

Table of contents

1 Print

1.1	Q1. Can I print data on an envelope or postcard?	1-2
	Operation procedure.....	1-2
1.2	Q2. Although user authentication has been successful, the input screen in the driver is grayed out.....	1-8
	How to set.....	1-8
1.3	Q3. Can I print on custom size paper?.....	1-9
	Operation procedure.....	1-9
1.4	Q4. How can I print out highly confidential data without a risk of exposure to others?	1-11
	Operation procedure: Performing secure print	1-11
	Operation procedure: Printing a secure document using the Control Panel of this machine.....	1-12
	Operation procedure: Performing ID & Print operation.....	1-12
	Operation procedure: Printing after user authentication on the machine.....	1-13
1.5	Q5. Can I directly print a file in a USB memory device?	1-14
	Operation procedure.....	1-14
1.6	Q6. Characters become garbled when I print. Can I print without garbled characters being produced?.....	1-16
	Operation procedure.....	1-16
1.7	Q7. How can I print out data as clearly as possible?	1-17
	Operation procedure.....	1-17
1.8	Q8. How can I change the paper size and type settings?	1-18
	Operation procedure.....	1-18
1.9	Q9. Can printing be restricted by user?	1-19
	How to set.....	1-19
1.10	Q10. Are there any paper-saving printing methods?.....	1-22
	Operation procedure.....	1-22
1.11	Q11. Can the printing position be adjusted?	1-23
	Operation procedure.....	1-23
1.12	Q12. What types are available for printing finish?	1-26
	Staple.....	1-26
	Punch.....	1-26
	Center Staple	1-26
	Fold	1-27
	Operation procedure.....	1-27
1.13	Q13. Can I print the cover and chapter cover on a different type of paper?	1-28
	Operation procedure.....	1-28
1.14	Q14. Can I print characters and images so as to have them overlapped?	1-31
	Operation procedure: Printing with a watermark.....	1-31
	Operation procedure: Printing with a header/footer	1-32
	Operation procedure: Performing overlay print	1-32
1.15	Q15. Can I customize the print settings window?	1-34
	How to set: Registering functions on My Tab.....	1-34
	How to set: Registering the settings on the properties window as favorites	1-35
	How to set: Restoring a favorite setting that has been registered.....	1-36
1.16	Q16. Can I print on very long sheets of paper such as a banner?	1-37
	How to set.....	1-37
1.17	Q17. Is it possible to configure so that black-and-white printing is always enabled?	1-40
	Operation procedure.....	1-40

2 Scan

2.1	Q1. What types of file formats are available for scanned images?	2-2
2.2	Q2. Can I use the scanning function by connecting to the network with a USB cable?	2-3
2.3	Q3. Can I send scanned data to my PC without disabling the firewall setting?	2-4
	How to set: Setting in Windows Vista	2-4
	How to set: Setting in Windows 7/8/8.1/10	2-4
2.4	Q4. The FTP TX function does not work for sending data to a destination.	2-7
2.5	Q5. Can frequently used destinations be registered?	2-8
	How to set: Registering one-touch destinations in the address book	2-8
	How to set: Registering a group	2-10
2.6	Q6. How can I send clear images of text in a fine font or of photos?	2-11
	Operation procedure: Setting the resolution	2-11
	Operation procedure: Specifying image quality according to the quality of the original	2-11
2.7	Q7. Can I send data in a selected file type or color mode?	2-12
	Operation procedure	2-12
2.8	Q8. Can I send scanned data with page numbers and a time stamp?	2-14
	Operation procedure	2-14
2.9	Q9. The back of the original can be seen through. How can I make adjustment so that the back may not bleed into the scanned image?	2-16
	Operation procedure	2-16
2.10	Q10. Can I scan the original with its headers and punch holes erased?	2-17
	Operation procedure	2-17
2.11	Q11. Can I send an E-mail to a number of destinations at one time?	2-19
	Operation procedure: Selecting multiple addresses from the address book	2-19
	Operation procedure: Directly entering multiple destinations	2-19
2.12	Q12. Can I send scanned data by E-mail?	2-21
	Operation procedure	2-21
2.13	Q13. Can I send scanned data to my computer?	2-22
2.14	Q14. Can I check the transmission log for scanning?	2-23
	How to set	2-23

3 Fax

3.1	Q1. Can frequently used fax numbers be registered?	3-2
	How to set: Registering one-touch destinations in the address book	3-2
	How to set: Registering a group	3-3
3.2	Q2. Can I check fax transmission and reception logs?	3-5
	Operation procedure	3-5
3.3	Q3. Can I send a fax to a number of destinations at one time?	3-6
	Operation procedure: Selecting multiple addresses from the address book	3-6
	Operation procedure: Directly entering multiple destinations	3-6
3.4	Q4. Can I register more than one sender name to appear on faxes so that different ones can be used in different use cases?	3-8
	How to set: Registering sender names	3-8
	How to set: Selecting a sender name upon fax transmission	3-8
3.5	Q5. How can I send clear faxes?	3-10
	Operation procedure: Setting the resolution	3-10
	Operation procedure: Specifying image quality according to the quality of the original	3-10
3.6	Q6. Can I send a fax upon request from a remote machine?	3-12
	Operation procedure	3-12
3.7	Q7. How can I cut down on communications fees for sending out data?	3-13
	Operation procedure: Sending a fax by relay distribution	3-13
	Operation procedure: Sending a fax by timer transmission	3-14
3.8	Q8. Is it possible to cut down on the communications expenses by using a network?	3-15
	Operation procedure: Sending an Internet fax	3-15
	Operation procedure: Sending an IP address fax	3-16

3.9	Q9. How can I avoid printing out unwanted faxes?	3-17
	Operation procedure: Configuring to save received faxes in a User Box.....	3-17
	How to set: Printing faxes saved in a User Box.....	3-17
3.10	Q10. How can I send a confidential or important document by fax?	3-19
	Operation procedure.....	3-19
3.11	Q11. Can I forward an incoming fax?	3-20
	How to set.....	3-20
3.12	Q12. Can I directly fax a file on my computer without leaving my desk?	3-21
	Operation procedure.....	3-21
3.13	Q13. Can I specify a file format for Internet Fax or IP Address Fax transmission?	3-22

4 Copy

4.1	Q1. Can I copy on an envelope or postcard?	4-2
	Operation procedure: Copying on envelopes.....	4-2
	Operation procedure: Copying on postcards	4-5
4.2	Q2. Can I print on custom size paper?	4-8
	Operation procedure: Copying on paper of a custom size.....	4-8
	Operation procedure: Registering a custom size of paper in memory	4-8
	Operation procedure: Recalling the custom size registered in memory.....	4-9
4.3	Q3. The orientation of the image will not match that of the original.....	4-11
	Operation procedure :When [Auto Rotate] is set to [OFF]	4-11
	Operation procedure: When [Original Settings] is set to [Mixed Original]	4-11
	Operation procedure: When a zoom ratio for copying is manually specified.....	4-12
	Operation procedure: When the setting of [Automatic Image Rotation] under Administrator Settings is irrelevant	4-12
4.4	Q4. Are there any paper-saving copying methods?	4-13
	Operation procedure: Copying on both sides of paper	4-13
	Operation procedure : Copying multiple pages on the same side of a single sheet	4-13
4.5	Q5. How can I handle an original that contains too many pages to load in the ADF?	4-15
	Operation procedure.....	4-15
4.6	Q6. Can I use a magazine-like finish for a copy job?	4-16
	Operation procedure.....	4-16
4.7	Q7. Can I copy the original with its headers and punch holes erased?.....	4-17
	Operation procedure.....	4-17
4.8	Q8. Is enlarged or reduced copying according to the paper size enabled?.....	4-19
	Operation procedure.....	4-19
4.9	Q9. Can I adjust the copying position to make filing easier?	4-20
	Operation procedure.....	4-20
4.10	Q10. Can I erase marks from fold lines when copying a book?	4-21
	Operation procedure.....	4-21
4.11	Q11. Can I copy the right and left pages of two-page spreads like books or catalogs onto separate sheets?	4-22
	Operation procedure.....	4-22
4.12	Q12. Can I use a different paper type for the covers?.....	4-23
	Operation procedure.....	4-23
4.13	Q13. Can I perform copying with stapling or punching?.....	4-24
	Staple.....	4-24
	Punch	4-24
	Operation procedure.....	4-24
4.14	Q14. Can I use the offset function without installing a Finisher or Job Separator on the machine?	4-26
	Operation procedure.....	4-26
4.15	Q15. Can I register frequently used settings?	4-27
	How to set: Registering a program.....	4-27
	How to set: Recalling a program	4-27
4.16	Q16. Can I check the finish before starting copying?	4-28

	How to set: Checking the finish with a preview image	4-28
	How to set: Checking the finish by outputting one copy.....	4-29
4.17	Q17. Can I interrupt a printing job to execute an urgent copy job for another original?	4-30
	Operation procedure.....	4-30
4.18	Q18. What measures can I take against unauthorized copying?	4-31
	Operation procedure.....	4-31
4.19	Q19. Can I arrange so that the margin does not come out in black when copying with the ADF opened?.....	4-33
	Operation procedure.....	4-33
4.20	Q20. Can I save image data after copying is completed?.....	4-34
	Operation procedure: Creating a User Box	4-34
	Operation procedure: Saving data in a User Box	4-35
4.21	Q21. Can I copy with a text such as "Private" or date added?.....	4-36
	Operation procedure.....	4-36
4.22	Q22. Can I add the company name or its logo to a copy job?.....	4-38
	Operation procedure.....	4-38
4.23	Q23. Can I easily copy various cards such as an insurance card or driver license card?	4-40
	Operation procedure.....	4-40

5 User Box

5.1	Q1. Can I rename a file saved in a User Box?	5-2
	Operation procedure.....	5-2
5.2	Q2. Can I use data saved in a User Box by changing the settings from those used when saving it?.....	5-3
	Operation procedure.....	5-3
5.3	Q3. Can I save a 2-sided document in a User Box?.....	5-6
	Operation procedure.....	5-6
5.4	Q4. Can a file in a User Box be deleted automatically?	5-7
	How to set.....	5-7
5.5	Q5. Can I select multiple files from a User Box and print or send them at a time?	5-8
	Operation procedure.....	5-8
5.6	Q6. Can I print a saved file by changing its finishing?.....	5-9
	Staple	5-9
	Punch	5-9
	Center Staple	5-9
	Fold	5-10
	Operation procedure.....	5-10
5.7	Q7. Can I create a User Box, or print or download a file in a User Box from my computer?	5-12
	Operation procedure: Using Web Connection.....	5-12
	Operation procedure: Using the Windows file sharing function	5-12

6 Driver

6.1	Q1. Can more than one computer use the same settings for the printer driver?	6-2
	Operation procedure : Preparing for an install package.....	6-2
	Operation procedure: Creating an install package	6-2
	Operation procedure: Executing the install package.....	6-3

7 Operation Management

7.1	Q1. Can I restrict available functions by user?	7-2
	How to set.....	7-2
7.2	Q2. Can output counts be managed by user?.....	7-4
	Operation procedure: Checking the counter by user	7-4
	Operation procedure: Setting the upper limit for the number of copies that can be printed by user	7-4



7.3	Q3. To use the ID & Print function, is any setting required in the driver?	7-6
	Operation procedure.....	7-6
7.4	Q4. User authentication is enabled. Can I give permission to unregistered users (public users) to operate this machine?	7-8
	How to set.....	7-8
7.5	Q5. Can I check the number of copies output so far?	7-9
	Operation procedure.....	7-9
7.6	Q6. The screen changes if no operation takes place for a certain period of time. Can this time setting be changed?	7-10
	How to set: Setting time to pass before transition to Low Power or Sleep mode	7-10
	How to set: Setting the time for the settings for all functions to return to the default settings.....	7-10
	How to set: Setting the time for the settings for each function to return to the default settings	7-11

8 Software

8.1	Q1. Can I move destinations registered in this machine to another MFP?	8-2
	Operation procedure: Exporting a destination file	8-2
	Operation procedure: Importing a destination file	8-2
8.2	Q2. Can I edit the exported destination file before importing it?	8-4
	Operation procedure.....	8-4

9 Control Panel

9.1	Q1. Can I eliminate keying sounds on this machine?	9-2
	How to set.....	9-2
9.2	Q2. User authentication seems to be enabled on this machine. How can I be authenticated and allowed to operate this machine?	9-5
	How to set: Getting authenticated as a user on this machine	9-5
	How to set: Getting authenticated as a user on the printer driver.....	9-5
	How to set: User authentication for Web Connection	9-6
	How to set: Getting authenticated as a user on a biometric or IC card authentication unit	9-7
9.3	Q3. Can I customize the Control Panel?	9-8
	How to set: Customizing the Main Menu.....	9-8
	How to set: Customizing a hardkey on the Control Panel	9-8
	How to set: Changing a function to be assigned to the slide menu.....	9-9
	How to set: Changing the theme of the main menu	9-9

10 Other

10.1	Q1. How can I quickly recall frequently used functions?	10-2
	How to set: Setting shortcut keys used in copy mode	10-2
	How to set: Setting shortcut keys used in User Box mode	10-2
10.2	Q2. The power is input all day. Is there any way to alleviate concerns about electricity charges?	10-4
	How to set.....	10-4
10.3	Q3. How much storage capacity does the Hard Disk have?	10-6
10.4	Q4. What file types are supported in USB memory devices?	10-7
10.5	Q5. What action should be taken if the administrator password is lost?	10-8





1 Print

1.1 Q1. Can I print data on an envelope or postcard?

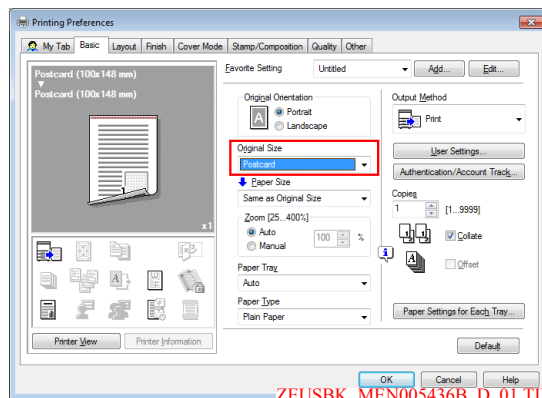
A1. Yes, you can also print on envelopes and postcards.

Execute a print job on your computer then load envelopes or postcards into this machine to execute a print job on it.

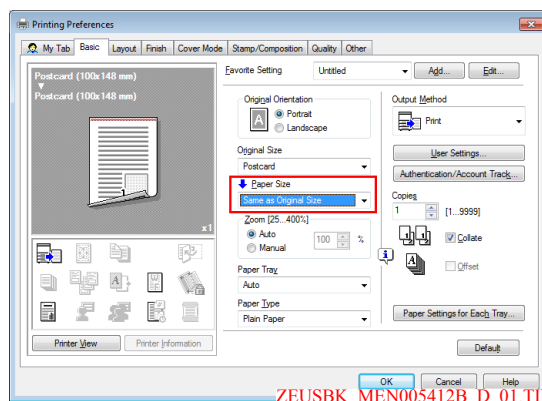
Operation procedure

The following describes how to load standard-size envelopes or postcards.

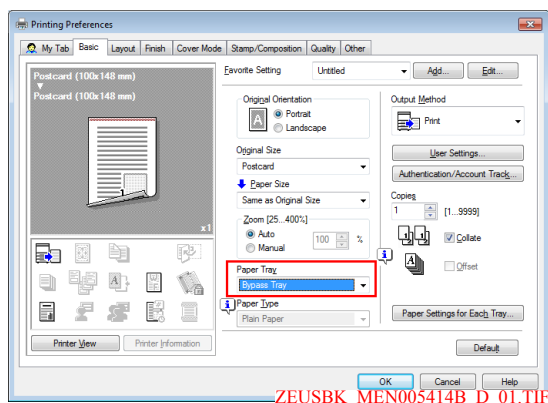
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Original Size] on the [Basic] tab, select [Envelope] or [Postcard].
 - Various sizes of envelopes are available. Select the correct paper size for the envelopes you have loaded.
 - If [Postcard] is selected, [Paper Type] is automatically set to [Thick 3]. If [Envelope] is selected, [Paper Type] is automatically set to [Envelope].



- 4 Check that [Paper Size] is set to [Same as Original Size].

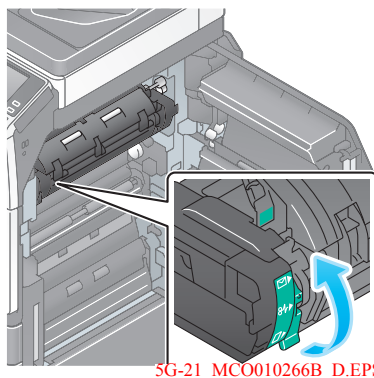


- 5 Select [Bypass Tray] from [Paper Tray].



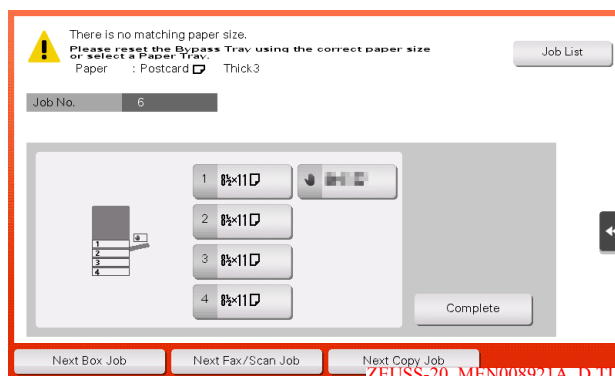
- 6 Click [OK].

- 7 To load envelopes, open the **Right Door**, then lift the **Fusing Adjustment Lever** up to the envelope position.

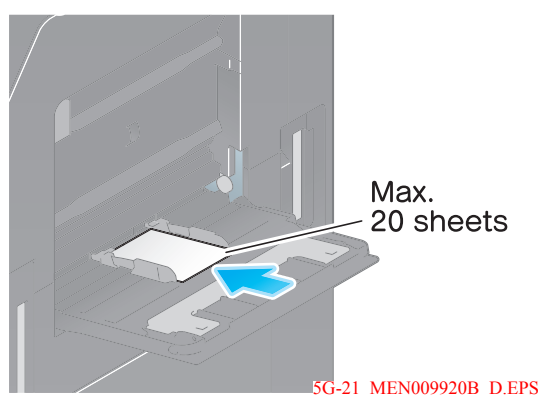
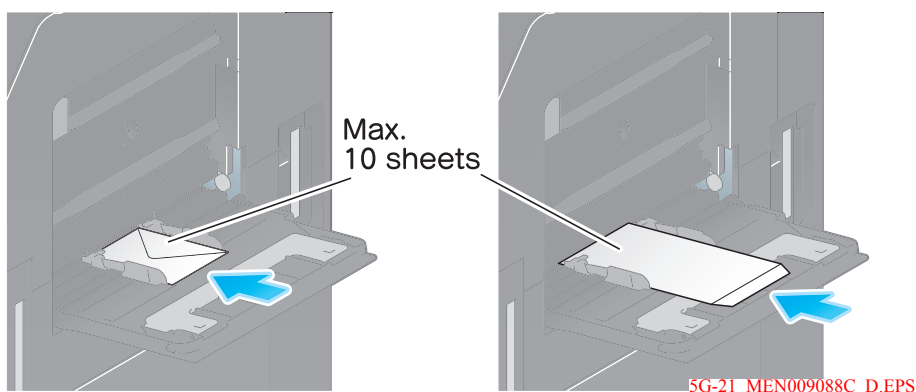


- 8 Execute printing.

The following screen appears on the **Control Panel** of this machine.

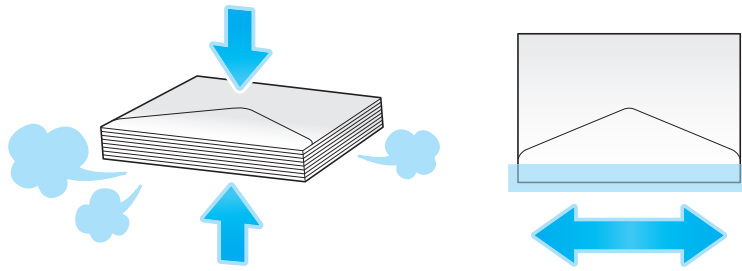


- 9 Load envelopes or postcards into the **Bypass Tray** with the print side facing down.
→ Insert envelopes or postcards into the tray until their edges are pressed against the back.

**NOTICE**

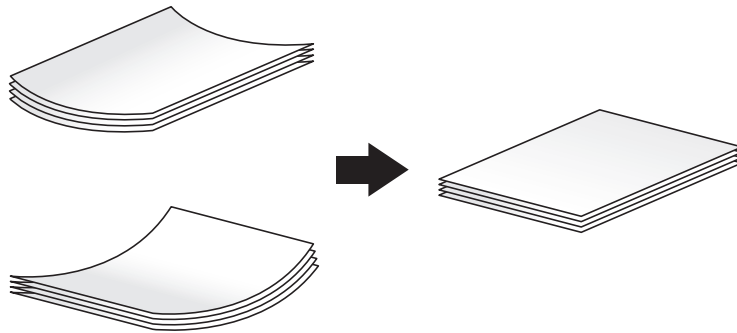
When loading envelopes or postcards into the **Bypass Tray**, note the following points.

- When loading envelopes, remove air from them, and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.



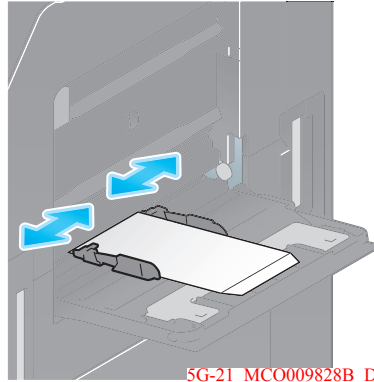
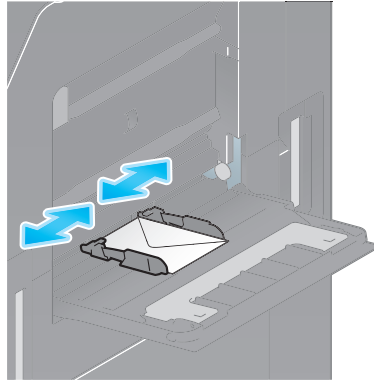
POSEIDON-10_MCO008139B_D.EPS

- Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.
- When loading curled postcards, uncurl the postcards as shown in the figure in advance.

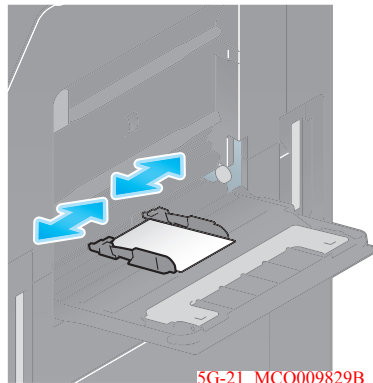


POSEIDON-10_MCO008132A_D.EPS

- 10 Slide the **Lateral Guide** to fit the size of the loaded paper.

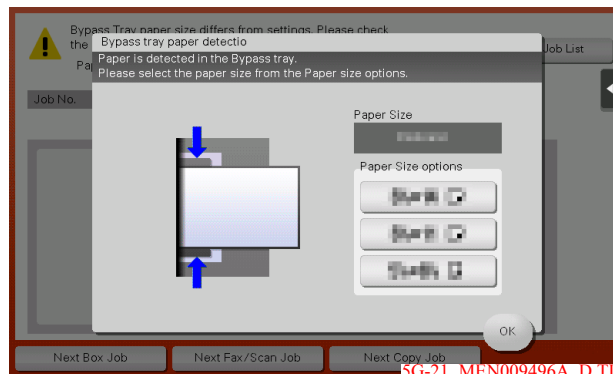


5G-21_MCO009828B_D.EPS



5G-21_MCO009829B_D.EPS

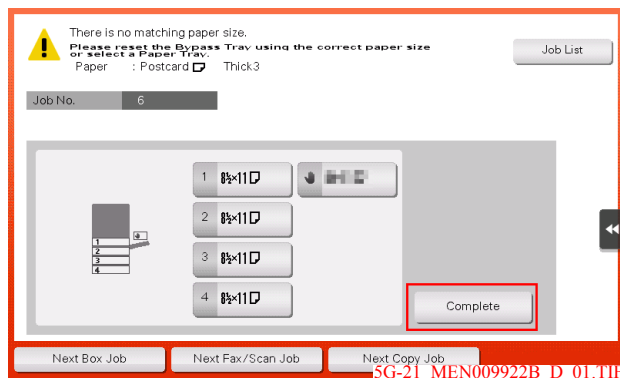
- 11 Select the size of the loaded paper from [Paper Size options], then tap [OK].



5G-21_MEN009496A_D.TIF

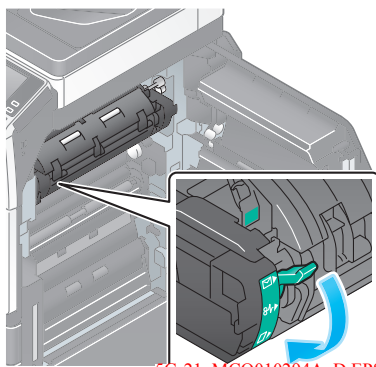
12 Tapping [Complete] starts printing.

- If you cannot tap [Complete], check whether the paper setting of the printer driver matches that of the main unit. In addition, remove envelopes or postcards loaded in the **Bypass Tray**, then reload them.



5G-21_MEN009922B_D_01.TIF

When envelope printing has been completed, return the **Fusing Adjustment Lever** you moved in step 7 to the normal printing position (bottom).



5G-21_MCO010294A_D.EPS

⚠ CAUTION

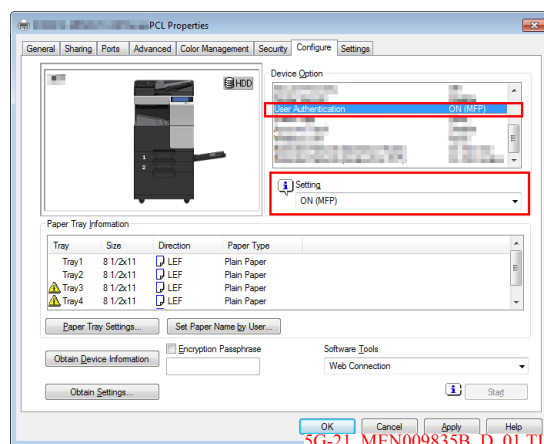
- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.

1.2 Q2. Although user authentication has been successful, the input screen in the driver is grayed out.

A2. In the Properties window of the printer driver, change your user authentication to the correct setting.

How to set

- 1 Display the printer window.
 - In Windows Vista/Server 2008, open the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].
 - In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed in the Start menu, select [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8/8.1/10, while pressing the [Windows] (<5G-21_MCO010310A_D.EPS>) key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.
 - In Windows Server 2012/Server 2012 R2, while pressing the [Windows] (<5G-21_MCO010310A_D.EPS>) key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.
- 2 Right-click the icon of this machine, and click [Properties] (or [Printer Properties]).
- 3 From [Device Option] on the [Configure] tab, select [User Authentication], then select the authentication status from [Setting].
 - The authentication status may be [ON (MFP)], [ON (External Server)], [ON (MFP) + ON (External Server)], [ON (Enhanced Server)], or [ON (MFP) + ON (Enhanced Server)] authentication. For details, contact the administrator of this machine.



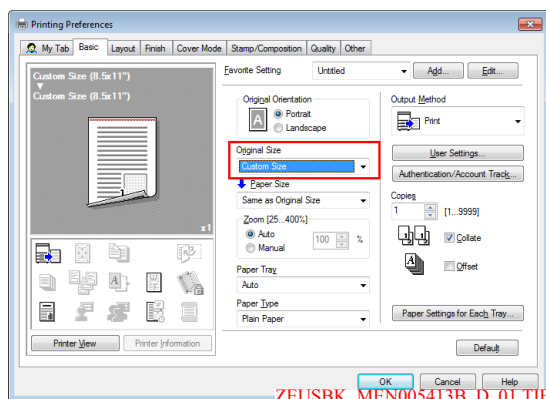
- 4 Click [OK].

1.3 Q3. Can I print on custom size paper?

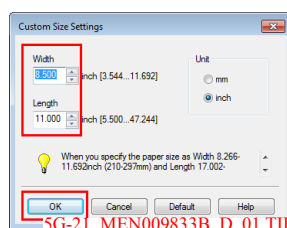
A3. Yes, you can. Specify the [Bypass Tray] on the print screen and load custom size paper into the **Bypass Tray**.

Operation procedure

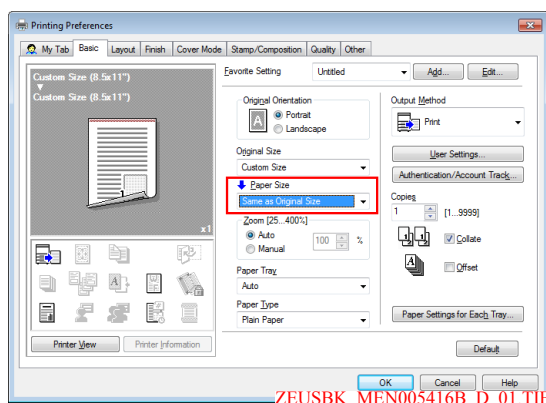
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Original Size] on the [Basic] tab, select [Custom Size].



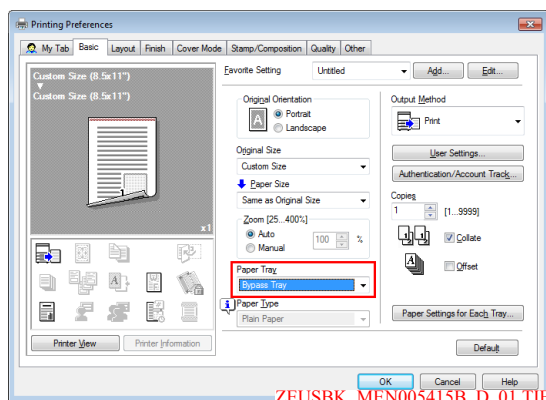
- 4 Enter the size of the paper you have loaded, then click [OK].



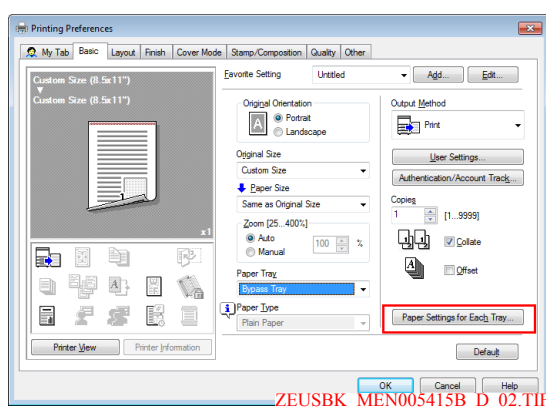
- 5 Check that [Paper Size] is set to [Same as Original Size].



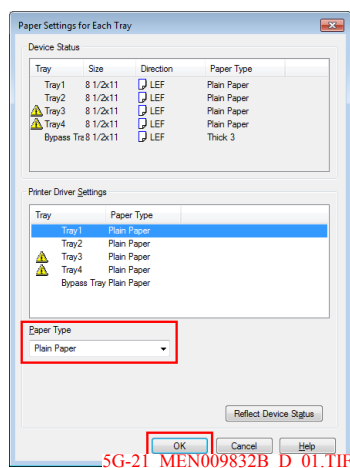
- 6 Select [Bypass Tray] from [Paper Tray].



- 7 Click [Paper Settings for Each Tray].



- 8 Select the relevant paper type from [Paper Type], then click [OK].



- 9 Click [OK].
- 10 Execute printing.
- 11 Load custom size paper into the **Bypass Tray** with the print side facing down.
- 12 Tap [Complete] on the **Control Panel** of the machine.

1.4 Q4. How can I print out highly confidential data without a risk of exposure to others?

A4. You can use either Secure Print or ID & Print.

With the Secure Print function, a password is assigned to the document. Enter the password on the **Control Panel** of this machine to print the document. The ID & Print function enables printing of a document upon entry of the user name and password registered for user authentication. Enter the user name and password on the **Control Panel** of this machine to print the document.

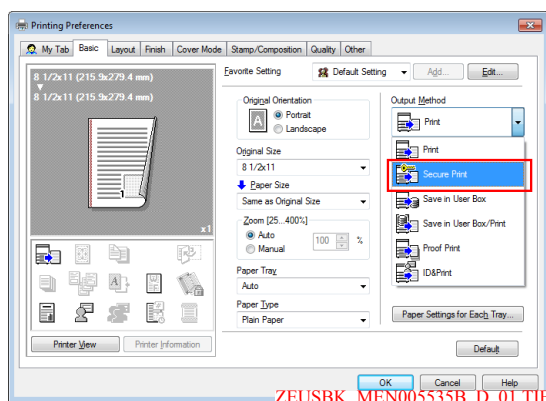
Secure Print is useful for giving printing permission to a limited number of users who know the password assigned to the document. ID & Print only enables the login user to perform printing.

Tips

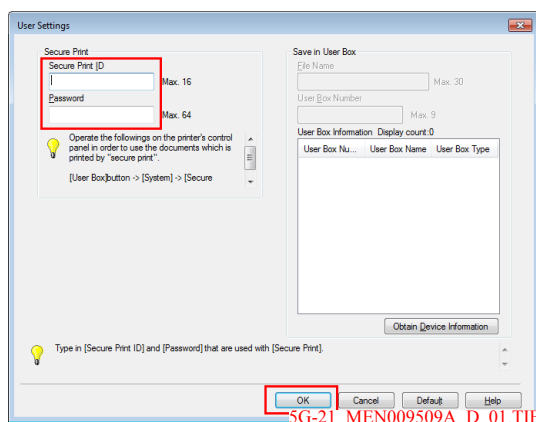
- User authentication is a function for limiting access to this machine to registered users. ID & Print can only be used when user authentication is enabled.
- The **Hard Disk** is optional in some areas. To use Secure Print and ID & Print, the optional **Hard Disk** is required.

Operation procedure: Performing secure print

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Output Method] on the [Basic] tab, select [Secure Print].



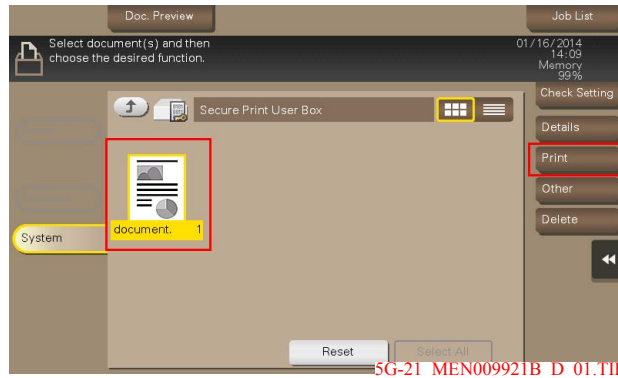
- 4 Enter the [Secure Print ID] and [Password], then click [OK].



- 5 Click [OK].
- 6 Click [Print].

Operation procedure: Printing a secure document using the Control Panel of this machine

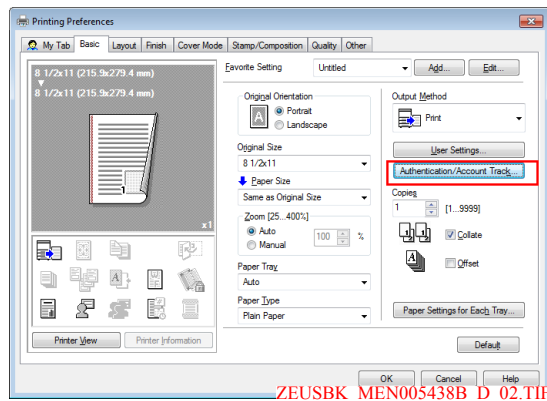
- 1 Tap [User Box] and select [Secure Print] from [System].
- 2 Enter the ID and password for the secure print document, then tap [OK].
- 3 Select a secure print document, then tap [Print].



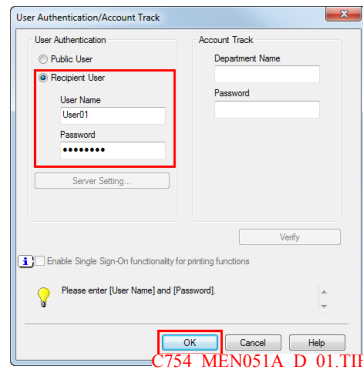
- 4 Change the print settings as necessary, and press the **Start** key on the **Control Panel**.
The secure print document is printed and automatically cleared from the Secure Print User Box.

