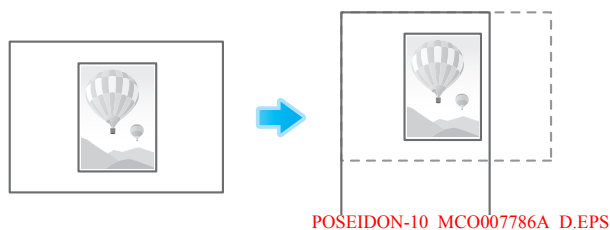
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Erasing shadows outside the original



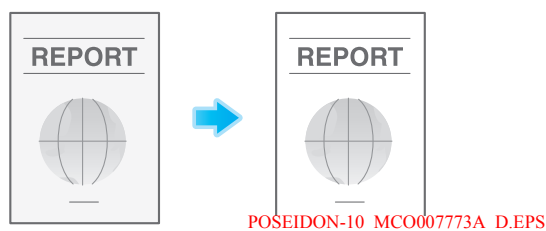
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Copying the original in the loading direction with no rotation



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Adjusting the background density of the original



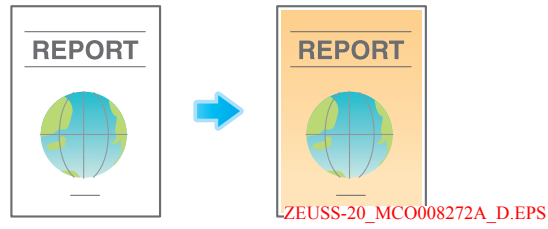
"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Reversing the contrast and colors



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Applying a color to the background



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"





**Search by Purpose**

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## 3 Search by Purpose

### 3.1 Printing

#### 3.1.1 Preparation for Printing

##### Using in the Windows Environment

To use this machine via network connection "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To use this machine via USB connection "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

##### Using in the Mac OS Environment

To use this machine via Bonjour connection "User's Guide[Print Operations]/[Printing in the Mac OS Environment ]"

#### 3.1.2 Printing in the Windows Environment

##### Saving the Number of Printed Sheets

To print multiple pages on the same side of a single sheet ([Combination]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print on both sides of paper ([2-Sided]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To skip blank pages ([Skip Blank Pages]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To save originals in a user box on this machine ([Save in User Box]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To view the finished preview image in order to prevent misprints (XPS only) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

##### Enlarging or Reducing an Original Image

To enlarge or reduce based on the paper size ([Paper Size]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To enlarge or reduce with any zoom ratio ([Zoom]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

##### Printing Multiple Sets of Copies

To specify the number of copies ([Copies]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print by sets ([Collate]/[Offset]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To make a trial printing in order to prevent misprints ([Proof Print]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Selecting the Paper Size or Type for Printing

To print on custom size paper ([Original Size]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To change the paper type for printing ([Paper Type]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To specify the paper tray for printing ([Paper Tray]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To collectively print on different color sheets that have been loaded into multiple trays ([Carbon Copy]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print on Postcards "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print on banner paper "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Adjusting the Color Quality to Obtain a Nice-Looking Print Image

To select colors for printing ([Select Color]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To fine-tune the image quality according to the original ([Quality Adjustment]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To automatically adjust to the available color settings for the original ([Color Settings]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To specify the graphic pattern density ([Pattern]) (PCL/XPS only) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To specify the compression ratio of graphic images ([Image Compression]) (PCL only) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print images with a glossy finish ([Glossy Mode]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To prevent a white space from being generated around an image ([Auto Trapping]/[Black Overprint]) (PS only) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To adjust the printing density in order to reduce toner consumption ([Toner Save]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To sharpen the border between text ([Edge Enhancement]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To specify the font processing method ([Font Settings]) (PCL/PS only) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To prevent a failure in printing thin lines ([Thin Line Support]) (PCL only) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To use the ICC profile (PS Only) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Finishing in Handouts or Booklet Format

To staple paper ([Staple]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To add a page margin on paper ([Binding Margin]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To punch paper ([Punch]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To fold paper ([Fold]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print in a booklet format ([Booklet]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To bind in the center of paper ([Center Staple & Fold]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To specify the output tray ([Output Tray]) "User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Adding the date/time, page number, or stamp to printouts

To add a watermark ([Watermark])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To compose an overlay image ([Overlay])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To add the print date/time or page number ([Date/Time]/[Page Number])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To add information to the header or footer ([Header/Footer])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Inserting a Front Cover or Different Original Page into the Original

To insert front and back covers ([Front Cover] / [Back Cover])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print by inserting paper between transparencies ([Transparency Interleave])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To insert paper into the specified page ([Per Page Setting])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Adjusting the Layout

To print a poster-sized image ([Combination]) (PCL only)"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To rotate an image 180 degrees ([Rotate 180])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To fine-tune the print position ([Image Shift])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Restricting a Handout Copy or Printing a Highly Confidential Document

To print a concealed security watermark that appears when copied ([Copy Protect])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print stamps such as "Copy" and "Private" on the entire page ([Stamp Repeat])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print a highly confidential document ([Secure Print])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Printing in the Environment with User Authentication Installed

To add authentication information"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print a highly confidential document ([ID&Print])"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

To print in the single sign-on environment of Active Directory"User's Guide[Print Operations]/[Printing in the Windows Environment ]"



### 3.1.3 Printing in the Mac OS Environment

#### Saving the Number of Printed Sheets

To print on both sides of paper ([2-Sided])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To save originals in a user box on this machine ([Save in User Box])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

#### Enlarging or Reducing an Original Image

To enlarge or reduce with any zoom ratio ([Scale:])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

#### Printing Multiple Sets of Copies

To specify the number of copies ([Copies:])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To print by sets ([Collate]/[Offset])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To make a trial printing in order to prevent misprints ([Proof Print])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

#### Selecting the Paper Size or Type for Printing

To print on custom size paper ([Page Setup])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To change the paper type for printing ([Paper Type:])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To specify the paper tray for printing ([Paper Tray:])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To print on paper in multiple trays ([Carbon Copy])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To print on banner paper "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

#### Adjusting the Color Quality to Obtain a Nice-Looking Print Image

To select colors for printing ([Select Color:])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To automatically adjust to the available color settings for the original ([Color Settings:])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To print images with a glossy finish ([Glossy Mode])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To prevent a white space from being generated around an image ([Auto Trapping]/[Black Overprint:])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To adjust the printing density in order to reduce toner consumption ([Toner Save])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To sharpen the border between text ([Edge Enhancement])"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To use ICC profiles"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## Finishing in Handouts or Booklet Format

To staple paper ([Staple:]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To punch paper ([Punch:]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To fold paper ([Fold & Staple:]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To print in a booklet format ([Booklet]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To bind in the center of paper ([Fold & Staple:]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To specify the output tray ([Output Tray:]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## Adding the date/time or page number to printouts

To add the print date/time ([Date/Time]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To add a page number ([Page Number]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To add information to the header or footer ([Header/Footer]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## Inserting a Front Cover or Different Original Page into the Original

To insert front and back covers ([Front Cover:] / [Back Cover:]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To print by inserting paper between transparencies ([Transparency Interleave:]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To insert paper into the specified page ([Per Page Setting:]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## Adjusting the Layout

To print a poster-sized image ([Poster Mode:]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To rotate an image 180 degrees ([Rotate 180]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To fine-tune the print position ([Image Shift]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## Restricting a Handout Copy or Printing a Highly Confidential Document

To print a concealed security watermark that appears when copied ([Copy Protect]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To print stamps such as "Copy" and "Private" on the entire page ([Stamp Repeat]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To print a highly confidential document ([Secure Print]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## Printing in the Environment with User Authentication Installed

To add authentication information "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

To print a highly confidential document ([ID&Print]) "User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

### 3.1.4 Quickly Printing Files on USB Memory or Android/iOS Terminal

To directly print a file on a USB memory "User's Guide[Box Operations]/[Use a USB Memory Device (External Memory)]"

To directly print an E-mail attachment "User's Guide[Print Operations]/[Printing without Using the Printer Driver ]"

To print files on an Android/iOS terminal via Wi-Fi Direct "User's Guide[Print Operations]/[Printing without Using the Printer Driver ]"

## 3.2 Scanning for Sending

### 3.2.1 Sending to You

To send to your E-mail address (Scan to E-mail)"User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]"

To send to your E-mail address in the user authentication environment (Scan to Me)"User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]"

To send to the shared folder on your computer (SMB Send)"User's Guide[Scan Operations]/[Sending a File to a Shared Folder of a Computer (SMB Send)]"

To send to the shared folder on the server in the Active Directory authentication environment (Scan to Home)"User's Guide[Scan Operations]/[Sending a File to a Shared Folder of a Computer (SMB Send)]"

To save on USB memory"User's Guide[Box Operations]/[Use a USB Memory Device (External Memory)]"

To import data using TWAIN-compatible application software (TWAIN Scan)"User's Guide[Scan Operations]/[Importing Images by TWAIN Scan]"

To send to a computer running Windows Vista or later (WS Scan)"User's Guide[Scan Operations]/[Sending with Web Service (WS Scan)]"

### 3.2.2 To send to staff members

To send to an E-mail address of a staff member (Scan to E-Mail)"User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]"

To save documents to a User Box of this machine in order to share them"User's Guide[Scan Operations]/[Saving a file in a User Box of this Machine (Save in User Box)]"

To send to an in-house shared folder (SMB Send)"User's Guide[Scan Operations]/[Sending a File to a Shared Folder of a Computer (SMB Send)]"

To send to an FTP server (FTP Send)"User's Guide[Scan Operations]/[Sending to an FTP server (FTP Send)]"

To send to a WebDAV server (WebDAV Send)"User's Guide[Scan Operations]/[Sending to a WebDAV server (WebDAV Send)]"

To automatically distribute a file via the scan server (Distributed Scan)"User's Guide[Scan Operations]/[Distributing Data via a Scan Server]"

### 3.2.3 Sending to People outside the Office

To send to E-mail addresses of people outside the office (Scan to E-Mail)"User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]"

To send to an FTP server (FTP Send)"User's Guide[Scan Operations]/[Sending to an FTP server (FTP Send)]"

To send to a WebDAV server (WebDAV Send)"User's Guide[Scan Operations]/[Sending to a WebDAV server (WebDAV Send)]"

### 3.2.4 Configuring Scan or Original Settings for Scan Transmission

#### Configuring the Basic Settings such as Color and Original Size

To select the color mode to scan the original ([Color]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To specify the original size ([Scan Size]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To specify the resolution to scan the original ([Resolution]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To specify the file type of the scanned original ([File Type]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a 2-sided original ([Simplex/Duplex]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To change the file name of the scanned original ([File Name/Subject Name/Other]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To change a subject and message text for each E-mail address ([File Name/Subject Name/Other]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

#### Configuring Settings to Fit Various Types of Originals

To collectively scan different sized originals using the ADF ([Mixed Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan an original that is thinner than plain paper using the ADF ([Thin Paper Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a folded original using the ADF ([Z-Folded Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a long original that cannot be loaded on the original glass ([Long Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To specify the original loading direction ([Original Direction]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To display a top-binding and double-sided original correctly without reversing an image in the vertical direction ([Binding Position]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan an original using the ADF while removing dust on the slit glass ([Despeckle]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To skip blank pages ([Blank Page Removal]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To split the left and right pages of a book or catalog ([Book Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a number of originals as a single job ([Separate Scan]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

#### Adjusting the Image Quality or Density

To automatically adjust to the appropriate image quality for the contents of the original ([Original Type]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To adjust the density to scan the original ([Density]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To adjust the background density of the original ([Bkgd. Removal]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

### Adding Stamp or Page Number

To add the date/time ([Date/Time]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add a page number ([Page Number]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add a stamp ([Stamp]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add information to the header or footer ([Header/Footer]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

### Other option settings

To scan after erasing text and shadows in the margins of an original ([Frame Erase]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To sharpen the border between text ([Sharpness]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add a filing number to original data ([Annotation User Box]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To print on this machine simultaneously with sending ([Save & Print]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To notify where to save the sent original data by E-mail ([URL Dest. Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To encrypt E-mails ([Mail Encryption]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add a digital signature to an E-mail ([Digital Signature]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

## 3.3 Using Fax

### 3.3.1 Preparation for Fax

To prepare the fax operating environment "User's Guide[Fax Operations]/[Setting up for Faxing (for the Administrator)]"

### 3.3.2 Sending a Fax

#### Checking the Fax Transmission Method

To send a fax (Basic operation flow) "User's Guide[Fax Operations]/[How to Send a Fax]"

To use sender names by destination ([Fax Header Settings]) "User's Guide[Fax Operations]/[Sending Options]"

#### Resending a Failed Fax

To automatically redial "User's Guide[Fax Operations]/[Sending Options]"

To resend a fax that failed in automatic redialing "User's Guide[Fax Operations]/[Sending Options]"

#### Sending at Low Cost

To send a fax at the preset time (Timer TX) "User's Guide[Fax Operations]/[Sending Options]"

To broadcast via a relay station such as a branch office (Relay Distribution) "User's Guide[Fax Operations]/[Sending Options]"

#### Sending According to the Conditions of the Recipient, This Machine, and Line Status

To check the state on the recipient side before transmission (Manual transmission) "User's Guide[Fax Operations]/[How to Send a Fax]"

To cancel the ECM mode before transmission ([ECM]) "User's Guide[Fax Operations]/[Sending Options]"

To cancel the Super G3 mode before transmission ([V.34]) "User's Guide[Fax Operations]/[Sending Options]"

To send data each time one page is scanned in order to prevent the memory from becoming full ([Quick Memory Send]) "User's Guide[Fax Operations]/[Sending Options]"

To send a fax to areas where communication conditions are poor ([Overseas TX]) "User's Guide[Fax Operations]/[Sending Options]"

#### Sending an Important Fax

To check the destination fax number ([Check Dest. and Send]) "User's Guide[Fax Operations]/[Sending Options]"

To send a confidential fax ([F-Code TX]) "User's Guide[Fax Operations]/[Sending Options]"

To send to a device for which peers are restricted by the Closed Network RX function ([Password TX]) "User's Guide[Fax Operations]/[Sending Options]"

#### Registering a Polling File

To register a polling file ([Polling TX]) "User's Guide[Fax Operations]/[Sending Options]"

To register polling files in the Bulletin Board User Box according to application ([Polling TX]) "User's Guide[Fax Operations]/[Sending Options]"

### 3.3.3 Receiving a Fax

#### Viewing a Received Fax before Printing

To forcibly save a received fax to a User Box (Memory RX)"User's Guide[Fax Operations]/[Receiving Options]"

To save a received fax to a specified User Box (PC-Fax RX)"User's Guide[Fax Operations]/[Receiving Options]"

#### Managing Received Faxes

To add receiving information such as the receiving date and time"User's Guide[Fax Operations]/[Receiving Options]"

To convert a received fax to a file and forward it to a specified destination to be managed (Forward TX)"User's Guide[Fax Operations]/[Receiving Options]"

To convert received faxes to files and sort them by fax number to be managed (TSI Routing)"User's Guide[Fax Operations]/[Receiving Options]"