Operation procedure: Performing ID & Print operation

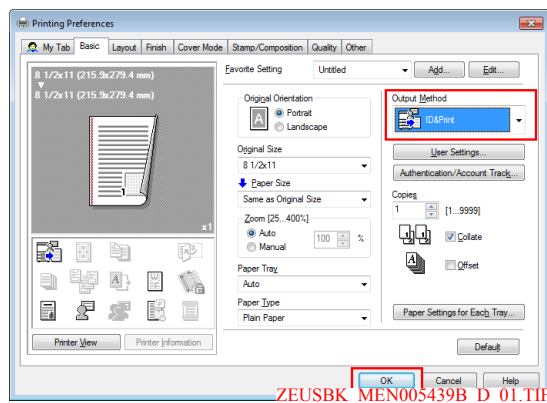
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Basic] tab, click [Authentication/Account Track].



- 4 Select [Recipient User], enter the [User Name] and [Password] that are registered with the machine, then click [OK].



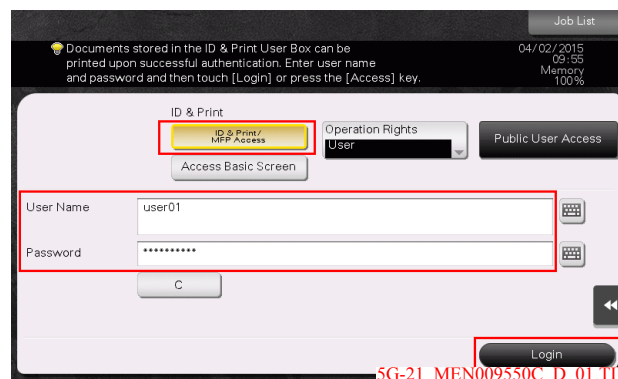
- 5 Select [ID&Print] from [Output Method], then click [OK].



- 6 Click [Print].

Operation procedure: Printing after user authentication on the machine

- 1 Select [ID & Print/MFP Access], enter your user name and password, then tap [Login].
After successful user authentication, the file is printed.



1.5 Q5. Can I directly print a file in a USB memory device?

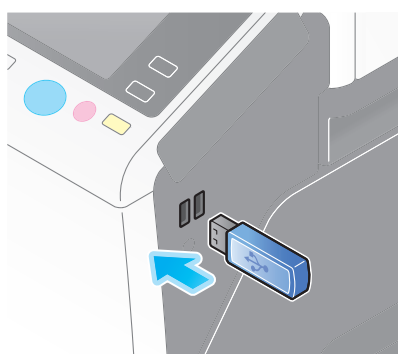
A5. Yes. You can print a file simply by inserting the USB memory into the **USB Port** of the machine.

See the table below for the types of files that can be printed and the operating conditions of the USB memory.

Item	Specifications
Supported standards	USB 2.0 /1.1
File system	FAT32
Types of printable files	PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip)

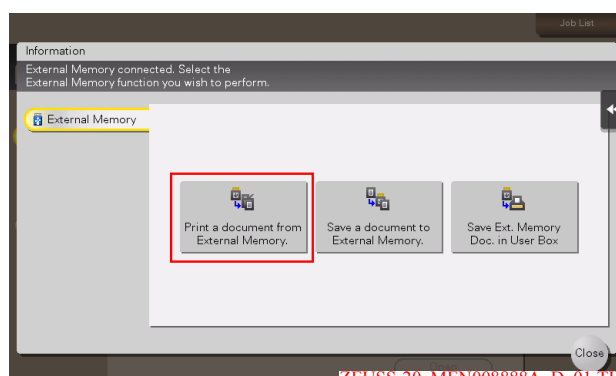
Operation procedure

- 1 Insert a USB memory into the **USB Port** of the machine.



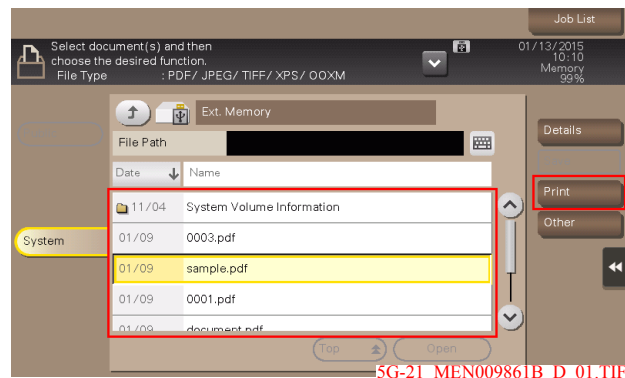
5G-21_MCO009827B_D.EPS

- 2 Tap [Print a document from].



ZEUSS-20_MEN008888A_D_01.TIF

- 3 Select a file to print, then tap [Print].
- Select a folder, then tap [Open] to list documents and folders in the folder. Tap [Top] to return to the location one layer above.



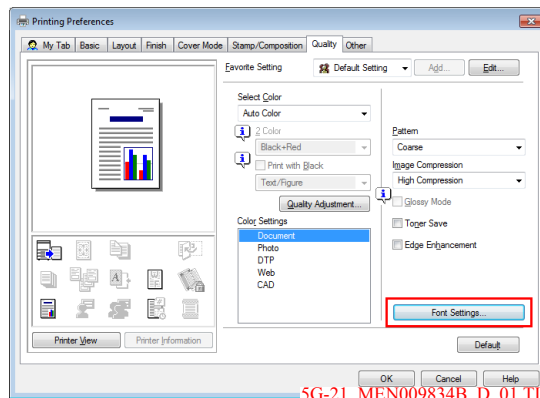
- 4 Change the print settings as necessary, and press the **Start** key on the **Control Panel**.

1.6 Q6. Characters become garbled when I print. Can I print without garbled characters being produced?

A6. Yes. Try bitmap printing.

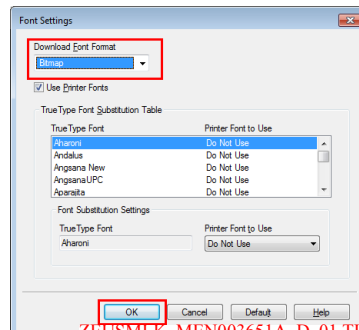
Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In the [Quality] tab, click [Font Settings].



5G-21_MEN009834B_D_01.TIF

- 4 Select [Bitmap] from [Download Font Format], then click [OK].
→ You can also eliminate garbled characters by clearing the [Use Printer Fonts] check box.



ZEUSMLK_MEN003651A_D_01.TIF

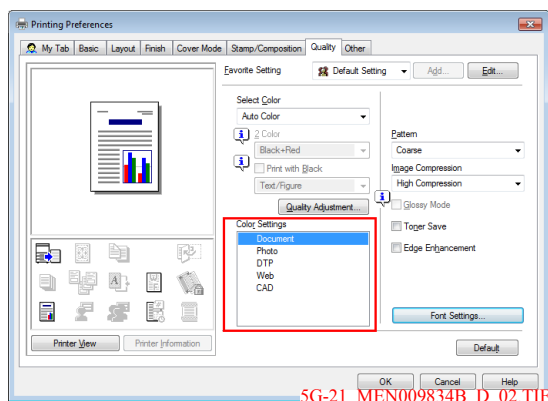
- 5 Click [OK].
- 6 Click [Print].

1.7 Q7. How can I print out data as clearly as possible?

A7. Simply select the type of the document to print, and the setting is automatically changed to the optimal for clear printing.

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Color Settings] on the [Quality] tab, select the type of the document to print.



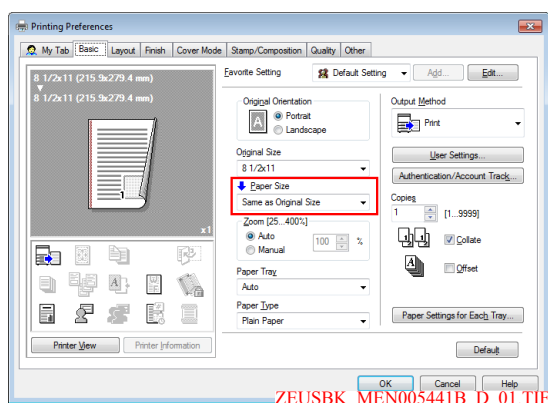
- 4 Click [OK].
- 5 Click [Print].

1.8 Q8. How can I change the paper size and type settings?

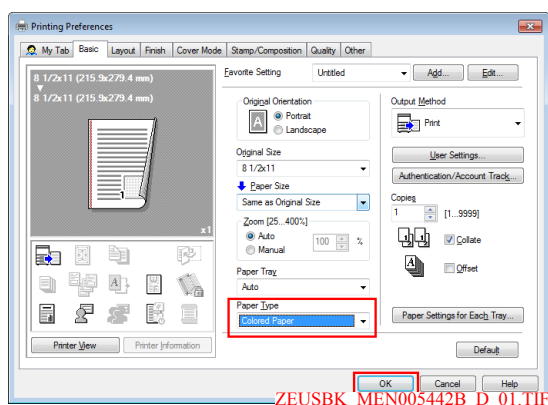
A8. You can change them in the print screen.

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Paper Size] on the [Basic] tab, select the correct paper size.



- 4 Select the relevant paper type from [Paper Type], then click [OK].



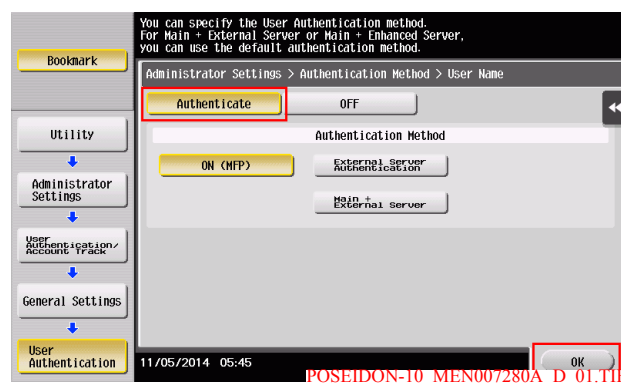
- 5 Click [Print].

1.9 Q9. Can printing be restricted by user?

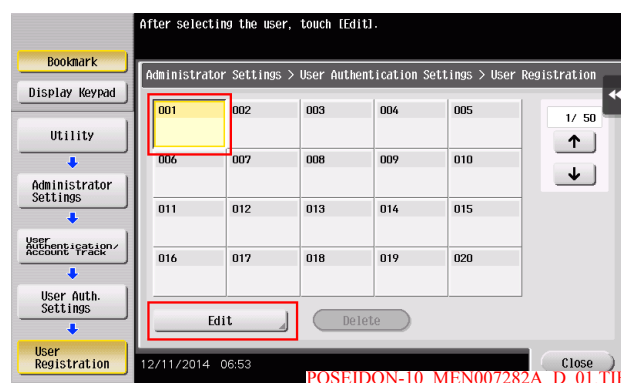
A9. Yes. You can set user authentication to restrict printing by user. That enables output control by user, leading to cost reductions.

How to set

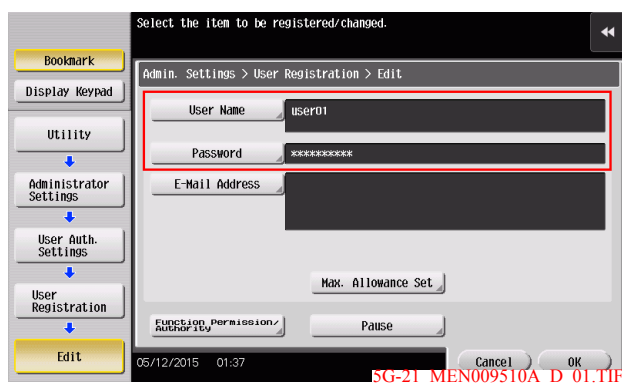
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [General Settings] - [User Authentication].
- 4 Select [Authenticate], select an authentication method, then tap [OK].
 - The authentication status may be [ON (MFP)], [External Server Authentication], [Main + External Server], [Enhanced Server Authentication], or [Main + Enhanced Server] authentication. For information on server-based user authentication, contact the server administrator.



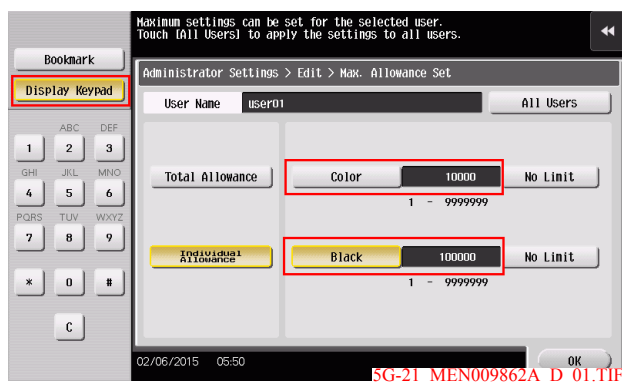
- 5 Tap [OK].
- 6 Select [Yes], then tap [OK].
- 7 Select [User Authentication Settings] - [User Registration].
- 8 Select the registration number of a target user, then tap [Edit].



- 9 Enter the user name and password in [User Name] and [Password].
- If you have selected a registered user in Step 8, no information has to be entered.

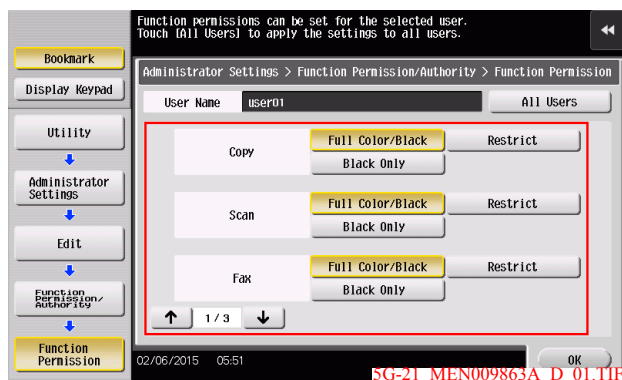


- 10 Tap [Max. Allowance Set] and [Color] or [Black], then enter the maximum allowance for the number of color/black originals that the user can print, using the **Keypad**.
- To manage the upper limit without distinguishing between the color and black originals, tap [Total Allowance]. Then, tap [Total], enter the upper limit using the **Keypad**, and tap [OK].



- 11 Tap [OK].

12 Tap [Function Permission] to set the limit for the respective functions.



Settings	Description
[Copy]	Specify whether to allow a copy job.
[Scan]	Specify whether to allow a scan job.
[Fax]	Specify whether to allow a fax job.
[Print]	Specify whether to allow a print job for a file.
[User Box]	Specify whether to allow any operation of a file saved in the User Box.
[Print Scan/Fax TX]	Specify whether to allow a print job for a file to send.
[Save to External Memory]	Specify whether to permit saving of files to an external memory.
[External Memory Document Scan]	Specify whether to allow scanning of files saved in the User Box.
[Manual Destination Input]	Specify whether to allow manual input of a destination.
[Web Browser]	Specify whether to allow use of the Web browser.

13 Tap [OK].

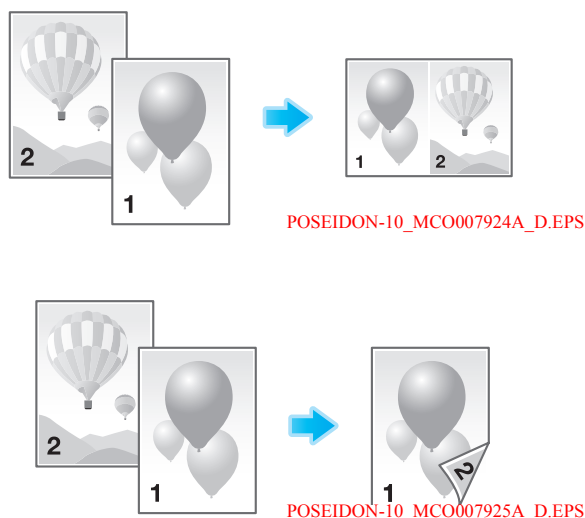
14 Tap [OK].

Tips

- To use [Fax], the optional **Fax Kit** is required.
- The **Hard Disk** is optional in some areas. To use [User Box], [External Memory Document Scan], the optional **Hard Disk** is required.

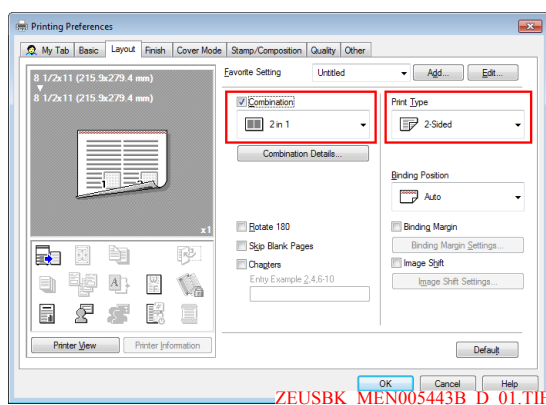
1.10 Q10. Are there any paper-saving printing methods?

A10. You can save paper by printing more than one original page onto the same side of a single sheet of paper or printing on both sides of sheets of paper.



Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 To print more than one original page onto the same side of a single sheet, select the [Combination] check box on the [Layout] tab to select a page combination format. To print on both sides of the paper, select [2-Sided] from [Print Type] on the [Layout] tab.



- 4 Click [OK].
- 5 Click [Print].

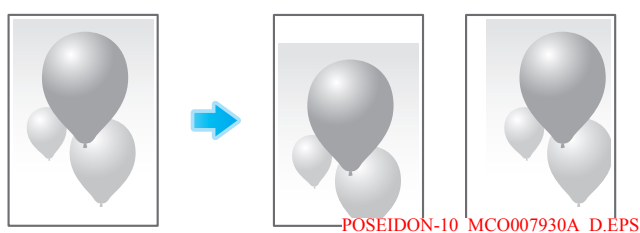
1.11 Q11. Can the printing position be adjusted?

A11. You can shift and adjust the position of the entire print image by setting the binding margin or image shift.

Page Margin

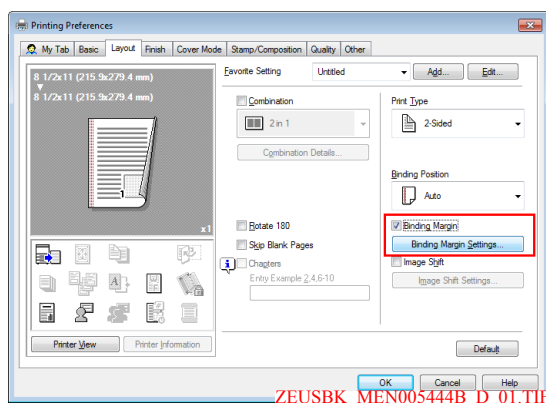


Image Shift

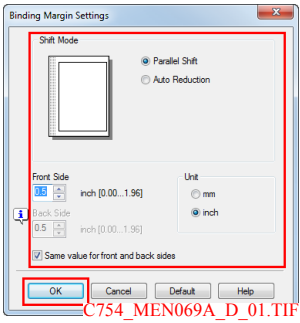


Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 To configure the page margin, select the [Binding Margin] check box on the [Layout] tab and click [Binding Margin Settings].

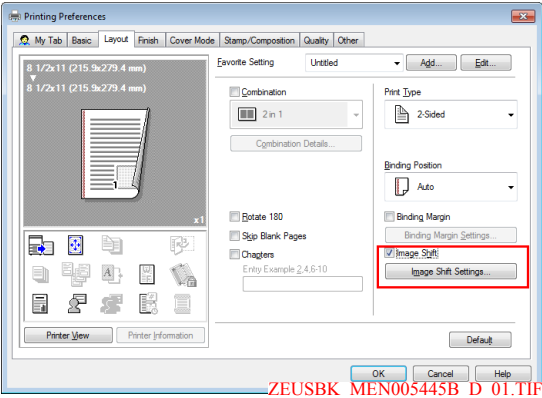


4 Configure the respective items for page margins, then click [OK].

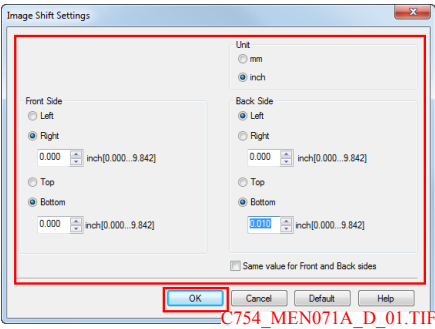


Settings	Description
[Shift Mode]	Select how to process the image to prepare the page margin.
[Front Side]/[Back Side]	Enter the width of the page margin. For 2-sided printing, clearing the [Same value for front and back sides] check box allows you to specify different values for the front and back sides.
[Unit]	Select the unit for the value to set.

5 To enable image shift, select the [Image Shift] check box on the [Layout] tab and click [Image Shift Settings].



6 Configure the respective items for image shift, then click [OK].



Settings	Description
[Unit]	Select the unit for the value to set.
[Front Side]/[Back Side]	Set the direction and the value for shifting the printing position. For 2-sided printing, select the [Same value for Front and Back sides] check box allows you to specify the same value for the front and back sides.

7 Click [OK].

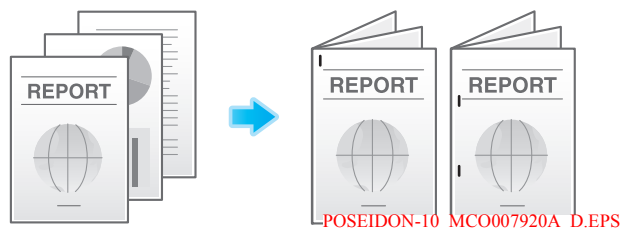
8 Click [Print].

1.12 Q12. What types are available for printing finish?

A12. Various finish modes are available according to the options installed on this machine, such as stapling, punching and binding.

Staple

Stapling is enabled to bind at a corner or at two positions. This method is useful for printing handout material among other things.

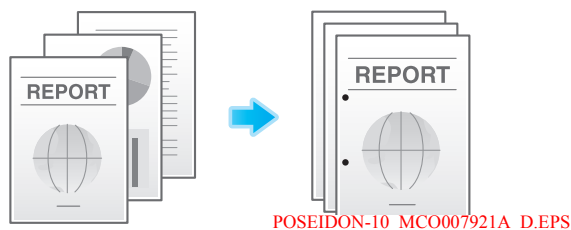


Tips

- To use the Staple function, the optional **Finisher** is required.

Punch

Punching is enabled for filing holes.

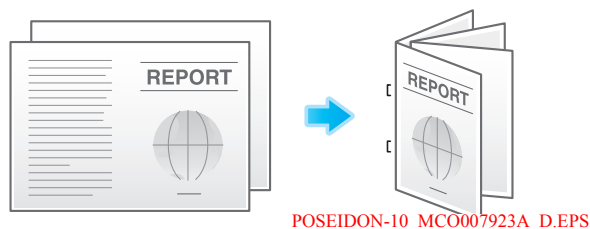


Tips

- To use the Punch function, the optional **Finisher FS-534** and **Punch Kit PK-520** or the optional **Finisher FS-533** and **Punch Kit PK-519** are required.

Center Staple

Center stapling is enabled for booklet-like finish.



Tips

- To use the Center Staple function, the optional **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

Fold

Half-folding or tri-folding is enabled. This function is useful for direct mail and information notes.

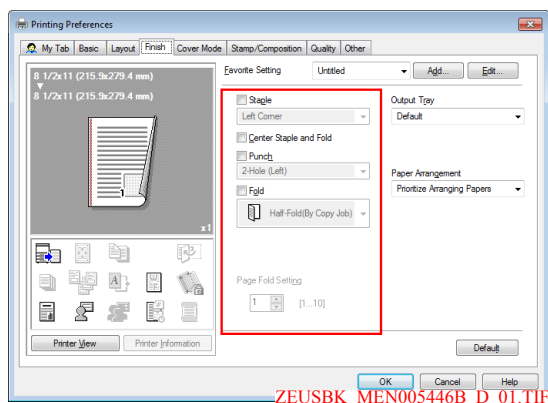


Tips

- To use the Half-Fold or Tri-Fold function, the optional **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

Operation procedure

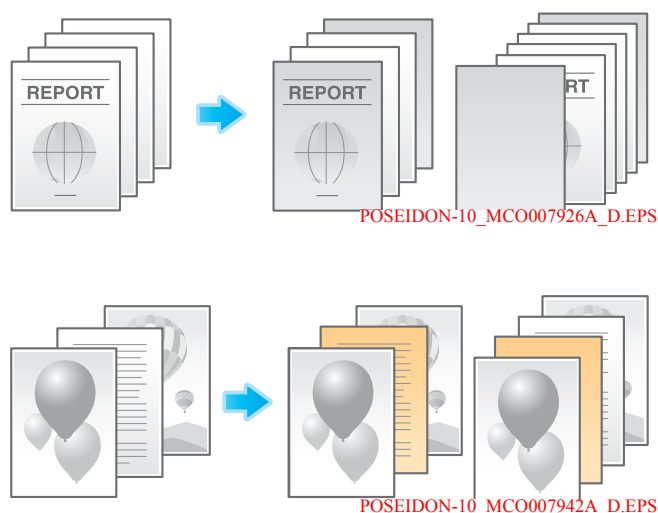
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 Select the check box for the desired finish on the [Finish] tab. If you have selected the [Staple], [Punch] or [Fold] check box, specify the quantity, positions and other necessary settings.



- 4 Click [OK].
- 5 Click [Print].

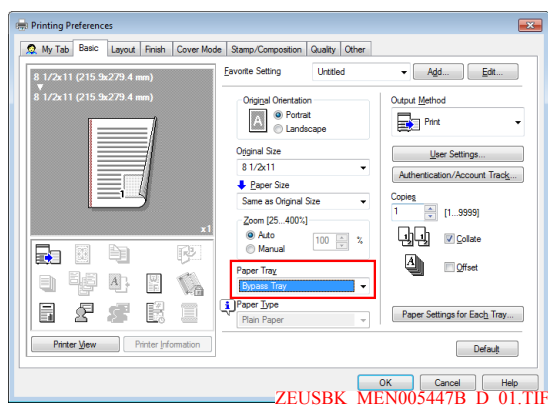
1.13 Q13. Can I print the cover and chapter cover on a different type of paper?

A13. Yes. You can specify a different paper tray for the cover or the chapter cover for printing them on a different type of paper.

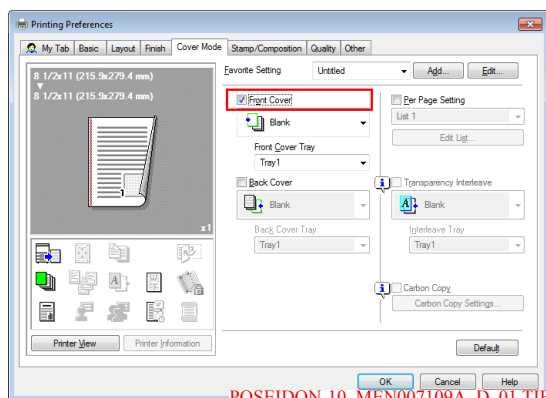


Operation procedure

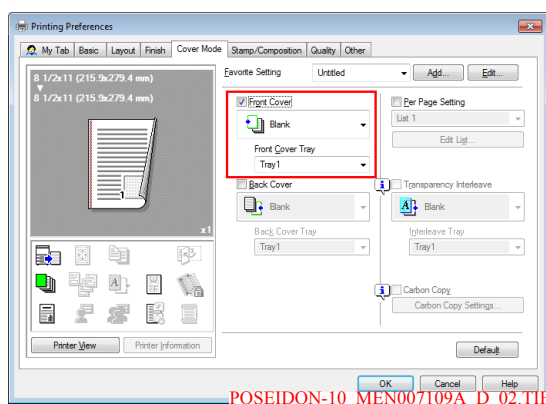
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Paper Tray] on the [Basic] tab, select one other than [Auto].



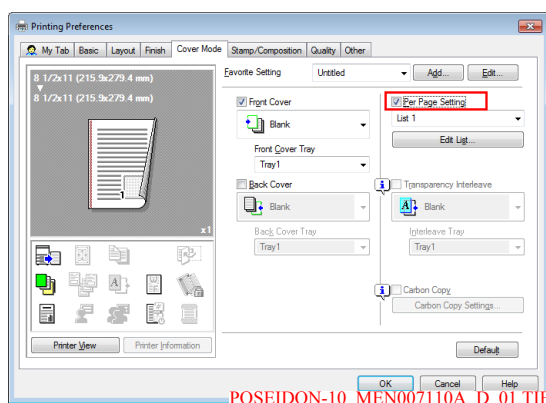
- 4 To print the cover on a different type of paper, select the [Front Cover] check box on the [Cover Mode] tab.



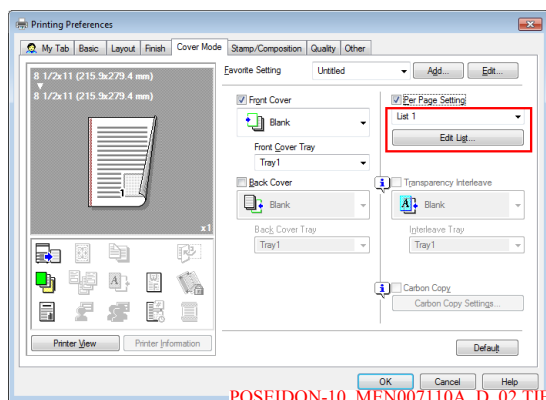
- 5 Select [Blank] or [Print] from [Front Cover] and a paper tray from [Front Cover Tray].



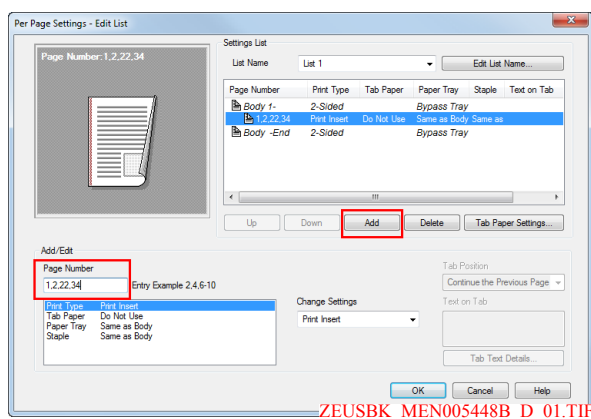
- 6 To print chapter covers on a different type of paper, select the [Per Page Setting] check box on the [Cover Mode] tab.



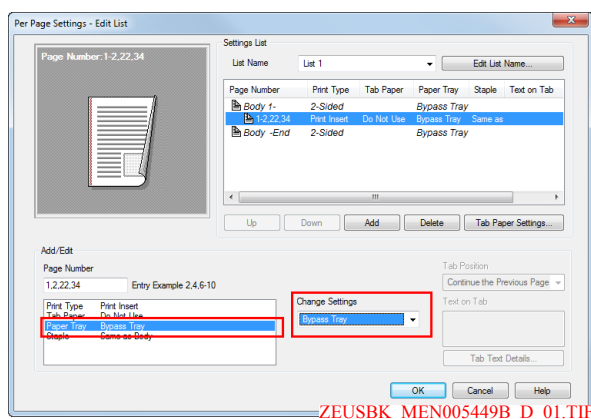
- 7 Select a list number and click [Edit List...].



- 8 Click [Add] and enter the page number(s) for chapter cover(s) in [Page Number].
 → To print more than one chapter cover, separate the page numbers with commas.



- 9 Select [Paper Tray] and select a paper tray from [Change Settings].



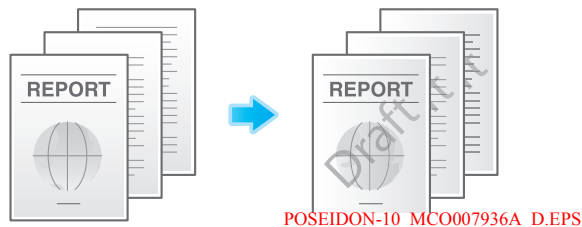
- 10 Click [OK].
 11 Click [OK].
 12 Click [Print].

1.14 Q14. Can I print characters and images so as to have them overlapped?

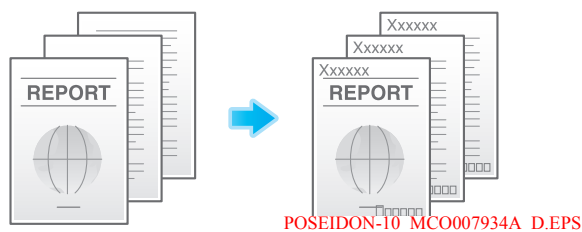
A14. Yes, you can print with a watermark (text stamp) or a header/footer.

Also, an overlay function is provided that enables printing over an output from a file saved on a computer.

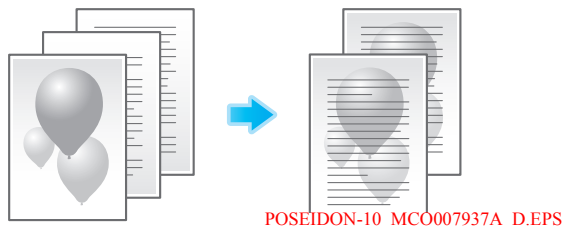
Watermark



Header/Footer



Overlay

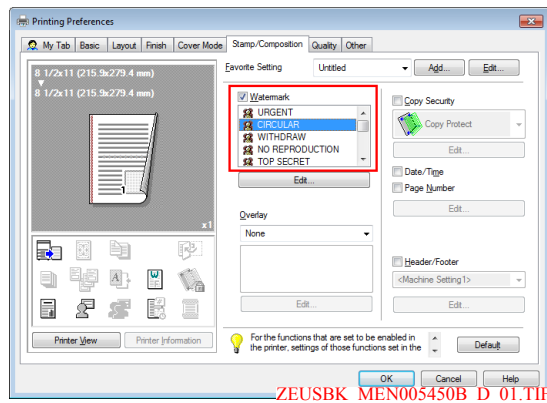


Operation procedure: Printing with a watermark

Use this function to apply a mark of a confidential or critical document for copyright protection or indication of the importance of the document.

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

- 3 On the [Stamp/Composition] tab, select the [Watermark] check box, then select a watermark.
 → Click [Edit] to replace the watermark with another or to create a new one.

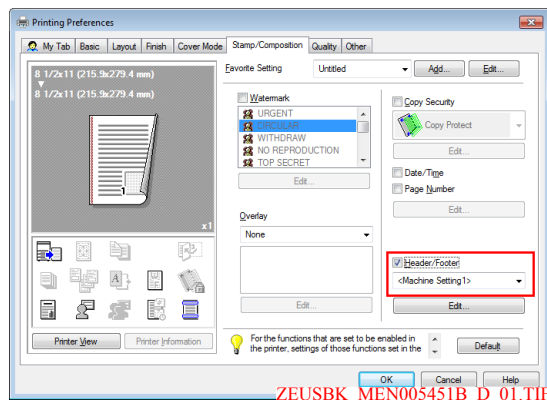


- 4 Click [OK].
 5 Click [Print].

Operation procedure: Printing with a header/footer

Use this function to add a title of the document at the head of each page or to print with page numbers at the bottom.

- ✓ This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
 - 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
 - 3 On the [Stamp/Composition] tab, select the [Header/Footer] check box, then select information to print out.
 → Click [Edit...] to set the starting page and other settings for printing the header/footer.



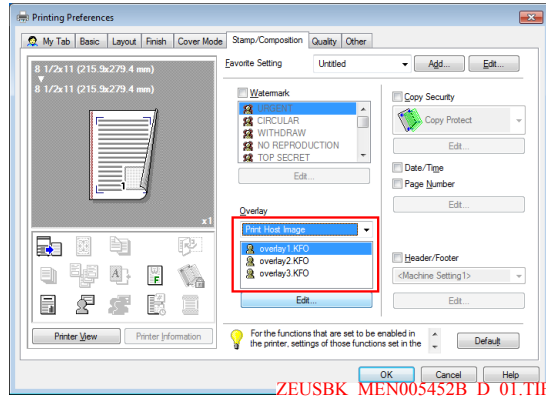
- 4 Click [OK].
 5 Click [Print].

Operation procedure: Performing overlay print

Use this function to print by adding ruling for slips and forms or the corporate logo.

- ✓ Before the overlay function can be enabled, a file for overlay printing must be created on the computer.

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 To print a document over an output of a file created on a computer, select [Print Host Image] from [Overlay] on the [Stamp/Composition] tab, then select the file for overlay printing.
→ Click [Edit] to specify the page and position for overlay printing.



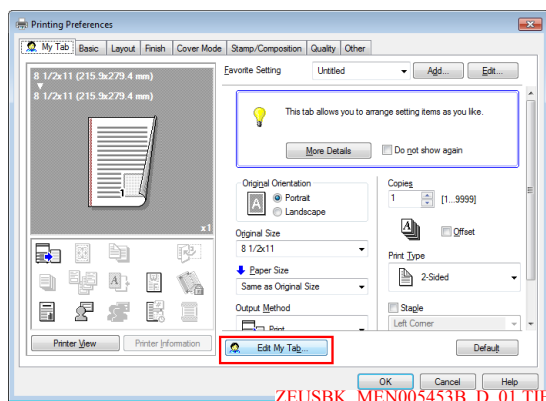
- 4 Click [OK].
- 5 Click [Print].

1.15 Q15. Can I customize the print settings window?



A15. Yes. You can easily customize the window from the properties window of the printer driver by registering frequently used functions en masse on My Tab or registering settings for respective tabs as your favorite for quick activation.

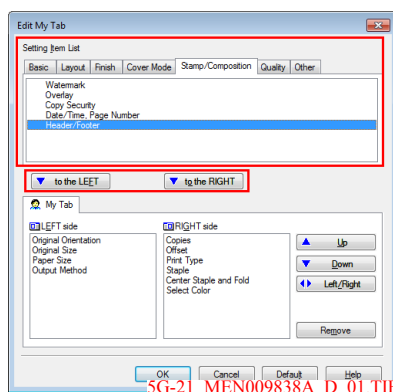
How to set: Registering functions on My Tab

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 Click [Edit My Tab...].

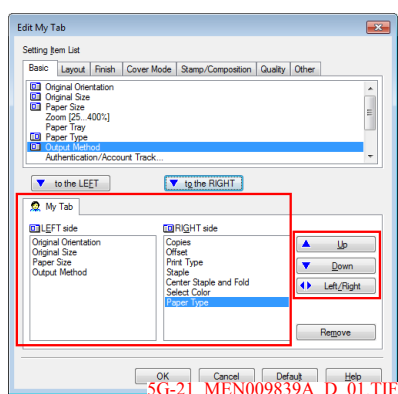


- 4 To register functions on My Tab, select the functions to register from [Setting Item List] and click [to the LEFT] or [to the RIGHT].

→  <C754_MEN085A_D.TIF> appears for the functions registered on the left side of My Tab and  <C754_MEN086A_D.TIF> appears for those registered on the right.

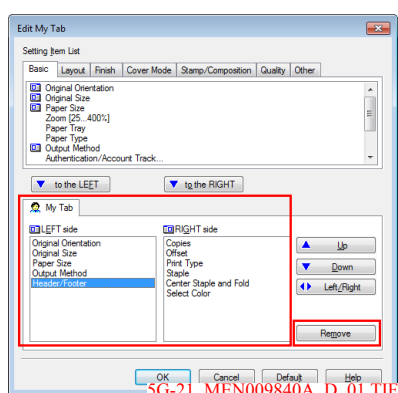


- 5 To rearrange functions registered on My Tab, select the function you want to relocate on [My Tab] and click [Up], [Down], or [Left/Right].



5G-21_MEN009839A_D_01.TIF

- 6 To delete a function registered on My Tab, select the function to delete on [My Tab] and click [Remove].

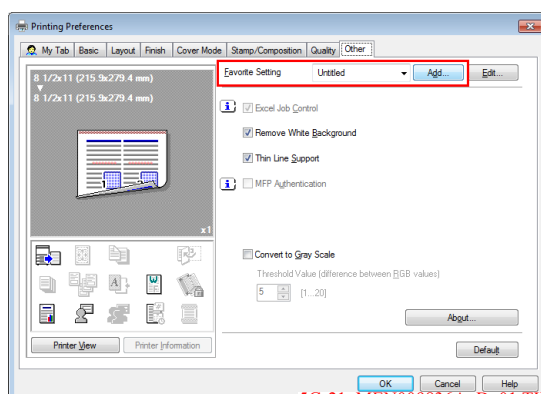


5G-21_MEN009840A_D_01.TIF

- 7 Click [OK].

How to set: Registering the settings on the properties window as favorites

- 1 Configure functions on the respective tabs on the properties window.
- 2 Click [Favorite Setting] next to the [Add] box.



5G-21_MEN009836A_D_01.TIF

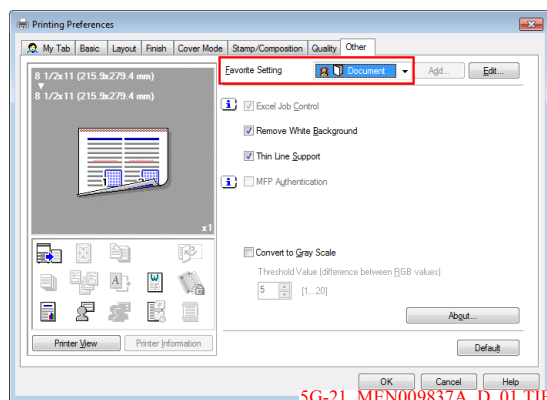
- 3 Configure the respective items for the favorite settings, then click [OK].

Settings	Description
[Name]	Enter the name of the favorite setting.
[Icon]	Select an icon to display in the Favorite Setting list.

Settings	Description
[Sharing]	Set whether to share the favorite setting.
[Comment]	Enter description for the favorite setting.
[Restore Items]	Select the box of each item to be reflected on the settings on the properties window when the favorite setting is restored.

How to set: Restoring a favorite setting that has been registered

- 1 Select a registered favorite setting from [Favorite Setting] on the properties window.
 - To edit the contents of a registered favorite setting, select the target favorite setting from [Favorite Setting] and click [Edit].
 - You cannot edit the contents of pre-registered favorite settings.



5G-21_MEN009837A_D_01.TIF

1.16 Q16. Can I print on very long sheets of paper such as a banner?

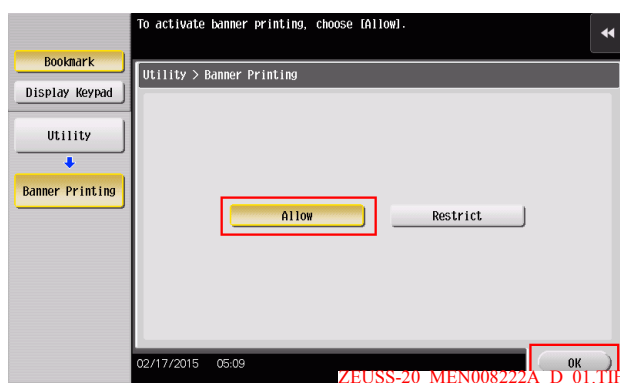
A16. Yes, you can print on a banner or other long sheet of paper by using the Banner Printing function.

The paper types below can be used for banner printing.

Paper width	Paper length	Paper weight
8-1/4 to 11-11/16 inches (210 to 297 mm)	17 to 47-1/4 inches (431.9 to 1200 mm)	33-13/16 lb to 55-7/8 lb (127 g/m ² to 210 g/m ²)

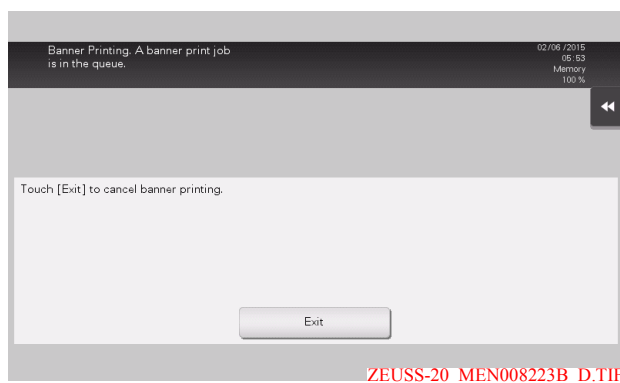
How to set

- 1 Tap [Utility] and select [Banner Printing].
- 2 Select [Allow], then tap [OK].



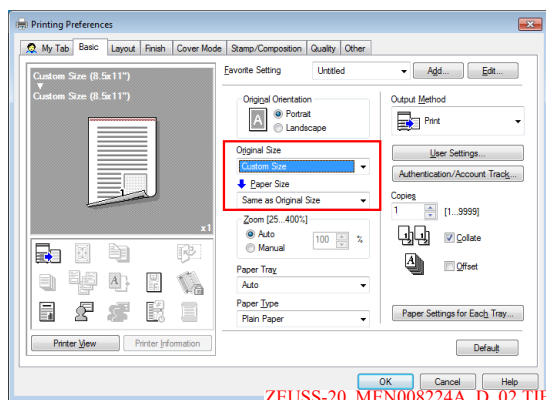
- 3 Check that the screen waiting for banner printing job has appeared.

→ If a print job is received with a paper setting of a non-banner size while the machine is waiting to print on a banner, that job is queued.

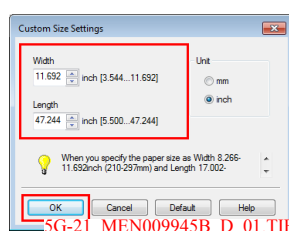


- 4 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 5 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

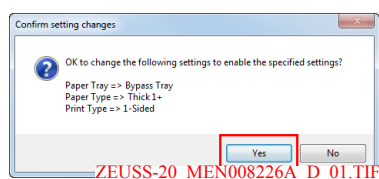
- 6 In [Original Size] or [Paper Size] on the [Basic] tab, select [Custom Size].



- 7 Enter values for [Width] and [Length] of the paper for printing, then click [OK].



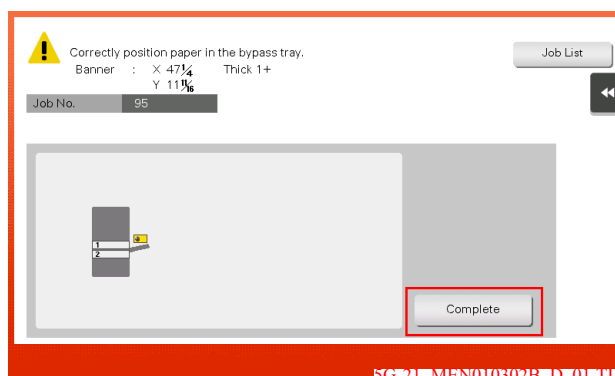
- 8 Check the paper tray and paper type settings automatically changed, then click [Yes].



- 9 Click [OK].
- 10 Click [Print].
- 11 With the print side facing down, load paper into the tray. Hold the paper edge by hand.
- 12 Tap [Complete].

Printing on the banner paper starts. Support the ejected banner paper by hand.

→ To continue banner printing, execute printing from the computer.



- 13 Tap [Exit].

14 Tap [Yes].

1.17 Q17. Is it possible to configure so that black-and-white printing is always enabled?

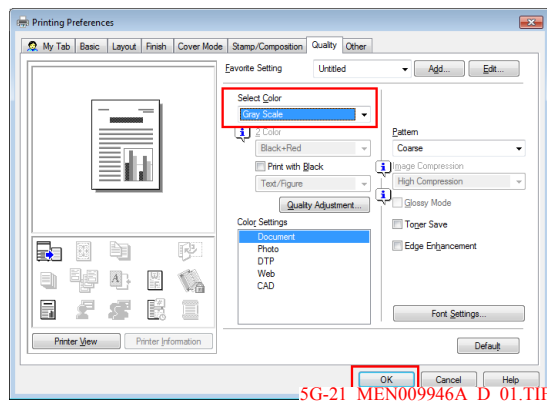
A17. Yes, you can keep black-and-white printing always enabled by changing the initial value of the printer driver.

Tips

- Not only for black-and-white printing, but also the initial values of other functions frequently used can be edited so that you do not have to configure settings each time you print.
- Setting black-and-white printing and 2-sided printing as initial values helps save toner and paper.

Operation procedure

- 1 Display the printer window.
 - In Windows Vista/Server 2008, open the Start menu, then click [Control Panel] - [Hardware and Sound] - [Printers].
When [Control Panel] is displayed in Classic View, double-click [Printers].
 - In Windows 7/Server 2008 R2, click the Start menu, then click [Devices and Printers].
If [Devices and Printers] is not displayed in the Start menu, select [Control Panel] - [Hardware and Sound] - [View devices and printers].
 - In Windows 8/8.1/10, while pressing the [Windows] (⊞) key, press the [X] key, and then click [Control Panel] - [Hardware and Sound] - [View devices and printers] in the displayed menu.
 - In Windows Server 2012/Server 2012 R2, while pressing the [Windows] (⊞) key, press the [X] key, and then click [Control Panel] - [Hardware] - [View devices and printers] in the displayed menu.
- 2 Right-click the icon of this machine, and click [Properties] (or [Printer Properties]).
- 3 In the [General] tab, click [Printing Preferences] (or [Basic]).
- 4 Select [Gray Scale] from [Select Color] on the [Quality] tab, then click [OK].



- 5 Click [OK].
The gray scale setting will be applied whenever the printer is used in any application software.



2 Scan

2.1 Q1. What types of file formats are available for scanned images?

A1. The types of files that can be saved are TIFF, JPEG, PDF, Compact PDF, XPS, Compact XPS, PPTX, DOCX, and XLSX.

An image saved as a TIFF or JPEG file can be viewed using a general image browsing application.

To view an image saved as a PDF or Compact PDF, install Adobe Reader. Adobe Reader can be downloaded without charge from the Adobe website.

To view an image saved as an XPS or Compact XPS, install XPS Viewer. XPS Viewer has automatically been installed if Microsoft .NET Framework 3.0 or later has been installed on your computer.

Microsoft .NET Framework can be downloaded without charge from the Microsoft website.

To view an image saved as a PPTX file, Microsoft Power Point 2007 or later must be installed.

To view an image saved as a DOCX file, Microsoft Word 2007 or later must be installed.

To view an image saved as an XLSX file, Microsoft Excel 2007 or later must be installed.



Tips

- To specify DOCX or XLSX for the file type, the optional **Extension Memory** and **i-Option LK-110 v2** are required
- The file types, XPS, Compact XPS, and PPTX, are available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

2.2 Q2. Can I use the scanning function by connecting to the network with a USB cable?

A2. No. You cannot use the scanning function via network connection with a USB cable. Use a LAN cable for network connection.

However, you can connect a USB memory to the **USB Port** of this machine to save scanned data to the USB memory. For the procedure for saving scanned data to a USB memory, refer to "User's Guide[Box Operations]/[Use a USB Memory Device (External Memory)]".

2.3 Q3. Can I send scanned data to my PC without disabling the firewall setting?

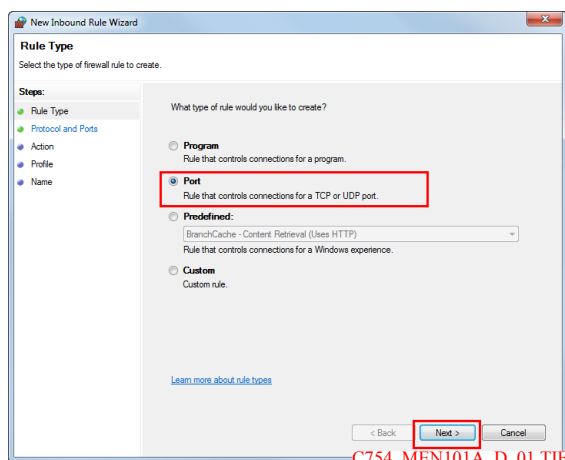
A3. Yes. Register this machine in the exception setting for firewall.

How to set: Setting in Windows Vista

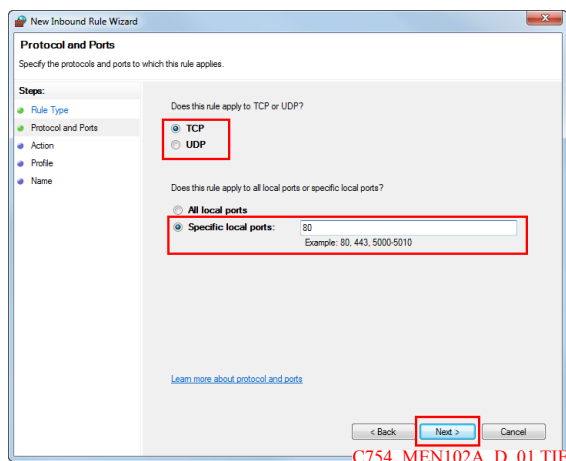
- 1 Open the [Windows Firewall Setting] window.
 - Open the Start menu, then click [Control Panel] - [Windows Firewall].
When [Control Panel] is displayed in Classic View, double-click [Windows Firewall].
- 2 On the [Exceptions] tab, select [File and Printer Sharing] and click [OK].

How to set: Setting in Windows 7/8/8.1/10

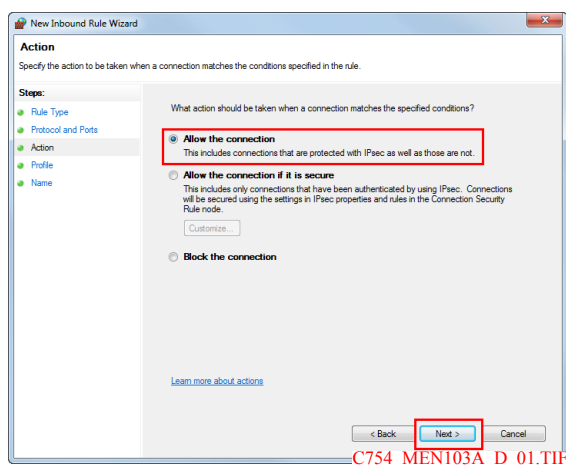
- 1 Open the Firewall window.
 - In Windows 7, open the Start menu, then click [Control Panel] - [System and Security] - [Check firewall status].
When [Control Panel] is displayed in Classic View, double-click [Windows Firewall].
 - In Windows 8/8.1/10, while pressing the [Windows] (⊞) key, press the [X] key, and then click [Control Panel] - [System and Security] - [Check firewall status] in the displayed menu.
- 2 Click [Advanced function].
- 3 Select [Inbound Rules] and click [New Rule].
- 4 Select [Port] and click [Next].



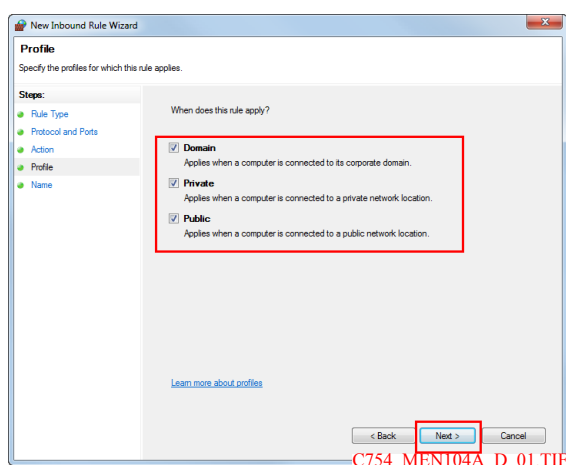
- 5 Select a protocol, enter the port number in [Specific local ports] and click [Next].



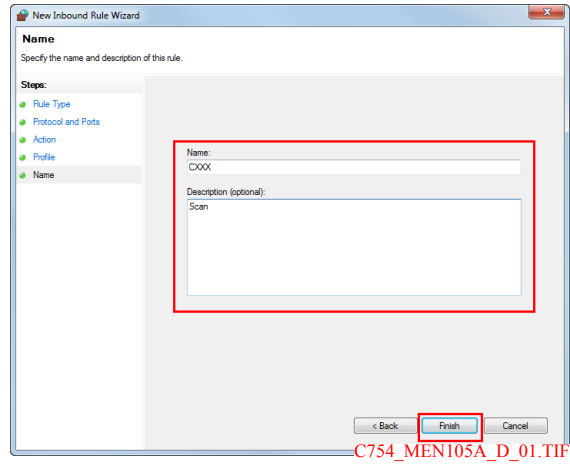
- 6 Ensure that [Allow the connection] is selected, and click [Next].



- 7 Select the check boxes for the profiles that match the environment for using this machine, and click [Next].



- 8 Enter the name and description of the firewall and click [Finish].



- 9 Check that the firewall name you have set is displayed in [Inbound Rules].

2.4 Q4. The FTP TX function does not work for sending data to a destination.

A4. Check the settings for the FTP destination on this machine and the settings on the FTP server side.

Check for the following items:

- Is the correct address of the FTP server registered in [Host Address] of the destination settings of this machine.
- In address registration, is [File Path] registered correctly?
 - When no folder is specified: Enter "/" (slash)".
 - When a folder is specified: Simply enter the folder name without a "/" (slash)".
 - (Example) To send data to a "scan" folder in an FTP server whose address is "ftp.xxxxxxxx.co.jp"
Host address: ftp.xxxxxxxx.co.jp
File path: scan
- Are the correct values entered in [User ID] and [Password] of the destination settings of this machine?
- A colon (":") should not be added to the file name. Have any been added?

If the problem cannot be solved even after checking for the above points, contact your administrator.

2.5 Q5. Can frequently used destinations be registered?

A5. Yes. You can register frequently used destinations in the address book.

You can also put a number of one-touch destinations in one group and register them as a group.

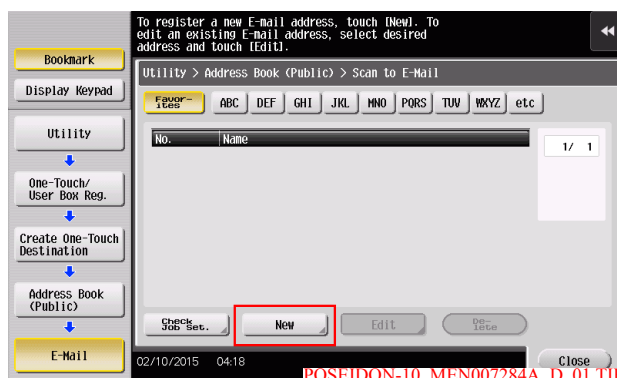
Once you have registered a one-touch or group destination, you can recall it by simply tapping the assigned key.

Tips

- You can register up to 2000 one-touch destinations in the address book. The **Hard Disk** is optional in some areas. If the optional **Hard Disk** is not installed, up to 1000 destinations can be registered in the address book.
- You can register up to 100 group destinations in the address book.
- To register a group destination, members must have been registered as one-touch destinations.

How to set: Registering one-touch destinations in the address book

- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create One-Touch Destination] - [Address Book (Public)].
- 3 Select the type of destinations to register, then tap [New].



Settings	Description
[E-Mail]	Register e-mail destinations.
[User Box]	Register a User Box to save documents in. You need to create a User Box beforehand. The Hard Disk is optional in some areas. To use this function, the optional Hard Disk is required.
[PC (SMB)]	Register a computer to send files to.
[FTP]	Register the FTP server to send files to.
[WebDAV]	Register the WebDAV server to send files to.

4 Configure respective items, then tap [OK].

Common settings	Description
[No.]	Use the Keypad to enter the registration number for a one-touch destination. If no number is entered, the smallest number available is assigned to the destination.
[Name]	Enter the registration name for the one-touch destination. You can enter up to 24 characters.
[Sort Character]	Enter the same name as the one registered. You can enter up to 24 characters. You can sort destinations by registration name.
[Index]	Select a search text. Destinations are displayed on the top screen in the fax/scan mode as sorted by index specified here. For a frequently used destination, specify the index characters and select [Favorites] at the same time. This allows you to find it more easily.

Settings for [E-Mail]	Description
[E-Mail Address]	Enter the E-mail address of the destination.

Settings for [User Box]	Description
[User Box]	Select one User Box for the destination.

Settings for [PC (SMB)]	Description
[User ID]	Enter the ID of a user authorized to access the shared folder on the destination computer.
[Password]	Enter the password of a user authorized to access the shared folder on the destination computer.
[Host Address]	Enter the host name, IPv4 address or IPv6 address as the host address for the destination computer. When using the IPv6 address, set direct hosting to [ON].
[File Path]	Enter the name of the shared folder.

Settings for [FTP]	Description
[Host Address]	Enter the host name, IPv4 address or IPv6 address as the host address for the destination FTP server. When entering the host name, check that the DNS settings are correct beforehand.
[File Path]	Enter the destination file path.
[User ID]	Enter the user ID for logging in to the FTP server on the destination side.
[Password]	Enter the password for logging in to the FTP server on the destination side.
[anonymous]	Tap [ON] if no user ID is required to log in to the FTP server.
[PASV]	Select whether to use the PASV mode.
[Proxy]	Select whether to use the proxy server.
[Port Number]	Enter a port number.

Settings for [WebDAV]	Description
[User ID]	Enter the user ID for logging in to the destination WebDAV server.
[Password]	Enter the password for logging in to the destination WebDAV server.

Settings for [WebDAV]	Description
[Host Address]	Enter the host name, IPv4 address or IPv6 address as the host address for the destination WebDAV server. When entering the host name, check that the DNS settings are correct beforehand.
[File Path]	Enter the destination file path.
[Proxy]	Select whether to use the proxy server.
[SSL Settings]	Select whether to use SSL.
[Port Number]	Enter a port number.

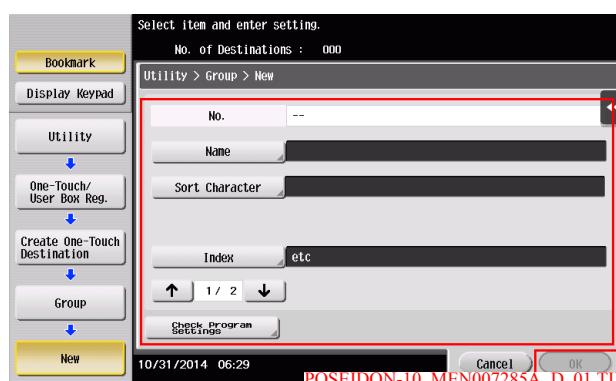


Reference

For details on the one-touch address registration procedure, refer to "User's Guide[Scan Operations]/[Managing Destinations]".

How to set: Registering a group

- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create One-Touch Destination] - [Group].
- 3 Tap [New].
- 4 Configure the respective items for the group destination, then tap [OK].



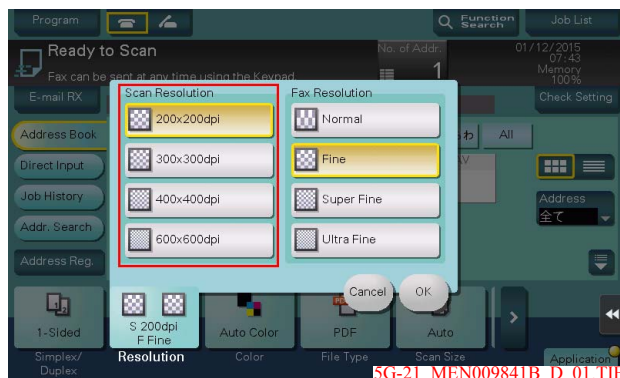
Settings	Description
[Name]	Enter the registration name for the group destination. You can enter up to 24 characters.
[Sort Character]	Enter the same name as the one registered. You can enter up to 24 characters. You can sort destinations by registration name.
[Index]	Select a search text. Group destinations are displayed on the top screen in scan/fax mode as sorted by index specified here. For a frequently used group, specify the index characters and select [Favorites] at the same time. This allows you to find it more easily.
[Select Group]	Select addresses to register in the group from already registered one-touch destinations. You can select up to 500 destinations.
[Check Program Settings]	Allows you to view a list of one-touch destinations registered in a group.

2.6 Q6. How can I send clear images of text in a fine font or of photos?

A6. You can either set the resolution (granularity) when the original is scanned or specify the image quality according to the quality of the original.

Operation procedure: Setting the resolution

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Select [Resolution], then select the desired resolution.
 - The greater the value, the finer granularity is achieved for the image.



- 4 Press the **Start** key to start scanning of the original.
 - Press the **Preview** key (default: Register key 4) before the **Start** key to check the finishing on the **Touch Panel**. For the procedure for checking the finish, refer to "User's Guide[Scan Operations]/[Scan-to-Send Function]".

Operation procedure: Specifying image quality according to the quality of the original

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] to select [Original Type], then select an option according to quality of the original to be scanned.



- 4 Press the **Start** key to start scanning of the original.
 - Press the **Preview** key (default: Register key 4) before the **Start** key to check the finishing on the **Touch Panel**. For the procedure for checking the finish, refer to "User's Guide[Scan Operations]/[Scan-to-Send Function]".

2.7 Q7. Can I send data in a selected file type or color mode?

A7. Yes, you can set a file format and color mode.

The following file formats are supported on this machine.

Settings	Description
[PDF]	Saves data in PDF format.
[Compact PDF]	Saves data in further compressed PDF file.
[TIFF]	Saves data in TIFF format.
[JPEG]	Saves data in JPEG format.
[XPS]	Saves data in XPS format.
[Compact XPS]	Saves more compressed data than is saved in XPS format.
[PPTX]	Saves data in PPTX format.
[DOCX]	Saves data in DOCX format.
[XLSX]	Saves data in XLSX format.



Tips

- To specify DOCX or XLSX for the file type, the optional **Extension Memory** and **i-Option LK-110 v2** are required
- The file types, XPS, Compact XPS, and PPTX, are available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

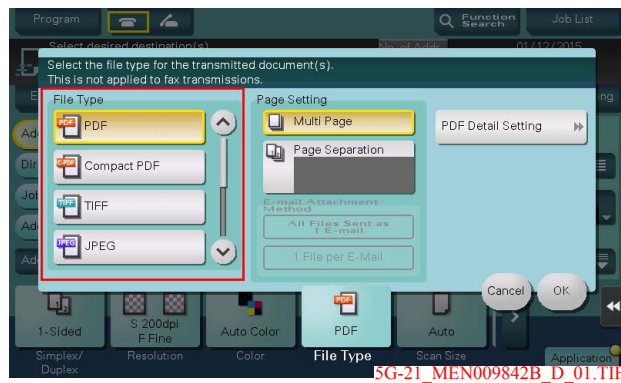
On this machine, the following color modes are supported.

Settings	Description
[Auto Color]	Automatically detects the color of the original and scans it to fit the original setting.
[Full Color]	Scans the original in full color.
[Gray Scale]	Scans the original in white, black and gray. Select this mode for an original mostly in half tone (tones between light and dark tones), such as for black-and-white photos.
[Black]	Scans the original in black and white. Select for originals with distinct black and white areas, such as in line drawings.

Operation procedure

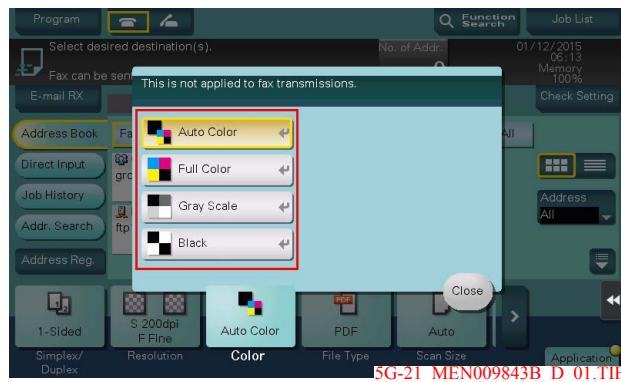
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 When setting a file format, select [File Type] and then the desired format.
 - When having more than one page scanned, you can specify how to combine pages into files. Selecting [Multi Page] creates one file incorporating all original pages scanned. Select [Page Separation] and enter the number of pages to create one file for the specified number of pages of the original. For example, if you enter "2" to scan 10 original pages, the original is divided into five separate files.
 - When scanning is performed in [Page Separation] mode, you can set how to attach the files to the E-mail message to be sent.

Selecting [All Files Sent as 1 E-mail] attaches all the files to one E-mail.
 Selecting [1 File per E-Mail] attaches one file to one E-mail.



4 Tap [OK].

5 When setting a color mode, select [Color], then select the desired color mode.



6 Tap [Close].

7 Press the **Start** key to start scanning of the original.

2.8 Q8. Can I send scanned data with page numbers and a time stamp?

A8. Yes. You can use Application to have data scanned with the date and time, page numbers or a stamp added.



Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

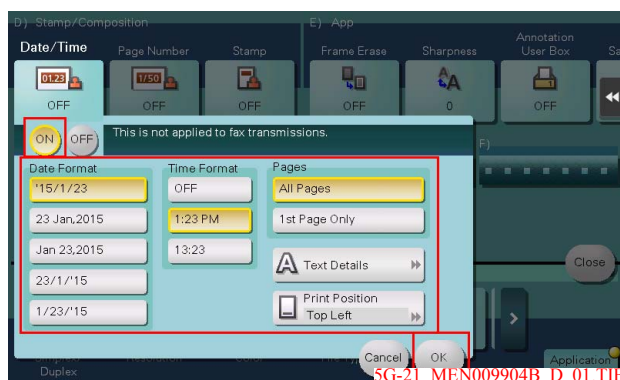


Reference

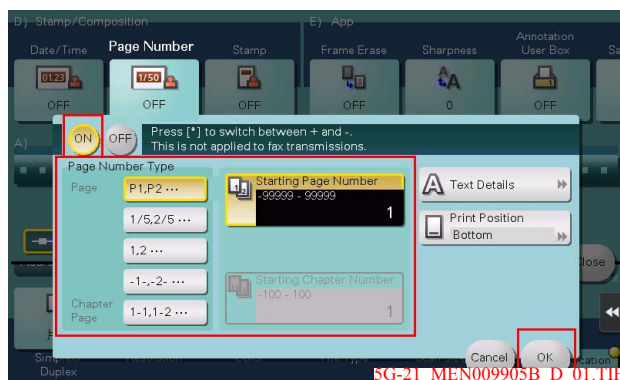
If necessary, you can register any stamp in addition to the stamps pre-registered in this machine. The registration procedure is explained using the data management utility in **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".

Operation procedure

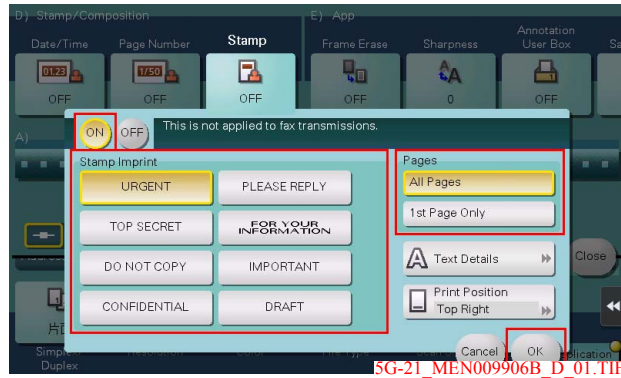
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 To add the date and time, tap [Application] and select [Date/Time].
- 4 Tap [ON], set values for [Date Format], [Time Format] and [Pages], then tap [OK].



- 5 To add page numbers, tap [Application] and select [Page Number].
- 6 Configure [Page Number Type] and [Starting Page Number], then tap [OK].
 - If you have selected [Chapter Page] for [Page Number Type], specify the chapter number to start printing in [Starting Chapter Number]. For details, refer to "User's Guide[Scan Operations]/[Scan-to-Send Function]".



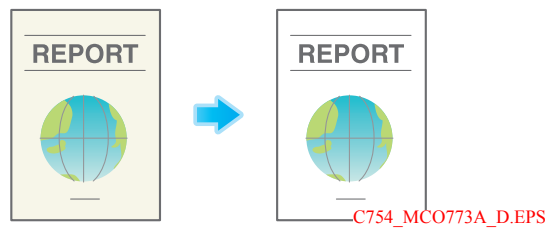
- 7 To add a stamp, tap [Application] and select [Stamp].
- 8 Tap [ON], set values for [Stamp Imprint] and [Pages], then tap [OK].
 - When the date and time, page numbers or stamp cannot be easily read with the initial settings, tap [Text Details] in each of the [Date/Time], [Page Number] and [Stamp] setting screens to set the text size and font as well as the text color.
 - If the date and time, page numbers or stamp are overlapped with the text of the original, tap [Print Position] in each of the [Date/Time], [Page Number] and [Stamp] setting screens to set the printing positions.



- 9 Press the **Start** key to start scanning of the original.