To temporarily save a fax to the memory or forward it to a destination when it cannot be printed immediately (In-memory proxy reception)"User's Guide[Fax Operations]/[Receiving Options]"

#### Receiving an Important Fax

To receive a confidential fax (Confidential RX)"User's Guide[Fax Operations]/[Receiving Options]"

To restrict communication peers by password (Closed Network RX)"User's Guide[Fax Operations]/[Receiving Options]"

#### Receiving a Polling File on the Recipient

To receive polling files registered in the recipient ([Polling RX])"User's Guide[Fax Operations]/[Receiving Options]"

To receive polling files registered in the Bulletin Board User Box of the recipient ([Polling RX])"User's Guide[Fax Operations]/[Receiving Options]"

### 3.3.4 Configuring Scan or Original Settings for Fax Transmission

#### Configuring the Basic Settings such as Original Size and Resolution

To specify the original size ([Scan Size]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To specify the resolution to scan the original ([Resolution])"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a 2-sided original ([Simplex/Duplex])"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

#### Configuring Settings to Fit Various Types of Originals

To collectively scan different sized originals using the ADF ([Mixed Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan an original that is thinner than plain paper using the ADF ([Thin Paper Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a folded original using the ADF ([Z-Folded Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a long original that cannot be loaded on the original glass ([Long Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To specify the original loading direction ([Original Direction])"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"



To display a top-binding and double-sided original correctly without reversing an image in the vertical direction ([Binding Position]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan an original using the ADF while removing dust on the slit glass ([Despeckle]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To split the left and right pages of a book or catalog ([Book Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a number of originals as a single job ([Separate Scan]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

### Adjusting the Image Quality or Density

To automatically adjust to the appropriate image quality for the contents of the original ([Original Type]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To adjust the density to scan the original ([Density]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To adjust the background density of the original ([Bkgd. Removal]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

### Adding Stamp or Page Number

To add the date/time ([Date/Time]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add a page number ([Page Number]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add a stamp ([Stamp]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add information to the header or footer ([Header/Footer]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

### Other option settings

To add a TX stamp, which certifies that the original has been scanned, to a scanned original (TX Stamp) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan after erasing text and shadows in the margins of an original ([Frame Erase]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To sharpen the border between text ([Sharpness]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To print on this machine simultaneously with sending ([Save & Print]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

## 3.4 Sending a Fax through a Computer (PC-Fax TX)

### 3.4.1 Preparation for PC-Fax Transmission

To use this machine via network connection"User's Guide[PC-FAX Operations]/[Preparation for PC-Fax TX (via Network Connection)]"

To use this machine via USB connection"User's Guide[PC-FAX Operations]/[Preparation for PC-Fax TX (via USB Connection)]"

### 3.4.2 Sending PC-FAX

To send PC-FAX"User's Guide[PC-FAX Operations]/[PC-Fax TX Operations]"

To send a fax with a cover sheet"User's Guide[PC-FAX Operations]/[Sending Options]"

To send a fax at the preset time (Timer TX)"User's Guide[PC-FAX Operations]/[Sending Options]"

To send a confidential fax (Confidential Communication)"User's Guide[PC-FAX Operations]/[Sending Options]"

To broadcast via a relay station such as a branch office (Relay Distribution)"User's Guide[PC-FAX Operations]/[Sending Options]"

To send a fax with authentication information when user authentication is installed"User's Guide[PC-FAX Operations]/[Sending Options]"

## 3.5 Using Fax in the Network Environment

### 3.5.1 Preparation for Network Fax

To prepare the Internet fax operating environment "User's Guide[Network Fax Operations]/[Sending and Receiving an Internet Fax]"

To prepare the IP address fax operating environment "User's Guide[Network Fax Operations]/[Sending and Receiving an IP Address Fax]"

### 3.5.2 Sending and Receiving Internet Fax

To send an Internet fax "User's Guide[Network Fax Operations]/[Sending and Receiving an Internet Fax]"

To receive an Internet fax "User's Guide[Network Fax Operations]/[Sending and Receiving an Internet Fax]"

### 3.5.3 Sending and Receiving IP Address Fax

To send an IP address fax "User's Guide[Network Fax Operations]/[Sending and Receiving an IP Address Fax]"

To receive an IP address fax "User's Guide[Network Fax Operations]/[Sending and Receiving an IP Address Fax]"

### 3.5.4 Configuring Scan or Original Settings for Network Fax Transmission

#### Configuring the Basic Settings such as Color and Original Size

To select the color mode to scan the original ([Color]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To specify the original size ([Scan Size]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To specify the resolution to scan the original ([Resolution]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a 2-sided original ([Simplex/Duplex]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To change the file name of the scanned original ([File Name/Subject Name/Other]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To change a subject and message text for each Internet fax destination ([File Name/Subject Name/Other]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

## Configuring Settings to Fit Various Types of Originals

To collectively scan different sized originals using the ADF ([Mixed Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan an original that is thinner than plain paper using the ADF ([Thin Paper Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a folded original using the ADF ([Z-Folded Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a long original that cannot be loaded on the original glass ([Long Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To specify the original loading direction ([Original Direction]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To display a top-binding and double-sided original correctly without reversing an image in the vertical direction ([Binding Position]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan an original using the ADF while removing dust on the slit glass ([Despeckle]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To split the left and right pages of a book or catalog ([Book Original]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan a number of originals as a single job ([Separate Scan]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

## Adjusting the Image Quality or Density

To automatically adjust to the appropriate image quality for the contents of the original ([Original Type]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To adjust the density to scan the original ([Density]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To adjust the background density of the original ([Bkgd. Removal]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

## Adding Stamp or Page Number

To add the date/time ([Date/Time]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add a page number ([Page Number]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add a stamp ([Stamp]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To add information to the header or footer ([Header/Footer]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

## Other option settings

To add a TX stamp, which certifies that the original has been scanned, to a scanned original (TX Stamp) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To scan after erasing text and shadows in the margins of an original ([Frame Erase]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To sharpen the border between text ([Sharpness]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

To print on this machine simultaneously with sending ([Save & Print]) "User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

## 3.6 Copying

### 3.6.1 Copying while specifying the image quality and density

To automatically adjust to the appropriate image quality for the contents of the original ([Original Type])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To select colors for copying ([Color])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To adjust the copy density ([Density])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To adjust the background density of the original ([Bkgd. Removal])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To enhance a text against the background ([Text Enhancement])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To make the image glossy ([Glossy])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To reverse the contrast and colors ([Neg-/Pos. Reverse])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To apply a color to the background ([Background Color])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To fine-tune the image quality according to the original ([Color Adjust])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.2 Saving the Number of Copy Sheets

To copy on both sides of paper ([Duplex])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy multiple pages on the same side of a single sheet ([Combine])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To repeatedly copy an original image on the same side of a single sheet ([Image Repeat])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To skip blank pages ([Blank Page Removal])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy the front and back sides of a card on the same side of a single sheet ([Card Shot])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.3 Specifying the size or type of the paper to be copied

To select the size and type of copy paper ([Paper])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy on custom size paper ([Custom Size])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy on a wide paper ([Wide Paper])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To change the paper setting of the paper tray ([Paper])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.4 Finishing in Handouts or Booklet Format

To staple paper ([Staple])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To add a page margin ([Page Margin])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To punch paper ([Punch])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To fold paper in the center ([Half-Fold])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To fold paper in three ([Tri-Fold])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy in a booklet format ([Booklet])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To bind in the center of paper ([Center Staple & Fold])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To output separately by set ([Group/Sort])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To output by page number or by set ([Offset])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.5 Specifying the Original Size and Scanning Method

To specify the original size ([Original Size])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To specify the binding position of the original ([Binding Position])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To specify the original loading direction ([Original Direction])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To collectively scan different sized originals using the ADF ([Mixed Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To scan an original that is thinner than plain paper using the ADF ([Thin Paper Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To scan a folded original using the ADF ([Z-Folded Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To scan while removing dust on the slit glass ([Despeckle])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To scan a number of originals as a single job ([Separate Scan])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy multiple originals in different settings collectively ([Program Jobs])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.6 Copying Various Types of Originals

To split the left and right pages of a book or catalog ([Book Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To split the left and right pages of two-page spreads ([Page Separation])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy an index original on index paper ([Tab Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To reproduce a catalog ([Booklet Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.7 Adjusting the Layout for Copying

To enlarge or reduce an image for copying ([Zoom])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy a poster-sized image ([Poster Mode])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy the original image without margin ([Image Adjust])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To switch the left and right sides of the original image ([Mirror Image])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To fine-tune the print position ([Image Shift])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy the original in the loading direction with no rotation ([Auto Rotate])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.8 Inserting a Front Cover or Blank Sheet into Copied Documents

To insert front and back covers ([Cover Sheet])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To copy by inserting paper between transparencies ([OHP Interleave])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To insert a different sheet into the specified page ([Insert Sheet])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To arrange the first page of the chapter on the front side ([Chapters])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To insert an additional original into the specified page ([Insert Image])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.9 Adding a Text or Image to the Original

To add the date/time ([Date/Time])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To add a page number ([Page Number])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To add a stamp ([Stamp])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To add a watermark ([Watermark])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To add information to the header or footer ([Header/Footer])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To compose a different original image on a specific original image ([Overlay])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To compose an image registered on this machine on a specific original image ([Registered Overlay])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.10 Erasing an unnecessary portion for copying

To copy after erasing text and shadows in the margins of an original ([Frame Erase])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To prevent the area other than a thick original such as a book from being blackened ([Non-Image Area Erase])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.11 Restricting the Secondary Copy of Copied Paper

To print a concealed security watermark that appears when copied ([Copy Protect])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

To print stamps such as "Copy" and "Private" on the entire page ([Stamp Repeat])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### 3.6.12 Saving to a User Box when Copying

To scan a paper document, convert it to digital data, and save the result on this machine ([Save in User Box])"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"



## 3.7 Using User Boxes (Hard Disk) on this Machine

### 3.7.1 Saving a File to a User Box on this Machine to Share it in the Office ([Public], [Personal], [Group])

To register a User Box to be Shared in the Office"User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]"

To save a shared file to a User Box"User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]"

To print a file saved in a User Box"User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]"

To send a file saved in a User Box to an E-mail address or computer on the network"User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]"

To operate a User Box on this machine through a computer"User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]"

To share files in the Public User Box on the network using the Share SMB File function"User's Guide[Box Operations]/[Store Documents as Files in MFP and Use Them Again When Necessary]"

### 3.7.2 To add a management number to each file in User Boxes ([Annotation])

To register a User Box in which a management number is added to each file"User's Guide[Box Operations]/[Annotate Files (Annotation)]"

To save a shared file to a User Box"User's Guide[Box Operations]/[Annotate Files (Annotation)]"

To print a file saved in a User Box"User's Guide[Box Operations]/[Annotate Files (Annotation)]"

To send a file saved in a User Box to an E-mail address or computer on the network"User's Guide[Box Operations]/[Annotate Files (Annotation)]"

## 3.8 Registering and Managing Destinations

### 3.8.1 Registering Fax or Scan Transmission Destinations

To register E-mail addresses ([E-Mail])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register SMB destinations ([PC (SMB)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register FTP destinations ([FTP])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register WebDAV destinations ([WebDAV])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register User Box destinations ([User Box])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register fax destinations ([Fax])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register Internet fax destinations ([Internet Fax])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register IP address fax destinations ([IP Address Fax])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register multiple destinations as a group ([Group])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.8.2 Managing Destinations (For Administrators)

To print a list of registered one-touch destinations ([Address Book List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a list of registered group destinations ([Group List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a list of registered program destinations ([Program List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict the registered destinations that can be accessed by users"User's Guide[Web Management Tool]/[Restricting Users from Using this Device]"

To back up the registered destination information"User's Guide[Web Management Tool]/[Managing the Machine Status]"

To migrate the registered destination information to other MFP of the same model"User's Guide[Web Management Tool]/[Managing the Machine Status]"

To erase all the registered destination information"User's Guide[Web Management Tool]/[Managing the Machine Status]"

## 3.9 Fully Using Functions of this Machine

### 3.9.1 Fully Using Copy Functions

#### Settings Anyone can Change

To customize the initial display of the main screen in the copy mode ([Copier Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To display a screen indicating that a copy job is in progress ([Copy Screen]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to automatically configure [Booklet] when [Fold] or [Half-Fold] is enabled ([Auto Booklet Selection for Saddle Stitching]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to automatically change to the optimum zoom ratio when [Combine] or [Booklet] is enabled ([Auto Zoom for Combine/Booklet]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically specify [Booklet] when the [Booklet] setting screen is displayed ([Booklet Short Cut Mode]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the frequently copy functions as the standard ([Default Copy Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the frequently copy function (Enlarge Display) as the standard ([Default Enlarge Display Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify which operations are to be carried out when the original direction is different from the paper direction while [Zoom] is set to [Auto] ([When AMS Direction is Incorrect]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the timing to start copying when scanning an original for [Separate Scan] ([Separate Scan Output Method]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To select a paper tray you want to insert paper into for Cover Sheet, Insert Sheet, and Chapters ([Select Tray for Insert Sheet]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To collectively configure the frequently used finishing functions on the main screen in the copy mode ([Finishing Program]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default of [Card Shot] or register any card size ([Card Shot Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

#### Settings only the Administrators can Change

To restrict the use of a copy program ([Restrict Program Function Setting]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To prohibit users from changing or deleting a copy program name ([Copy Program Lock Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To delete a copy program ([Delete Saved Copy Program]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register information to be added to the header or footer ([Header/Footer Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically specify optimal zoom ratio based on the sizes of an original and paper when loading the original on the original glass and specifying copy paper ([Auto Zoom (Platen)]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically specify optimal zoom ratio based on the sizes of an original and paper when loading the original into the ADF and specifying copy paper ([Auto Zoom (ADF)]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print out data immediately when receiving a print or fax job during copying ([Print Jobs During Copy Operation]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to fold the print side inward or outward when feeding out tri-folded copies ([Tri-Fold Print Side]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure automatic image rotation conditions when the original direction is different from the paper direction ([Automatic Image Rotation]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the copy settings of the Eco copy function ([Eco Copier Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.9.2 Fully Using Scan Transmission Functions

#### Settings Anyone can Change

To register the subject and body of an E-mail ([E-Mail Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To customize the initial display of the main screen in the scan/fax mode ([Scan/Fax Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To activate case sensitivity each time a registered destination is searched ([Search Option Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default compression type for transmission in color ([JPEG Compression Level])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default compression type for transmission in black and white ([Black Compression Level])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the control panel locking time when importing an image by TWAIN Scan ([TWAIN Lock Time])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the frequently scan and copy functions as the standard ([Default Scan/Fax Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the frequently scan and fax functions (Enlarge Display) as the standard ([Default Enlarge Display Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the compression type when saving a file in the Compact PDF or Compact XPS format ([Compact PDF/XPS Compression Level])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the compression type when a file saved in TIFF format cannot be opened on your computer ([Color TIFF Type])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the accuracy of the graphic outline processing when saving data in the Outline PDF format ([Graphic Outlining])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically add a text to a file name in order to avoid a file name being duplicated in a destination ([Auto Rename Function])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To select whether to prioritize the OCR character recognition accuracy or the processing speed when creating a searchable PDF file ([OCR Operation Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To select PDF or Compact PDF as the file type when using a scan process to be sent as a PDF file ([Distributed Scan PDF Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To select XPS or Compact XPS as the file type when using a scan process to be sent as an XPS file ([Distributed Scan XPS Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

#### Settings only the Administrators can Change

To register a prefix and suffix of an E-mail address in order to save steps to enter an E-mail address ([Prefix/Suffix Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict the use of a fax/scan program ([Restrict Program Function Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict functions such as Store Address or From address that can be changed by users ([Restrict Access to Job Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict sending to multiple destinations (broadcast transmission) ([Restrict Broadcasting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register information to be added to the header or footer ([Header/Footer Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change operations to be performed when the Preview key is pressed or how to display a preview ([Preview Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to add an initial character of a scanned mode name to the file name of the scanned original data ([Function Mode Initial])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To add any character string to the file name of the scanned original data ([Supplementary File Name])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a list of registered E-mail subjects and body text ([E-Mail Subject/Text List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default setting when creating a PDF file based on PDF/A using the PDF processing function ([PDF/A Default Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default setting when creating a linearized PDF file using the PDF processing function ([PDF Web Optimization Default Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To select conditions for automatically specifying a document name from the OCR character recognition result when creating a searchable PDF file ([Searchable PDF Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.9.3 Fully Using Fax Functions

#### Settings Anyone can Change

To customize the initial display of the main screen in the scan/fax mode ([Scan/Fax Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To customize the initial display of the main screen in the fax mode ([Fax Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default settings of the fax mode ([Fax Default Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To display a screen indicating that a fax sending or receiving job is in progress ([FAX Active Screen])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To activate case sensitivity each time a registered destination is searched ([Search Option Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the frequently scan and copy functions as the standard ([Default Scan/Fax Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the frequently scan and fax functions (Enlarge Display) as the standard ([Default Enlarge Display Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the Bulletin Board User Box for registering polling files ([Bulletin Board User Box])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the Relay User Box for using this machine as a fax relay station ([Relay User Box])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

#### Settings only the Administrators can Change

To change the timing to start printing at reception of a fax ([Print/Fax Output Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict the use of a fax/scan program ([Restrict Program Function Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict functions such as Store Address or From address that can be changed by users ([Restrict Access to Job Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict sending to multiple destinations (broadcast transmission) ([Restrict Broadcasting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register information to be added to the header or footer ([Header/Footer Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to always print a TX stamp on an original ([Fax TX Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to print the sender information on a sent fax ([Header Information])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

- To specify the position of the sender information printed on a sent fax ([Header Position])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To change the character size of the sender information printed on a sent fax ([TTI Print Position and Character Size])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to print a destination fax number on a sent fax ([Print Receiver's Name])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to print the date, time, and reception number on a received fax ([Footer Position])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify the type of telephone line ([Dialing Method])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify the fax receiving method (Auto RX or Manual RX) ([Receive Mode])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To change the number of rings that sound until the machine starts Auto RX processing ([Number of RX Call Rings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To change the number of automatic redials when fax transmission has failed ([Number of Redials])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To change the automatic redialing interval when fax transmission has failed ([Redial Interval])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to monitor sounds on the telephone line during fax communication ([Line Monitor Sound])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To adjust the volume of the telephone line monitor sound during fax sending ([Line Monitor Sound Volume (Send)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To adjust the volume of the telephone line monitor sound during fax receiving ([Line Monitor Sound Volume (Receive)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To cancel the V.34 function when manually receiving a fax ([Manual RX V34 Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to print a multi-page fax on both sides of paper ([Duplex Print (RX)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to preferentially print a received fax on inch-sized paper ([Letter/Ledger over A4/A3])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To change the paper selection standard for printing a received fax ([Print Paper Selection])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify the paper size for printing a received fax ([Print Paper Size])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify an action to be taken when a User Box not registered on this machine has been specified to receive a fax using a User Box ([Incorrect User Box No. Entry])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify a paper tray for printing a received fax ([Paper Tray Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To change the minimum reduction ratio of images when printing a received fax ([Min. Reduction for RX Print])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to separate pages when receiving a longer fax than the standard size ([Print Separate Fax Pages])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to delete the files registered in the Polling TX User Box after they have been sent ([File After Polling TX])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To change the number of copies for a received fax ([No. of Sets (RX)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to use F-Code TX ([F-Code TX])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to use Relay RX ([Relay RX])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"
- To specify whether to also print a received fax on this machine when using this machine as a relay station ([Relay Printing])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To display a list of specified destinations before sending a fax ([Destination Check Display Function])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enter a fax number twice in order to prevent an entry error when directly entering a fax number ([Confirm Address (TX)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enter a fax number twice in order to prevent an entry error when registering a fax number ([Confirm Address (Register)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To hide personal ID in a fax report or job history ([PIN Code Display Mask Function])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To save a received fax to a User Box on this machine and view its contents before printing ([Memory RX Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict deletion of received faxes ([RX Data Deletion Restriction Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the Closed Network RX function to restrict fax peers ([Closed Network RX])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To forward a received fax to an E-mail destination or other fax machine ([Forward TX Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To hold faxes that failed in transmission on this machine without immediately discarding them ([Incomplete TX Hold])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to allow PC-Fax TX from the fax driver ([PC-Fax Permission Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To save a received fax to a specified User Box ([PC-Fax RX Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically send a received fax to different destinations depending on fax numbers ([TSI User Box Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the file type of a file to be forwarded automatically using the TSI Routing function ([TSI All File Type Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To connect this machine to the Private Branch Exchange (PBX) environment ([PBX Connection Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change conditions for printing a fax sending or receiving report ([Report Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a list of fax settings ([Fax Setting List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To select whether to give priority to the printing quality or printing speed when receiving a fax with a low resolution ([Low Resolution])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To select whether to give priority to the printing quality or printing speed when receiving a fax with a high resolution ([High Resolution])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.9.4 Fully Using Network Fax Functions

#### Settings Anyone can Change

To customize the initial display of the main screen in the scan/fax mode ([Scan/Fax Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To activate case sensitivity each time a registered destination is searched ([Search Option Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default compression type for transmission in color ([JPEG Compression Level])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default compression type for transmission in black and white ([Black Compression Level])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the frequently scan and copy functions as the standard ([Default Scan/Fax Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the frequently scan and fax functions (Enlarge Display) as the standard ([Default Enlarge Display Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the compression type when a file saved in TIFF format cannot be opened on your computer ([Color TIFF Type])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### Settings only the Administrators can Change

To register a prefix and suffix of an E-mail address in order to save steps to enter an E-mail address ([Prefix/Suffix Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the timing to start printing at reception of a fax ([Print/Fax Output Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict the use of a fax/scan program ([Restrict Program Function Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict functions such as Store Address or From address that can be changed by users ([Restrict Access to Job Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict sending to multiple destinations (broadcast transmission) ([Restrict Broadcasting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register information to be added to the header or footer ([Header/Footer Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to add an initial character of a scanned mode name to the file name of the scanned original data ([Function Mode Initial])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To add any character string to the file name of the scanned original data ([Supplementary File Name])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a list of registered E-mail subjects and body text ([E-Mail Subject/Text List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to print the sender name on a sent fax ([Sender])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the position of the sender information printed on a sent fax ([Header Position])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the character size of the sender information printed on a sent fax ([TTI Print Position and Character Size])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to print the date, time, and reception number on a received fax ([Footer Position])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the number of automatic redials when an IP address fax transmission has failed ([Number of Redials])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the automatic redialing interval when an IP address fax transmission has failed ([Redial Interval])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to print a multi-page fax on both sides of paper ([Duplex Print (RX)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to preferentially print a received fax on inch-sized paper ([Letter/Ledger over A4/A3])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the paper selection standard for printing a received fax ([Print Paper Selection])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the paper size for printing a received fax ([Print Paper Size])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify a paper tray for printing a received fax ([Paper Tray Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the minimum reduction ratio of images when printing a received fax ([Min. Reduction for RX Print])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to separate pages when receiving a longer fax than the standard size ([Print Separate Fax Pages])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the number of copies for a received fax ([No. of Sets (RX)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the color for printing a received network fax ([RX Document Print Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"



To display a list of specified destinations before sending a fax ([Destination Check Display Function])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To save a received fax to a User Box on this machine and view its contents before printing ([Memory RX Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To forward a received fax to an E-mail destination or other fax machine ([Forward TX Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change conditions for printing a fax sending or receiving report ([Report Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a list of fax settings ([Fax Setting List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the data compression type for transmission in black and white ([Black Compression Level])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the data compression type for transmission in color ([Color/Grayscale Multi-Value Compression Method])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the reception capability of this machine to be notified to an Internet fax peer ([Internet Fax Self RX Ability])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the Internet fax receiving check function (MDN) ([Internet Fax Advanced Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the operating mode for IP address fax ([Operating Mode])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to allow a color transmission when sending a fax based on the Direct SMTP standard ([Sending Colored Documents])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.9.5 Fully Using User Box Functions

#### Settings Anyone can Change

To register a Public, Personal, or Group User Box ([Public/Personal User Box]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To customize the initial display of the main screen in the User Box mode ([User Box Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

#### Settings only the Administrators can Change

To register the Annotation User Box ([Annotation User Box])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To collectively delete empty User Boxes ([Delete Unused User Box])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To delete all files in the Secure Document User Box ([Delete Secure Print Documents])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically delete files in the Secure Document User Box after the specified time lapsed ([Auto Delete Secure Document])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically delete files in the Password Encrypted PDF User Box after the specified time lapsed ([Encrypted PDF Delete Time])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically delete files in the ID & Print User Box after the specified time lapsed ([ID & Print Delete Time])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to hold files in a User Box after they have been printed or sent ([Document Hold Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to allow you to print a file from USB memory or save a file to USB memory ([External Memory Function Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To prohibit users from creating, editing, or deleting a User Box ([Allow/Restrict User Box])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to hold a file in the ID & Print User Box after the file has been printed ([ID & Print Delete after Print Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To collectively specify the periods for storing files in User Boxes ([Document Delete Time Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically delete files in the SMB folder after the specified time lapsed when using the Share SMB File function ([Document in MFP Shared Folder Delete Time Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to add an initial character of a scanned mode name to the file name of the scanned original data ([Function Mode Initial])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To add any character string to the file name of the scanned original data ([Supplementary File Name])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the maximum number of User Boxes that can be created for each user ([Maximum Number of User Boxes])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify a User Box administrator who manages files in User Boxes ([User Box Administrator Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.9.6 Fully Using Print Functions

#### Settings Anyone can Change

To select the optimum color setting mode for the original ([Color Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To intensify small or faint letters, or to sharpen the edges of images such as text in a table or graphics to improve legibility ([Edge Enhancement])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print images with a glossy finish ([Gloss Mode])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To reduce the printing density in order to save toner consumption ([Toner Save])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to save the next print job on the hard disk when the job is received while another print job is active ([Spool Print Jobs in HDD before RIP])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to use paper of a size close to the size specified in Paper Size if the specified paper is not loaded in the paper tray ([A4/A3<-->LTR/LGR Auto Switch])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a banner page that contains the sender or title of print data ([Banner Sheet Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify how to adjust the line width ([Line Width Adjustment])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To prevent the line width from looking largish in the gray background ([Gray Background Text Correction])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To slightly reduce the entire page when directly printing a PDF, PPML, or OOXML file ([Minimal Print])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To select whether to give priority to the printing quality or printing speed when directly printing an OOXML file ([OOXML Print Mode])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To fold paper ([Fold Type Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the unit of paper to be folded at one time when using Half-Fold or Tri-Fold ([Half-Fold/Tri-Fold Specification Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to verify the digital signature when directly printing an XPS or OOXML file ([Verify XPS/OOXML Digital Signature])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default OOXML print settings for direct printing ([OOXML Print Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default combination settings for direct printing ([Layout - Combination])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a report on configuration information of this machine or a font list ([Print Reports])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the method for determining the paper size when directly printing TIFF, JPEG, or PDF files ([TIFF Image Paper Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To allow banner printing through a computer ([Banner Printing])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### Settings only the Administrators can Change

To change the timing to start printing at reception of print data ([Print/Fax Output Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the communication timeout time at USB connection ([USB Timeout])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the communication timeout time at network connection ([Network Timeout])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to print error information when an error has occurred while printing an XPS or OOXML file ([Print XPS/OOXML Errors])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict acquiring device information from the Windows printer driver using a password ([Assign Account to Acquire Device Info])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To allow only print jobs using the Secure Print function ([Secure Print Only])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change an encryption passphrase for encrypting an authentication password ([Driver Password Encryption Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify operations required when receiving 1200 dpi print data ([Operation when 1200 dpi file is received])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

#### 3.9.7 Enabling the Advanced Functions (For Administrators)

To obtain a request code to be registered in the license management server ([Get Request Code])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enter function code and license code in order to enable the advanced functions ([Install License])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To view a list of enabled advanced functions ([List of Enabled Functions])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enable the Web browser function of this machine ([Web Browser Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enable the voice guidance function ([Voice Guidance Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the universal printing environment ([Universal Print Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

## 3.10 Configuring the Operating Environment of this Machine

### 3.10.1 Configuring Basic Information of this Machine (For Administrators)

To register the name, E-mail address, and extension number of the administrator of this machine ([Administrator Registration])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the name and E-mail address of this machine ([Input Machine Address])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the date and time for the machine ([Date/Time Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the NTP server for automatically adjusting the time of this machine ([Time Adjustment Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To apply Daylight Saving Time to this machine ([Daylight Saving Time])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.10.2 Managing the Power Supply for Power Saving (For Administrators)

To change the time required to automatically shift to the sleep mode ([Sleep Mode Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the time required to automatically shift to the low power mode ([Low Power Mode Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the operation to be performed when the Power key has been pressed ([Power Key Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the operation required to use the Power key as a power save key ([Power Save Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to return to the power save mode earlier than normal after printing in the power save or sleep mode ([Enter Power Save Mode])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to reduce power consumption in the sleep mode ([Power Consumption in Sleep Mode])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To reduce power consumption when returning from the power save mode to a mode other than the copy mode ([Power Saving Fax/Scan])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To use the weekly timer for automatic switching between normal and power save modes ([Weekly Timer ON/OFF Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To set the time to the weekly timer ([Time Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To set the date to the weekly timer ([Date Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the time zone to temporarily shift to the sleep mode during lunch break ([Select Time for Power Save])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict the use of this machine with a password while the weekly timer is active ([Password for Non-Business Hours])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically configure a weekly timer schedule depending on operation conditions ([Tracking Function Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To confirm the weekly timer schedule configured by the tracking function ([Display ON/OFF Time])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.10.3 Customizing the Control Panel Environment

#### Settings Anyone can Change

To change the language to be displayed on the touch panel ([Language Selection]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the type of the character entry screen ([Select Keyboard]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the unit of numeric values ([Measurement Unit Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure operation settings when connecting an Android terminal to this machine using Remote Access ([bizhub Remote Access Setting]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To customize the function keys to be displayed on the main screen in the copy mode ([Function Display Key(Copy/Print)]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To customize the function keys to be displayed on the main screen in the scan/fax mode ([Function Display Key(Send/Save)]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To customize the function keys to be displayed on the main screen in the fax mode ([Function Display Key(Fax TX)]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default method for displaying the [Application] screen in each mode ([Default Application Screen Type Setting]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to display in animation view when opening or closing the pop-up window on the touch panel ([Animation Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default values displayed in the left side area of [Utility] ([Left Panel Display Default]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enlarge the panel display using the pinch-out operation ([Accessibility Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