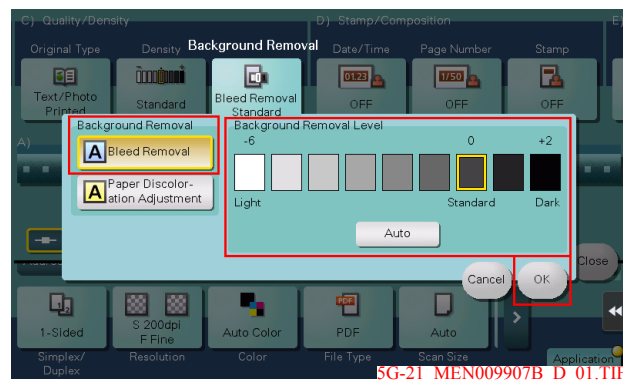
2.9 Q9. The back of the original can be seen through. How can I make adjustment so that the back may not bleed into the scanned image?

A9. You can adjust the density of the background color for clean scanning.



Operation procedure

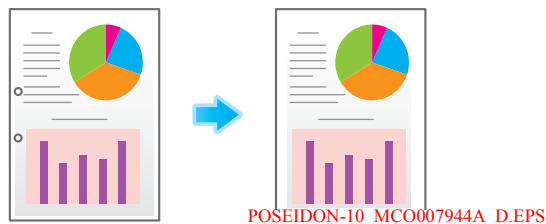
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Bkgd. Removal].
- 4 Tap [Bleed Removal], set the level of back bleeding, then tap [OK].
 - Set to [Auto] to have this machine automatically adjust the bleed level.



- 5 Press the **Start** key to start scanning of the original.
 - Press the **Preview** key (default: Register key 4) before the **Start** key to check the finishing on the **Touch Panel**. For the procedure for checking the finish, refer to "User's Guide[Scan Operations]/[Scan-to-Send Function]".

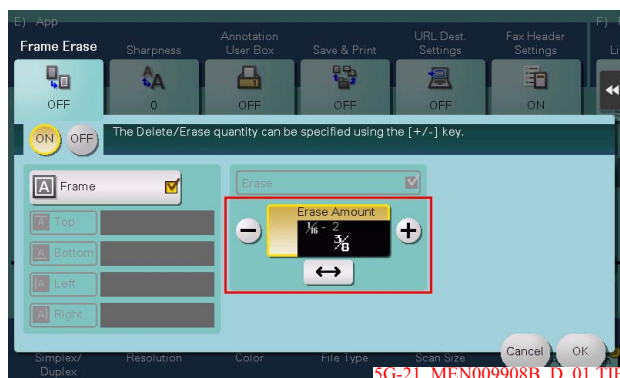
2.10 Q10. Can I scan the original with its headers and punch holes erased?

A10. Yes. Enable the frame erase function, and the machine scans the original by erasing unwanted sections on the four sides of the original.

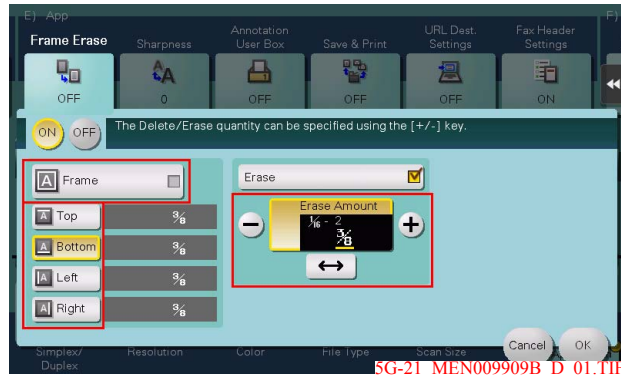


Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Frame Erase].
- 4 Tap [ON].
- 5 To erase the four sides of the original by the same width, tap [+] and [-] to specify the width to be erased.
 - To display the **Keypad**, tap the input area for the numeral. If necessary, you can specify the width to be erased using the **Keypad**.



- 6 To specify the width of the frame to be erased individually, tap [Frame] to clear the check box, select a target side, then tap [+] or [Erase Amount] to specify the width to be erased.
- To display the **Keypad**, tap the input area for the numeral. If necessary, you can specify the width to be erased using the **Keypad**.
 - When specifying the erase width individually, you can set to exclude a side from erasing by selecting the side and canceling the setting of [Erase] for that side.



- 7 Tap [OK].
- 8 Press the **Start** key to start scanning of the original.
- Press the **Preview** key (default: Register key 4) before the **Start** key to check the finishing on the **Touch Panel**. For the procedure for checking the finish, refer to "User's Guide[Scan Operations]/[Scan-to-Send Function]".

2.11 Q11. Can I send an E-mail to a number of destinations at one time?

A11. Yes, you can.

It eases the operation to register a group that contains a number of destinations beforehand.

The maximum number of destinations that you can specify for a single transmission depends on how the destinations are set.

Item		Specifications
When using the address book		500 addresses Up to 30 User Boxes
When directly entering addresses	E-mail	5 addresses
	User Box	1 User Box
	Fax	100 addresses

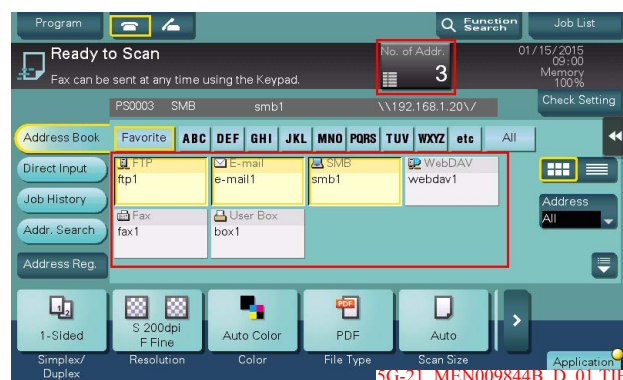


Tips

- To use the fax functions, the optional **Fax Kit** is required.
- When registering a group, even destinations of different types can be registered in one group.

Operation procedure: Selecting multiple addresses from the address book

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
 - You can select more than one one-touch destination from the address book. Tap [No. of Addr.] to display the broadcast destination list and check or delete the specified destinations.
 - To cancel the destination setting, tap the Address Book key for the destination to be canceled.
 - Select an index to narrow down destinations to display.
 - Specify [Add. Type] to narrow down the types of destinations to display.
 - Tap [Check Setting] to check detailed information on the destinations you have set or to cancel destinations.
 - You can also select a group.

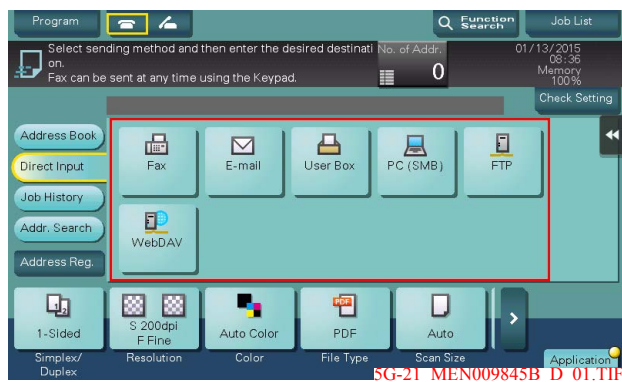


- 3 Press the **Start** key to start scanning of the original.

Operation procedure: Directly entering multiple destinations

- 1 Load the original.

- 2 Tap [Scan/Fax] and select an destination type from [Direct Input].



- 3 Enter a destination, then tap [OK].
- Tap [Next Dest.] on the destination input screen to proceed to enter another destination. (Not enabled for a User Box)
- 4 Repeat Steps 2 and 3 to complete entry of all destinations.
- [No. of Addr.] displays the number of entered destinations.
- Tap [Check Setting] to check detailed information on the destinations you have entered or to cancel destinations.
- 5 Press the **Start** key to start scanning of the original.

2.12 Q12. Can I send scanned data by E-mail?

A12. Yes, you can.

Simply specify an E-mail address for the destination, and you can send the data as an attachment.

Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax] and select an E-mail address.
- 3 Press the **Start** key to start scanning of the original.



Reference

For details about the E-mail transmission function, refer to "User's Guide[Scan Operations]/[Sending Original Data as an E-mail Attachment (Scan to E-mail)]".

2.13 Q13. Can I send scanned data to my computer?

A13. Yes. To do so, use the SMB Send function that can send scanned data to a location on the specified computer. Register a one-touch destination for SMB transmission beforehand, or directly enter the destination for SMB transmission when scanning the original.



Reference

For details about the SMB transmission function, refer to "User's Guide[Scan Operations]/[Sending a File to a Shared Folder of a Computer (SMB Send)]".

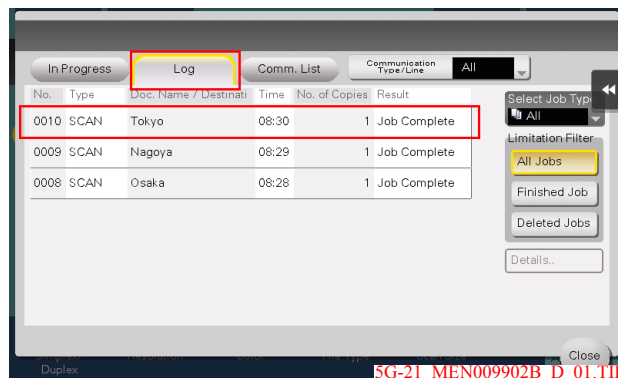
2.14 Q14. Can I check the transmission log for scanning?

A14. Yes. You can check the transmission log for scanning in the job history.

See job history to quickly check names of scanned documents, scan dates and scan results (success/failure) among others.

How to set

- 1 Tap [Job List].
- 2 Check the transmission log on the [Log] tab.
 - Select a log, then tap [Details..] to check the log details.
 - You can narrow down logs to display using [Select Job Ty] or [Limitation Filter].



3 Fax

3 Fax

3.1 Q1. Can frequently used fax numbers be registered?

A1. Yes. You can register frequently used fax numbers in the address book.

You can also put a number of one-touch destinations in one group and register them as a group.

Once you have registered a one-touch or group destination, you can recall it by simply tapping the assigned key.



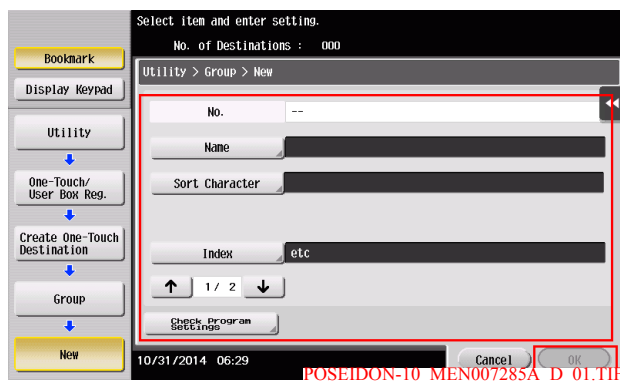
Tips

- To use this function, the optional **Fax Kit** is required.
- You can register up to 2000 one-touch destinations in the address book.
- Up to 100 groups can be registered for Group.
- To register a group destination, members must have been registered as one-touch destinations.

How to set: Registering one-touch destinations in the address book

- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create One-Touch Destination] - [Address Book (Public)] - [Fax].
- 3 Tap [New].

- 4 Configure the respective items for fax transmission, then tap [OK].



Settings	Description
[Name]	Enter the registration name for the group destination. You can enter up to 24 characters.
[Sort Character]	Enter the same name as the one registered. You can enter up to 24 characters. You can sort destinations by registration name.
[Index]	Select a search text. Group destinations are displayed on the top screen in scan/fax mode as sorted by index specified here. For a frequently used destination, specify the index characters and select [Favorites] at the same time. This allows you to find it more easily.
[Select Group]	Select addresses to register in the group from already registered one-touch destinations. You can select up to 500 destinations.
[Check Program Settings]	Allows you to view a list of one-touch destinations registered in a group.

3.2 Q2. Can I check fax transmission and reception logs?

A2. Yes. You can print out transmission and reception logs as a report.

Reports can be prepared for scan and send logs, fax communications (transmission and reception logs), fax transmission logs and fax reception logs.

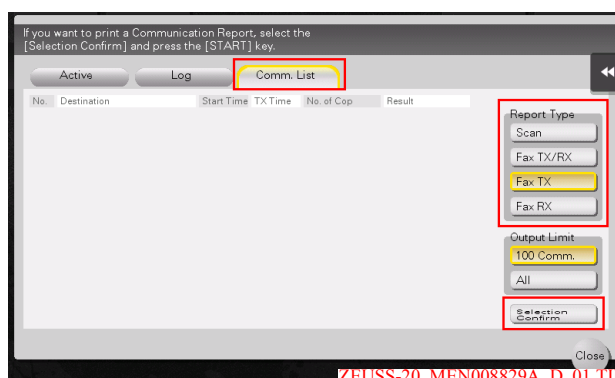


Tips

- To use this function, the optional **Fax Kit** is required.

Operation procedure

- 1 Tap [Job List].
- 2 Specify a report type in [Report Type] on the [Comm. List] tab, and tap [Selection Confirm], then press the **Start** key.
→ Set [Output Limit] to specify the number of transmission and reception records to print.



ZEUSS-20_MEN008829A_D_01.11F

- 3 Tap [Close].

3.3 Q3. Can I send a fax to a number of destinations at one time?

A3. Yes, you can.

It eases the operation to register a group that contains a number of destinations beforehand.

The maximum number of destinations that you can specify for a single transmission depends on how the destinations are set.

Item		Specifications
When using the address book		500 addresses Up to 30 User Boxes
When directly entering addresses	E-mail	5 addresses
	User Box	1 User Box
	Fax	100 addresses

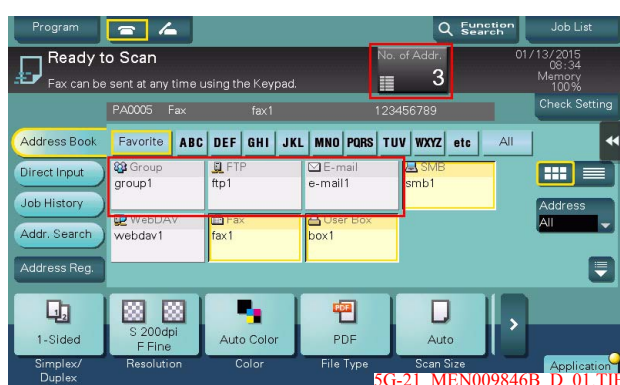


Tips

- To use this function, the optional **Fax Kit** is required.
- When registering a group, even destinations of different types can be registered in one group.

Operation procedure: Selecting multiple addresses from the address book

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
 - You can select more than one one-touch destination from the address book. Tap [No. of Addr.] to display the broadcast destination list and check or delete the specified destinations.
 - To cancel the destination setting, tap the Address Book key for the destination to be canceled.
 - Select an index to narrow down destinations to display.
 - Specify [Add. Type] to narrow down the types of destinations to display.
 - Tap [Check Setting] to check detailed information on the destinations you have set or to cancel destinations.
 - You can also select a group.

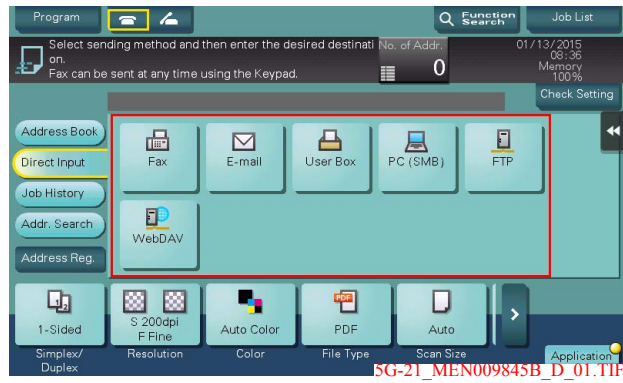


- 3 Press the **Start** key to start scanning of the original.

Operation procedure: Directly entering multiple destinations

- 1 Load the original.

- 2 Tap [Scan/Fax] and select an destination type from [Direct Input].



- 3 Enter a destination, then tap [OK].
 → Tap [Next Dest.] on the address input screen to continue address entry (not enabled for a User Box).
- 4 Repeat Steps 2 and 3 to complete entry of all destinations.
 [No. of Addr.] displays the number of entered destinations.
 → Tap [Check Setting] to check detailed information on the destinations you have entered or to cancel destinations.
- 5 Press the **Start** key to start scanning of the original.

3.4 Q4. Can I register more than one sender name to appear on faxes so that different ones can be used in different use cases?

A4. Yes, you can register multiple sender names and select one when sending a fax.

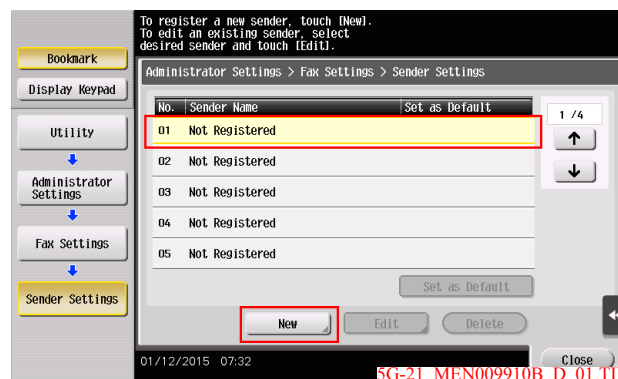


Tips

- To use this function, the optional **Fax Kit** is required.

How to set: Registering sender names

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] - [Header Information] - [Sender].
- 4 Select a number, then select [New].

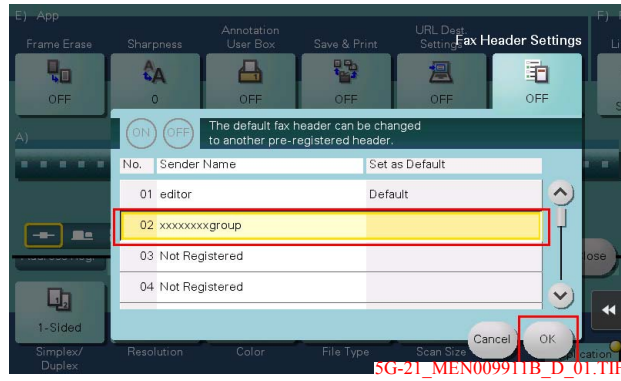


- 5 Enter the sender name, then tap [OK].
- 6 Repeat Steps 4 and 5 to complete entry of all sender names.
 - You can register up to 20 sender names.
 - To edit a registered sender name, select a sender name and tap [Edit], change the sender name and tap [OK].
 - To delete a registered sender name, select the sender name and tap [Delete], select [Yes], then tap [OK].
 - To set the default sender name, select a sender name and tap [Set as Default].

How to set: Selecting a sender name upon fax transmission

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Fax Header Settings].

- 4 Select a sender name to print on the fax and tap [OK].



- 5 Press the **Start** key to start fax transmission.

3.5 Q5. How can I send clear faxes?

A5. You can either set the resolution (granularity) when sending a fax or specify the image quality according to the quality of the original.

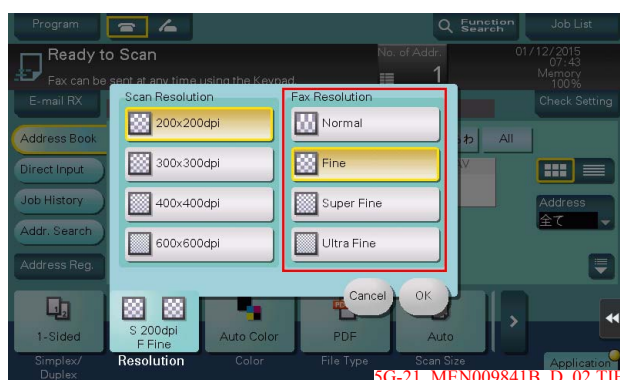


Tips

- To use this function, the optional **Fax Kit** is required.

Operation procedure: Setting the resolution

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Select [Resolution], then select the desired resolution.
 - The greater the value, the finer granularity is achieved for the image.



- 4 Tap [OK].
- 5 Press the **Start** key to start scanning of the original.
 - Press the **Preview** key (default: Register key 4) before the **Start** key to check the finishing on the **Touch Panel**. For the procedure for checking the finish, refer to "User's Guide[Fax Operations]/[How to Send a Fax]".

Operation procedure: Specifying image quality according to the quality of the original

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] to select [Original Type], then select an option according to the quality of the original to be faxed.

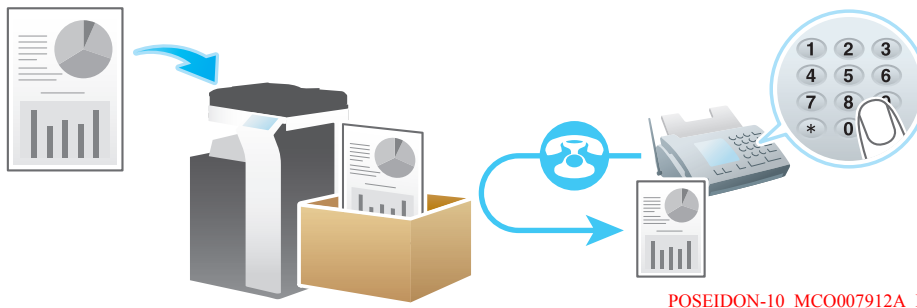


- 4 Tap [Close].
- 5 Press the **Start** key to start scanning of the original.
 - Press the **Preview** key (default: Register key **4**) before the **Start** key to check the finishing on the **Touch Panel**. For the procedure for checking the finish, refer to "User's Guide[Fax Operations]/[How to Send a Fax]".

3.6 Q6. Can I send a fax upon request from a remote machine?

A6. Yes you can, by using polling transmission.

In polling transmission, the sender's machine stores loaded data in its Polling Transmission User Box and sends out the data upon request from the recipient. The recipient making the request for fax transmission bears the communications fee.



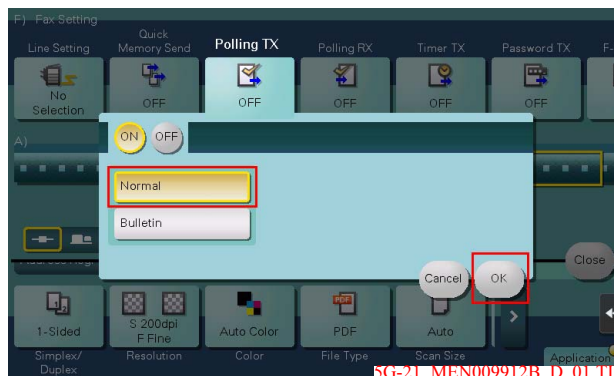
POSEIDON-10_MCO007912A_D.EPS

Tips

- To use this function, the optional **Fax Kit** is required.

Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax].
- 3 Tap [Application] and select [Polling TX].
- 4 Select [Normal], then tap [OK].



SG-21_MEN009912B_D_01.TIF

- 5 Press the **Start** key to start fax transmission.

The loaded data are saved in the Polling Transmission User Box.

3.7 Q7. How can I cut down on communications fees for sending out data?

A7. You can use either relay distribution to forward data from a representative destination to the other destinations or timer communications billed at night-time rates.

The Relay Distribution function distributes a fax to the representative destination (a relay machine) and have the relay machine distribute the received fax to the pre-registered destinations.

If you have created groups of a relay machine and the other destinations by area, you can reduce the total communication cost compared to the cost of broadcasting to all destinations.

For example, when sending a fax to a number of remote destinations, you can minimize the total cost of communications by sending a fax to a closest relay machine and having it forward the fax to the others.

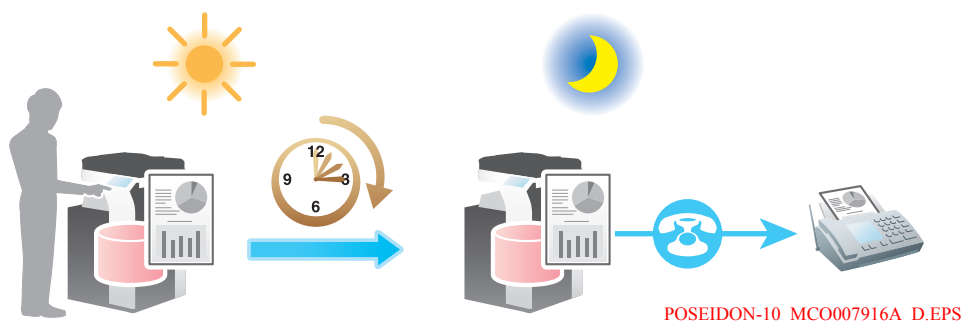
This machine can function either as a sender machine or a relay machine.



Tips

- To use this function, the optional **Fax Kit** is required.
- The destination machine (the relay machine) needs to have the F-code function.
- To enable fax transmission via a relay machine, you need to set up a relay User Box on the relay machine beforehand.

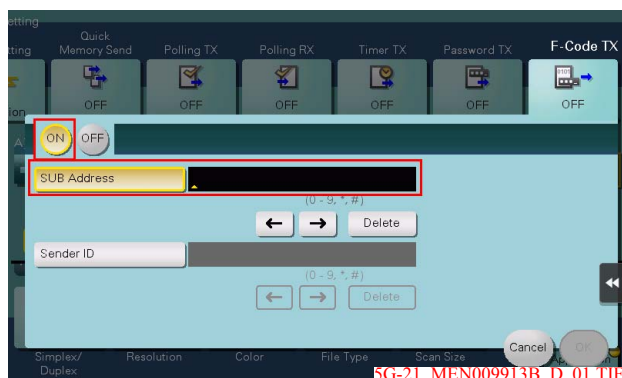
In timer communications (Timer TX), setting of destinations and loading of originals are performed during the day, followed by fax transmissions during a specified time zone late at night when communications fees are lower.



Operation procedure: Sending a fax by relay distribution

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a relay machine.
- 3 Tap [Application] and select [F-Code TX].

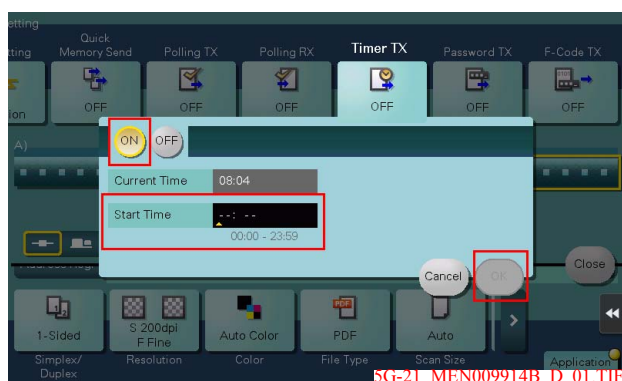
- 4 Tap [ON] and select [SUB Address], then enter the Relay User Box No. for the relay machine using the **Keypad**.
→ To display the **Keypad**, tap the input area for the numeral.



- 5 Tap [OK].
- 6 Press the **Start** key to start fax transmission.

Operation procedure: Sending a fax by timer transmission

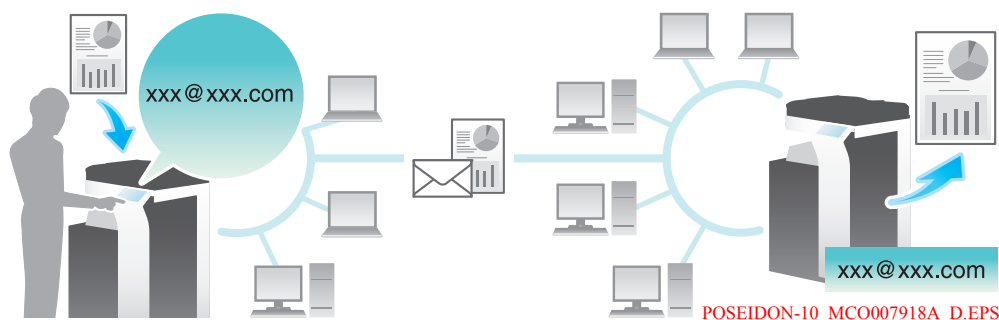
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Timer TX].
- 4 Tap [ON], enter the time to send a fax using the **Keypad**, then tap [OK].
→ To display the **Keypad**, tap the input area for the numeral.



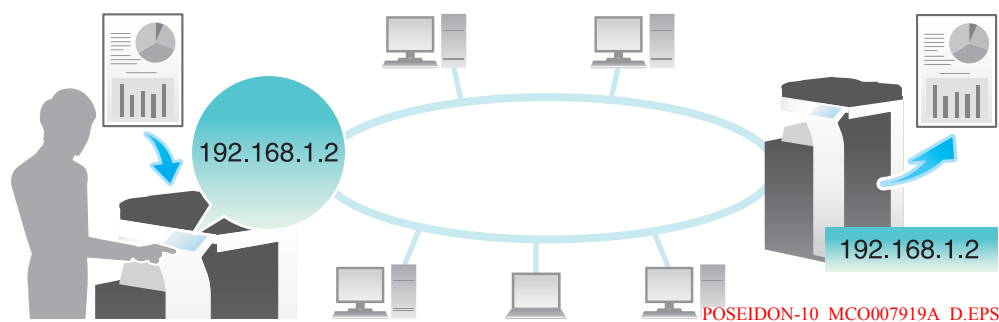
- 5 Press the **Start** key to start scanning of the original.
The original is faxed to the destination you have set at the specified time.

3.8 Q8. Is it possible to cut down on the communications expenses by using a network?

A8. Yes. Use the Internet Fax function to send an E-mail message with an attachment containing the scanned data merely at expenses for online communications via the Internet.



Within your intranet, the IP Address Fax function can be used. For IP Address Fax, specify either the IP address, host name or E-mail address of the destination fax machine to directly send a fax to that destination. No mail server is required.



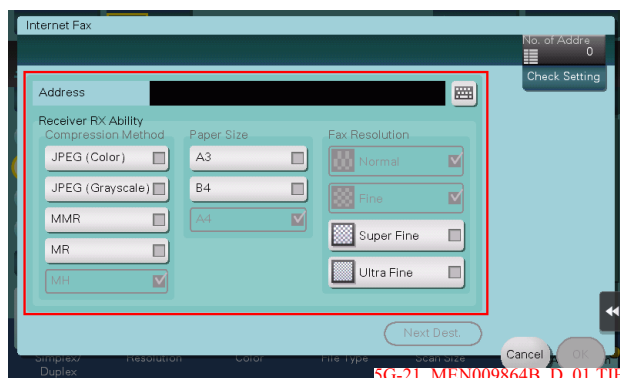
Tips

- To use the Internet Fax and IP Address Fax functions, ask your service representative to configure settings. For details, contact your service representative.
- The **Hard Disk** is optional in some areas. To use the Internet Fax and IP Address Fax functions, the optional **Hard Disk** is required.
- To use the Internet Fax function, this machine must be connected to the network. In addition, you must have an environment enabled for E-mail transmissions and receptions. Prepare a dedicated Internet fax E-mail address for this machine.
- To use the IP Address Fax function, the optional **Fax Kit** is required.
- The IP Address Fax function is only available between our models supporting the function or between devices matching the DirectSMTP standard. We do not give operational warranties for devices other than the models supporting the function.

Operation procedure: Sending an Internet fax

- 1 Load the original.
- 2 Tap [Scan/Fax] and select [Internet Fax] from [Direct Input].
 - If you have registered one-touch destinations for the Internet Fax function, you can select them from [Address Book].

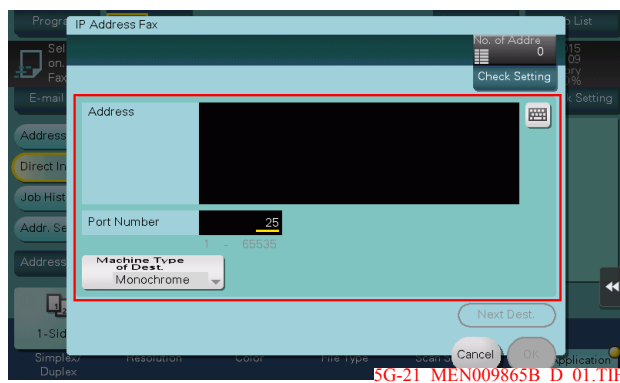
- 3 Enter the E-mail address of the destination in [Address] and select a compression format, paper size and resolution supported by the recipient machine from [Receiver RX Ability].



- 4 Tap [OK].
- 5 Press the **Start** key to start Internet fax transmission.

Operation procedure: Sending an IP address fax

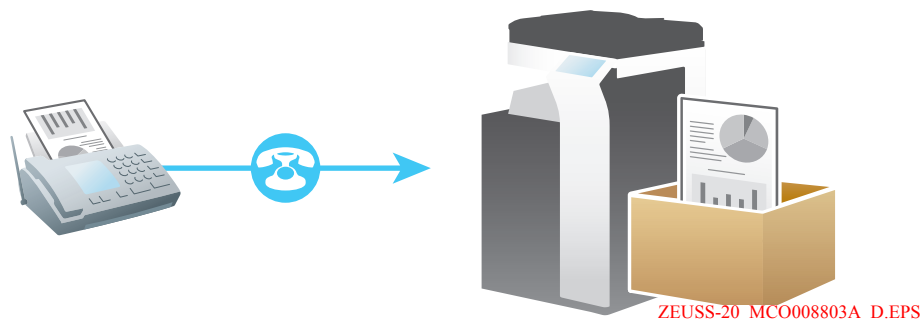
- 1 Load the original.
- 2 Tap [Scan/Fax] and select [IP Address Fax] from [Direct Input].
 - If you have registered one-touch destinations for the IP Address Fax function, you can select them from [Address Book].
- 3 Enter either the IP address, host name or E-mail address of the destination in [Address], the port number used for fax transmission in [Port Number], then select [Color] or [Black&White] from [Machine Type of Dest.].



- 4 Tap [OK].
- 5 Press the **Start** key to start IP address fax transmission.

3.9 Q9. How can I avoid printing out unwanted faxes?

A9. Save received faxes in a User Box without printing them out then print out only the faxes you need.

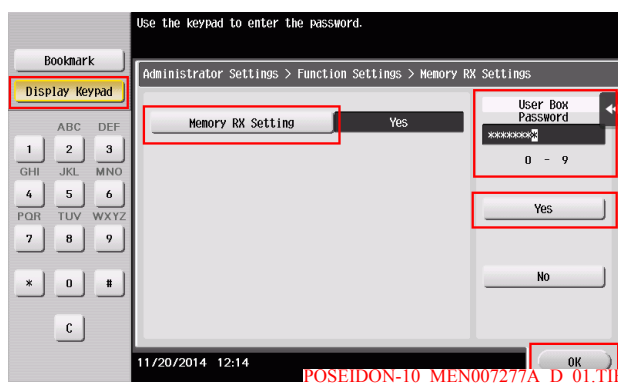


Tips

- To use this function, the optional **Fax Kit** is required.

Operation procedure: Configuring to save received faxes in a User Box

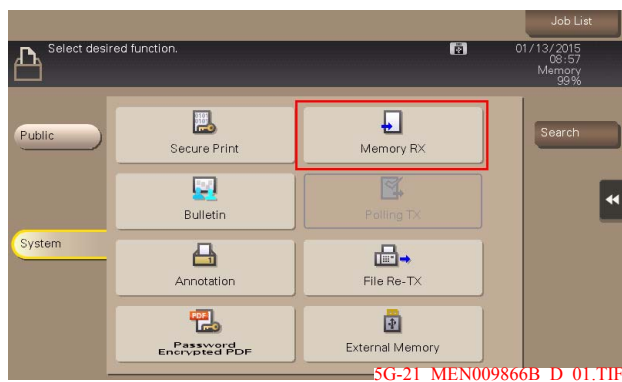
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] - [Function Settings] - [Memory RX Setting].
- 4 Tap [Yes], enter the password for processing faxes saved in a User Box using the **Keypad**, then tap [OK].



How to set: Printing faxes saved in a User Box

- 1 Tap [User Box].

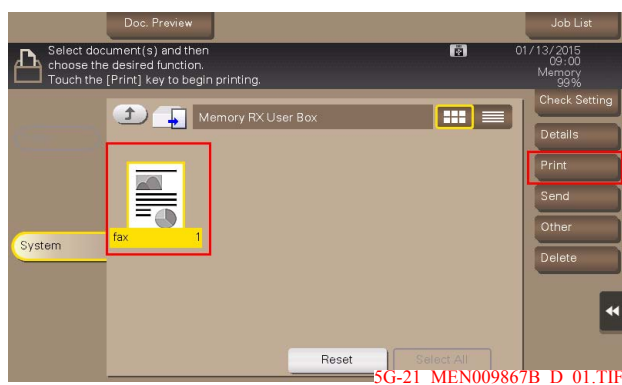
- 2 From [System], select [Memory RX].



- 3 Enter the password, then tap [OK].