#### Settings only the Administrators can Change

To customize the keys to be displayed on the main menu ([Main Menu Default Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the background color and other options of the main menu ([Main Menu Display Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the display pattern of function keys to be displayed in each mode ([Custom Function Pattern Selection]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To allow users to change the function key display pattern in each mode by user or account ([User/Admin Function Permissions]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To allow a change of function keys to be displayed on the main screen in each mode ([Function Display Key Permission Setting]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To temporarily change the language to be displayed on the touch panel ([Temporary Change Language Setting]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change functions to be assigned to hardkeys on the control panel and the slide menu ([Registered Key Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enlarge the initial display of the touch panel ([Display Default Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To inherit the settings configured in the normal screen display when switching the screen from Normal to Enlarge Display ([Apply Basic Setting to Enlarge Display]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enable the widget arrangement function ([Widget Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the display contents or background color of the slide menu ([Slide Menu Settings]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.10.4 Viewing the Operation Conditions and Settings of this Machine

#### Settings Anyone can Change

To check the IP address or function version of this machine ([Device Information])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To check the consumable life ([Check Consumable Life])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To check the counter information or eco information (economy level) of this machine ([Meter Count])"User's Guide[Maintenance\_HE]/[Checking the Counter and Eco Information]"

To check the active jobs on this machine or the job history ([Job List])"User's Guide[Control Panel]/[Operations of Touch Panel and Explanation of Major Screens]"

#### Settings only the Administrators can Change

To print a list of user settings or administrator settings of this machine ([Management List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To count the usage by paper type or size ([Paper Size/Type Counter])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To check the MAC address of this machine or specify the speed of the connected network ([Device Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register a destination where to notify the time to replace consumables on this machine or warning information ([Status Notification Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register a destination where to notify the counter information of this machine or a notification schedule ([Total Counter Notification Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To allow users to send the usage frequency or configuration information of this machine ([Fax Activity Summary Information])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a list of network-related settings ([Network Settings List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.10.5 Configuring Reset Operations (For Administrators)

To change the time required to reset the system and the mode to be displayed after resetting ([System Auto Reset])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the time required to reset the currently updated settings ([Auto Reset])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To reset condition settings when changing users or loading an original into the ADF ([Job Reset])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.10.6 Configuring Original Scan and Output Operations

#### Settings Anyone can Change

To specify a paper tray to be selected automatically when [Paper] is set to [Auto] ([Auto Tray Selection Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To allow paper to be fed out from other tray when the specified paper tray runs out of paper ([Auto Tray Switch ON/OFF])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify an action to be taken when the specified paper is not loaded on any paper tray ([No Matching Paper in Tray Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the default paper tray or printing method when printing a report or list ([Print Lists])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust the level to be judged between the color specified for [Auto Color] and black and white ([Auto Color Level Adjust.])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To allow copying of a small-sized original of which the size cannot be detected ([Auto Paper Select for Small Original])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust the level to detect blank pages when scanning while removing blank pages in an original ([Blank Sheet Detection Level])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To always enable [Separate Scan] when scanning an original from the original glass ([Separate Scan from Platen])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### Settings only the Administrators can Change

To change the timing to start printing upon reception of print or fax data ([Print/Fax Output Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify an output tray to preferentially feed out printed sheets ([Output Tray Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to sort printed sheets by job when feeding out them ([Shift Output Each Job])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To detect the original size or Foolscap paper size ([Standard Size Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to print stamps on blank pages inserted by the Cover Sheet and Insert Sheet functions ([Blank Page Print Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the printing priority sequence or an operation for skipping jobs that are not ready for printing ([Job Priority Operation Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the default type of paper to be loaded in the bypass tray ([Default Bypass Paper Type Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the position where to print a page number on the front and back sides when 2-Sided Print is specified ([Page Number Print Position])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To use custom paper with any paper name and paper type registered ([Set Paper Name by User])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

#### 3.10.7 Adjusting Printing Troubles (For Administrators)

To adjust the level to highlight the original background ([AE Level Adjustment])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust the print starting position or print image troubles ([Printer Adjustment])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust the staple, punch, or fold position ([Finisher Adjustment])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust the image density for each color depending on the paper type ([Density Adjustment])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To correct the misalignment or tilt of a scanning area in order to stabilize high-quality printing ([Image Stabilization])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust the balance of the paper separation or image transfer performance when a paper jam or image failure occurs during double-sided printing ([Paper Separation Adjustment])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust a color misalignment caused as the printing result ([Color Registration Adjust])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust to the regular gradation ([Gradation Adjustment])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust the area to scan an original on the original glass ([Scanner Area])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To adjust the area to scan an original on the ADF ([ADF Adjustment])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure settings for detecting and cleaning dirt on the slit glass ([Line Detection])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register unregistered special paper as user paper ([User Paper Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify how to erase the area other than the original when enabling [Non-Image Area Erase] for copying ([Erase Adjustment])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To directly print CMYK data without using a simulation profile when printing data using the PS driver ([PS Designer Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.10.8 Collecting Information of this Machine to Resolve Troubles Early (For Administrators)

To allow users to obtain operation logs for scan/fax transmission using the control panel ([TX Operation Log])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To output operation logs for scan/fax transmission using the control panel ([TX Operation Log Output])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To display network error codes on the touch panel ([Error Code Display Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To obtain job logs in order to check the use status or paper consumption by user or account ([Job Log Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To allow capturing of print data received by this machine in order to analyze a printer-related failure ([Print Data Capture])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure settings for remotely operate the control panel of this machine via a Web browser ([Server Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure settings for remotely operate the control panel of this machine using the dedicated software ([Client Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To start the remote operation of the control panel on this machine ([Remote Panel Operation])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"



## 3.11 Configuring the Network Settings of this Machine (For Administrators)

### 3.11.1 Connecting to the TCP/IP Environment

To assign the IPv4 address to this machine ([IPv4 Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To assign the IPv6 address to this machine ([IPv6 Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the host name of this machine ([DNS Host])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the name of the domain this machine joins ([DNS Domain])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the IPv4 address of the DNS server for this machine ([DNS Server Settings (IPv4)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the IPv6 address of the DNS server for this machine ([DNS Server Settings (IPv6)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to enable LLMNR ([LLMNR Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To send the ping command and confirm the connection ([PING Confirmation])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To set up a network interface configuration when adding a network interface ([Network I/F Configuration])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure a setting for connecting this machine to a wireless network environment ([Wireless Network Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.11.2 Connecting to the IPX Environment

To configure settings for using this machine in the IPX environment ([IPX Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure settings for NetWare printing ([NetWare Print Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure whether to use user authentication using NDS ([User Authentication Setting (NDS)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.11.3 Configuring the Operating Environment for Scan Transmission

To configure the Scan to E-mail environment ([E-Mail TX (SMTP)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure settings for improving the E-mail security using S/MIME ([S/MIME Communication Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the FTP transmission environment ([FTP TX Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the SMB transmission environment ([Client Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register basic information required to use this machine as an SMB server ([SMB Server Common Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the SMB printing environment ([SMB Print Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enable the Share SMB File function of the Public User Box ([Share SMB File Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the WINS server for this machine ([WINS/NetBIOS Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to enable the direct hosting SMB service ([Direct Hosting Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the WebDAV transmission environment ([WebDAV Client Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the name of this machine to be searched using the WS discovery function ([DPWS Common Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the WS printing environment ([Printer Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the WS scanning environment ([Scanner Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the discovery proxy server for WS scanning or WS printing ([DPWS Extension Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to associate with the scan server ([Distributed Scan Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register the LDAP server or Active Directory used for destination searching ([LDAP Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.11.4 Configuring the Operating Environment for Network Fax

To enable the Internet fax and IP address fax functions ([Network Fax Function Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the operating environment for IP address fax transmission ([SMTP TX Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the operating environment for IP address fax receiving ([SMTP RX Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.11.5 Configuring the Operating Environment for Network Printing

To specify a RAW port number for Port9100 printing ([RAW Port Number])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the IPP printing environment ([HTTP Server Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to enable LPD ([LPD Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to enable AppleTalk in the Mac OS environment ([AppleTalk Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to enable Bonjour in the Mac OS environment ([Bonjour Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### 3.11.6 Associating with Other Systems or Applications

To configure SNMP settings for obtaining or monitoring information of this machine through a computer ([SNMP Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure SSDP settings for searching a service on the network ([SSDP Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure SNMP settings for automatically detecting this machine using the TWAIN driver ([SNMP Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the TCP Socket operating environment ([TCP Socket Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the operating environment for the FTP server function of this machine ([FTP Server Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the operating environment for the WebDAV server function of this machine ([WebDAV Server Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to rewrite user data from the remote diagnosis system ([Remote Access Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register a proxy server used for a communication with the remote diagnosis system ([Proxy Setting for Remote Access])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the operating environment for the ThinPrint function ([ThinPrint Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To notify the Mopria-compatible Android terminal of Mopria support information for this machine when searching for this machine ([Mopria Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure settings for associating with an Android/iOS terminal ([Simple Connection Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure settings for establishing a wireless connection with an Android/iOS terminal ([Wireless Connection Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the application to be started preferentially when you place the Android/iOS terminal on the mobile touch area ([Touch Conn. Link Appl. Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the operating environment when operating this machine through an Android/iOS terminal using Remote Access ([bizhub Remote Access Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To display network information of this machine on the screen of this machine as a QR code ([Simple Connection Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

## 3.12 Configuring User Authentication and Account Track

### 3.12.1

#### Settings Anyone can Change

To change the password of the login user ([Change Password]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the E-mail address of the login user ([Change E-Mail Address]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register finger vein or IC card information of the login user ([Register Authentication Information]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

In order that the login user changes whether to synchronize the user authentication and account track ([Synchronize User Auth. and Account Track]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the destination access rights of the login user ([Limiting Access to Destinations]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

#### Settings only the Administrators can Change

To configure the general settings for user authentication ([User Authentication]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To permit use by unregistered users when installing user authentication ([Public User Access]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To display the login screen when using a function restricted for public users ([Prohibited Function Login Setting]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure whether to install account track ([Account Track]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the general settings for account track ([Account Track Input Method]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To synchronize user authentication and account track when installing them ([Synchronize User Authentication & Account Track]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to allow other users to print data when printing stopped because the number of print sheets exceeded the maximum number specified for the user ([When # of Jobs Reach Maximum]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the maximum number of users when installing user authentication and account track ([Number of Counters Assigned]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the time to hold the Kerberos authentication ticket at Active Directory authentication ([Ticket Hold Time Setting]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To verify the authentication ticket obtained from Active Directory on this machine when performing Active Directory authentication to log in to this machine ([Self-Verification Setting in AD Authentication]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To check the connection status with the primary authentication server or secondary authentication server ([Primary/Secondary Server Connection Status]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether NFC authentication is to be deployed ([Enable NFC]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether Bluetooth LE authentication is to be deployed ([Enable Bluetooth LE]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To perform IC card authentication via the LDAP server ([LDAP-IC Card Authentication Setting]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to display a list of registered users on the login screen and allow a user to select a desired one ([User Name List]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the default function permission applied to users when external server authentication is installed ([Default Function Permission]) "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify operations for the ID & Print function ([ID & Print Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the printing method when using the ID & Print function in the authentication unit ([ID & Print Operation Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the default operation to be performed after authentication on the login screen when using the ID & Print function ([Default Operation Selection])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify defaults for Web browser's user data management ([Web Browser Default Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register user information ([User Registration])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the function permission and the upper limit of sheets for each user ([User Registration])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To check the operation conditions of this machine for each user or eco information (economy level) ([User Counter])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register account track information ([Account Track Registration])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the function permission and the upper limit of sheets for each account track ([Account Track Registration])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To check the operation conditions of this machine for each account track or eco information (economy level) ([Account Track Counter])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify an action to be taken when this machine receives a print job without authentication information ([Print without Authentication])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print a list in which the operation conditions of this machine are calculated for each user or account track ([Print Counter List])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To register an external server for user authentication ([External Server Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict the registered destinations that can be accessed by users ([Limiting Access to Destinations])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify how to log in to the IC card authentication or which operation is to be performed at authentication ([General Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify how to log in to the biometric authentication or which operation is to be performed at authentication ([General Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify an operation to be carried out after original scanning was completed when user authentication is performed using an authentication unit ([Logoff Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to display the logout confirmation screen at logout ([Logout Confirmation Screen Display Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to handle the single-color and 2-color printing as a color or black-and-white printing ([Single Color > 2 Color Output Management])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to allow a user to obtain counter information of this machine from the remote diagnosis system ([Counter Remote Control])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to enable the Scan to Home function ([Scan to Home Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To quote user's authentication information for access to a shared folder ([Scan to Authorized Folder Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To print data from the printer driver without entering a password when user authentication is installed ([Print Simple Auth.])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To use this machine in the single sign-on environment of Active Directory ([Single Sign-On Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

## 3.13 Improving the Security of this Machine (For Administrators)

### 3.13.1

To configure the IPsec operating environment ([IPsec Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify an IPv4 address that denies access to this machine ([IPv4 Filtering (Deny Access)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify an IPv4 address that permits access to this machine ([IPv4 Filtering (Permit Access)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify an IPv6 address that denies access to this machine ([IPv6 Filtering (Deny Access)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify an IPv6 address that permits access to this machine ([IPv6 Filtering (Permit Access)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To configure the operating environment for IEEE802.1x authentication ([IEEE802.1x Authentication Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To collectively configure settings to enhance the security of this machine ([Quick Security Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the administrator password of this machine ([Administrator Password])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To change the level at which a user can change settings in the setting items configured by the administrator ([Administrator Security Levels])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict the minimum number of characters used for a password or the available text types ([Password Rules])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify the severity of penalties applied when an incorrect password is entered during the authentication process ([Prohibited Functions When Authentication Error])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To check how to access files in the Secure Document User Box ([Confidential Document Access Method])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To prohibit a user from directly entering a destination ([Manual Destination Input])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To prohibit fax transmission or network fax transmission ([Restrict Fax TX])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To display the registered information for the selected destination every time the destination is selected from the destinations registered on this machine ([Address Selection Confirmation Display])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To hide personal information such as addresses or file names on the [Job List] screen ([Personal Data Security Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To hide personal information such as addresses or file names on MIB information ([Hide Personal Information (MIB)])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To hide the activity log for Scan, Fax TX and RX ([Display Activity Log])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To initialize job history, network settings, copy program, and destination information ([Initialize])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To prohibit access to the Web page contents saved on the hard disk of this machine ([Web browser contents access])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To specify whether to allow the user to perform user data setting operations on the Web browser ([Change Web Browser Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict loading a configuration file from USB memory and changing machine settings ([Write the Configuration from USB])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To restrict our service representative from backing up or restoring the hard disk on this machine ([Storage data backup])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enable the enhanced security mode and enhance the security of data management ([Enhanced Security Mode])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To check the used area, entire area, and available storage space in this machine ([Check Capacity])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To automatically overwrite data stored on the hard disk or in the memory ([Overwrite HDD Data])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To overwrite all data stored in the entire storage area of this machine ([Overwrite All Data])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To lock the hard disk with a password in order to protect the stored data ([HDD Lock Password])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To format the storage area of this machine ([Format])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To encrypt data on the hard disk for protection purposes ([HDD Encryption Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To forcibly apply stamps to original data when printing or sending the data ([Apply Stamps])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To delete the registered stamps ([Delete Registered Stamp])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To enable the FIPS mode ([FIPS Settings])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To permit your service representative to change [Administrator Settings] of a device without authentication ([Maintenance Mode Permission])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

To prohibit the registration of the OpenAPI application ([OpenAPI Certification Management Setting])"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"







**Cost Saving**

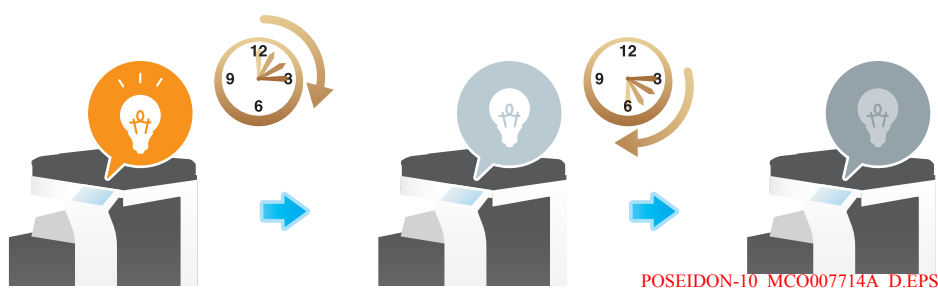
---

## 4 Cost Saving

### 4.1 To reduce electricity cost

#### Setting the power save mode using the Power Save function

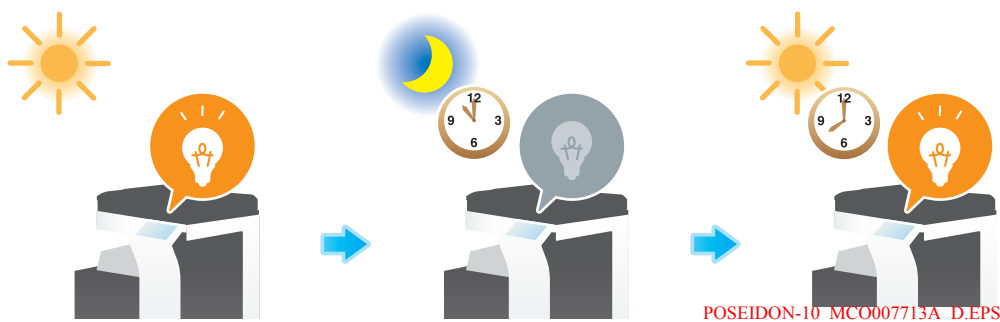
Power Save is a function that shifts this machine to power save mode when it is inactive, for example, by turning off the touch panel display. If this machine continues to be inactive for the specified period of time, it shifts to the power save mode to reduce power consumption. The Power key of this machine can be used as a power save key to manually shift to the power save mode. Power consumption can be further reduced by frequently shifting to the power save mode. If the user operates the touch panel or receives a job on this machine while the machine is in the power save mode, this machine automatically returns to the normal mode, preventing daily routines from being affected.



"User's Guide[Web Management Tool]/[Managing the Machine Status]"

#### Automatically switching to the power save mode at the specified time (Weekly timer)

The weekly timer is a function that automatically switches this machine to the normal mode and power save mode at the pre-specified time. Installing the weekly timer allows you to establish an efficient power saving scheme to suit the office usage, for example, a lunch break, nighttime, or holiday.

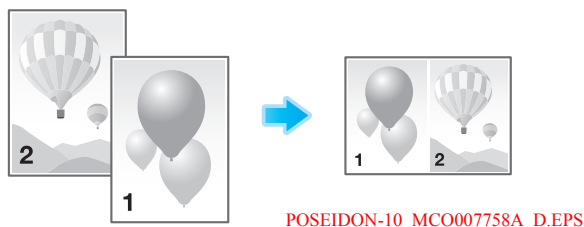


"User's Guide[Web Management Tool]/[Managing the Machine Status]"

## 4.2 To reduce the number of printed sheets

### Printing multiple pages on the same side of a single sheet (Windows)

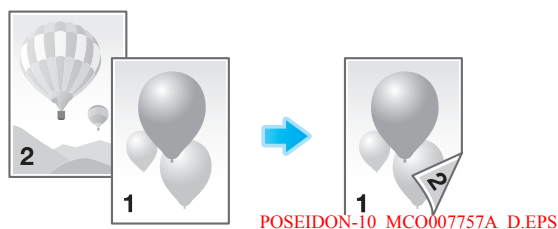
A multi-page original can be reduced and printed on the same side of a single sheet of paper. Combining a multi-page document allows you to reduce paper consumption.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

### Printing on both sides of paper (Windows)

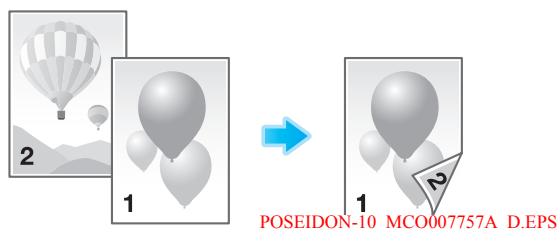
A multi-page original can be printed on both sides. Printing a multi-page document on both sides reduces paper consumption by 50%.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

### Printing on both sides of paper (Mac OS)

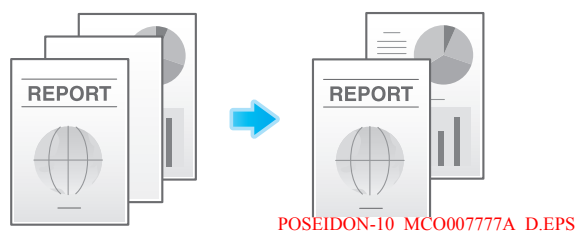
A multi-page original can be printed on both sides. Printing a multi-page document on both sides reduces paper consumption by 50%.



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

### Skipping blank pages of an original for printing (Windows)

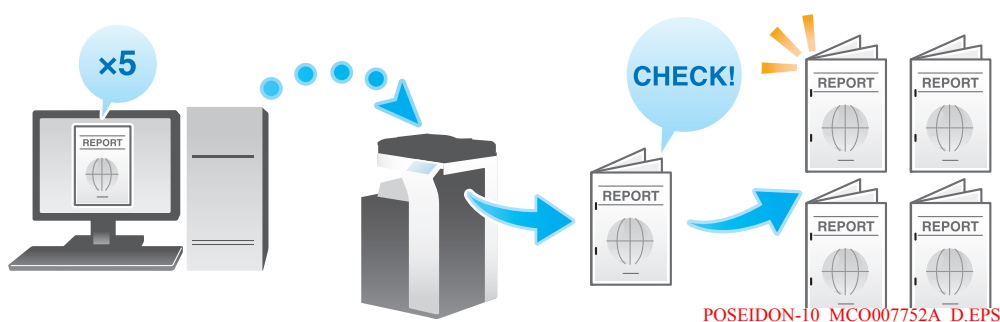
This function allows you to detect and skip blank pages included in an original when printing. This function helps to reduce paper consumption.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

### Viewing the finishing result by making a trial printing (Windows)

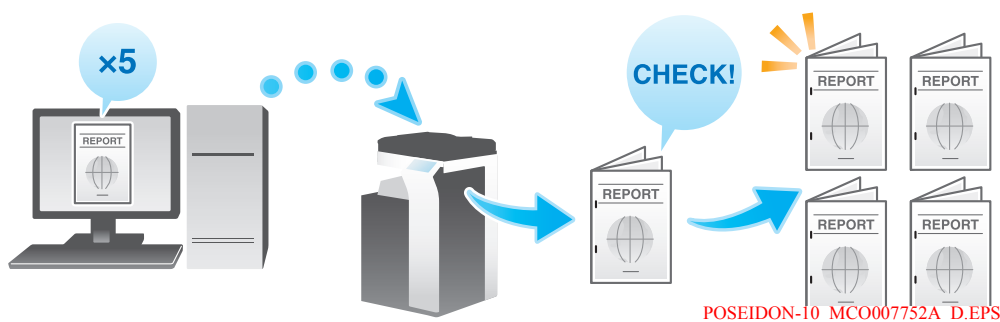
This function allows you to print only one copy and queue the remaining copies when printing multiple copies. You can view the printing result before printing the remaining copies, thereby preventing a large number of misprints and reducing the amount of waste paper generated.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

### Viewing the finishing result by making a trial printing (Mac OS)

This function allows you to print only one copy and queue the remaining copies when printing multiple copies. You can view the printing result before printing the remaining copies, thereby preventing a large number of misprints and reducing the amount of waste paper generated.

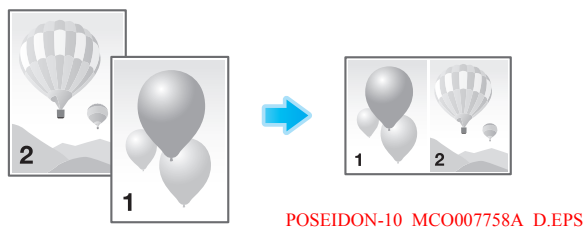


"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## 4.3 To reduce the number of copied sheets

### Copying multiple pages on the same side of a single sheet

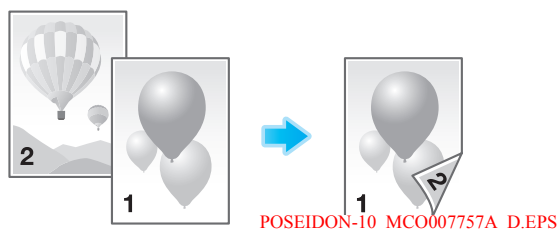
A multi-page original can be reduced and copied on the same side of a single sheet of paper. Combining a multi-page document allows you to reduce paper consumption.



"User's Guide[Copy Operations]/[Saving the Number of Print Sheets]"

### Copying on both sides of paper

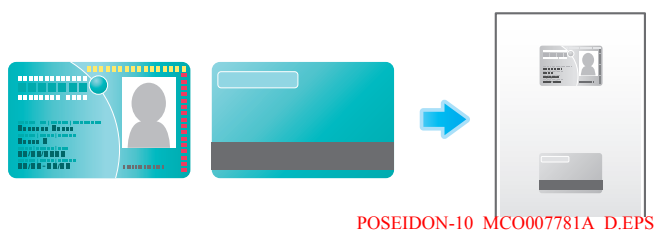
This function allows you to copy a multi-page original on both sides. Copying a multi-page document on both sides reduces paper consumption by 50%.



"User's Guide[Copy Operations]/[Saving the Number of Print Sheets]"

### Copying the front and back sides of a card on the same side of a single sheet (Card Shot)

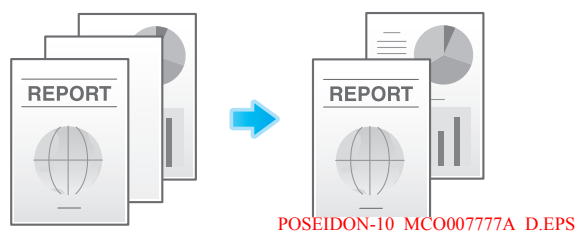
This function allows you to separately scan the front and back sides of a card such as an insurance card or drivers license, and copy them on the same side of a single sheet. You can easily copy the front and back sides of a card and reduce paper consumption by 50%.



"User's Guide[Copy Operations]/[Copying Various Types of Originals]"

### Skipping blank pages (Blank Page Removal)

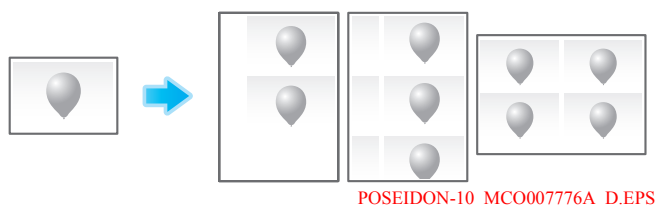
This function allows you to skip copying blank pages that are contained in an original loaded into the ADF. This function helps to reduce paper consumption.



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### Repeatedly copying an original image on the same side of a single sheet (Image Repeat)

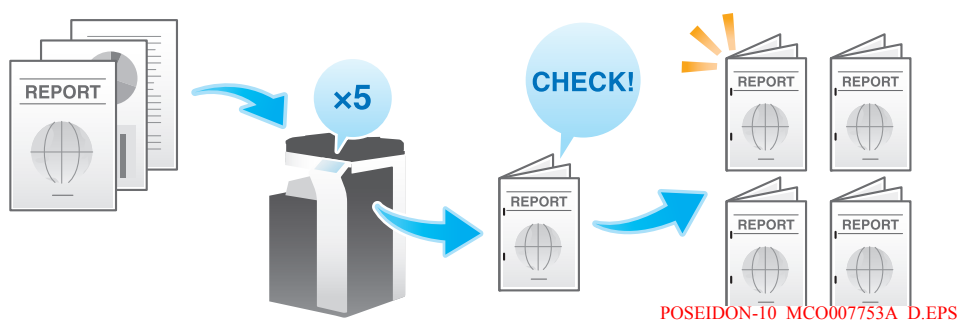
This function allows you to repeatedly copy an original image on the same side of a single sheet, reducing paper consumption. It is available when limiting the scanning range or copying a small original such as a ticket.



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### Viewing the finishing result by making a trial copying (Proof Copy)

This function allows you to make only one copy first and queue the remaining copies when handling multiple copies. You can view the copy result and make the remaining copies, thereby, preventing a large number of miscopies from being generated.

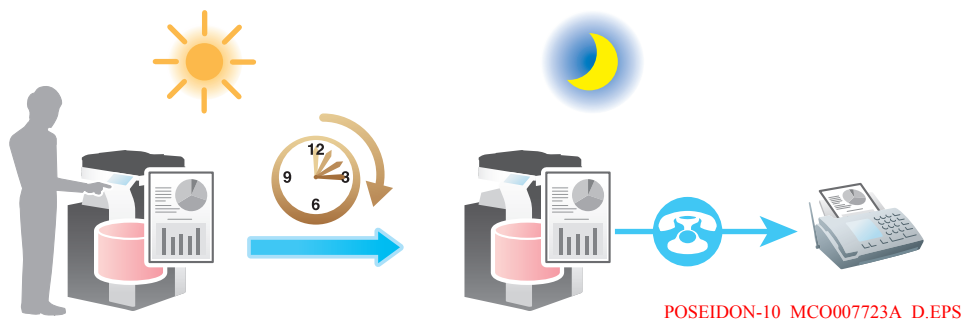


"User's Guide[Copy Operations]/[Copy Operations]"

## 4.4 To reduce the fax communication cost

### Sending a fax during a time period that incurs lower communication expenses (Timer TX)

Timer TX is a function that automatically starts a communication at the pre-specified time. Sending a fax for phone bill discount rate hours, for example, an early morning or late-evening, reduces communication expenses.