- 4 Select a file then tap [Print].

→ You can also long-tap the target file to display the menu icon, then drag and drop it to <ZEUSM-LK_MCO004254A_D.TIF> to get the same result.



- 5 Check the message, then tap [Yes].

The fax is printed and automatically deleted from the Memory RX User Box.

3.10 Q10. How can I send a confidential or important document by fax?

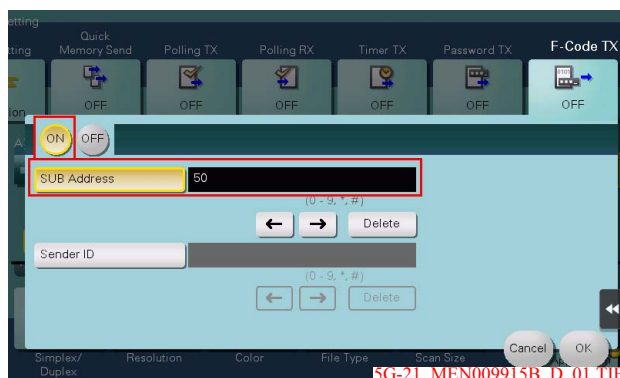
A10. Specify a Confidential User Box and a communication password in F-Code transmission to protect the confidentiality of the document.

Tips

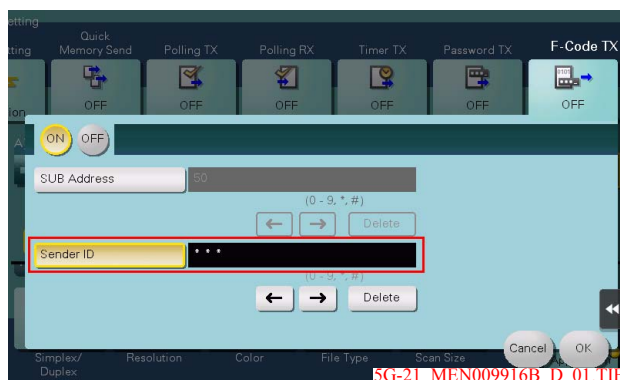
- To use this function, the optional **Fax Kit** is required.
- The F-Code transmission function can be used to communicate with a counterpart machine provided with the F-Code function.
- To enable fax transmission to the Confidential User Box, a Confidential User Box and communications password must be set on the recipient machine.

Operation procedure

- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [F-Code TX].
- 4 Tap [ON] and enter the Confidential User Box number on the destination machine in [SUB Address], using the **Keypad**.
 - To display the **Keypad**, tap the input area for the numeral.



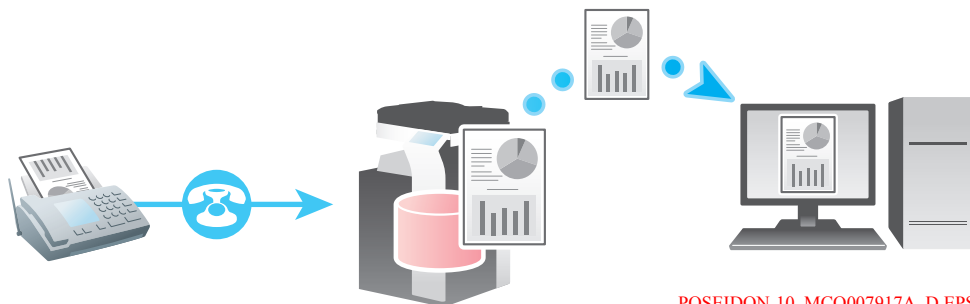
- 5 If a communications password is set for the Confidential User Box on the recipient machine, enter the communications password in [Sender ID] using the **Keypad**.
 - Tap the password entry area to display the **Keypad**.



- 6 Tap [OK].
- 7 Press the **Start** key to start fax transmission.

3.11 Q11. Can I forward an incoming fax?

A11. Yes, you can forward a received fax to another fax machine, a computer or an E-mail address by registering forwarding destinations beforehand.

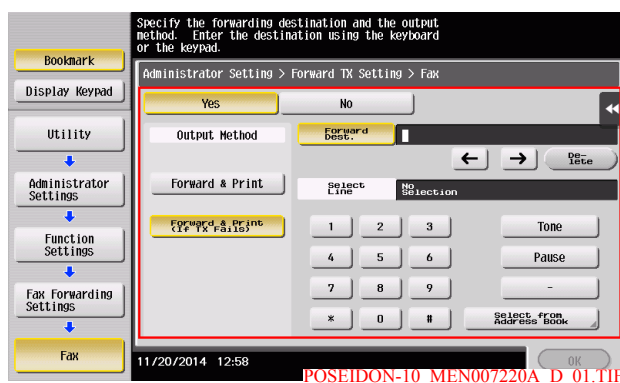


Tips

- To use this function, the optional **Fax Kit** is required.

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] - [Function Settings] - [Forward TX Setting].
- 4 Tap [Fax].
- 5 Select [Yes] and configure the respective items for forwarding faxes.

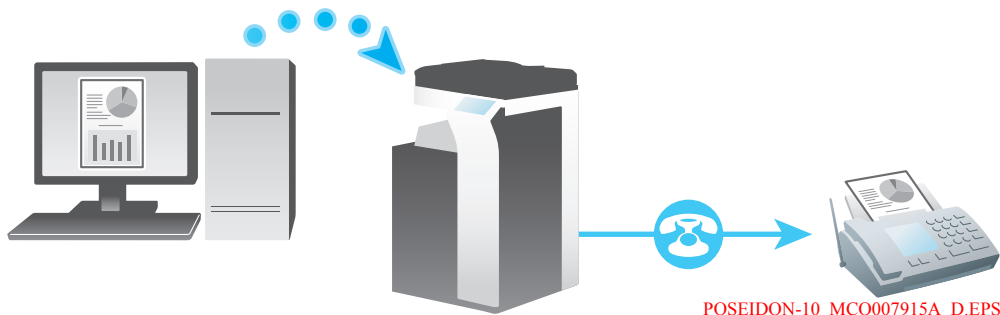


Settings	Description
[Output Method]	To have forwarded faxes printed out on this machine, select [Forward & Print]. To have faxes printed out on this machine only in the case forwarding has failed, select [Forward & Print (If TX Fails)].
[Forward Dest.]	Enter the fax number of the forwarding destination. You can also tap [Select from Address Book] to specify a registered address book or a group as a forwarding destination.

- 6 Tap [OK].

3.12 Q12. Can I directly fax a file on my computer without leaving my desk?

A12. Yes. You can fax a file in the same manner as you print out a file created on your computer.

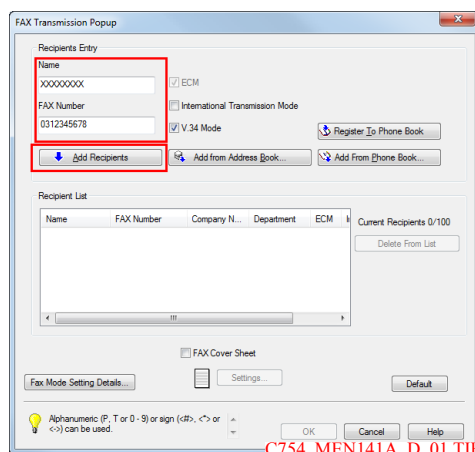


Tips

- The following preparatory steps are required:
Installing the fax driver to the computer
Connecting this machine to the network
- To use this function, the optional **Fax Kit** is required.

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select a fax driver from [Select Printer] (or [Printer Name]) then click [Print] (or [OK]).
- 3 Enter the name and the fax number of the destination, then click [Add Recipients].
 - You can also specify the destination by clicking [Add from Address Book] and selecting one from registered one-touch destinations.
 - To specify more than one destination, repeat step 3.
 - To delete a destination you have specified, select the destination to delete from [Recipient List] and click [Delete From List].



- 4 Click [OK] to start fax transmission.

3.13 Q13. Can I specify a file format for Internet Fax or IP Address Fax transmission?

A13. No, format setting is not enabled.

You can set up [File Type] even for Internet Fax and IP Address Fax transmission. However, the machine will convert the setting into the value preset on this machine instead of operating in the way you have specified.



Tips

- The **Hard Disk** is optional in some areas. To use the Internet Fax and IP Address Fax functions, the optional **Hard Disk** is required.

4 Copy

4 Copy

4.1 Q1. Can I copy on an envelope or postcard?

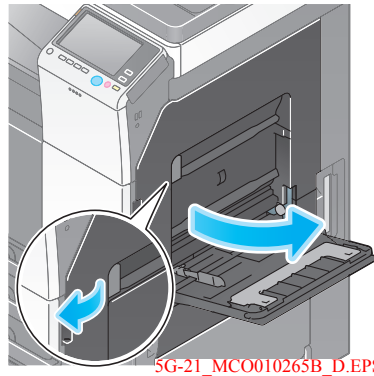
A1. Yes, you can also copy on an envelope and postcard.

Load envelopes or postcards into the **Bypass Tray**, then specify the paper type and paper size of the Bypass Tray.

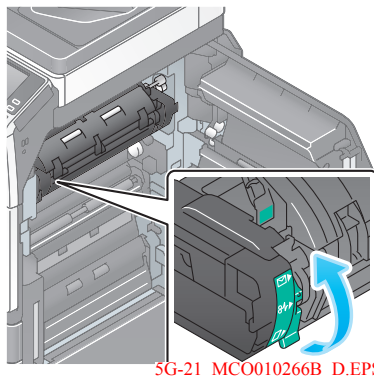
Operation procedure: Copying on envelopes

Up to 10 envelopes can be loaded into the **Bypass Tray**.

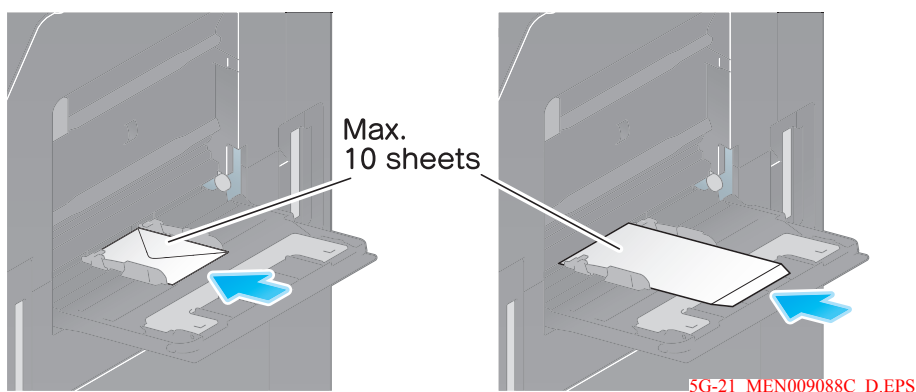
- 1 Load the original.
- 2 Open the **Right Door**.



- 3 Lift the **Fusing Adjustment Lever** up to the envelope position (top).



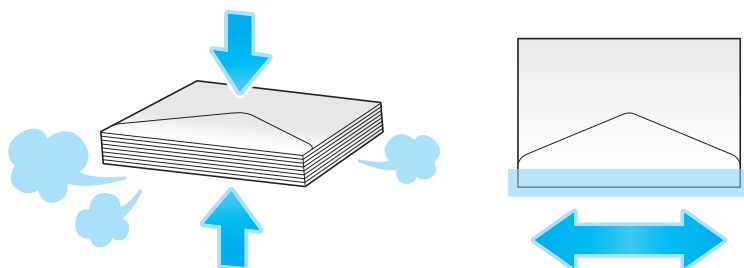
- 4 Load envelopes into the **Bypass Tray** with the print side facing down.
- Insert envelopes into the tray until their edges are pressed against the back.



NOTICE

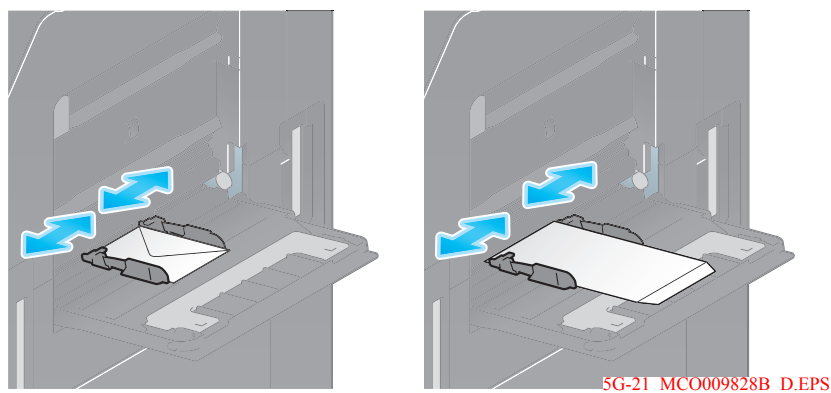
When loading envelopes into the **Bypass Tray**, note the following points.

- When loading envelopes, remove air from them, and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.



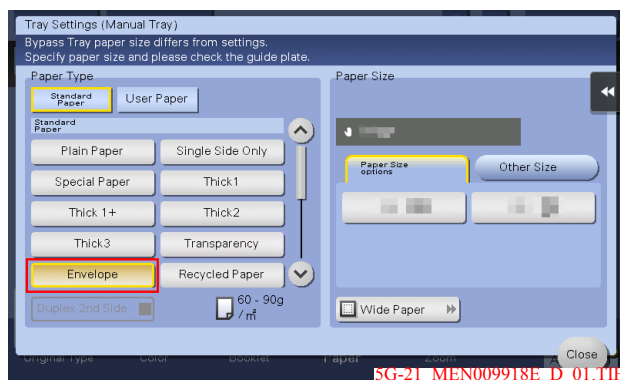
- Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.

- 5 Slide the **Lateral Guide** to fit the size of the loaded paper.



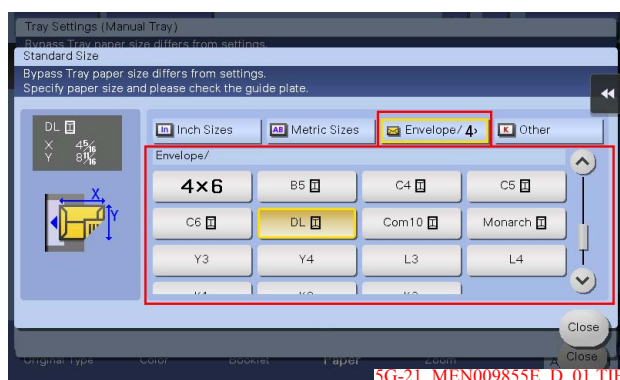
The screen for selecting the paper type and paper size appears.

- 6 Select [Envelope] from [Paper Type].



The screen for selecting the envelope size appears.

- 7 Select the envelope size from [Envelope/4 × 6] ([Envelope/A6 Card]).
- Various sizes of envelopes are available. Specify the correct paper size for the envelopes you have loaded.

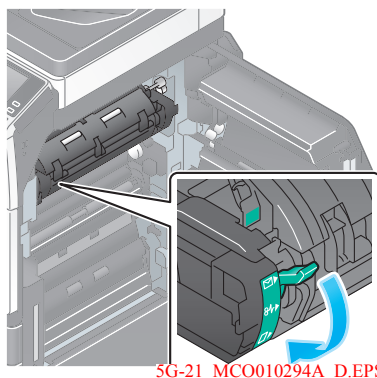


NOTICE

When loading envelopes with flaps opened, also select the standard size that matches them. You do not have to measure the size of the envelope with the flap opened to set the size as a custom-sized envelope.

- 8 Tap [Close].
- 9 Press the **Start** key to start copying of the original on envelopes.

When envelope printing has been completed, return the **Fusing Adjustment Lever** you moved in step 3 to the normal printing position (bottom).



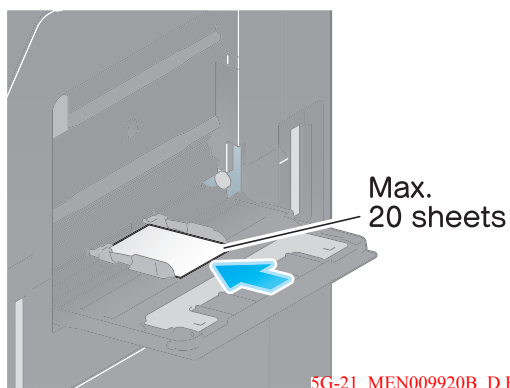
⚠ CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.

Operation procedure: Copying on postcards

Up to 20 postcards can be loaded into the **Bypass Tray**.

- 1 Load the original.
- 2 Load postcards into the **Bypass Tray** with the print side face down.
 - Insert postcards into the tray until their edges are pressed against the back.

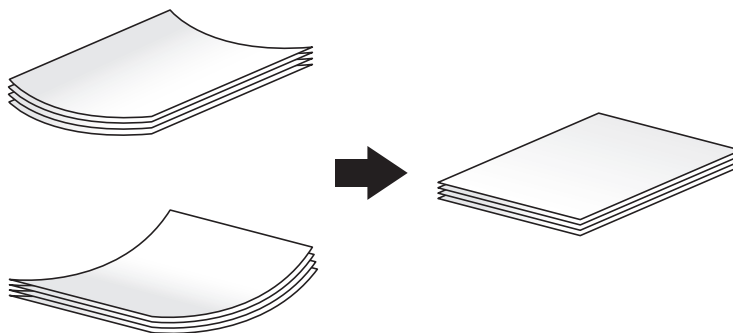


5G-21_MEN009920B_D.EPS

NOTICE

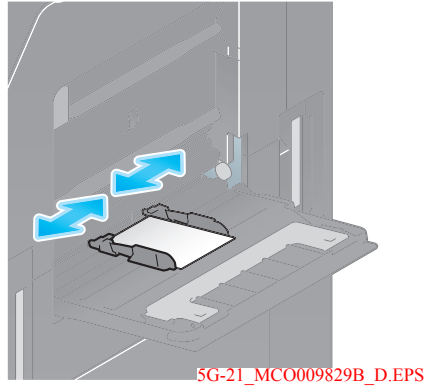
When loading postcards into the **Bypass Tray**, note the following points.

- When loading curled postcards, uncurl the postcards as shown in the figure in advance.



POSEIDON-10_MCO008132A_D.EPS

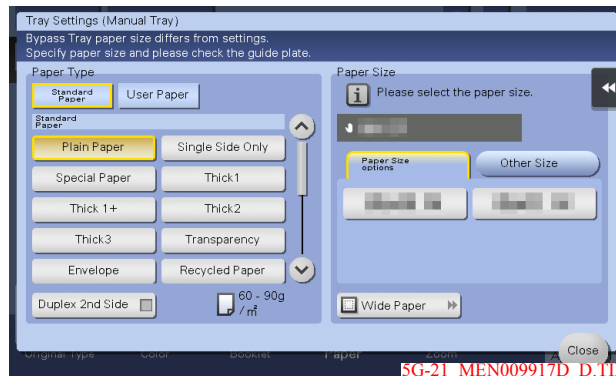
- 3 Slide the **Lateral Guide** to fit the size of the loaded paper.



5G-21_MCO009829B_D.EPS

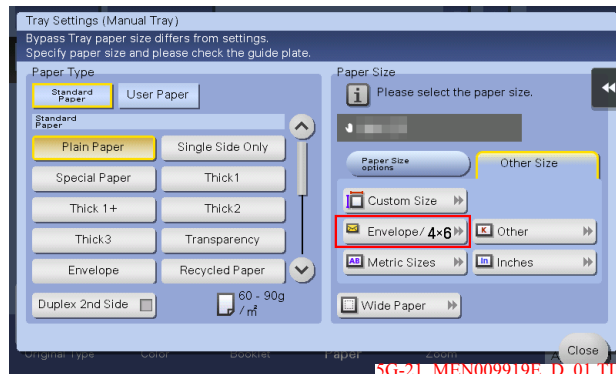
The screen for selecting the paper type and paper size appears.

- 4 Select [4 × 6] ([A6 Card]) from [Paper Size options] in [Paper Size].
 → If [4 × 6] ([A6 Card]) is not displayed for [Paper Size options], proceed to step 5.



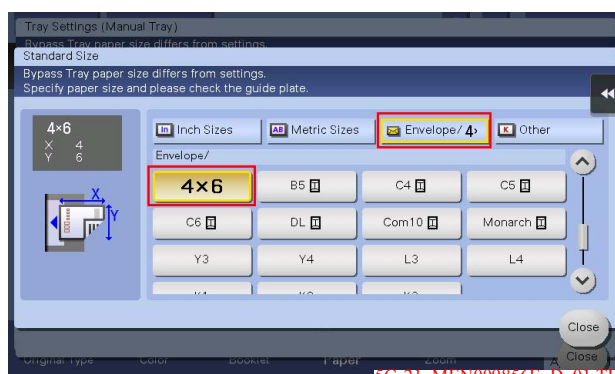
5G-21_MEN009917D_D.TIF

- 5 Tap [Other Size] - [Envelope/4 × 6] ([Envelope/A6 Card]).



5G-21_MEN009919E_D_01.TIF

- 6 Select [4 × 6] ([A6 Card]) from [Envelope/4 × 6] ([Envelope/A6 Card]).
- When [4 × 6] ([A6 Card]) is specified for the paper size, the paper type is automatically set to [Thick3].



- 7 Tap [Close].
- 8 Press the **Start** key to start copying of the original on postcards.

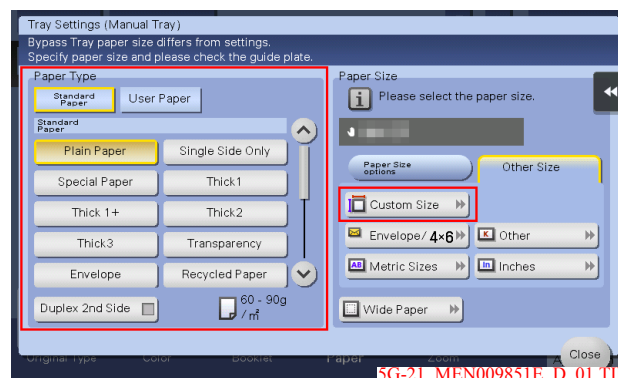
4.2 Q2. Can I print on custom size paper?

A2. Yes, you can. Load custom size paper into the **Bypass Tray** and specify the bypass tray on the paper screen of copy mode.

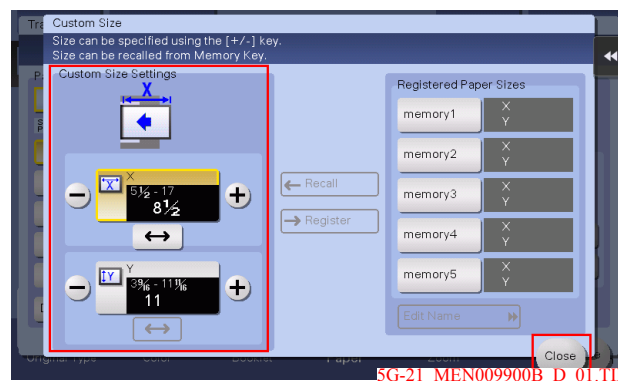
It is a good idea to have the frequently used custom size of paper registered in the memory.

Operation procedure: Copying on paper of a custom size

- 1 Load the original.
- 2 Load custom size paper into the **Bypass Tray** with the print side facing down.
The screen for selecting the paper type and paper size appears.
- 3 Select the paper type, and then tap [Other Size] - [Custom Size].



- 4 In [Custom Size Settings], specify the paper size by entering values for the lengths along [X] and [Y], then tap [Close].

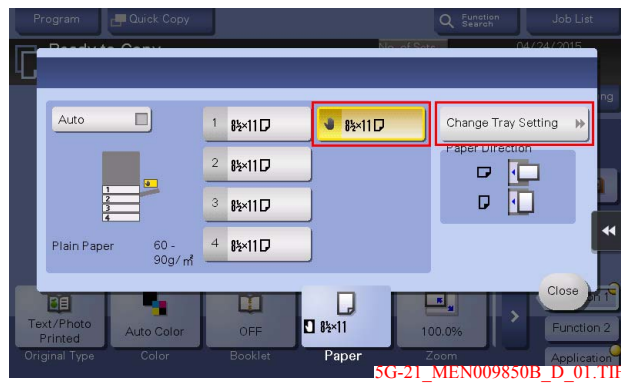


- 5 Press the **Start** key to start copying of the original.

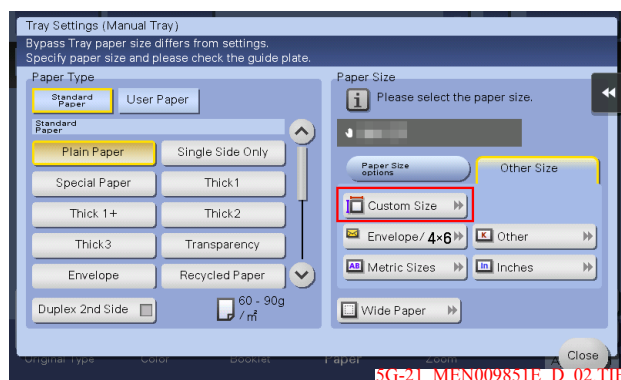
Operation procedure: Registering a custom size of paper in memory

- 1 Tap [Copy].

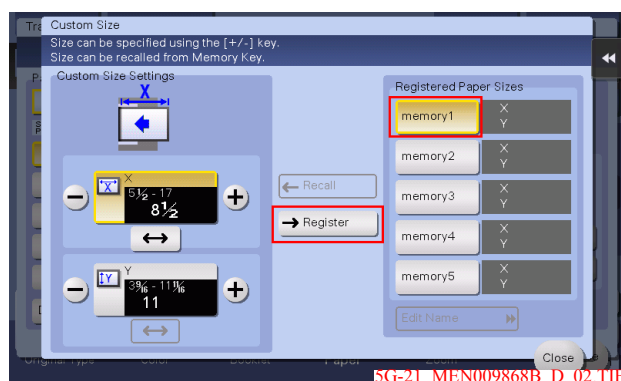
- 2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



- 3 Tap [Other Size] - [Custom Size].



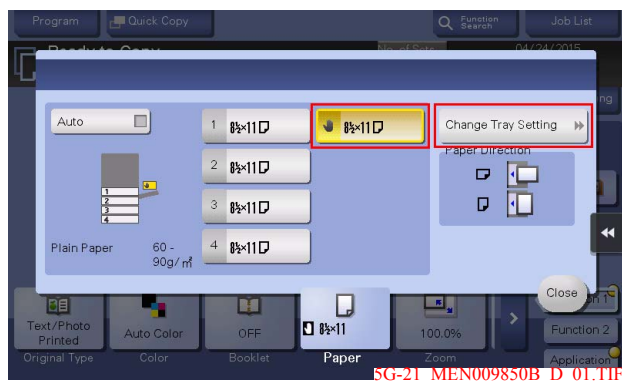
- 4 In [Custom Size Settings], specify the paper size by entering values for the lengths along the [X] and [Y] directions.
- 5 In [Registered Paper Sizes], select a location for registration, then tap [New].
- Up to five different sizes can be registered in memory.
 - Select Registration Size, then tap [Edit Name] to rename the registration size.



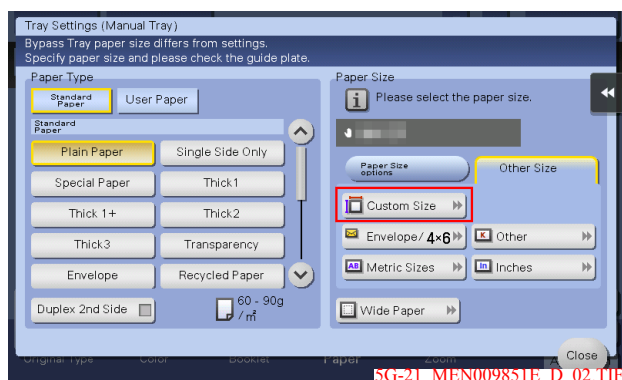
Operation procedure: Recalling the custom size registered in memory

- 1 Tap [Copy].

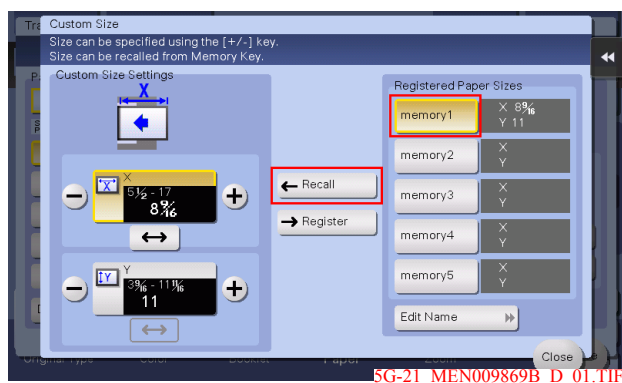
- 2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



- 3 Tap [Other Size] - [Custom Size].



- 4 Select the paper size to recall from [Registered Paper Sizes], then tap [Recall].



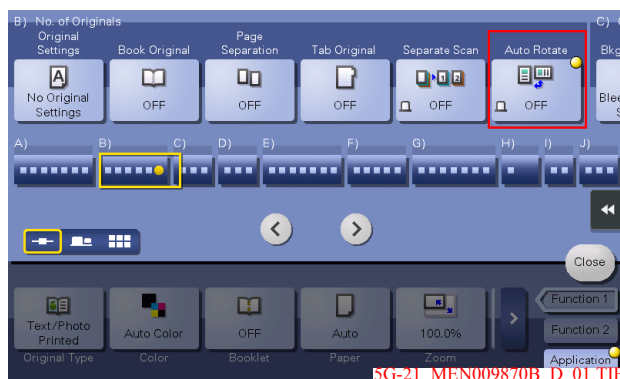
4.3 Q3. The orientation of the image will not match that of the original.

A3. Check the following settings on this machine:

- Is [Auto Rotate] set to [ON]?
- Is [Original Settings] not set to [Mixed Original]?
- Is not the zoom ratio for copying manually specified?
- Is the setting of [Automatic Image Rotation] under Administrator Settings in accordance with the orientation of the loaded original and paper?

Operation procedure :When [Auto Rotate] is set to [OFF]

- 1 Tap [Application], select [Auto Rotate], then select [ON].



Operation procedure: When [Original Settings] is set to [Mixed Original]

- 1 Tap [Application], then select [Original Settings].
- 2 Select [OFF], then tap [OK].



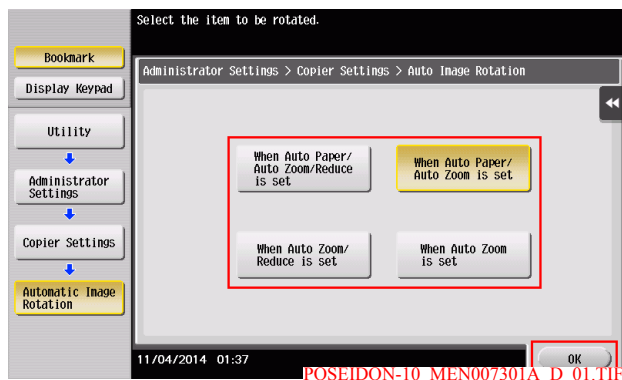
Operation procedure: When a zoom ratio for copying is manually specified

- 1 Tap [Zoom], select [x1.0], then tap [OK].



Operation procedure: When the setting of [Automatic Image Rotation] under Administrator Settings is irrelevant

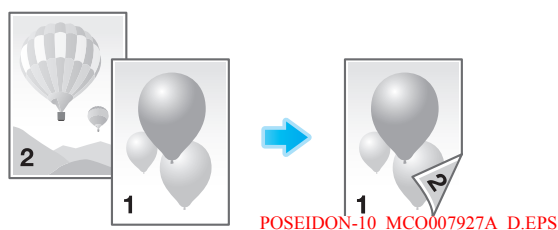
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Copier Settings] - [Automatic Image Rotation].
- 4 Select the item in accordance with the current orientation of the paper and original, then tap [OK].



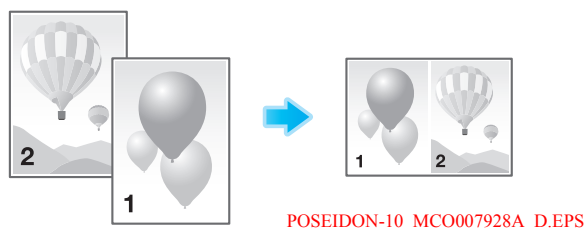
4.4 Q4. Are there any paper-saving copying methods?

A4. You can save paper by printing on both sides of the paper or printing more than one original page onto the same side of a single sheet of paper.

Copying on both sides of paper



Copying multiple pages on the same side of a single sheet



Operation procedure: Copying on both sides of paper

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Duplex/Combine].
- 4 From [Original -> Output], select [1 Sided > 2 Sided], then select a desired bind position for the outputs from [Output].

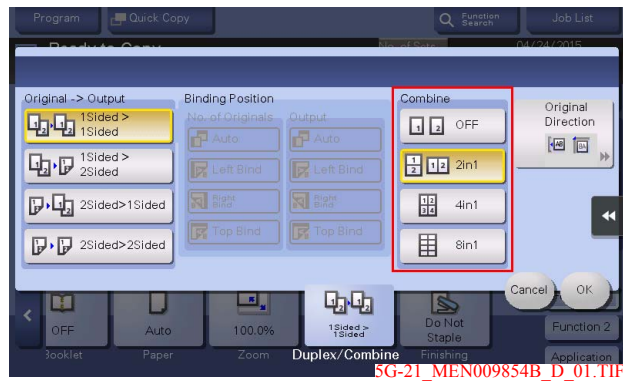


- 5 Tap [OK].
- 6 Press the **Start** key to start copying of the original.

Operation procedure : Copying multiple pages on the same side of a single sheet

- 1 Load the original.
- 2 Tap [Copy].

- 3 Tap [Duplex/Combine].
- 4 From [Combine], select the number of pages to be copied on the same side of one sheet.

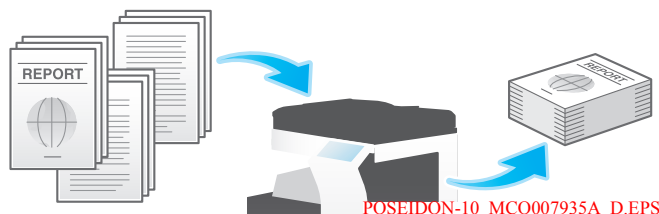


- 5 Tap [OK].
- 6 Press the **Start** key to start copying of the original.

4.5 Q5. How can I handle an original that contains too many pages to load in the ADF?

A5. To copy an original containing a large number of pages, use the Separate Scan function.

The Separate Scan function enables scanning of an original in installments and handling of the resulting copy jobs as a single job.



Tips

- You can also use the copy function by switching between the **ADF** and the **Original Glass** for scanning the originals.

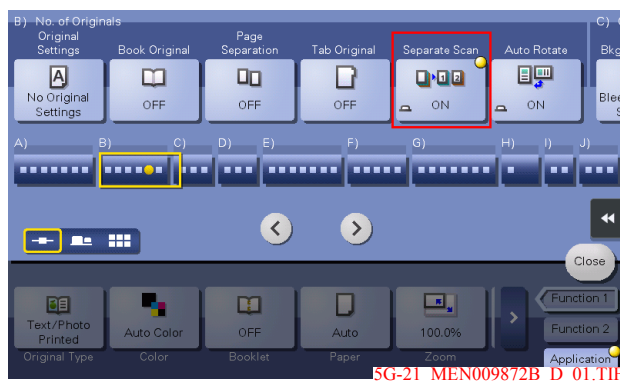
Operation procedure

- Load the original into the **ADF**.

NOTICE

Do not load more than 100 sheets (21-1/4 lb (80 g/m²)) at a time into the **Original Tray**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ <POSEIDON-10_MCO007510A_D.EPS> mark. Doing so may cause an original paper jam, damage the originals, and/or cause an **ADF** failure.

- Tap [Copy].
- Tap [Application], then select [Separate Scan] to set it to [ON].

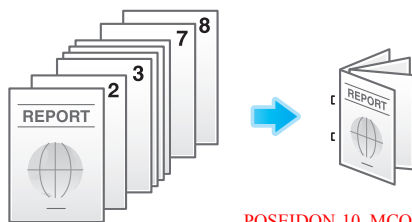


- Press the **Start** key.
Scanning of the original loaded in the **ADF** starts.
- After scanning of the original pages are completed, set the next lot of the original in the **ADF**, then press the **Start** key.
- Repeat Step 5 until all originals are scanned.
→ To change the setting for scanning, tap [Change Setting] and change the setting.
- After all originals have been scanned, tap [Finish].
- Press the **Start** key to start copying the scanned original.