"User's Guide[Fax Operations]/[Sending Options]"

### Broadcasting a fax via a relay station (Relay Distribution)

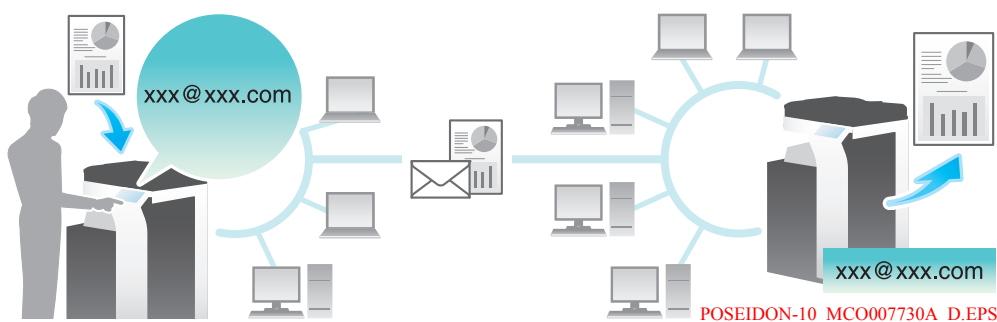
Relay Distribution distributes a received fax to pre-registered destinations after it has been sent to the relay station. Grouping relay stations and destinations by region offers the lower total communication cost than broadcasting to all destinations. This function is available when broadcasting faxes to distant locations.



"User's Guide[Fax Operations]/[Sending Options]"

### Using the Internet fax function for communication

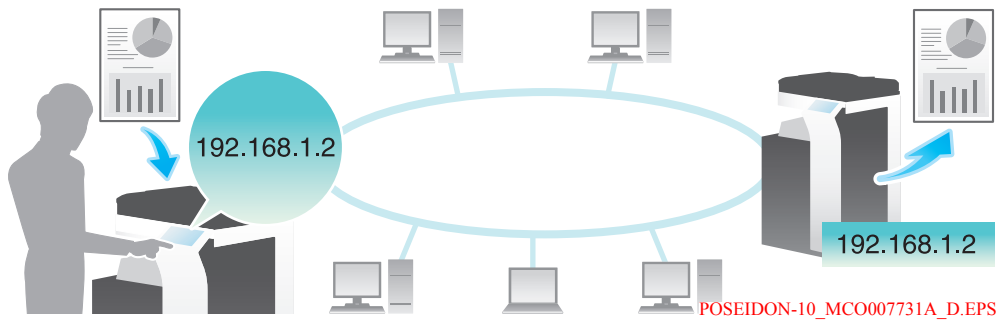
Internet fax is a function that sends and receives faxes via an intranet or the Internet. This function uses the same network as a computer, offering lower communication expenses than those incurred for normal fax transmission. It also reduces communication expenses regardless of the number of fax pages or the distance to a destination.



"User's Guide[Network Fax Operations]/[Sending and Receiving an Internet Fax]"

### Using the IP address fax function for communication

IP Address Fax is a function that sends and receives faxes within a limited network such as an intranet. This function uses the same network as a computer, offering lower communication expenses than those incurred for normal fax transmission. Use of an intranet helps to reduce communication costs.



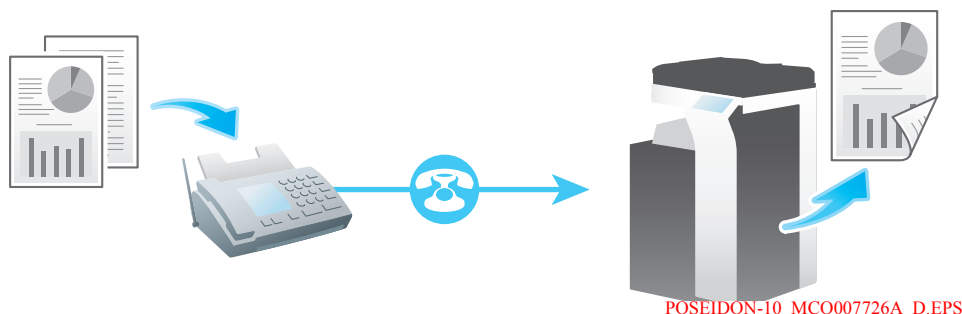
"User's Guide[Network Fax Operations]/[Sending and Receiving an IP Address Fax]"



## 4.5 To reduce the number of fax sheets

### Printing a received fax on both sides of sheets (Duplex Print (RX))

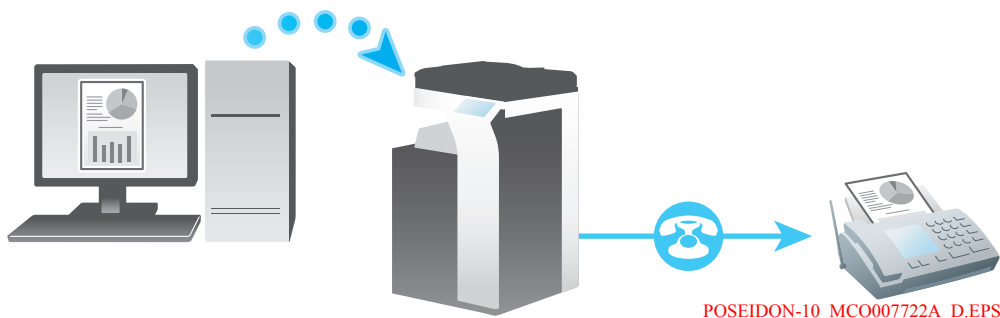
Duplex Print (RX) is a function that prints a received fax on both sides of sheets. Printing a multi-page fax on both sides allows you to reduce paper consumption.



"User's Guide[Fax Operations]/[Receiving Options]"

### Directly sending an original on a computer by fax (PC-FAX TX)

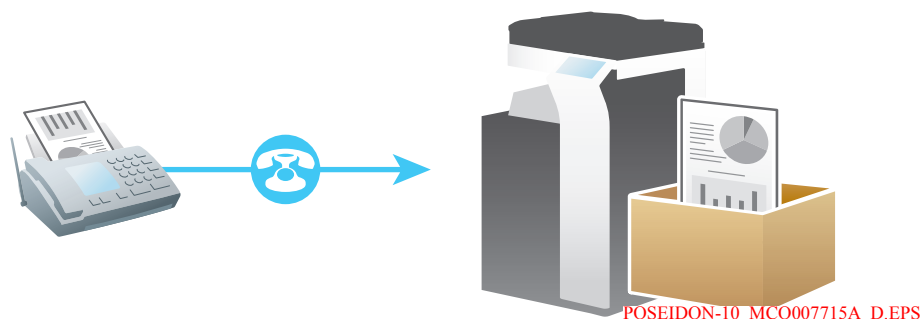
PC-Fax TX is a function that faxes original data on a Windows computer using the fax driver as if it was printed on this machine. This function allows you to send data by fax without printing an original on a computer, thereby reducing paper consumption.



"User's Guide[PC-FAX Operations]/[PC-Fax TX Function]"

### Viewing a received fax before printing (Memory RX)

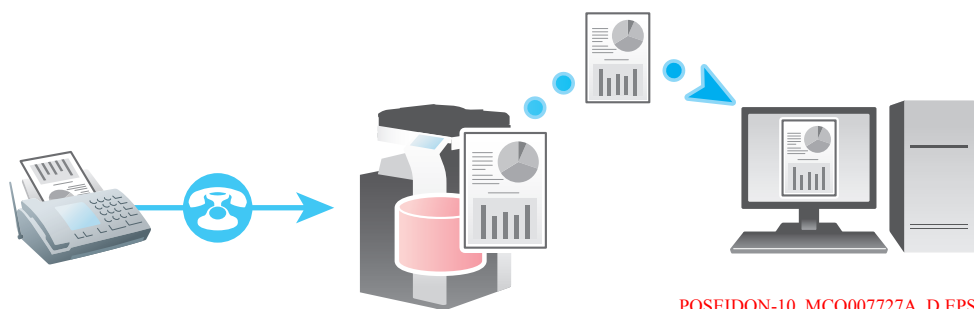
Memory RX is a function that saves a received fax in the Memory RX User Box of this machine. It allows you to view the contents of a received fax and print only the required data, thereby reducing paper consumption.



"User's Guide[Fax Operations]/[Receiving Options]"

## Converting the received fax to a file to forward it to the specified destination for management (Forward TX)

Forward TX is a function that transfers a received fax to a pre-specified destination. Faxes are forwarded to personal E-mail addresses or saved in a shared folder on a computer. The received files can be converted to files for management, and they do not need to be printed, which reduces paper consumption.

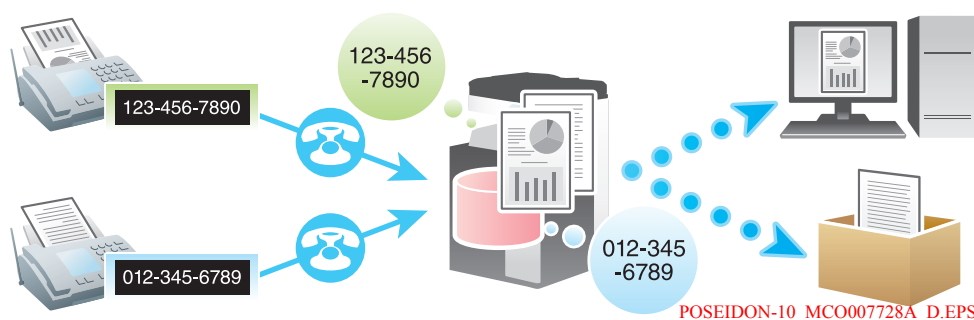


POSEIDON-10\_MCO007727A\_D.EPS

"User's Guide[Fax Operations]/[Receiving Options]"

## Converting received faxes to files and sorting them by fax number to be managed (TSI Routing)

TSI Routing is a function that sorts received faxes into User Boxes based on the sender's fax number (TSI) or automatically forwards them to a shared folder on a computer or an E-mail address. This function allows you to convert a received fax to a file to be managed without printing it, thereby reducing paper consumption.



POSEIDON-10\_MCO007728A\_D.EPS

"User's Guide[Fax Operations]/[Receiving Options]"

## Viewing a received fax and printing only the required data (PC-Fax RX)

PC-Fax RX is a function that saves a received fax in the Memory RX User Box or a specified User Box. It allows you to view the contents of a received fax and print only the required data, thereby reducing paper consumption.



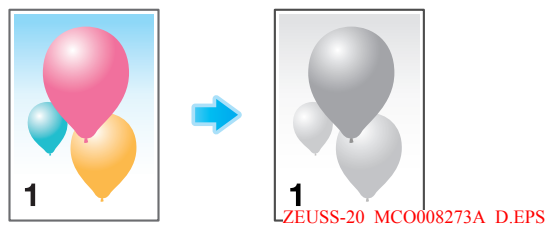
POSEIDON-10\_MCO007733A\_D.EPS

"User's Guide[Fax Operations]/[Receiving Options]"

## 4.6 To reduce toner consumption

### Printing a colored original in black and white (Windows)

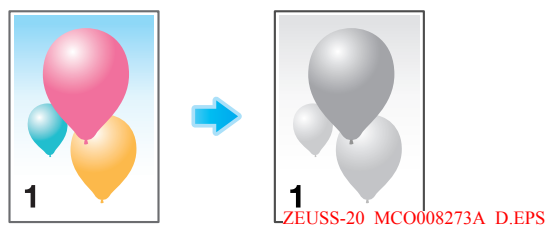
This function allows you to print a colored document in black and white. If the finish is not of great importance, use black toner for printing and thereby reduce consumption of color toner.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

### Printing a colored original in black and white (Mac OS)

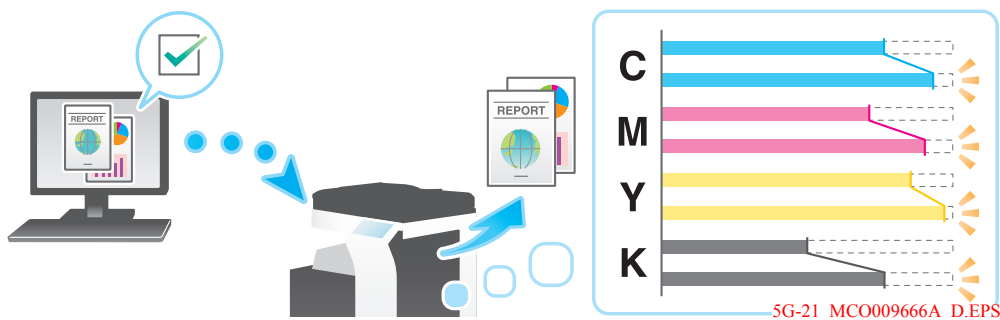
This function allows you to print a colored document in black and white. If the finish is not of great importance, use black toner for printing and thereby reduce consumption of color toner.



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

### Reducing toner consumption using the toner saving function (Windows)

This function allows you to automatically adjust the printing density and reduce toner consumption. This function helps to reduce toner consumption.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Reducing toner consumption using the toner saving function (Mac OS)

This function allows you to automatically adjust the printing density and reduce toner consumption. This function helps to reduce toner consumption.



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## Reducing the number of original colors for copying

This function allows you to copy a colored original in black and white, or one or two specified colors. If the finish is not of great importance, limit the required toners for printing, thereby reducing toner consumption.



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

## Erasing shadows outside the original to copy (Non-Image Area Erase)

Non-Image Area Erase is a function that automatically detects an original and erases shadows in the area outside the original when copying data on the original glass while the ADF is left open. This function allows you to prevent the area around an original from being blackened in the copy, reducing unnecessary toner consumption.



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

## 4.7 Understanding the usage of this machine to review the operation method

### Checking the power saving or economy level

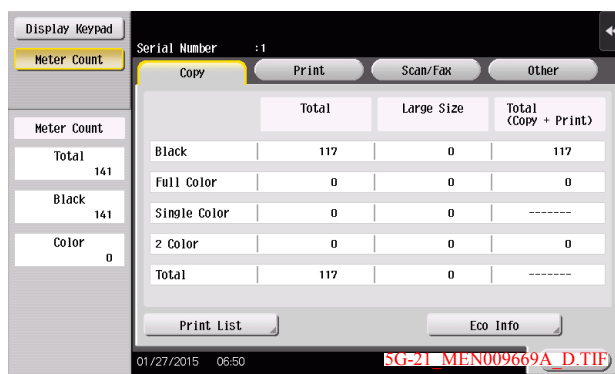
The Eco Info function automatically calculates the ratio of color print jobs to all print jobs, the ratio of paper saving by two-sided printing or page combine function, and a transition of power consumption based on the usage of this machine, all of which enables you to check the resulting eco information. You can review the operation method of this machine based on eco information to develop an awareness of costs and work to reduce costs.



"User's Guide[Maintenance\_HE]/[Checking the Counter and Eco Information]"

### Checking the usage of this machine based on the number of printed sheets (counter)

The counter allows you to calculate the total number of printed pages on a function or color basis, and check the results. You can check the machine counter and review the operation method of this machine based on eco information to develop an awareness of costs and work to reduce costs.