4.6 Q6. Can I use a magazine-like finish for a copy job?

A6. Yes, you can copy and staple the sheets of paper in their center like a magazine or catalog.

The original pages loaded are automatically arranged into an order appropriate for center binding, and the 2in1 function is activated to copy on both sides of the paper.



POSEIDON-10_MCO007922A_D.EPS

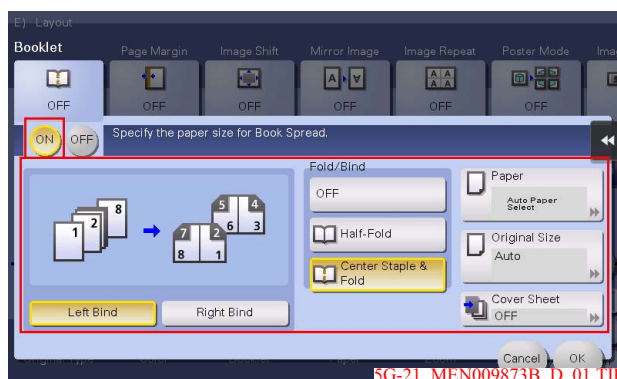


Tips

- To use the Center Staple function, the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Booklet].
- 4 Tap [ON] and configure the respective items for print and bind operation.



5G-21_MEN009873B_D_01.TIF

Settings	Description
[Left Bind]/[Right Bind]	Select the binding position for the outputs.
[Fold/Bind]	Select [Center Staple & Fold]. This function staples copies at two places along the center and folds the copies in half before feeding them out.
[Paper]	Select the paper tray where paper for copying is loaded.
[Original Size]	Select the size of the original to be copied.
[Cover Sheet]	Use this option to copy the front and back covers onto separate paper when copying an original with a front or back cover. When copying an original without a front or back cover, you can use this function to have blank sheets of paper inserted as the front and back covers.

- 5 Tap [OK].
- 6 Press the **Start** key to start copying of the original.

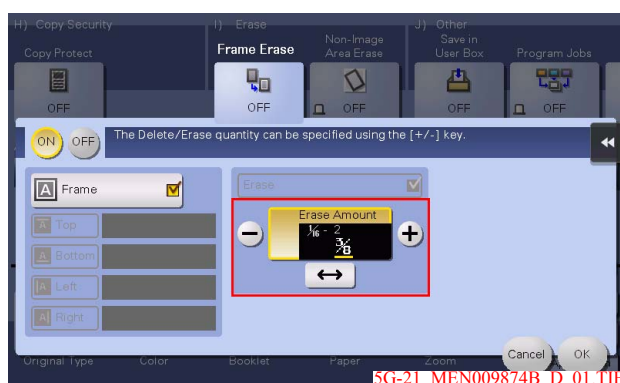
4.7 Q7. Can I copy the original with its headers and punch holes erased?

A7. Yes. Enable the frame erase function and the machine copies the original by erasing unwanted sections on the four sides of the original.

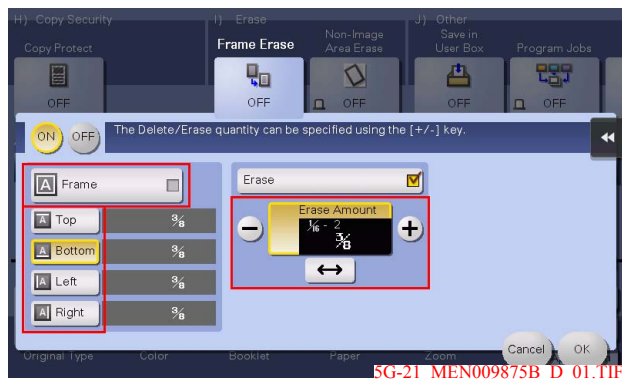


Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Frame Erase].
- 4 Tap [ON].
- 5 To erase the four sides of the original by the same width, tap [+] and [-] to specify the width to be deleted.
 - To display the **Keypad**, tap the input area for the numeral. If necessary, you can specify the width to be deleted using the **Keypad**.



- 6 To specify the width of the frame to be erased individually, tap [Frame] to clear the check box, select a target side, then tap [+] or [-] to specify the width to be erased.
- To display the **Keypad**, tap the input area for the numeral. If necessary, you can specify the width to be deleted using the **Keypad**.
 - When specifying the erase width individually, you can set to exclude a side from erasing by selecting the side and canceling the setting of [Erase] for that side.



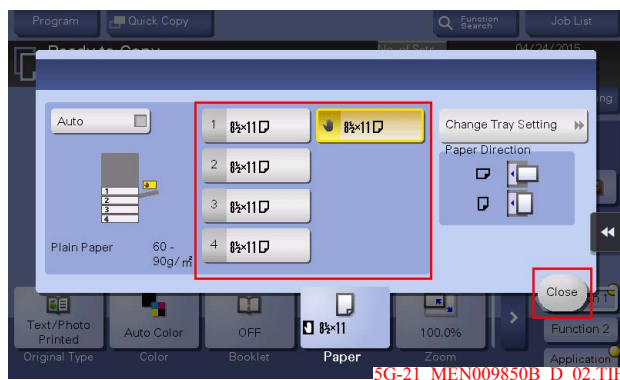
- 7 Tap [OK].
- 8 Press the **Start** key to start scanning of the original.
- Press the **Preview** key (default: Register key 4) before the **Start** key to check the finishing on the **Touch Panel**. For the procedure for checking the finish, refer to page 4-28.

4.8 Q8. Is enlarged or reduced copying according to the paper size enabled?

A8. Yes. You can automatically make a copy with the optimal zoom ratio to fit the paper size by simply selecting the paper size you want to apply to the loaded original.

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Paper], select the copy paper to be enlarged or reduced, then tap [Close].



- 4 Press the **Start** key to start copying of the original.

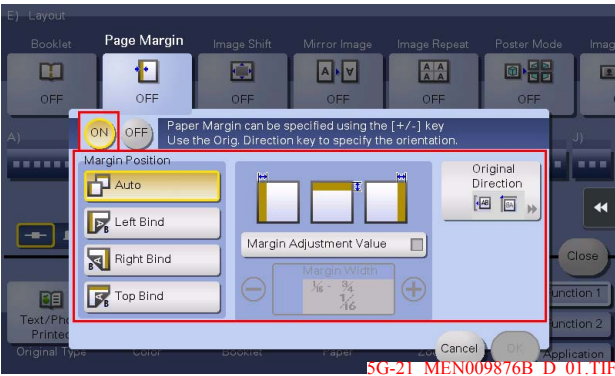
4.9 Q9. Can I adjust the copying position to make filing easier?

A9. Yes. You can shift and adjust the position of the entire copy image by setting the binding margin.



Operation procedure

- 1 Load the original so that the top of the page is placed at the back.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Page Margin].
- 4 Tap [ON] and configure the respective items for page margins.
 - To perform copying on both sides of the sheet, set [Margin Position] and [Original Direction] to ensure that the original is copied in the correct vertical orientation.
 - Take care as part of the image may be cut off depending on the margin setting.



Settings	Description
[Margin Position]	Select the position for creating the page margin for binding. When [Auto] is selected, the binding position is automatically set.
[Margin Adjustment Value]	Enter the page margin.
[Original Direction]	Select the original loading direction.

- 5 Tap [OK].
- 6 Press the **Start** key to start copying of the original.
 - Press the **Preview** key (default: Register key 4) before the **Start** key to check the finishing on the **Touch Panel**. For the procedure for checking the finish, refer to page 4-28.

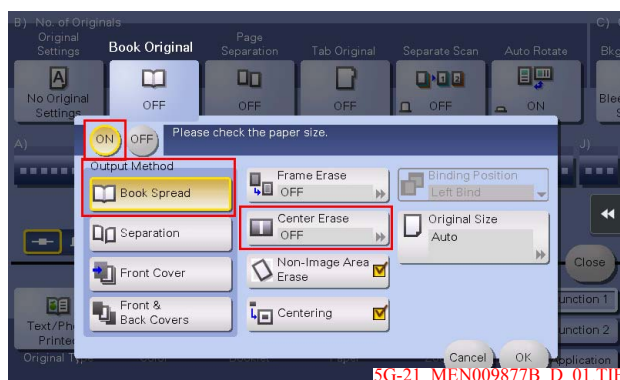
4.10 Q10. Can I erase marks from fold lines when copying a book?

A10. Yes, you can erase the marks by specifying the fold width.

This setting is preferable for copying a book nicely.

Operation procedure

- 1 Place the original on the **Original Glass**.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Book Original].
- 4 Tap [ON], select [Book Spread], then tap [Center Erase].
 - When paper is set to [Auto], a message appears to notify that the paper tray will be switched. Tap [Yes].



- 5 Tap [ON] and enter the width of the fold lines to erase, then tap [OK].
- 6 Press the **Start** key to start copying of the original.

4.11 Q11. Can I copy the right and left pages of two-page spreads like books or catalogs onto separate sheets?

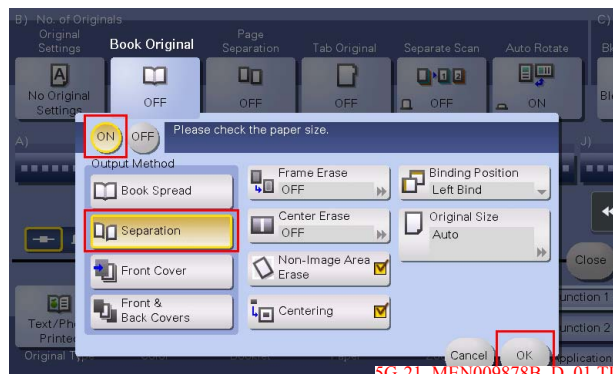
A11. Yes. Specify the scanning method to Separation to have spread pages copied one by one on separate pages.



POSEIDON-10_MCO008029A_D.EPS

Operation procedure

- 1 Place the original on the **Original Glass**.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Book Original].
- 4 Tap [ON], select [Separation], then tap [OK].
 - When paper is set to [Auto], a message appears to notify that the paper tray will be switched. Tap [Yes].



5G-21_MEN009878B_D_01.TIF

- 5 Press the **Start** key to start copying of the original.

4.12 Q12. Can I use a different paper type for the covers?

A12. Yes. Use the cover sheet function to use a different paper type for copying the covers other than that used for the text body.



Tips

- Use paper of the same size for the body text and cover sheets, and ensure paper in the same orientation is used for both purposes.

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Cover Sheet].
- 4 Tap [ON].
- 5 Configure the respective settings for the front and back covers, then tap [OK].



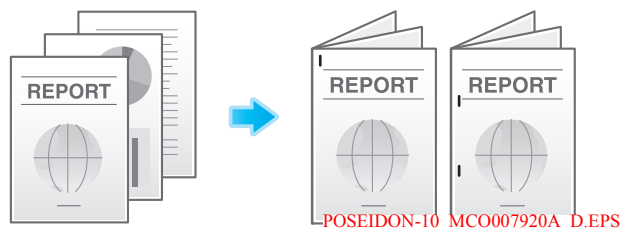
- 6 Press the **Start** key to start copying of the original.

4.13 Q13. Can I perform copying with stapling or punching?

A13. Yes, you can. Install relevant optional products on this machine to perform copying with stapling or punching.

Staple

Stapling is enabled to bind at a corner or at two positions. This method is useful for printing handout material among other things.

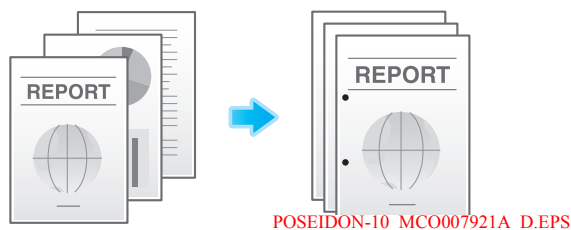


Tips

- To use the Staple function, the optional **Finisher** is required.

Punch

Punching is enabled for filing holes.



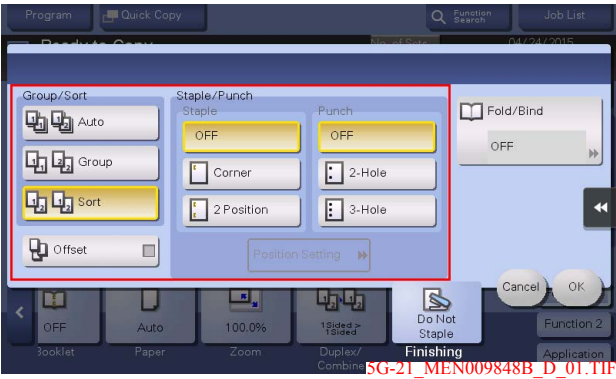
Tips

- To use the Punch function, the optional **Finisher FS-534** and **Punch Kit PK-520** or the optional **Finisher FS-533** and **Punch Kit PK-519** are required.
- You can staple and punch copies at the same time.

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].

3 Tap [Finishing] and configure the respective items for finishing.



Settings		Description
[Group/Sort]	[Auto]	Automatically switches Group and Sort depending on the number of sheets of the loaded original and the number of copies. If you load originals of multiple pages and specify multiple copies, the mode is automatically switched to Sort in order to process output. If other conditions are set, output processing is carried out in Group mode.
	[Group]	Select this item to feed out separately page by page such as "111", "222", "333", "444", and "555".
	[Sort]	Select this item to feed out copies separately one by one such as "12345", "12345", and "12345".
[Offset]		When the check box is selected, this setting ejects paper by offsetting each set of copies for obvious isolation.
[Staple/Punch]	[Staple]	Specify how to staple.
	[Punch]	Specify whether or not to create punch holes.
	[Position Setting]	Select a desired staple or hole-punch position. Specify [Auto], and the staple and punch positions are automatically set according to the loading direction of the original.

4 Tap [OK].

5 Press the **Start** key to start copying of the original.

4.14 Q14. Can I use the offset function without installing a Finisher or Job Separator on the machine?

A14. Yes. Provided that the following requirements are met, outputs can be alternately ejected in transversal and longitudinal orientations set by set. This function is useful for making a large number of copies as it eliminates offsetting after copying.

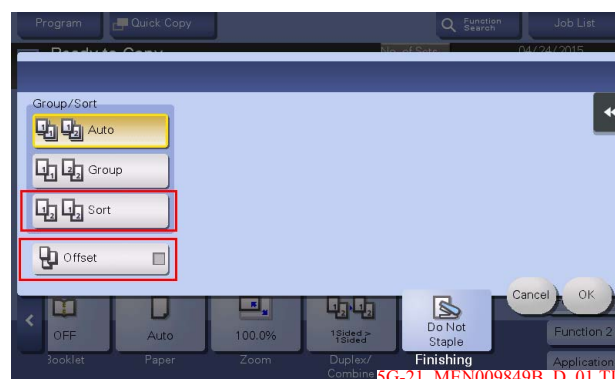
- Use paper of either size, 8-1/2 × 11, A4 or B5.
- Paper of the same size and type is loaded in the transversal and longitudinal orientations.
- [Auto] is set for paper.



ZEUSBK_MCO005417B_D.EPS

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Finishing], select [Sort], then select the [Offset].



5G-21_MEN009849B_D_01.TIF

- 4 Tap [OK].
- 5 Press the **Start** key to start copying of the original.

4.15 Q15. Can I register frequently used settings?

A15. Yes. You can register settings of the copy function as programs to recall them quickly.



Tips

- You can register up to 30 programs.

How to set: Registering a program

- 1 Tap [Copy].
- 2 After configuring image quality of the original, density, and other copy settings, tap [Program].
- 3 Select [Not Registered], then tap [New].



5G-21_MEN009880B_D_01.tif

- 4 Enter a program name, then tap [OK].

How to set: Recalling a program

- 1 Tap [Copy].
- 2 Tap [Program].
- 3 Select the program you want to recall, and tap [Recall].

The settings of the copy function are switched to those registered in the program.

- To rename a program, select the program and tap [Edit Name]. Then, rename the program and tap [OK].
- To delete a program, select the program, tap [Delete], then tap [Yes].



5G-21_MEN009881B_D_01.tif

4.16 Q16. Can I check the finish before starting copying?

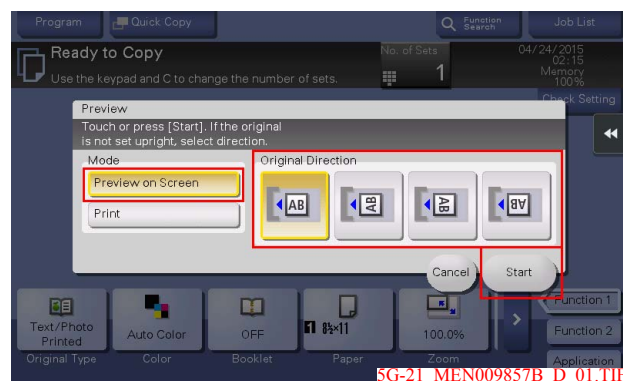
A16. Yes, you can check the finish by outputting a proof copy.

You check either by referring to a preview image or by outputting just one copy for checking how it is actually finished.

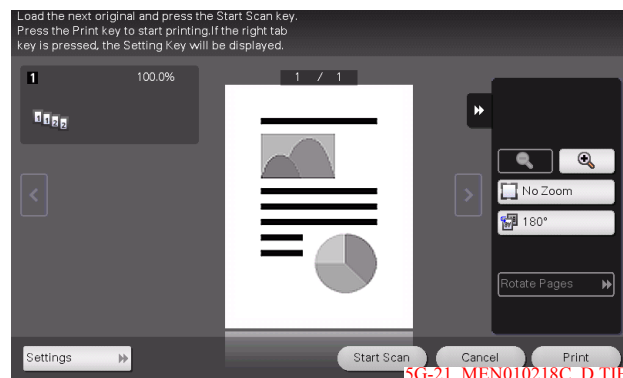
Using a proof copy helps preventing copy errors.

How to set: Checking the finish with a preview image

- 1 Load the original.
- 2 Tap [Copy].
- 3 Specify copy settings and the number of copies as necessary, then press the **Preview** key (default: Register key 4).
- 4 Tap [Preview on Screen], select the original loading direction, then tap [Start].



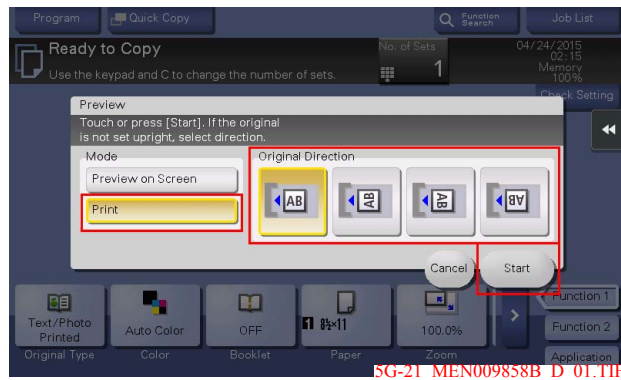
- 5 Check the preview display, and rotate the page or change settings as required.
 - To continue scanning originals, load the original, then tap [Start Scan].
 - To start copying, tap [Print] or press the **Start** key.
 - To enlarge the preview image, double-tap the image.
 - To enlarge or reduce the preview image, pinch-in or pinch-out the image.
 - To rotate the image 180 degrees, rotate the preview image.
 - If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.
 - If you press the tab key on the right of the screen, you can display or hide the setting key. The setting key allows you to enlarge or rotate a page.



- 6 Tap [Print] to start copying the original.

How to set: Checking the finish by outputting one copy

- 1 Load the original.
- 2 Tap [Copy].
- 3 Specify copy settings and the number of copies as necessary, then press the **Preview** key (default: Register key 4).
- 4 Tap [Print], select the original loading direction, then tap [Start].
One copy is output.



- 5 Check the finishing of the copy.
- 6 If the finishing is acceptable, press the **Start** key.

4.17 Q17. Can I interrupt a printing job to execute an urgent copy job for another original?

A17. Yes. Pause the current print job tapping [Interrupt], then execute the urgent copy job first.

When the copy job is completed, a paused print job is restarted.

Operation procedure

- 1** Tap [Interrupt] on the slide menu.
Printing is interrupted.
- 2** Load the original while another original is being printed.
- 3** Specify copy settings as necessary, then press the **Start** key.
- 4** After the copy job is completed, tap [Interrupt] again.
The interrupted printing restarts.

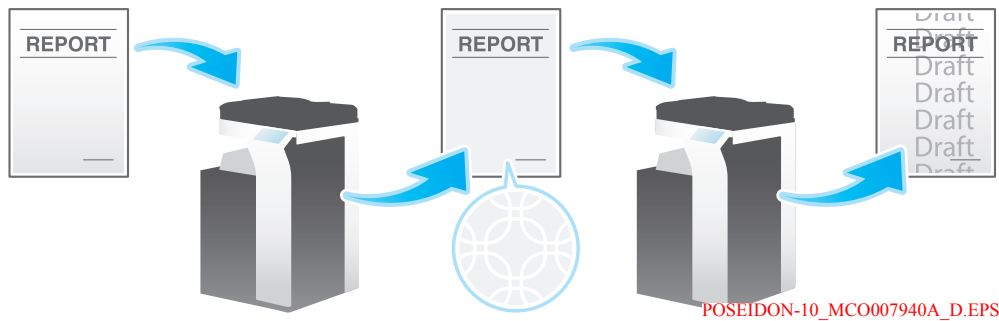


Tips

- No interruption is enabled while an original is being scanned.

4.18 Q18. What measures can I take against unauthorized copying?

A18. You can use the copy protection function for printing concealed security watermark for preventing unauthorized copying.



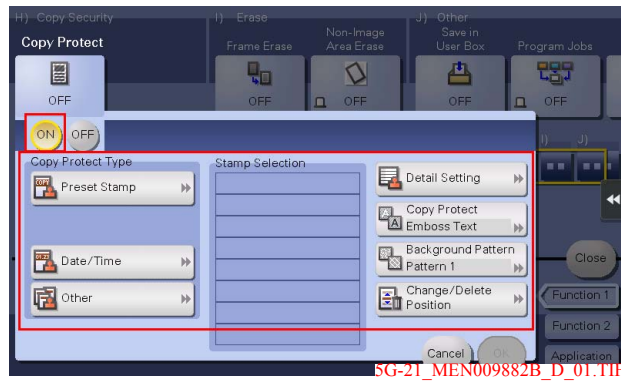
Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

Operation procedure

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Copy Protect].

- 4 Tap [ON] and configure the respective items for the copy protect function.



Settings		Description
[Preset Stamp]		Select a concealed security watermark from the 8 options.
[Date/Time]		Select a format for the date and time to be printed. The date/time as of scanning the original is stamped.
[Other]	[Job Number]	Select Yes to print the copy job number.
	[Serial Number]	Select Yes to print the serial number of this machine.
	[Distribution Control Number]	Prints the distribution control number. Specify the distribution control number using a value between 1 and 99999999.
[Stamp Selection]		Part of the currently set concealed security watermarks can be listed. You can set up to eight watermarks.
[Detail Setting]		For concealed security watermarks, specify their size, density, and whether to lay them over or under the original text.
[Copy Protect]		Set the pattern and contrast for the concealed security watermarks to print.
[Background Pattern]		Select back ground patterns for copy protection from eight patterns.
[Change/Delete Position]		You can select an angle to show the text if no more than four used spaces are occupied by the concealed watermarks already set. To relocate concealed security watermarks, select the designed watermark, then tap [Up] or [Down]. To add a space between concealed security watermarks, select the designed watermark and tap [Insert Above] or [Insert Below]. To delete a concealed security watermark, select the watermark, then tap [Delete].

- 5 Tap [OK].

- 6 Press the **Start** key to start copying of the original.

4.19 Q19. Can I arrange so that the margin does not come out in black when copying with the ADF opened?

A19. Yes. Enable the Non-Image Area Erase Operation function, and the margin outside the original is copied in white. This function is also useful to reduce toner consumption as it erases everything other than the original.

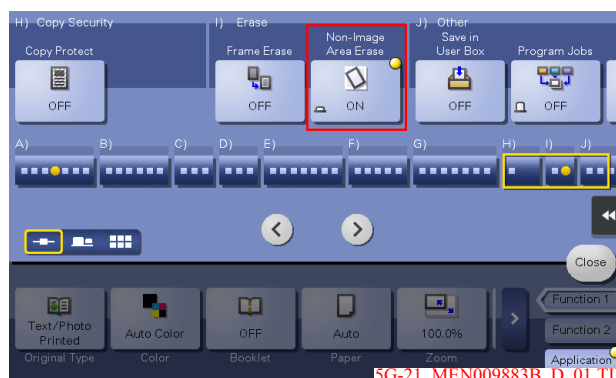


Reference

You can select either [Bevel] or [Rectangular] as erase parts other than the original. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

Operation procedure

- 1 Place the original on the **Original Glass**.
- 2 Tap [Copy].
- 3 Tap [Application], select [Non-Image Area Erase], then select [ON].



- 4 Press the **Start** key to start copying of the original.
 - The size of the original automatically detected is 3/8 inch × 3/8 inch (10 mm × 10 mm) or larger. If the size detection fails, a blank sheet of paper is output.
 - The original image may be cut off at its top or end.

4.20 Q20. Can I save image data after copying is completed?

A20. Yes. You can print the copied image data and also save it to a User Box.

The saved data can be printed when necessary.

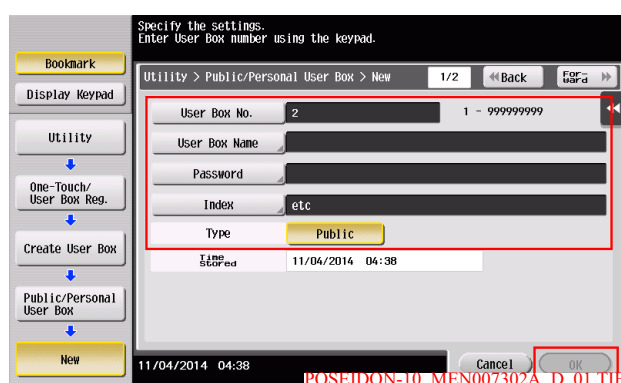


Tips

- The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** is required.

Operation procedure: Creating a User Box

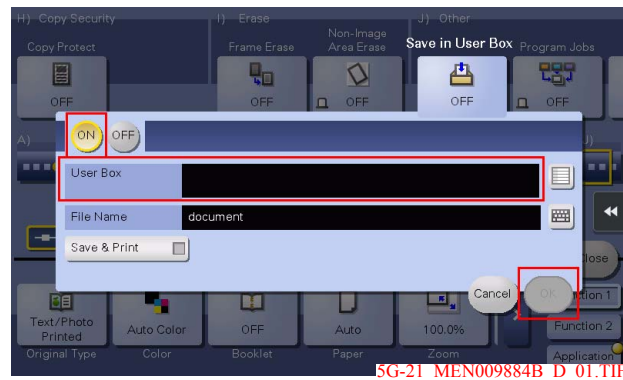
- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create User Box] - [Public/Personal User Box].
- 3 Tap [New].
- 4 Configure the respective items for the User Box, then tap [OK].



Settings	Description
[User Box No.]	Use the Keypad to enter the registration number for a User Box. If no number is entered, the smallest number available is assigned to the destination.
[User Box Name]	Enter a User Box name. You can enter up to 20 characters.
[Password]	Specify a password to limit access to the User Box. You can enter up to 10 characters.
[Index]	Select a search text. User Boxes are displayed on the top screen in User Box mode as sorted by index specified here.
[Type]	Select a User Box type from [Public], [Personal] and [Group] depending on User Authentication or Account Track settings. Only [Public] can be selected if user authentication or account tracking is not enabled. If user authentication is enabled, you can set the owner user by selecting [Personal]. Tap [Change Owner], then select the desired user. If account tracking is enabled, select [Group] to set the owner account. Tap [Change Account Name], then select the desired account.
[Auto Document Delete Time]	Specify the number of days or period of time from the date and time when a document was saved in or last retrieved from a User Box to the date and time when it is to be deleted automatically. When not deleting a document, select [Save].
[Confidential RX]	When an optional Fax Kit is installed in this machine, specify whether the confidential reception function should be added to the User Box. When adding the confidential reception function, enter the confidential RX password twice.

Operation procedure: Saving data in a User Box

- 1 Load the original.
- 2 Tap [Copy].
- 3 Tap [Application] and select [Save in User Box].
- 4 Tap [ON], select a User Box to use for saving in [User Box], then tap [OK].
 - To rename data to save in a User Box, rename it using [File Name].
 - To save data in a User Box and print the data at the same time, select the [Save & Print] check box.
 - Tap [New] when selecting a User Box for saving data, and you can save the data in a newly created User Box with only the User Box number specified.

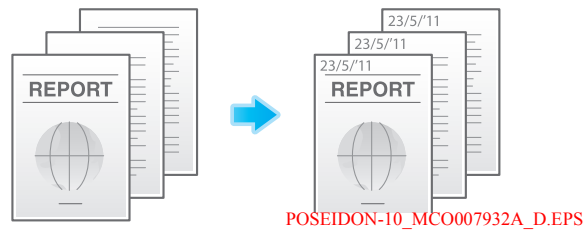


- 5 Press the **Start** key to save the data in the User Box.

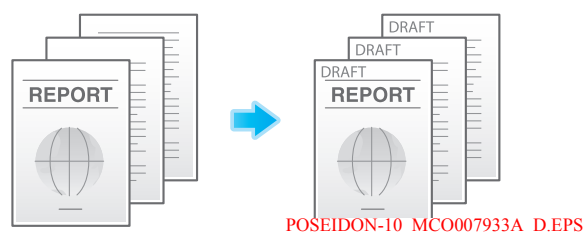
4.21 Q21. Can I copy with a text such as "Private" or date added?

A21. Yes, you can add a text such as "PLEASE REPLY" or "Private", the date and page numbers to a copy job.

Date/time and page numbers



Stamp



Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

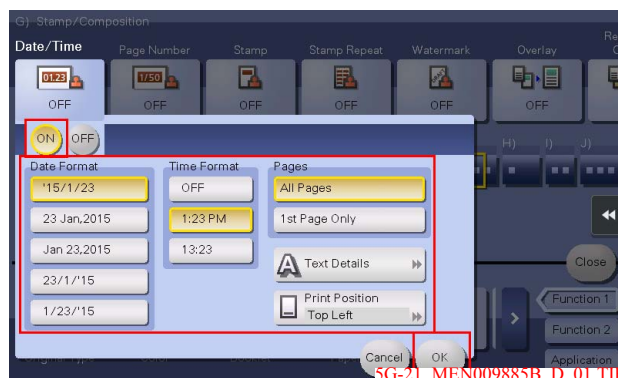


Reference

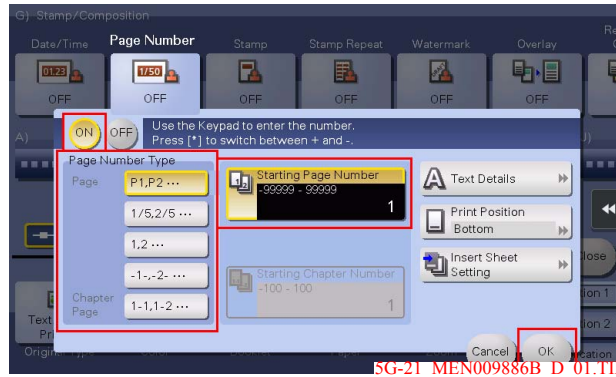
If necessary, you can register any stamp in addition to the stamps pre-registered in this machine. The registration procedure is explained using the data management utility in **Web Connection**. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".

Operation procedure

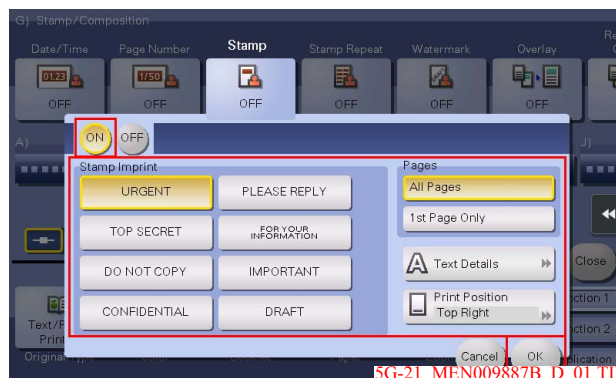
- 1 Load the original.
- 2 Tap [Copy].
- 3 To add the date and time, tap [Application] and select [Date/Time].
- 4 Tap [ON], set values for [Date Format], [Time Format] and [Pages], then tap [OK].



- 5 To add page numbers, tap [Application] and select [Page Number].
- 6 Tap [ON], set values for [Page Number Type] and [Starting Page Number], then tap [OK].
 - If you have selected [Chapter Page] for [Page Number Type], specify the chapter number to start printing in [Starting Chapter Number].
 - When copying with covers, you can set the page numbers to be printed on the covers using [Insert Sheet Setting].



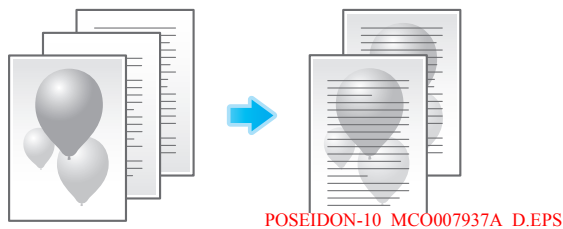
- 7 To add a stamp, tap [Application] and select [Stamp].
- 8 Tap [ON], set values for [Stamp Imprint] and [Pages], then tap [OK].
 - When the stamp, date and time, or page numbers cannot be easily read with the initial settings, tap [Text Details] in each of the [Date/Time], [Page Number] and [Stamp] setting screens to set the text size and font.
 - If the stamp, date and time, or page numbers are over the text of the original, tap [Print Position] in each of the [Date/Time], [Page Number] and [Stamp] setting screens to set the printing positions.



- 9 Press the **Start** key to start copying of the original.

4.22 Q22. Can I add the company name or its logo to a copy job?

A22. Yes. You can register the logos and favorite images on the hard disk of this machine to add such overlay images to copy outputs.

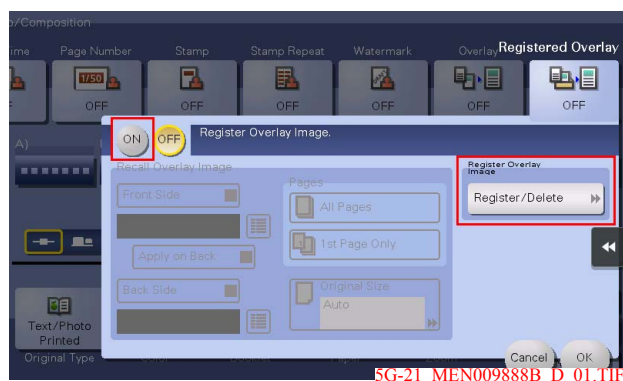


Tips

- To use this function, the optional **Extension Memory** is required.

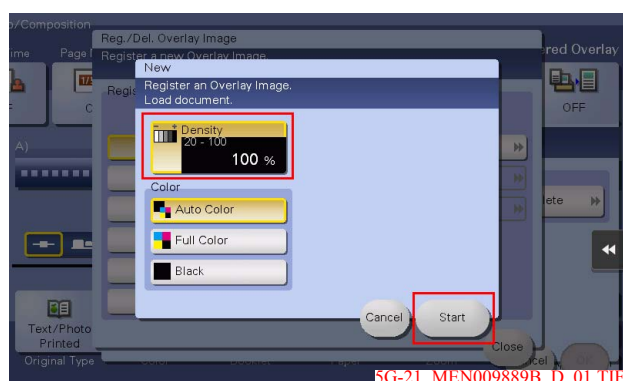
Operation procedure


- 1 Tap [Copy].
- 2 Tap [Application] and select [Registered Overlay].
- 3 Tap [ON], then tap [Register/Delete].
 - When paper is set to [Auto], a message appears to notify that the paper tray will be switched. Tap [Yes].

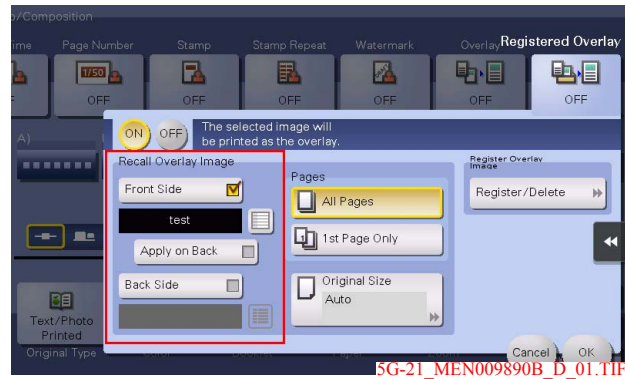


- 4 Tap [New], enter the overlay image name, then tap [OK].
- 5 Load the original containing the overlay image to be registered, change image settings as necessary, then tap [Start].