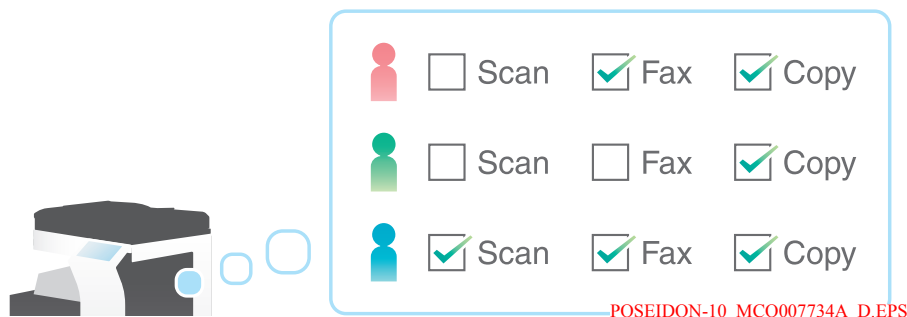


"User's Guide[Maintenance\_HE]/[Checking the Counter and Eco Information]"

## 4.8 Managing available functions or the number of printed sheets by user or account

### Restricting available functions by user or account

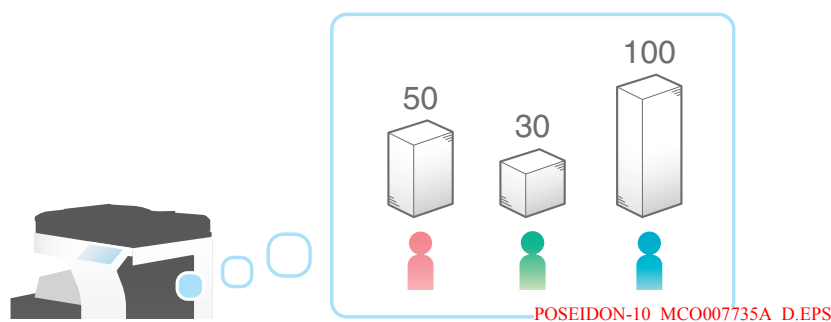
Installing user authentication or account track enables you to restrict available functions by user or account. For example, you can configure settings so that printing is available for a specific user or account track but not available for other users or account tracks. Also, you can configure settings to restrict printing for users who are not identified by this machine (public users). Configuring settings based on business requirements of users or account tracks helps to reduce costs.



"User's Guide[Web Management Tool]/[Restricting Users from Using this Device]"

### Restricting the number of printed sheets by user or account

Installing user authentication or account track enables you to restrict the maximum number of printed sheets by user or account. You can manage the upper limit of printed sheets by user or account depending on the usage of this machine to develop an awareness of costs and work to reduce costs.



"User's Guide[Web Management Tool]/[Restricting Users from Using this Device]"



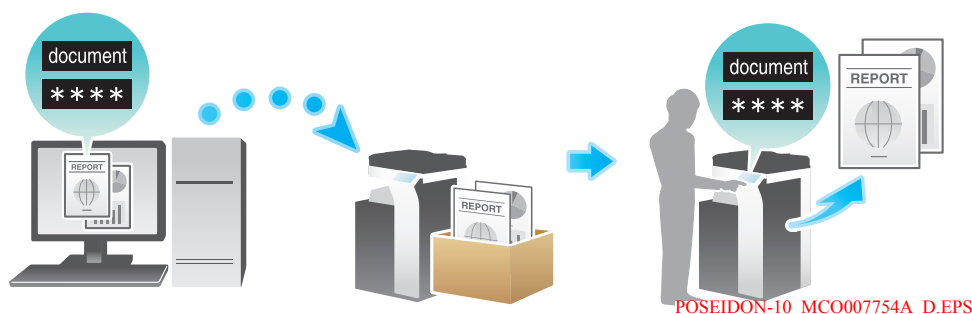
## **Security Enhancement**

## 5 Security Enhancement

### 5.1 To print highly confidential documents

#### Assigning an ID and password to print data to save the data to a User Box and print it without other people seeing it (Secure Print) (Windows)

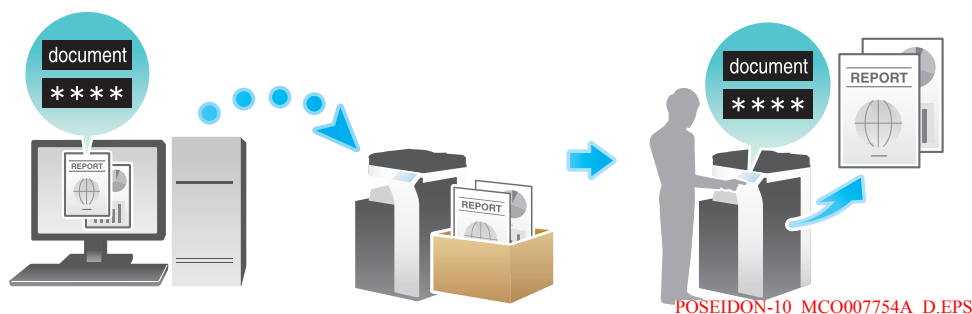
Secure Print is a function that assigns ID and password to print data and saves the data to the Secure Print User Box of this machine. This function does not print data immediately, thereby preventing printed materials from being missing or left. You need to enter the ID and password using the touch panel to print the data saved in a User Box. Therefore, this function is particularly suitable for safely printing highly confidential documents.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

#### Assigning an ID and password to print data to save the data to a User Box and print it without other people seeing it (Secure Print) (Mac OS)

Secure Print is a function that assigns ID and password to print data and saves the data to the Secure Print User Box of this machine. This function does not print data immediately, thereby preventing printed materials from being missing or left. You need to enter the ID and password using the touch panel to print the data saved in a User Box. Therefore, this function is particularly suitable for safely printing highly confidential documents.



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"



## Assigning authentication information to print data to save the data to a User Box and print it without other people seeing it (ID & Print) (Windows)

ID & Print is a function that saves print data to the ID & Print User Box of this machine when user authentication is installed. This function does not print data immediately, thereby preventing printed materials from being missing or left. You need to perform user authentication on this machine to print the data saved in the User Box. Therefore, this function is suitable for safely printing highly confidential documents. When authentication succeeds, the print data of the login user is automatically printed. This enhances security as well as ensures smooth operation.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

## Assigning authentication information to print data to save the data to a User Box and print it without other people seeing it (ID & Print) (Mac OS)

ID & Print is a function that saves print data to the ID & Print User Box of this machine when user authentication is installed. This function does not print data immediately, thereby preventing printed materials from being missing or left. You need to perform user authentication on this machine to print the data saved in the User Box. Therefore, this function is suitable for safely printing highly confidential documents. When authentication succeeds, the print data of the login user is automatically printed. This enhances security as well as ensures smooth operation.

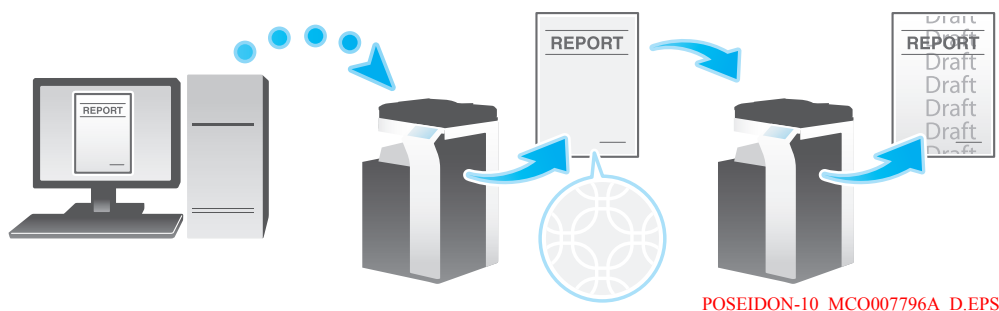


"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## 5.2 To prohibit unauthorized copying of printed materials

### Printing a concealed security watermark on paper (Copy Protect) (Windows)

Copy Protect is a function that prints a text such as "Copy" and "Private" as a concealed text on all pages. When a copy-protected page is copied, the concealed security watermark appears on the entire sheet, thereby indicating that it is an unauthorized copy.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

### Printing a concealed security watermark on paper (Copy Protect) (Mac OS)

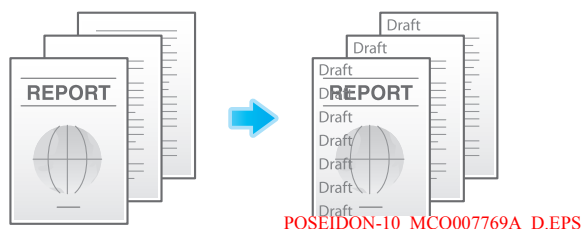
Copy Protect is a function that prints a text such as "Copy" and "Private" as a concealed text on all pages. When a copy-protected page is copied, the concealed security watermark appears on the entire sheet, thereby indicating that it is an unauthorized copy.



"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

### Printing stamps on the entire printed page (Stamp Repeat) (Windows)

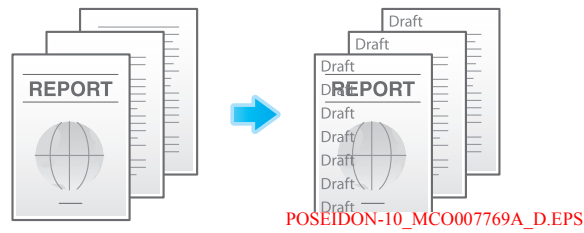
Stamp Repeat is a function that prints stamps such as Copy and FOR YOUR INFORMATION on the entire printed page. Text such as Copy or FOR YOUR INFORMATION is printed as a visible stamp on the entire page, which helps prevent unauthorized copying.



"User's Guide[Print Operations]/[Printing in the Windows Environment ]"

### Printing stamps on the entire printed page (Stamp Repeat) (Mac OS)

Stamp Repeat is a function that prints stamps such as Copy and FOR YOUR INFORMATION on the entire printed page. Text such as Copy or FOR YOUR INFORMATION is printed as a visible stamp on the entire page, which helps prevent unauthorized copying.

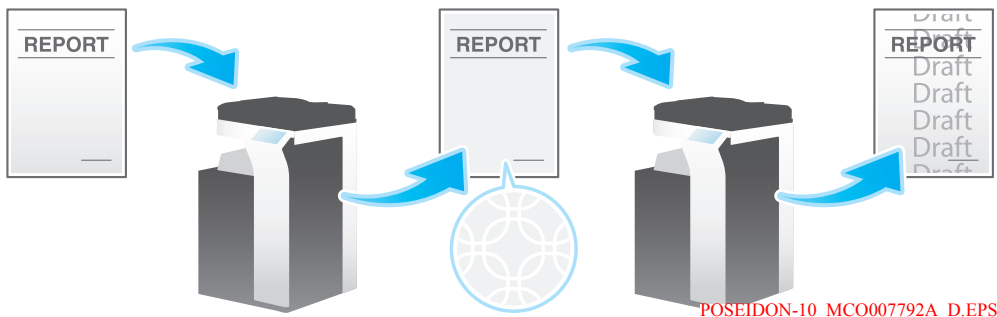


"User's Guide[Print Operations]/[Printing in the Mac OS Environment]"

## 5.3 To restrict the secondary copy of copied paper

### Printing a concealed security watermark on printed paper (Copy Protect)

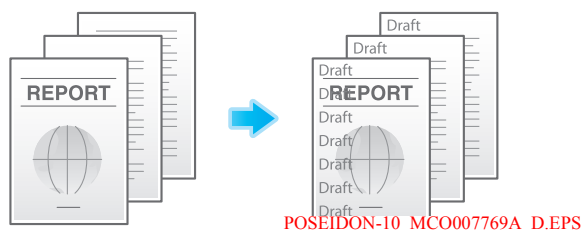
Copy Protect is a function that prints a text such as "Copy" and "Private" as a concealed text on all copied pages. When a copy-protected page is copied, the concealed security watermark appears on the entire sheet, thereby indicating that it is an unauthorized copy.



"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

### Printing stamps on the entire copied page (Stamp Repeat)

Stamp Repeat is a function that prints stamps such as Copy and FOR YOUR INFORMATION on the entire copied page. You can select a stamp to be printed from the preset stamps or user-registered stamps. Text such as Copy or FOR YOUR INFORMATION is printed as a visible stamp on the entire page, which helps prevent unauthorized copying.

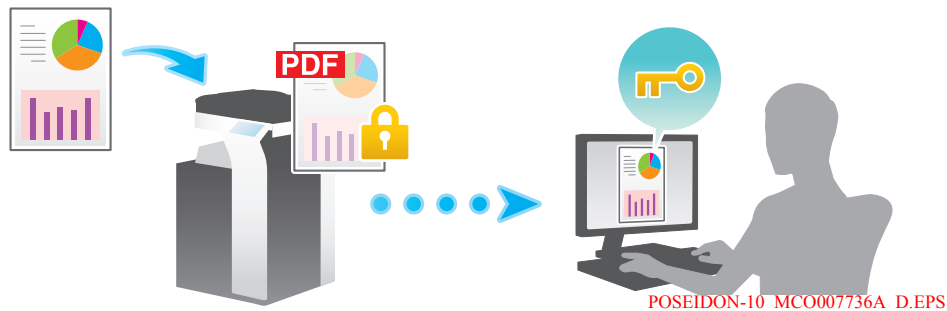


"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

## 5.4 To prevent divulging of information from a sent file

### Encrypting a PDF file for sending

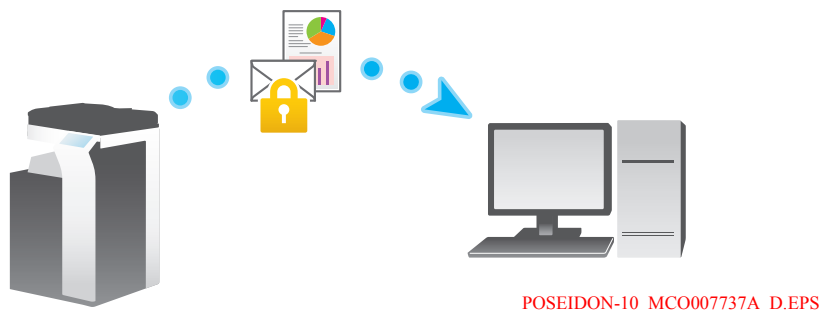
You can restrict file viewing with a password or assign operation privileges to a file when distributing original data as a PDF file. Also, you can add a digital signature using the certificate of the MFP. Encrypting a file prevents unauthorized viewing by third parties. Furthermore, adding a digital signature provides assurance regarding the authenticity of a file author (MFP) and ensures that the file has not been falsified.



"User's Guide[Descriptions of Functions/Utility Keys]/[Scan/Fax]"

### Encrypting an E-mail and adding a digital signature (S/MIME)

S/MIME is one of the E-mail encryption schemes. Using S/MIME encrypts an E-mail sent from this machine, preventing an interception by third parties during transmission. Furthermore, adding a digital signature to an E-mail provides assurance regarding the authenticity of the sender, and certifies that the E-mail has not been falsified.