The original you have set is registered as an overlay image.



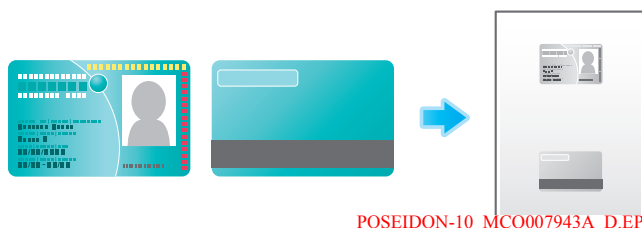
- 6 Tap [Close].
 - To continue to register overlay images, repeat step 4.
 - To overwrite a registered overlay image with another image, select the target overlay image and tap [Overwrite]. Tap [Yes], then repeat step 5.
 - To delete a registered overlay image, select the overlay image, tap [Delete], then tap [Yes].
- 7 Select the check box for the side the image is to be overlaid on, then tap  <ZEUSMLK_MCO003839B_D.TIF> to select the overlay image.



- 8 Select the pages to print the image on and the original size, then tap [OK].
- 9 Load the original.
- 10 Press the **Start** key to start copying with the registered overlay image.

4.23 Q23. Can I easily copy various cards such as an insurance card or driver license card?

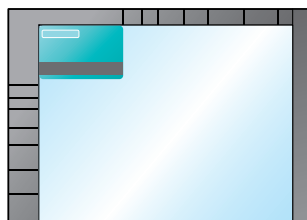
A23. Yes, you can copy the front and back sides of a card, side by side, on the same side of one sheet of paper.



POSEIDON-10_MCO007943A_D.EPS

Operation procedure

- 1 Place a card on the **Original Glass**.



ZEUSBK_MCO005963A_D.EPS

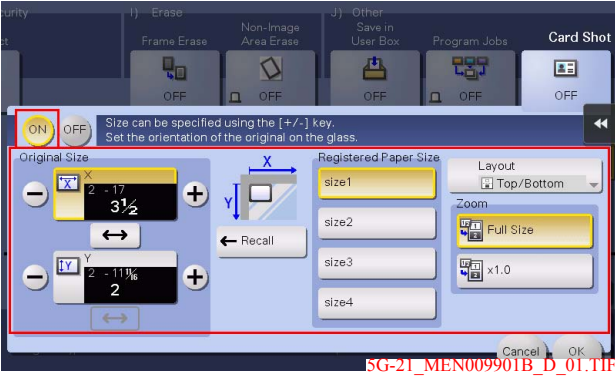
- 2 Tap [Copy].
- 3 Tap [Paper], select a paper tray to load paper into in order to copy a card, then tap [Close].
→ If you specify [Card Shot], you must specify a paper tray other than [Auto].



SG-21_MEN009850B_D_02.TIF

- 4 Tap [Application], then select [Card Shot].

5 Tap [ON], then configure each item so that it corresponds with the finishing image.



Settings		Description
[Original Size]		Enter the size of a card to be copied. Alternatively, you can recall the preregistered size from [Registered Paper Size].
[Layout]		Select how to arrange the front and back sides of a card on paper.
[Zoom]	[Full Size]	Copy the card by enlarging it according to the paper size.
	[x1.0]	Copy the card to the same size as the original (card).

- 6 Tap [OK].
- 7 Press the **Start** key.
The front side of the card is scanned.
- 8 Turn the card over, and place it on the **Original Glass**.
- 9 Press the **Start** key.
- 10 After both sides of the card have been scanned, tap [Finish].
- 11 Press the **Start** key to start to copy the scanned card.



User Box

5 User Box

5.1 Q1. Can I rename a file saved in a User Box?

A1. Yes, you can.

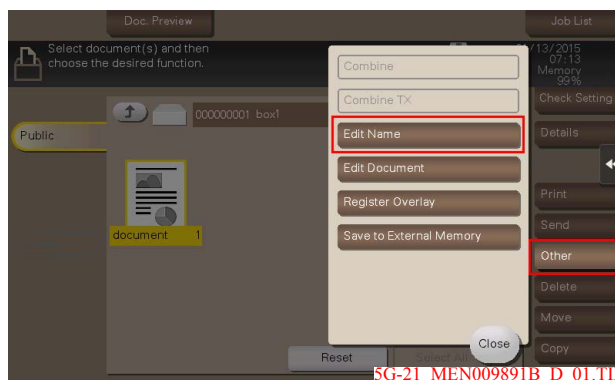


Tips

- The **Hard Disk** is optional in some areas. To use the User Box function, the optional **Hard Disk** is required.

Operation procedure

- 1 Tap [User Box], select the target User Box, and tap [Open].
→ You can also open the desired User Box by tapping it twice.
- 2 Select a file to rename, tap [Other], then tap [Edit Name].



- 3 Enter the name, then tap [OK].
→ The name of the file saved in the User Box is used as the file name in file transmission. When renaming a file, it is recommended to do so with considerations to the conditions of the destination server.

5.2 Q2. Can I use data saved in a User Box by changing the settings from those used when saving it?


A2. Yes. You can print an image or text of file saved in a User Box after changing the size of them, or send them after changing the initial resolution.

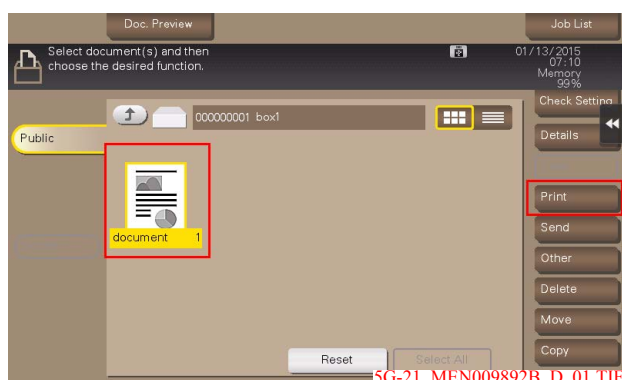
Settings you can change vary depending on the operation.

Tips

- The **Hard Disk** is optional in some areas. To use the User Box function, the optional **Hard Disk** is required.

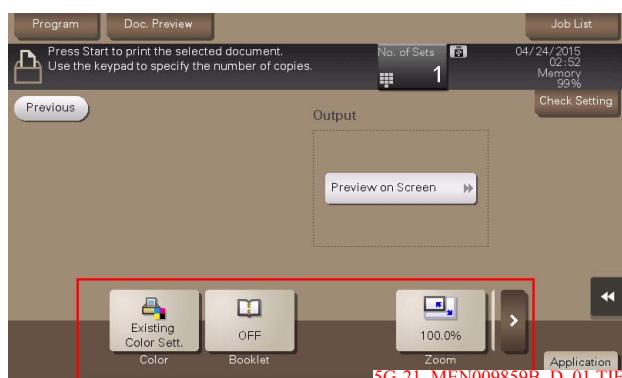
Operation procedure

- 1 Tap [User Box], select the target User Box, and tap [Open].
→ You can also open the desired User Box by tapping it twice.
- 2 To print a file, select a file to print and tap [Print].
→ You can also long-tap the target file to display the menu icon, then drag and drop it to  <ZEUSM-LK_MCO004254A_D.TIF> to get the same result.




5G-21_MEN009892B_D_01.TIF

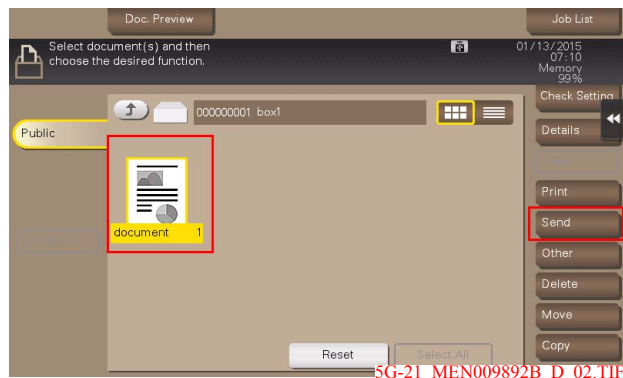
- 3 Change print settings.
→ For details on setting items, refer to "User's Guide[Box Operations]/[Appendix]".



5G-21_MEN009859B_D_01.TIF

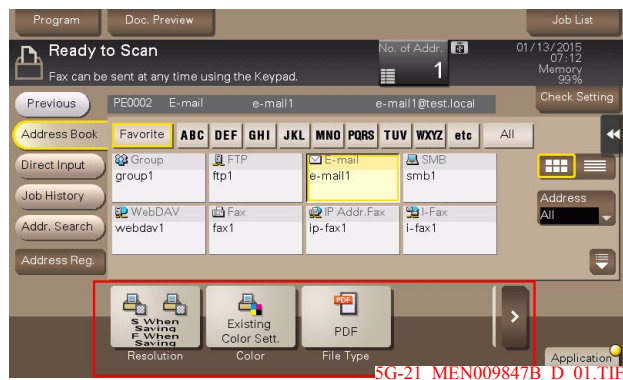
4 To send a file, select a file to send, then tap [Send].

→ You can also long-tap the target file to display the menu icon, then drag and drop it to  <ZEUSM-LK_MCO004256A_D.TIF> to get the same result.




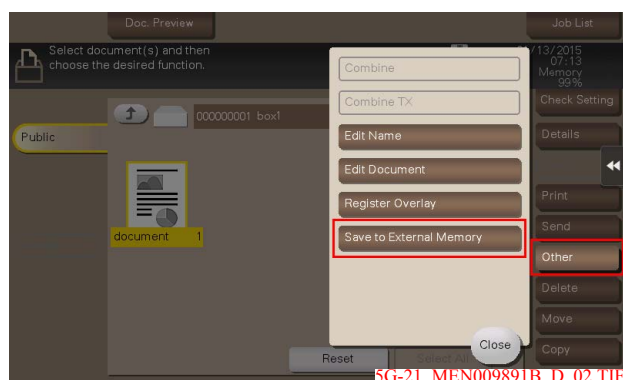
5 Set the destination and change the settings for the Fax/Scan functions.

→ For details on setting items, refer to "User's Guide[Box Operations]/[Appendix]".

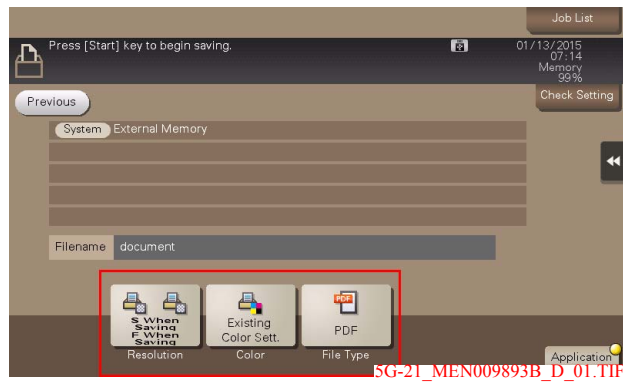


6 To save a file in an external memory device, select a file to save, tap [Other], then tap [Save to External Memory].

→ You can also long-tap the target file to display the menu icon, then drag and drop it to  <ZEUSM-LK_MCO004252A_D.TIF> to get the same result.



- 7 Change the settings for saving a file.
→ You can change the settings for [Resolution], [Color] and [File Type].



- 8 Press the **Start** key to start printing/sending/saving the file.

5.3 Q3. Can I save a 2-sided document in a User Box?

A3. Yes, you can. Select [2-Sided] for scanning the document.

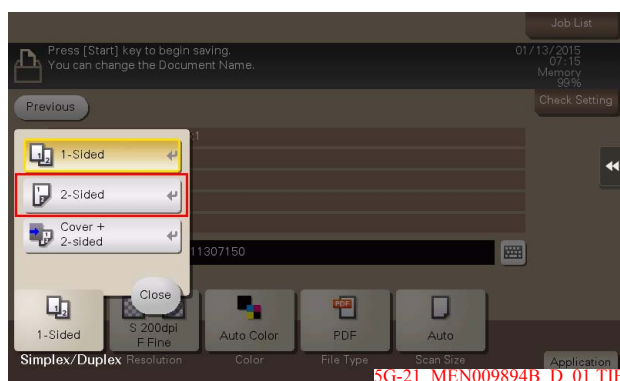


Tips

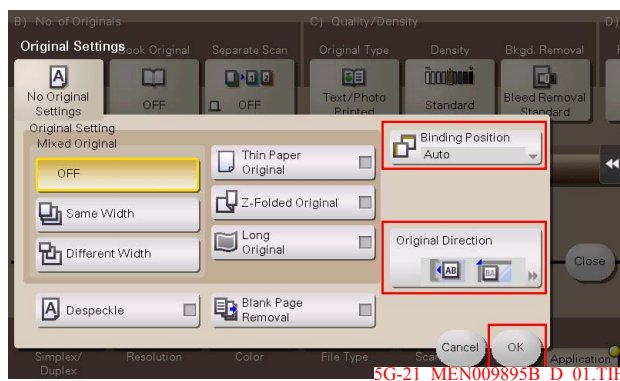
- The **Hard Disk** is optional in some areas. To use the User Box function, the optional **Hard Disk** is required.

Operation procedure

- 1 Load the 2-sided original.
- 2 Tap [User Box], select the User Box to save data to, then tap [Save].
- 3 Tap [Simplex/Duplex], then tap [2-Sided].



- 4 Tap [Application], then select [Original Settings].
- 5 Set [Binding Position] and [Original Direction] according to the loaded 2-sided original, then tap [OK].



- 6 Press the **Start** key to save the data of the original in the User Box.
 - Perform 2-sided printing for the data of the 2-sided original saved in the User Box to output a printed matter just like the original.

5.4 Q4. Can a file in a User Box be deleted automatically?

A4. Yes. You can set the file retention period for each User Box. After the retention period has elapsed, files are automatically deleted.

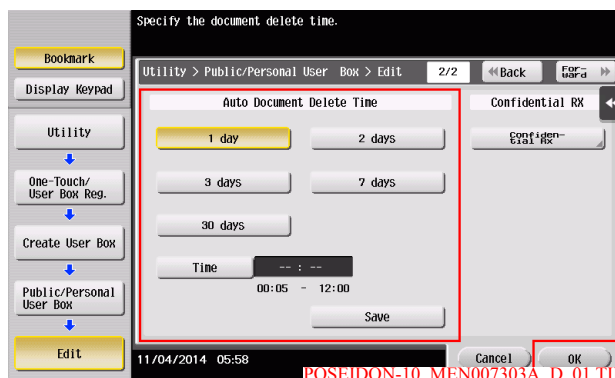


Tips

- You can also set the file retention period for a User Box when registering the User Box.
- The **Hard Disk** is optional in some areas. To use the User Box function, the optional **Hard Disk** is required.

How to set

- 1 Tap [Utility], then select [One-Touch/User Box Registration].
- 2 Select [Create User Box] - [Public/Personal User Box].
- 3 Select a User Box subject to the setting of the file retention period, then tap [Edit].
- 4 Tap [Forward], select or set the period, and tap [OK].



5.5 Q5. Can I select multiple files from a User Box and print or send them at a time?

A5. You can combine multiple files and print or send them as a job.

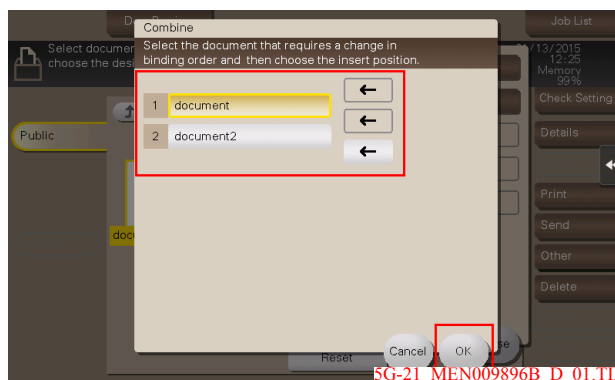


Tips

- Up to 10 files can be sent or printed at the same time.
- The **Hard Disk** is optional in some areas. To use the User Box function, the optional **Hard Disk** is required.

Operation procedure

- 1 Tap [User Box], select a User Box, then tap [Open].
→ You can also open the desired User Box by tapping it twice.
- 2 Select multiple files to print or send.
- 3 To print, tap [Other] and then [Combine]. To send, tap [Other] and then [Combine TX].
- 4 Change the order of files to print or send as necessary, then tap [OK].
→ When printing multiple files in a User Box, you cannot change the settings for finishing.



- 5 Set print settings or the destination, then press the **Start** key.
→ When sending multiple files saved in a User Box, fax, Internet fax or IP address fax is not available.

5.6 Q6. Can I print a saved file by changing its finishing?

A6. Yes, you can change the finishing upon printing.

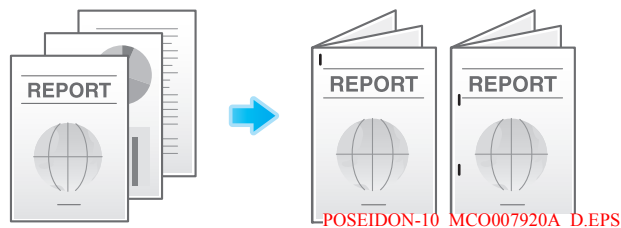
Different finishing types are available for different options installed on this machine.

Tips

- The **Hard Disk** is optional in some areas. To use the User Box function, the optional **Hard Disk** is required.

Staple

Stapling is enabled to bind at a corner or at two positions. This method is useful for printing handout material among other things.

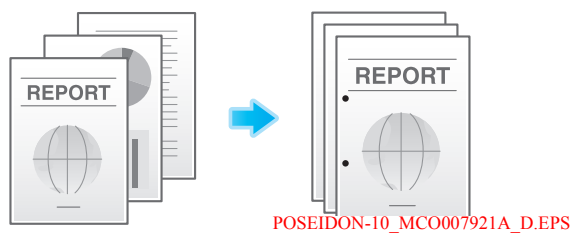


Tips

- To use the Staple function, the optional **Finisher** is required.

Punch

Punching is enabled for filing holes.

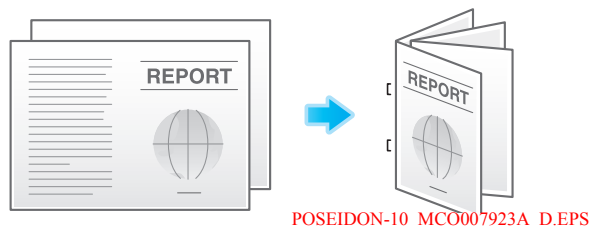


Tips

- To use the Punch function, the optional **Finisher FS-534** and **Punch Kit PK-520** or the optional **Finisher FS-533** and **Punch Kit PK-519** are required.

Center Staple

Center stapling is enabled for booklet-like finish.



Tips

- To use the Center Staple function, the optional **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

Fold

Half-folding or tri-folding is enabled. This function is useful for direct mail and information notes.

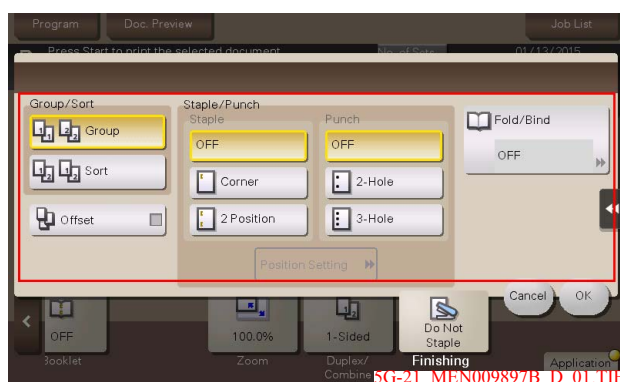


Tips

- To use the Half-Fold or Tri-Fold function, the optional **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

Operation procedure

- Tap [User Box], select a User Box, then tap [Open].
→ You can also open the desired User Box by tapping it twice.
- Select a file to print, then tap [Print].
→ When more than one file is selected, you cannot change the finishing.
→ You can also long-tap the target file to display the menu icon, then drag and drop it to <ZEUSM-LK_MCO004254A_D.TIF> to get the same result.
- Tap [Finishing] and configure the respective items for finishing.



Settings		Description
[Group/Sort]	[Group]	Enables outputs of more than one copy for each page.
	[Sort]	Enables outputs of more than one copy for each set.
[Offset]		When the check box is selected, this setting ejects paper by offsetting each lot of printouts for obvious isolation.
[Staple/Punch]	[Staple]	Specify how to staple.
	[Punch]	Specify whether or not to create punch holes.
	[Position Setting]	Select a desired staple or hole-punch position. Specify [Auto], and the staple and punch positions are automatically set according to the loading direction of the original.
[Fold/Bind]		Configure settings for folding or center-binding of paper.

- Tap [OK].

- 5 Press the **Start** key to start printing the files.

5.7 Q7. Can I create a User Box, or print or download a file in a User Box from my computer?

A7. Yes. Use **Web Connection** or the Windows file sharing function to create a User Box or manage files in a User Box without leaving your desk.



Tips

- The **Hard Disk** is optional in some areas. To use the User Box function, the optional **Hard Disk** is required.
- To use the Windows file sharing function, use **Web Connection** to configure the SMB server setting and create a Public User Box to share the file in advance. For details, refer to "User's Guide[Web Management Tool]/[Configuring the User Box Environment]".
- The Windows file sharing function is available only for files saved in a Public User Box using the User Box mode or the scan/fax mode.

Operation procedure: Using Web Connection

- 1 Start the Web browser.
- 2 Enter the IP address of the machine in the URL field, and then press [Enter].
 - You can check the IP address from [Utility] - [Device Information].
 - When user authentication or account tracking is enabled, fill in the [User Name] and [Password], then click [Login].
- 3 Click the [Box] tab.
- 4 Complete the following steps:
 - Create/edit/delete a User Box.
 - Print/send a file in a User Box.
 - Download a file in a User Box to your computer.
 - Copy/move/delete a file in a User Box.



POSEIDON-10_MEN007111B_D.TIF



Tips

- The file size of up to 400 MB can be downloaded to your computer at one time.
- If the size of a file exceeds 400 MB, specify the page range setting before downloading to limit the file size to be downloaded at one time to less than 400 MB.

Operation procedure: Using the Windows file sharing function

- 1 Open the network on your computer.
- 2 Find the host name of this machine.
 - To view the host name of this machine, select [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [SMB Server Settings] - [SMB Server Common Settings] - [SMB Host Name].

- 3 Open the shared folder of this machine to search for the target file.
 - The shared folder of this machine is named in the format, "(9-digit User Box No.)_(User Box name)".
 - If the ID and password are required to open the shared folder, enter the following information.
 - ID: User Box number
 - Password: Password specified for the Public User Box
- 4 Complete the following steps:
 - Download a file to your computer.
 - Copy or delete a file.



6 Driver

6.1 Q1. Can more than one computer use the same settings for the printer driver?

A1. Yes. The same settings can be configured using **Driver Packaging Utility**.

The **Driver Packaging Utility** can be used to create an install package with various settings registered for a printer driver.

First, the administrator uses the **Driver Packaging Utility** to create an install package for the printer driver. Next, simply execute that install package on a computer to apply identical settings to, and the printer driver configured with the same settings is installed.

Operation procedure : Preparing for an install package

- 1 Insert **Driver & Utilities CD-ROM Vol.1** or **Driver & Utilities CD-ROM Vol.2** into the CD drive.
- 2 Select [PageScope Utilities].
- 3 Download the **Driver Packaging Utility** file from the download page to a desired location.
- 4 Double-click the **Driver Packaging Utility** file you have downloaded and decompress it to a desired location.

Operation procedure: Creating an install package

- 1 Double-click [DPU.exe] in the [DPU] folder.
- 2 Select a language and click [Agree].
- 3 Click [Edit] and click [Add Printer] on the menu.
- 4 Select a reference printer for the install package, then click [OK]. Select a printer that satisfies the following requirements:
 - The printer is supported by the **Driver Packaging Utility**.
 - The printer has already been installed on the computer you are currently using.
 - The printer is to be connected to a TCP/IP or Internet port.
- 5 On the [Printer] tab, check that the name of the printer selected in Step 4 is displayed in [Printer Name].
- 6 On the [Preferences], select [Copy from this printer], then check the [Set as default printing preferences] box.
- 7 On the [Driver] tab, click [Browser] for the [Path to Printer Driver] to specify the folder containing the printer driver selected in Step 4.
- 8 Click [OK].
- 9 Click [Configuration] and click [DPU Folder] on the menu.
- 10 In [Common Folder Path] or [Individual Folder Path], specify the path to the location to save the install package to, then click [OK].
 - Click [Browser] to specify the location in a folder tree.
- 11 Click [File] - [Save As].

12 Configure settings for respective items and click [Save].

Settings	Description
[DPU Folder]	Select a desired location for saving the install package.
[Package Name]	Enter a name for the install package. A folder is created for the install package under the name entered here.
[Comment]	Enter description of the install package.
[Switch to the following user when executing the package]	Check the box and fill [User Name], [Password] and [Domain Name], and the user is switched to the specified user when the install package is executed.
[Destination for saving package log]	Specify the path to the location for saving install package creation logs. Click [Browser] to specify the location in a folder tree.
[Open the folder containing the package file.]	Check the box if you wish to display the folder for saving the install package when saving it.

13 After the creation of the install package is completed, click [OK].

14 Distribute the install package created to users sharing the printer driver settings.

→ In **Driver Packaging Utility**, click [Configuration] - [Package File] to display the folder storing the install package.

Operation procedure: Executing the install package

1 Copy the folder for the install package to a desired location.

2 Double-click the execution file of the install package you have created.

3 Select a language and click [Agree].

4 Select a package to install and click [Start].

5 After the installation of the printer driver is completed, click [Finish].

6 Open the properties for the installed printer driver and check the settings.

→ For the display of the properties, refer to "User's Guide[Print Operations]/[Printing in the Windows Environment]".



Operation Management

7 Operation Management

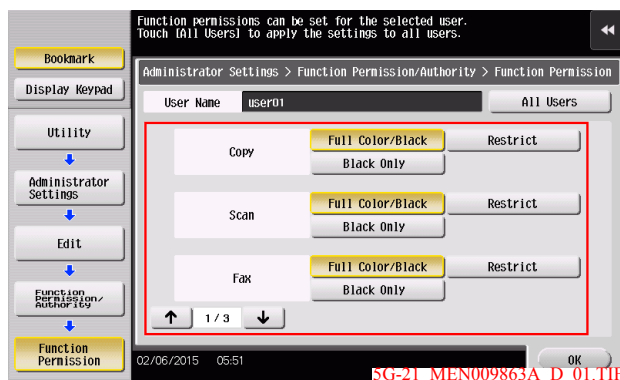
7.1 Q1. Can I restrict available functions by user?

A1. Yes. With user authentication enabled, you can restrict functions available by user.

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [User Authentication Settings] - [User Registration].
- 4 Select a user whose access to functions needs to be limited, then tap [Edit].

- 5 Tap [Function Permission/Authority] - [Function Permission] to set the limit for the respective functions.



Settings	Description
[Copy]	To allow using the full copy function, select [Full Color/Black]. To allow copying in black and white only, select [Black Only]. To prohibit copying, select [Restrict].
[Scan]	To allow using the full scan function, select [Full Color/Black]. To allow scanning in black and white scan, select [Black Only]. To prohibit scanning, select [Restrict].
[Fax]	To allow using the full fax function, select [Full Color/Black]. To allow only black-and-white fax transmission, select [Black Only]. To prohibit fax transmission, select [Restrict].
[Print]	To allow using the full print function, select [Full Color/Black]. To allow printing in black and white only, select [Black Only]. To prohibit printing, select [Restrict].
[User Box]	To allow operating files in User Boxes, select [Allow]. To prohibit operating files in User Boxes, select [Restrict].
[Print Scan/Fax TX]	To allow printing of outgoing files, select [Full Color/Black]. To allow printing of outgoing files in black and white only, select [Black Only]. To prohibit printing of outgoing files, select [Restrict].
[Save to External Memory]	To allow saving of data to an external memory device, select [Allow]. To prohibit saving of data to an external memory device, select [Restrict].
[External Memory Document Scan]	To allow loading data from an external memory device, select [Allow]. To prohibit loading data from an external memory device, select [Restrict].
[Manual Destination Input]	To allow manual entry of destinations, select [Allow]. To prohibit manual entry of destinations, select [Restrict].
[Web Browser]	To give permission to use Web browser, select [Allow]. To give no permission to use Web browser, select [Restrict].

- 6 Tap [OK].
- 7 Tap [OK].
- 8 Repeat steps 4 to 7 to restrict available functions by user.

Tips

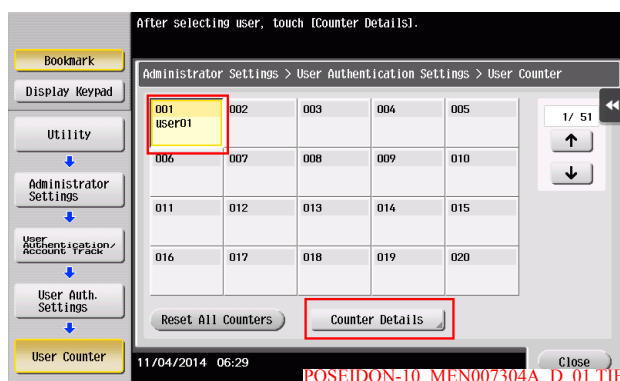
- If an attempt is made to execute a restricted function, a message appears notifying the user that it is prohibited.
- To use [Fax], the optional **Fax Kit** is required.
- The **Hard Disk** is optional in some areas. To use [User Box], [External Memory Document Scan], the optional **Hard Disk** is required.

7.2 Q2. Can output counts be managed by user?

A2. Yes. With user authentication enabled, output counts are managed by user. You can check the counts by user via the administrator settings. Also, you can set the upper limit for the number of copies that can be printed by user.

Operation procedure: Checking the counter by user

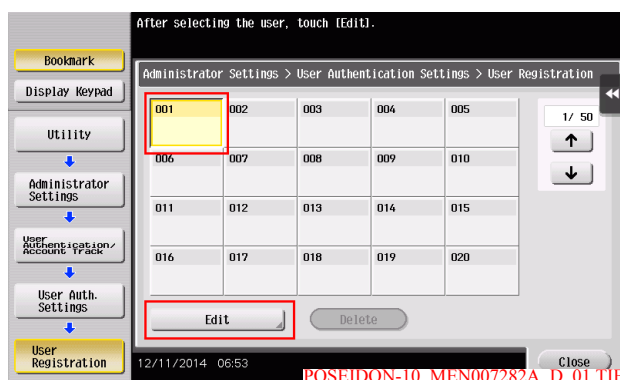
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [User Authentication Settings] - [User Counter].
- 4 Select a user subject to counter checking, then tap [Counter Details].
 - To reset the counters for all users, tap [Reset All Counters], select [Yes], then tap [OK].



- 5 Check counters.
 - You can check the numbers of outputs for other functions by selecting [Copy], [Print], [Scan/Fax] or [Other].
 - To check ratios of toner or paper consumption, tap [Eco Info].
 - To reset the counters, tap [Clear Counter], select [Yes], then tap [OK].

Operation procedure: Setting the upper limit for the number of copies that can be printed by user

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [User Authentication Settings] - [User Registration].
- 4 Select a user subject to upper limit restrictions, then tap [Edit].



- 5 Tap [Max. Allowance Set], then enter the maximum allowance for the number of originals that the user can print, using the **Keypad**.
 - ➔ To manage the upper limit without distinguishing between the color and black originals, tap [Total Allowance]. Then, tap [Total], enter the upper limit using the **Keypad**, and tap [OK].
- 6 Tap [OK].

7.3 Q3. To use the ID & Print function, is any setting required in the driver?

A3. Yes, you need to enter the [User Authentication] information in the driver upon execution of ID & Print as well as to set [ID&Print] for the output method.



Tips

- The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** is required.

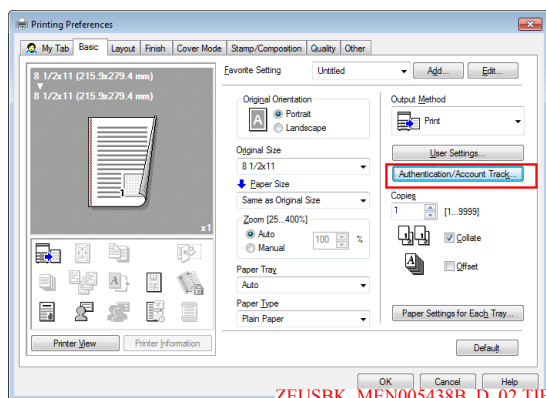


Reference

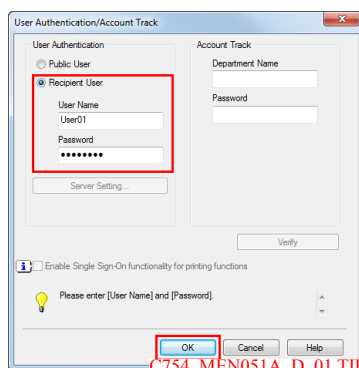
In the Administrator Settings of this machine and the properties window of the printer driver, set the user authentication beforehand. For details on the user authentication setting of this machine, refer to page 1-19. For details on the user authentication setting of the printer driver, refer to "User's Guide[Troubleshooting]/[Cannot Print]".

Operation procedure

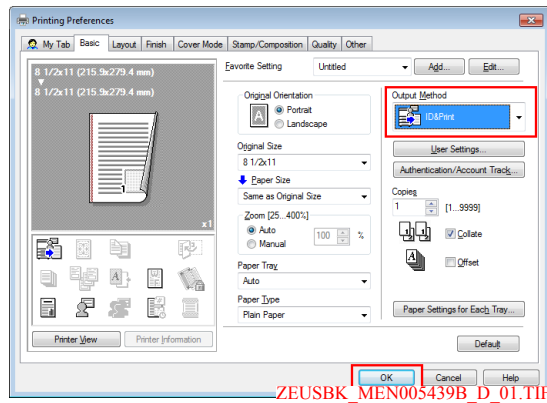
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Basic] tab, click [Authentication/Account Track].



- 4 Select [Recipient User], enter the [User Name] and [Password] that are registered with the machine, then click [OK].



- 5 Select [ID&Print] from [Output Method], then click [OK].



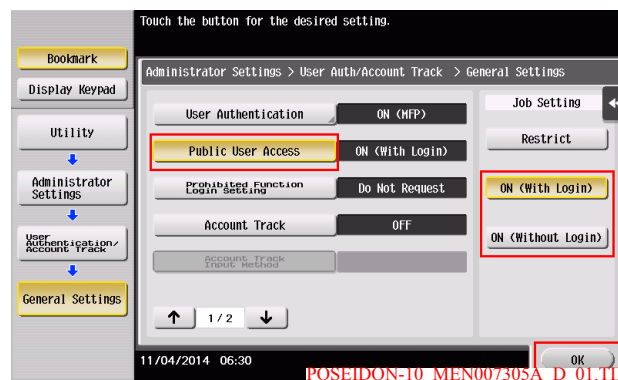
- 6 Click [Print].

7.4 Q4. User authentication is enabled. Can I give permission to unregistered users (public users) to operate this machine?

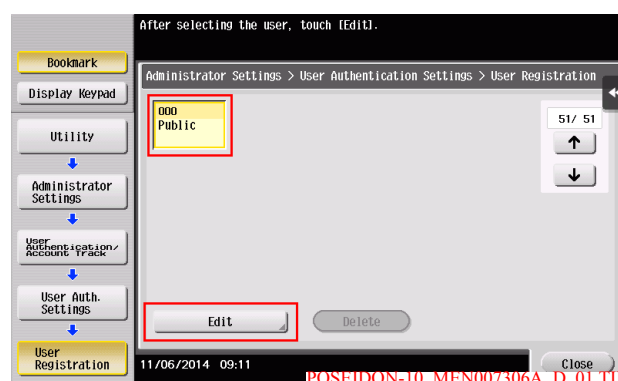
A4. Yes. Even unregistered users can obtain permission if permission is given to public user access. Also, you can restrict functions available to public users.

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] - [General Settings].
- 4 Select [Public User Access], then [ON (With Login)] or [ON (Without Login)], and tap [OK].
 - If [ON (With Login)] is selected, the public user can use this machine by selecting [Public User Access] in the login page to log in to the machine.
 - If [ON (Without Login)] is selected, the public user can use this machine without logging in to the machine in the login page.
 - Selecting [ON (Without Login)] is equivalent to the status when user authentication is not performed.



- 5 Select [User Authentication Settings] - [User Registration].
- 6 Tap [**<BIZHUB_C554-C454-C364-C284-C224_MCO002226A_D.EPS>**] to select [000 Public], and also tap [Edit].



- 7 Tap [Function Permission/Authority] - [Function Permission] to set the limit for the respective functions.
 - For details on functional restriction, refer to page 7-2.
- 8 Tap [OK].

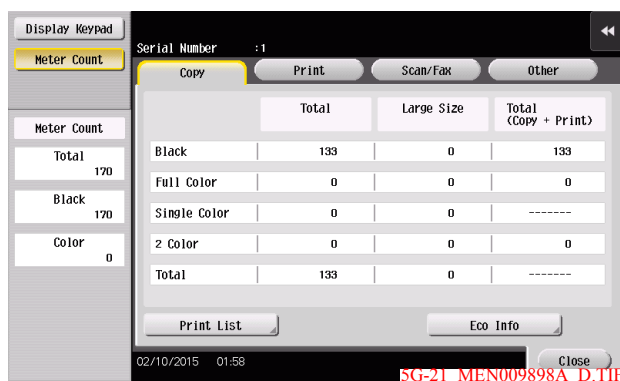
7.5 Q5. Can I check the number of copies output so far?

A5. Yes, you can check the total number of copy outputs.

You can also check output counts by function, such as the copy and print function.

Operation procedure

- 1 Tap [Counter].
- 2 Check the number of output copies.
 - You can check the numbers of outputs for other functions by selecting [Print], [Scan/Fax] or [Other].
 - To print out the copy counts, tap [Print List], select a paper tray and print method, then tap [Start].
 - To check ratios of toner, paper, or power consumption, tap [Eco Info].



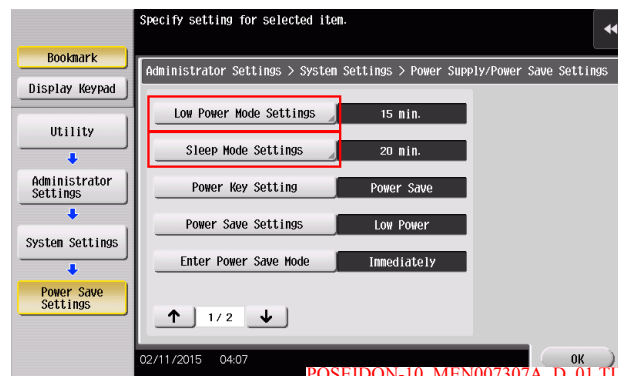
7.6 Q6. The screen changes if no operation takes place for a certain period of time. Can this time setting be changed?

A6. Yes, you can change the following time settings via the administrator settings.

- Time to elapse before transition to the Low Power and Sleep modes
- Time to elapse before all functions are reset to the default settings
- Time to elapse before settings by function are reset to the default settings

How to set: Setting time to pass before transition to Low Power or Sleep mode

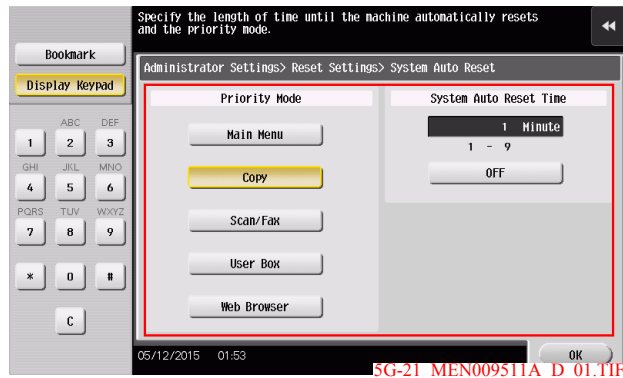
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Power Supply/Power Save Settings].
- 4 To set the time to pass before entering Low Power mode, tap [Low Power Mode Settings], enter the time, then tap [OK].
 - To set the time to pass before entering Sleep mode, tap [Sleep Mode Settings], enter the time, then tap [OK].
 - More electric power will be saved in Sleep mode when compared with Low Power mode. However, Sleep mode takes more time to warm up this machine for additional print jobs than Low Power mode. Select the mode appropriate to your application of this machine.



How to set: Setting the time for the settings for all functions to return to the default settings

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Reset Settings] - [System Auto Reset].

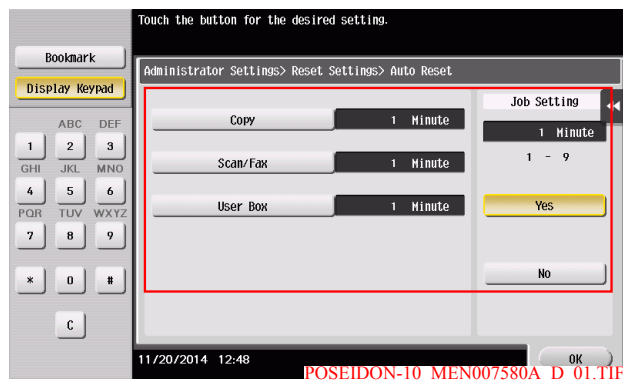
- 4 Select functions to display after resetting and enter the time to return to the default settings, using the **Keypad**.
- When you do not want to restore the default settings, select [OFF].



- 5 Tap [OK].

How to set: Setting the time for the settings for each function to return to the default settings

- 1 Tap [Utility], then select [Administrator Settings].
 - 2 Enter the password, then tap [OK].
 - 3 Select [System Settings] - [Reset Settings] - [Auto Reset].
 - 4 Select each function and enter the time to return to the default setting, using the **Keypad**.
- When you do not want to return to the default setting, select [No].



- 5 Tap [OK].



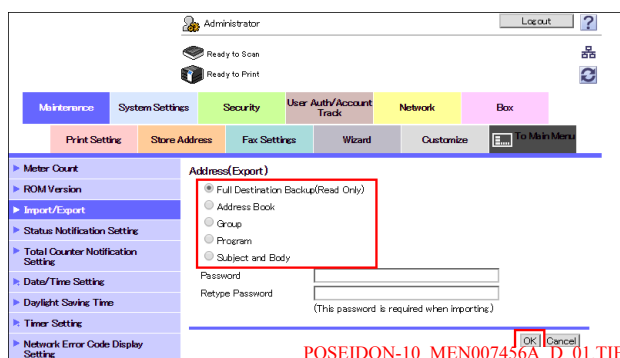
8 Software

8.1 Q1. Can I move destinations registered in this machine to another MFP?

A1. Yes. To do so, use **Web Connection** to save the destination file (or export it) and write that destination file to another MFP unit of the same model (or import it).

Operation procedure: Exporting a destination file

- 1 Start a Web browser, enter the IP address of the machine in the URL field, then press the [Enter] key.
- 2 Select [Administrator], then click [Login].
- 3 Enter the password, then click [OK].
- 4 On the [Maintenance] tab, click [Import/Export], select [Address], then click [Export].
- 5 Select the type of destinations to export, then click [OK].
 - After export is executed with password entry, importing of the destinations to another MFP requires password entry.



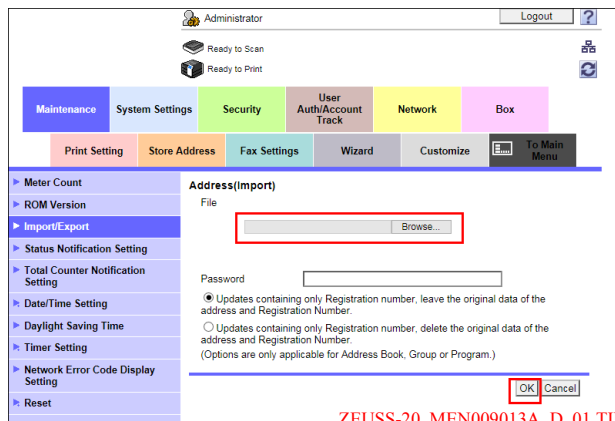
- 6 After destinations are ready to be downloaded, click [Download].
- 7 Click [Save], select a location to save the data to, then click [Save].
- 8 When downloading is completed, click [Close].
- 9 Click [Back].

Operation procedure: Importing a destination file

When importing a backup file containing a full set of destinations, note that all of the currently registered destinations will be overwritten.

- 1 Start a Web browser, enter the IP address of the machine in the URL field, then press the [Enter] key.
- 2 Select [Administrator], then click [Login].
- 3 Enter the password, then click [OK].
- 4 On the [Maintenance] tab, click [Import/Export], select [Address], then click [Import].

- 5 Click [Browse...] to select a file of destinations to import, then click [OK].
- When importing [Address], if you select [Updates containing only Registration number, leave the original data of the address and Registration Number.], address information, in a file to be imported, containing only a registration number, is not registered in the machine. If you select [Updates containing only Registration number, delete the original data of the address and Registration Number.], address information containing only a registration number is deleted from the machine.
 - If the destination file to import has a password set, enter the password.



ZEUSS-20_MEN009013A_D_01.TIF

- 6 When the import completes, click [OK].

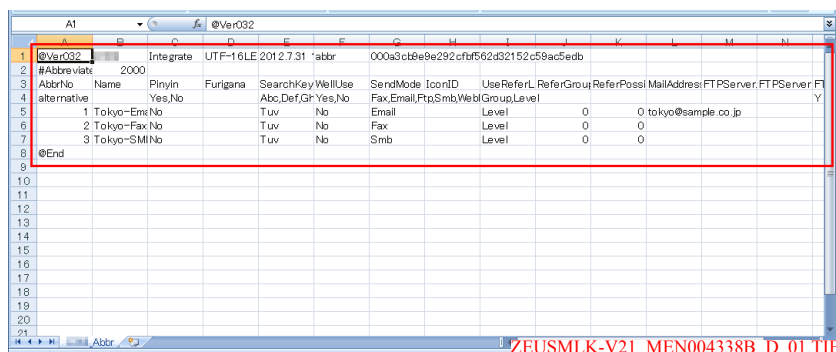
8.2 Q2. Can I edit the exported destination file before importing it?

A2. Yes. If it is a file of destinations that is not a [Full Destination Backup (Read Only)] and the machines are of the same model type, you can edit the file then import it.

You cannot edit a [Full Destination Backup (Read Only)] because it is encrypted.

Operation procedure

- 1 Exporting all destination data other than the [Full Destination Backup (Read Only)].
→ For export of a destination file, refer to page 8-2.
- 2 Open and edit the exported destination file in Microsoft Excel.



#Abbreviate	Name	Pinyin	Furigana	SearchKey	WellUse	SendMode	IconID	UseReferL	ReferGroup	ReferPossi	MailAddress	FTPServer	FTPServerF
1	Tokyo-Em	No	Tuv	No	Email	Level	0	0	0	0	tokyo@sample.co.jp		Y
2	Tokyo-Fax	No	Tuv	No	Fax	Level	0	0	0	0			
3	Tokyo-SM	No	Tuv	No	Smb	Level	0	0	0	0			

- 3 After completing editing, save the destination file in TEXT or CSV format.
- 4 Import the edited destination file into this machine or an MFP of the same model type.
→ For information about importing a destination file, refer to page 8-2.



Control Panel

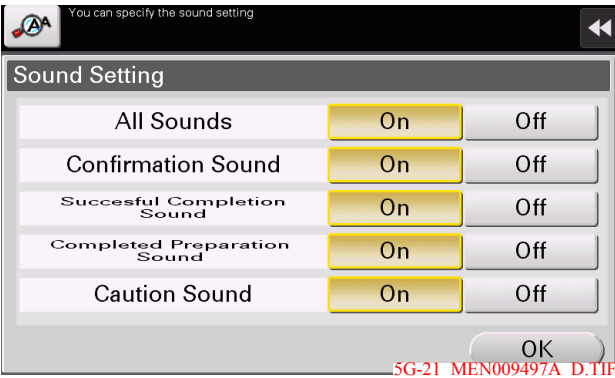
9 Control Panel

9.1 Q1. Can I eliminate keying sounds on this machine?

A1. Yes. You can eliminate keying sounds on the **Touch Panel** or adjust the volume.

How to set

- 1 Tap [Accessibility] and select [Sound Setting].
- 2 To set whether to output keying and other sounds, select [Sound Setting] and set whether to output respective sounds.

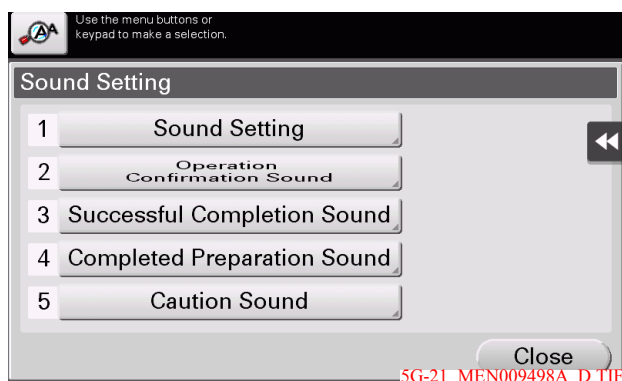


Settings	Description
[All Sounds]	Specify whether to output all sounds.
[Confirmation Sound]	Set whether or not to output a sound notifying that an operation takes place on the Control Panel or Touch Panel .
[Successful Completion Sound]	Set whether or not to output a sound notifying successful completion of an operation.
[Completed Preparation Sound]	Set whether or not to output a sound notifying that this machine is ready for operation.
[Caution Sound]	Set whether or not to output a sound notifying the need for part replacement or occurrence of an error.

- 3 Tap [OK].

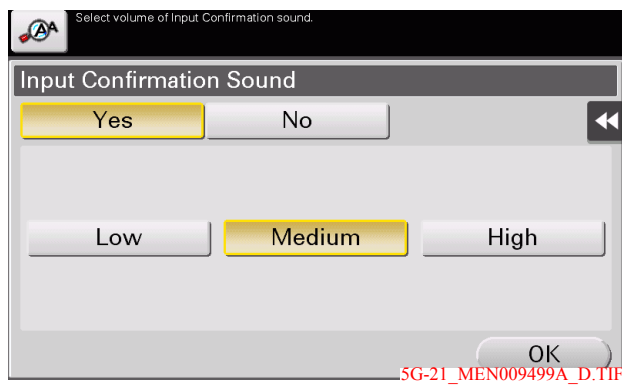
4 Select items for setting the volume.

→ Sound volume setting is disabled for items for which sound output is set to [Off] in [Sound Setting].



Settings		Description
[Operation Confirmation Sound]	[Input Confirmation Sound]	Set the volume of sound to output when a key is pressed on the Control Panel or Touch Panel . Select the volume from [High], [Medium], and [Low].
	[Invalid Sound]	Set the volume of sound to output when an invalid key operation takes place on the Control Panel or Touch Panel . Select the volume from [High], [Medium], and [Low].
	[Basic Sound]	Set the volume to output when the default option is selected from a list of options where one is selected in rotation. Select the volume from [High], [Medium], and [Low].
[Successful Completion Sound]	[Operation Complete Sound]	Set the volume of sound to output when an operation is completed normally. Select the volume from [High], [Medium], and [Low].
	[Transmission Complete Sound]	Set the volume of sound output when an operation related to communications is completed normally. Select the volume from [High], [Medium], and [Low].
	[Completed Preparation Sound]	Set the volume of sound output when this machine is ready. Select the volume from [High], [Medium], and [Low].
[Caution Sound]	[Low Caution Sound (Level 1)]	Set the volume of sound output when a message is displayed on the Touch Panel indicating that the replacement time is nearing for supplies or replaceable parts. Select the volume from [High], [Medium], and [Low].
	[Low Caution Sound (Level 2)]	Set the volume of sound output when an erroneous operation has taken place. Select the volume from [High], [Medium], and [Low].
	[Low Caution Sound (Level 3)]	Set the volume of sound output when an error has occurred that can be addressed by referring to the message on the screen or instructions in the manual. Select the volume from [High], [Medium], and [Low].
	[Severe Caution Sound]	Set the volume when a Toner Cartridge or Waste Toner Box installation failure or an error to be addressed by a service representative has occurred. Select the volume from [High], [Medium], and [Low].

- 5 Select the volume level, then tap [OK].



9.2 Q2. User authentication seems to be enabled on this machine. How can I be authenticated and allowed to operate this machine?

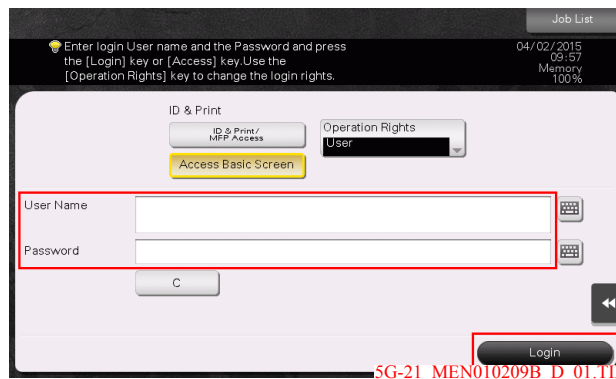
A2. Check with the administrator whether you are a user registered in this machine.

If you are a registered user, obtain the user name and password from the administrator, perform user authentication using this machine, printer driver, **Web Connection**, biometric authentication unit, or IC card authentication unit, and log in to this machine.

Otherwise, log in to this machine with public users' privileges.

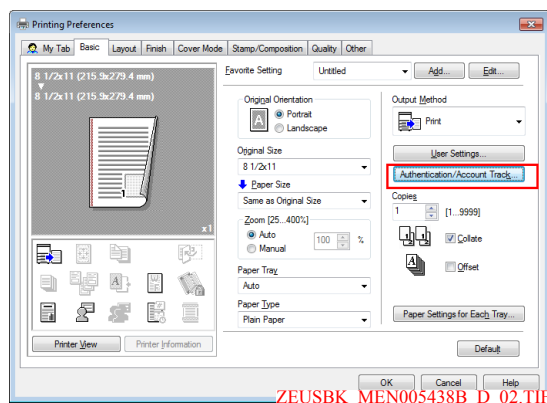
How to set: Getting authenticated as a user on this machine

- 1 Enter the [User Name] and [Password] registered in this machine and tap [Login]. When successfully authenticated, you are allowed to operate this machine.

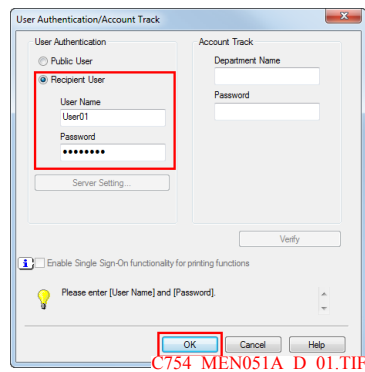


How to set: Getting authenticated as a user on the printer driver

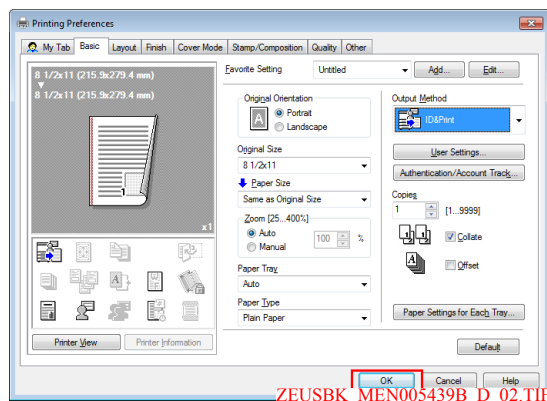
- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Basic] tab, click [Authentication/Account Track].



- 4 Select [Recipient User], enter the [User Name] and [Password] that are registered in the machine, then click [OK].



- 5 Click [OK].



- 6 Click [Print].
After successful user authentication, the file is printed.

How to set: User authentication for Web Connection

- 1 Start a Web browser, enter the IP address of the machine in the URL field, then press the [Enter] key.
- 2 Enter the [User Name] and [Password] registered in this machine and click [Login]. When successfully authenticated, you are allowed to operate **Web Connection**.

How to set: Getting authenticated as a user on a biometric or IC card authentication unit

The following methods are used for biometrics or IC card-based authentication. When successfully authenticated, you are allowed to operate this machine.

- [1-to-many authentication]
Place your finger on the **Authentication Unit** (biometric type) to be authenticated.
- [1-to-1 authentication]
Enter your user name, then place your finger on the **Authentication Unit** (biometric type) to be authenticated.
- [Card Authentication]
Place the IC card or NFC-compatible Android terminal on the **Authentication Unit** (IC card type) to be authenticated.
- [Card Authentication + Password]
Place the IC card or NFC-compatible Android terminal on the **Authentication Unit** (IC card type), then enter your password to be authenticated.



Tips

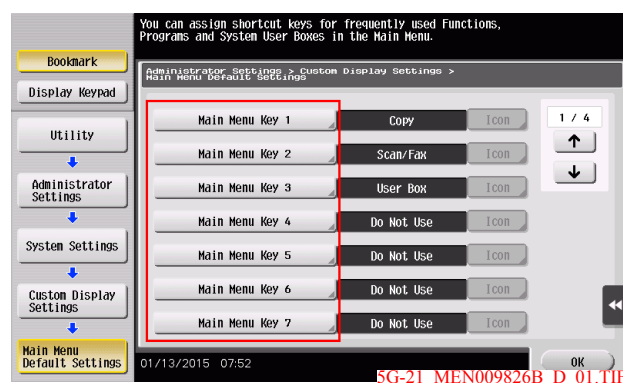
- Different settings of this machine and optional **Authentication Unit** that may be installed on it support different biometric/IC card-based authentication methods.

9.3 Q3. Can I customize the Control Panel?

A3. Yes, you can configure a function to be displayed on the main menu or to be assigned to a hardkey on the **Control Panel**, or change the theme on the main menu.

How to set: Customizing the Main Menu

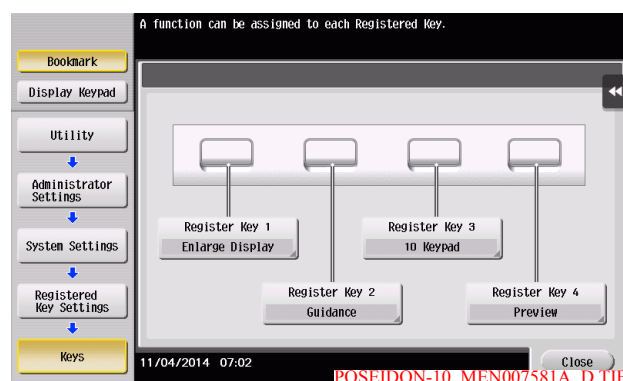
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Custom Display Settings] - [Main Menu Default Settings].
- 4 Select a Main Menu key.



- 5 Select [ON], select the function to assign to the selected key, then tap [OK].
 - Functions are displayed in a hierarchical structure by category. Continue to select functions to go down the hierarchy until the function to be displayed on the Main Menu is displayed.
- 6 Tap [OK].

How to set: Customizing a hardkey on the Control Panel

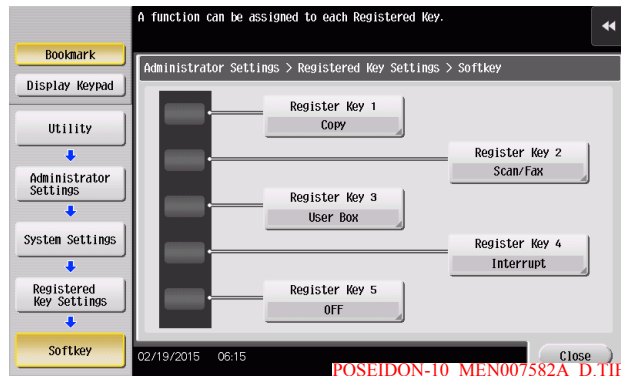
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Registered Key Settings] - [Hard Key].
- 4 Select a key to be assigned to a different function.



- 5 Select the desired function, then tap [OK].

How to set: Changing a function to be assigned to the slide menu

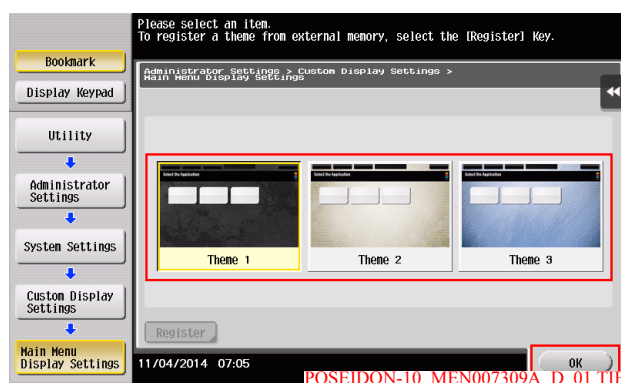
- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Registered Key Settings] - [Softkey].
- 4 Select a key to be assigned to a different function.



- 5 Select the desired function, then tap [OK].

How to set: Changing the theme of the main menu

- 1 Tap [Utility], then select [Administrator Settings].
 - 2 Enter the password, then tap [OK].
 - 3 Select [System Settings] - [Custom Display Settings] - [Main Menu Display Settings].
 - 4 Select a desired theme, then tap [OK].
- You can register an image on this machine to use it as a theme of the main menu. Up to three files can be registered as images. To register a theme, connect the USB memory device, which contains the target theme, to this machine, then tap [Register].



Tips

An image that can be registered as a theme of the main menu must be configured according to the following specifications.

- File type: PNG
- File size: 1.5 MB or less
- Display size: Width 1024 pixels or less, height 768 pixels or less (An image is reduced to 800 pixels in width and 480 pixels in height at the time of registration while the aspect ratio of the original image remains unchanged.)

10 Other

10 Other

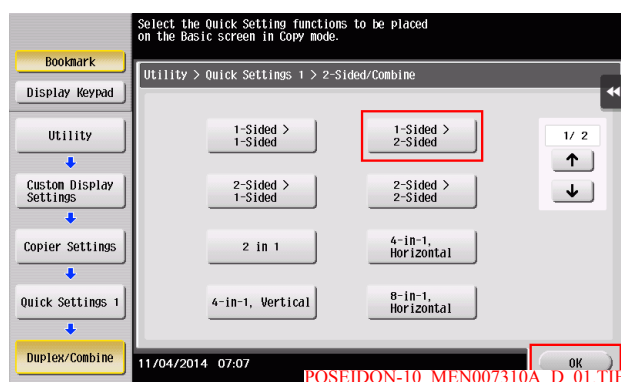
10.1 Q1. How can I quickly recall frequently used functions?

A1. In the copy or User Box mode, you can display frequently used settings as shortcut keys on the top screen.

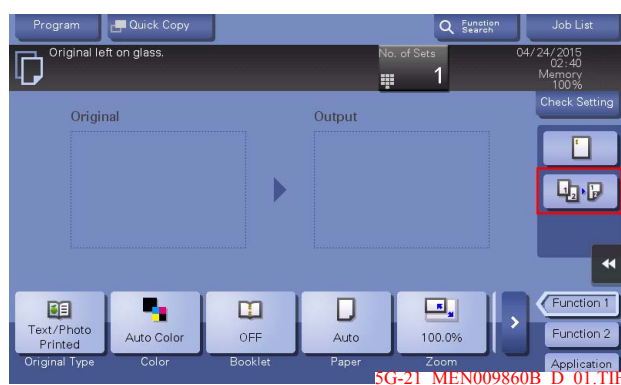
When shortcut keys are displayed, you can select a setting in a single key action.

How to set: Setting shortcut keys used in copy mode

- 1 Tap [Utility] and select [User Settings].
- 2 Select [Custom Display Settings] - [Copier Settings], and then [Quick Settings 1] or [Quick Settings 2].
- 3 Select [ON] and the settings to display as the shortcut key, then tap [OK].



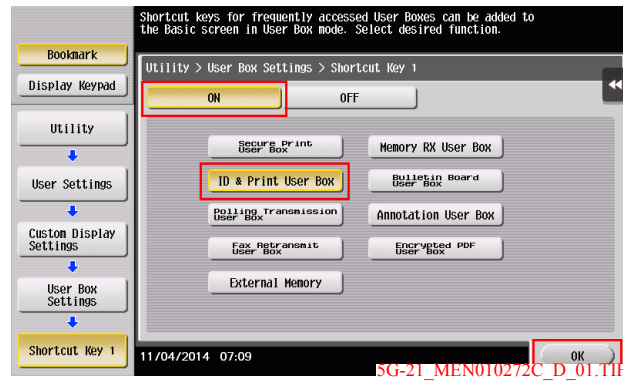
The shortcut key appears on the main screen of the copy mode.



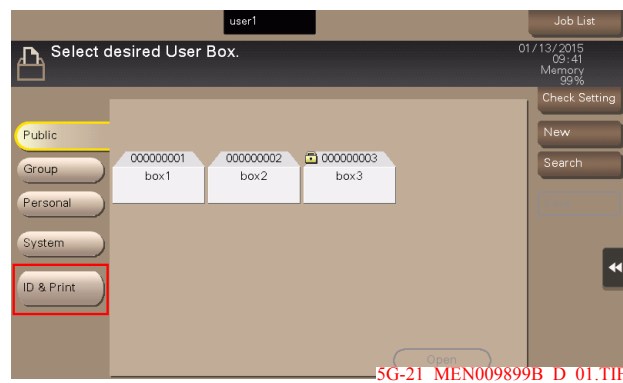
How to set: Setting shortcut keys used in User Box mode

- 1 Tap [Utility] and select [User Settings].
- 2 Select [Custom Display Settings] - [User Box Settings], and then [Shortcut Key 1] or [Shortcut Key 2].

- 3 Select [ON] and the settings to display as the shortcut key, then tap [OK].



The shortcut key appears on the main screen of the User Box mode.



10.2 Q2. The power is input all day. Is there any way to alleviate concerns about electricity charges?

A2. If no operation takes place for a certain period of time, the power-saving function starts automatically, and the machine enters the power-saving mode.

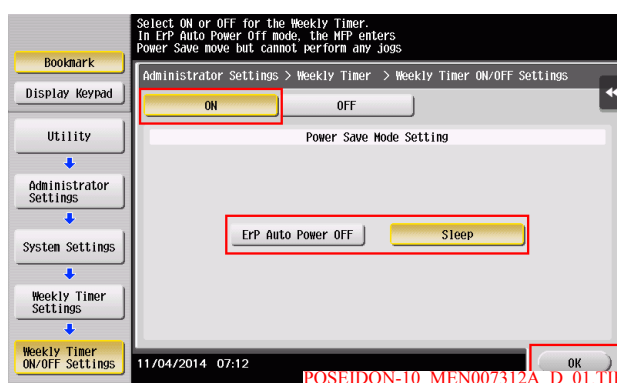
Using the weekly timer function automatically switches this machine to the normal mode and power save mode at the pre-specified time.

The weekly timer function provides the following functions:

Function	Description
[Time Settings]	Specify the time for switching to the power save mode and the time for returning to the normal mode for each day of the week. For example, you can set it up so that the power turns off at the close of business on work days and omit settings for weekends since no one uses the machine.
[Date Settings]	Configure the days you want to apply the weekly timer to one by one. This function is useful when the schedule for holidays is irregular or when this machine must be powered on or off on a specific day regardless of the setting in [Timer Settings].
[Select Time for Power Save]	Specify the time period to temporarily switch to the power save mode. This allows you to temporarily switch to the power save mode in the time period such as a lunch break in which this machine is inactive.
[Password for Non-Business Hours]	Using the weekly timer restricts the use of this machine in the Power Save mode with a password.

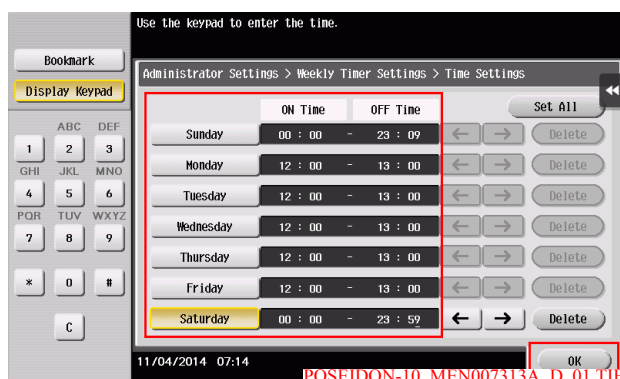
How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] - [Weekly Timer Settings] - [Weekly Timer ON/OFF Settings].
- 4 Select [ON], select [ErP Auto Power OFF] or [Sleep], then tap [OK].
 - Select [ErP Auto Power OFF] when there is no need to receive a job in the power save mode and you wish to cut off power consumption whenever you can.
 - Select [Sleep] if a **Fax Kit** is installed and you need to receive a job even in the power save mode.

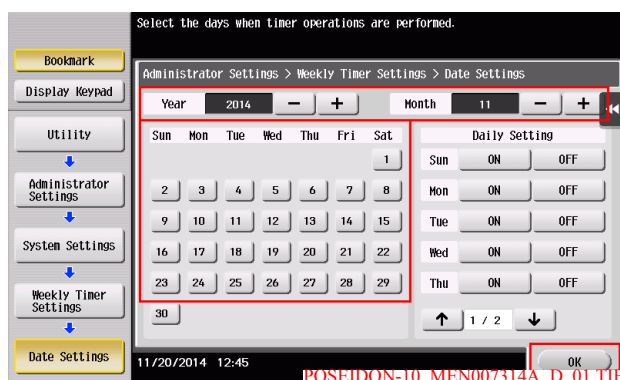


- 5 Tap [Time Settings].

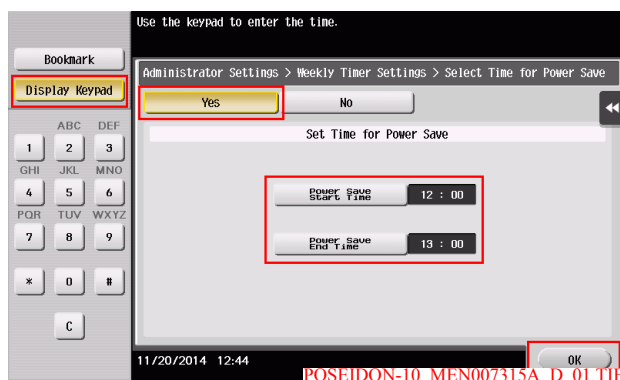
- 6 Select a day of the week you want to set the weekly timer to, enter the ON and OFF times using the **Keypad**, then tap [OK].
- To erase the time you have specified, tap [?][?] to select the target time, then tap [Delete].
 - Select the day of the week for which you have specified the times, then tap [Set All], and the settings will be applied to all the other days of the week.



- 7 To specify the timer date by date, tap [Date Settings].
- 8 Select a year and a month in [Year] and [Month], select dates on the calendar, then tap [OK].
- You can also use the batch setting by tapping [ON] or [OFF] in the Daily Setting section.



- 9 To switch to the power save mode temporarily, such as during a lunch break, tap [Select Time for Power Save].
- 10 Tap [Yes], enter the time period to switch to the power save mode using the **Keypad**, then tap [OK].



- 11 When using the weekly timer to restrict the use of this machine in the Power Save mode with a password, tap [Password for Non-Business Hours].
- 12 Select [Yes], enter the password, then tap [OK].

10.3 Q3. How much storage capacity does the Hard Disk have?

A3. 250 GB.



Tips

- The **Hard Disk** is optional in some areas.

10.4 Q4. What file types are supported in USB memory devices?

A4. Supported file types vary depending on the available USB memory device.

The available file types are as follows:

- To save scanned files on the USB memory
PDF/Compact PDF/XPS/Compact XPS/TIFF/JPEG/PPTX/DOCX/XLSX
- To print files stored on a USB memory using this machine
To save files stored on a USB memory to a User Box
PDF/Compact PDF/JPEG/TIFF/XPS/Compact XPS/OOXML (.docx/.xlsx/.pptx)/PPML (.ppml/.vdx/.zip)



Tips

- The optional **Extension Memory** and **i-Option LK-110 v2** are required to specify DOCX or XLSX for the file type when scanning a document.
- The Web browser function must be disabled to specify XPS, Compact XPS, or PPTX for the file type when scanning a document. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.

10.5 Q5. What action should be taken if the administrator password is lost?

A5. For the administrator password, refer to the booklet manual.

If it has been changed, contact your service representative.