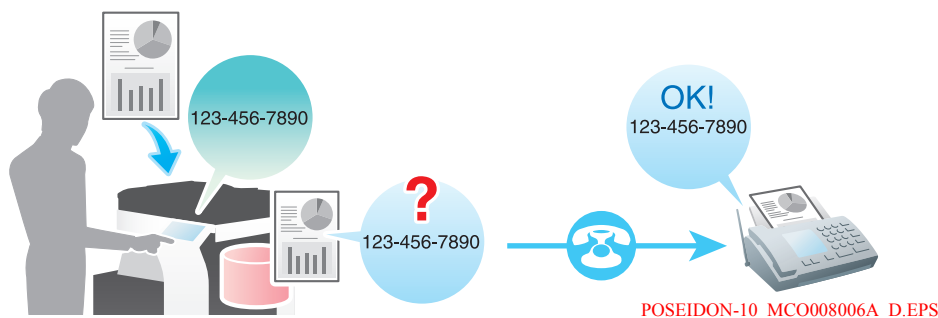


"User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]"

## 5.5 To prevent a fax transmission error

### Checking the specified fax number against the destination fax number before transmission (Check Dest. & Send)

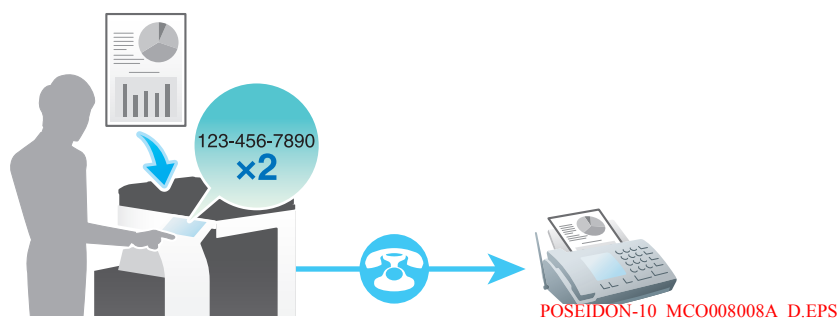
Check Dest. & Send is a function that checks the specified fax number against the destination fax number (CSI) and faxes only when the numbers match. This prevents misdirected transmissions since a transmission error occurs if the specified fax number and the remote fax number (CSI) do not match.



"User's Guide[Fax Operations]/[Sending Options]"

### Entering a fax number twice (Confirm Address (TX))

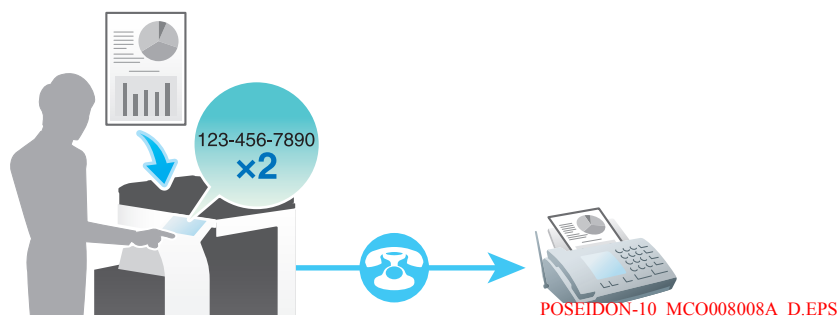
This machine provides the function to have a user enter a fax number twice. By entering a fax number twice when sending a fax, you can prevent a fax from being sent to an incorrect destination.



"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

### Entering a fax number to be registered twice (Confirm Address (Register))

This machine provides the function to have a user enter a fax number twice. By entering a fax number twice when registering a fax destination, you can prevent a fax destination from being incorrectly registered.

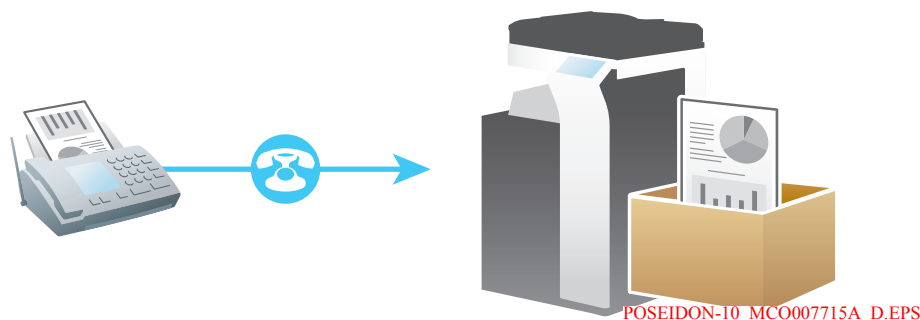


"User's Guide[Descriptions of Functions/Utility Keys]/[Utility]"

## 5.6 To prevent a received fax from being stolen or lost

### Forcibly saving a received fax in a User Box without printing it (Memory RX)

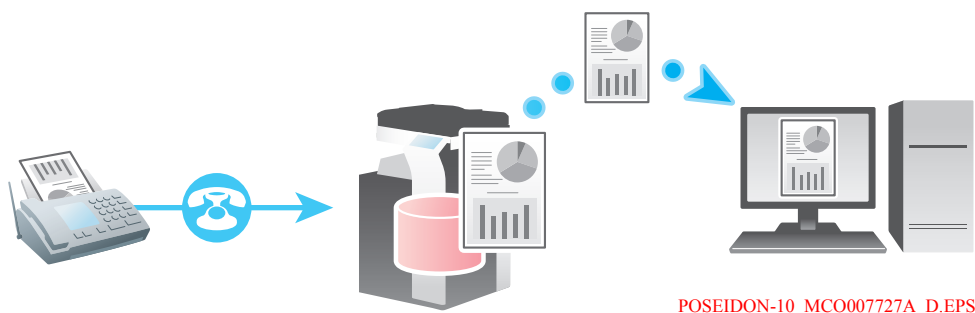
Memory RX is a function that saves a received fax in the Memory RX User Box of this machine. This function saves a received fax to a User Box without printing it, preventing a fax from being stolen or lost. Also, you need to enter a password to access the Memory RX User Box. This ensures fax communications are sent with enhanced security.



"User's Guide[Fax Operations]/[Receiving Options]"

### Forwarding a received fax to a pre-specified destination without printing it (Forward TX)

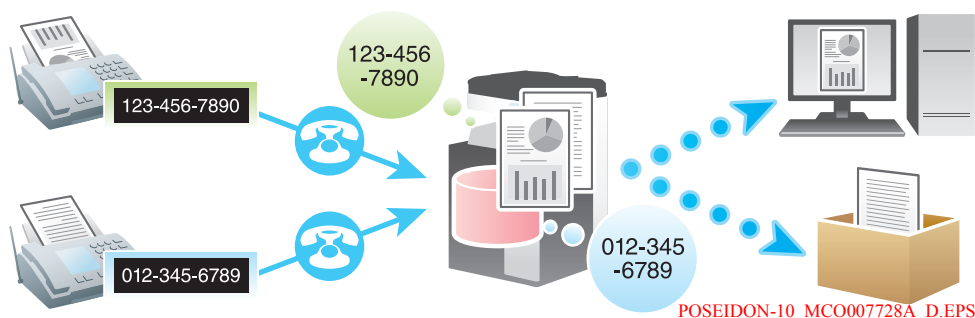
Forward TX is a function that forwards a received fax to a pre-specified destination. It sends a fax to an individual E-mail address or saves it to a shared folder on a computer. This function converts a received fax to a file without printing it, and forwards it to a specified destination, preventing a fax from being stolen or lost.



"User's Guide[Fax Operations]/[Receiving Options]"

### Forwarding a received fax to a specified destination for each sender's fax number without printing it (TSI Routing)

TSI Routing is a function that sorts received faxes into User Boxes based on the sender's fax number (TSI) or automatically forwards them to a shared folder on a computer or an E-mail address. This function sorts received faxes into specified destinations depending on senders without printing them, preventing a fax from being stolen or lost.



"User's Guide[Fax Operations]/[Receiving Options]"

### **Saving a received fax to a specified User Box without printing it (PC-Fax RX)**

PC-Fax RX is a function that saves a received fax in the Memory RX User Box or a specified User Box. This function saves a received fax to a User Box without printing it, preventing a fax from being stolen or lost.



POSEIDON-10\_MCO007733A\_D.EPS

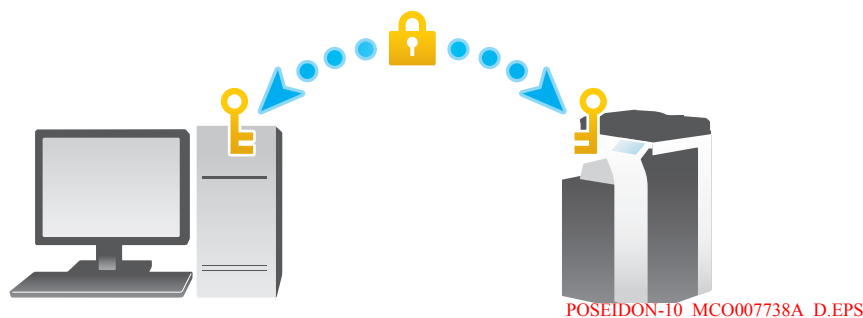
"User's Guide[Fax Operations]/[Receiving Options]"



## 5.7 Enhancing network communication security

### Establishing a communication between this machine and your computer using SSL

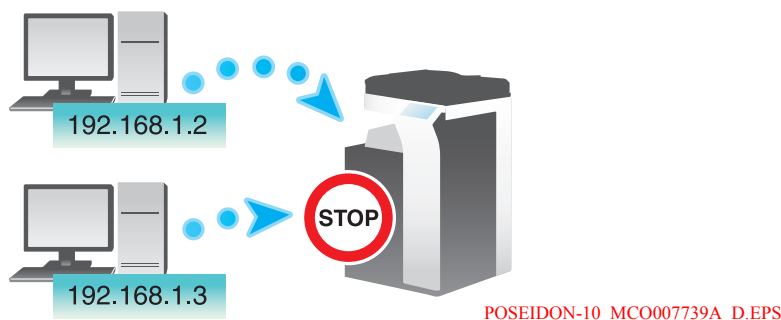
Registering a certificate on this machine allows you to encrypt a communication between this machine and your computer using SSL. The encryption certificate is registered on this machine at shipment. Therefore, only enabling SSL/TLS on this machine allows you to establish an SSL encrypted communication immediately after installation.



"User's Guide[Web Management Tool]/[Setting up the Operating Environment of Web Connection]"

### Restricting computers accessible to this machine using an IP address

You can specify computers to allow or reject access to this machine in the range of an IP address. This feature allows you to restrict access from an unspecified location.



"User's Guide[Web Management Tool]/[Reinforcing Security]"

## 5.8 To restrict users of this machine

### Installing user authentication to restrict users

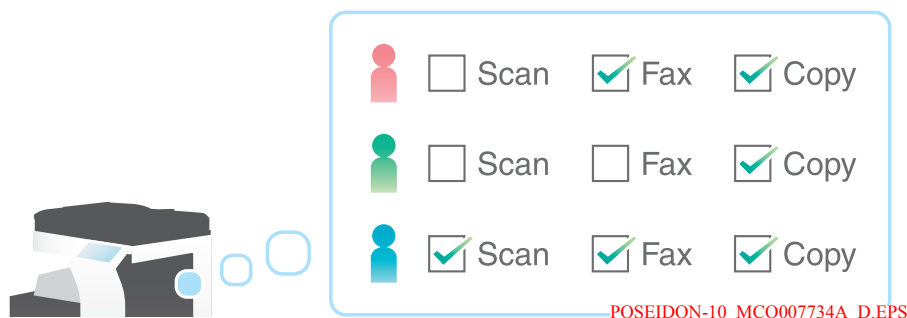
Installing user authentication allows you to manage users who can use this machine. Also, it allows you to configure an operating environment while taking security into account, for example, by restricting available functions or accessible destinations for each user.



"User's Guide[Web Management Tool]/[Restricting Users from Using this Device]"

### Restricting available functions for each user

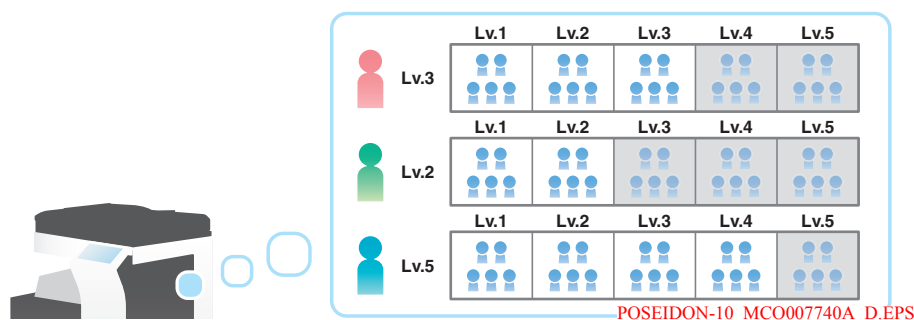
Installing user authentication allows you to restrict available functions for each user. For example, you can carry out operations so that all functions are available for specific users while fax transmission is unavailable for other users. Configuring settings based on the business contents of users prevents an unsafe divulging of information.



"User's Guide[Web Management Tool]/[Restricting Users from Using this Device]"

### Restricting accessible destinations for each user

You can classify destinations registered on this machine on an importance level or group basis, and restrict accessible destinations for each user. Restricting accessible destinations prevents divulging of information that is caused due to a transmission error.



"User's Guide[Web Management Tool]/[Restricting Users from Using this Device]"

Installing account track to restrict users

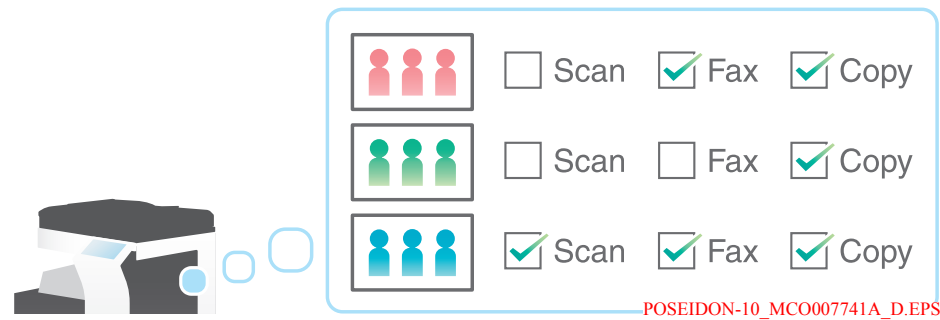
Installing account track allows you to manage multiple users by account track (group). The users who can use this machine can be managed on a account track basis by setting a password to each account track. Also, it allows you to configure an operating environment while taking security into account, for example, by restricting available functions for each account track or managing the usage of this machine.



"User's Guide[Web Management Tool]/[Restricting Users from Using this Device]"

Restricting available functions by account track

Installing account track allows you to restrict available functions by account track. For example, you can carry out operations so that all functions are available for specific account tracks while fax transmission is unavailable for other account tracks. Configuring settings based on the business contents of account tracks prevents an unsafe divulging of information.



"User's Guide[Web Management Tool]/[Restricting Users from Using this Device]"

