OKI

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

MFP Management Guide

ES9455 MFP
ES9465 MFP/ES9475 MFP

©2013 Oki Data Corporation All rights reserved
Under the copyright laws, this manual cannot be reproduced in any form without prior written permission of Oki Data.

Preface

Thank you for purchasing OKI Multifunctional Digital Systems or Multifunctional Digital Color Systems. This manual explains the instructions for administrators to set up and manage the Multifunctional Digital Systems or Multifunctional Digital Color Systems.
Read this manual before using your Multifunctional Digital Systems or Multifunctional Digital Color Systems. Keep this manual within easy reach, and use it to configure an environment that makes the best use of the OKI MFP's functions.

■ How to read this manual

❑ Symbols in this manual

In this manual, some important items are marked with the symbols shown below. Be sure to read these items before using this equipment.

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also marks information that may be useful for the operation of this equipment with the following signs:

Tip	Describes handy information that is useful to know when operating the equipment.
📖	Pages describing items related to what you are currently doing. See these pages as required.

❑ Model and series names in this manual

In this manual, each model name is replaced with the series name as shown below.

Model name	Series name in this manual
ES9455 MFP	ES9455 MFP
ES9465 MFP/ES9475 MFP	ES9475 MFP Series

❑ Options

For the available options, refer to “Options” in the ***Quick Start Guide*** for your equipment.

❑ Explanation for control panel and touch panel

- The details on the touch panel menus may differ depending on the operating environment such as whether options are installed.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

❑ Trademarks

- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
- Microsoft, Windows, Windows NT, and the brand names and product names of other Microsoft products are trademarks of Microsoft Corporation in the US and other countries.
- Apple, AppleTalk, Macintosh, Mac, Mac OS, Safari, and TrueType are trademarks of Apple Inc. in the US and other countries.
- Adobe, Adobe Acrobat, Adobe Reader, Adobe Acrobat Reader, and PostScript are trademarks of Adobe Systems Incorporated.
- Mozilla, Firefox and the Firefox logo are trademarks or registered trademarks of Mozilla Foundation in the U.S. and other countries.
- IBM, AT and AIX are trademarks of International Business Machines Corporation.
- NOVELL, NetWare, and NDS are trademarks of Novell, Inc.
- Other company and product names given in this manual or displayed in this software may be the trademarks of their respective companies.

CONTENTS

Preface 1

Chapter 1 SETTING ITEMS (USER)

Accessing the User Menu 8

GENERAL 9
- Changing the display language 9
- Setting the reversed display 10
- Adjusting the display setting 10
- Setting the auto calibration 10
- Setting the calibration 10
- Setting the registration 11

COPY 12

FAX 13

SCAN 14

E-FILING 16

LIST 17

TRAY 18

ADDRESS 20
- Managing contacts in address book 20
- Managing groups in address book 30

CHECK E-MAIL 42

CHANGE USER PASSWORD 43

Chapter 2 SETTING ITEMS (ADMIN)

Accessing the Admin Menu 47

GENERAL 49
- Setting the device information 50
- Setting the notification 51
- Changing the administrator password and resetting the service password 52
- Setting the clock 53
- Setting the power save modes 55
- Setting the calibration and registration display level 58
- Setting the calibration 58
- Changing the roughness of print 59
- Setting the registration 59
- Setting the status message 59
- Setting the auto clear function 60
- Managing the option licenses 60
- Adding or removing display languages 63
- Updating your system 66
- Creating or installing clone files 69
- Setting the panel calibration 74
- Exporting logs 74
- Setting job skip 75
- Changing the keyboard layout 76
- Cleaning the main chargers and LED print heads 77
- Setting the pop-up messages 77

NETWORK **78**
Setting the TCP/IP protocol (IPv4) 78
Setting the TCP/IP protocol (IPv6) 80
Setting the IPX/SPX protocol 86
Setting the NetWare settings 87
Setting the SMB protocol 88
Setting the AppleTalk protocol 89
Setting the HTTP network service 90
Setting the Ethernet speed 91
Setting the LDAP services and the filtering functions 92
Setting IPsec (IP security) 93
Checking the network 94
COPY **96**
FAX **98**
Setting the discard and reduction print option for RX print 98
FILE **99**
E-MAIL **100**
INTERNET FAX **102**
SECURITY **103**
Managing certificates 103
Setting secure PDF 109
Performing the integrity check 111
LIST/REPORT **113**
Setting the report 113
Printing lists 116
PRINTER/e-FILING **118**
WIRELESS SETTING **120**
CHANGE USER PASSWORD **121**
802.1X SETTINGS **122**
Setting IEEE 802.1X authentication 123
Error messages 125
FACTORY DEFAULT **126**

Chapter 3 MANAGING COUNTERS (COUNTER MENU)

TOTAL COUNTER **130**
PRINT OUT TOTAL COUNTER **133**
DEPARTMENT COUNTER **134**
DEPARTMENT MANAGEMENT **138**
Logging on as administrator 138
Printing the department code list 140
Enabling department codes 140
Registering a new department code 141
Editing department codes 143
Deleting department codes 145
Resetting the counters for each department 146
Setting output limitations for all departments 147
Setting the No Limit Black function 148

Setting the registered quota 149
Resetting all department counters 150
Deleting all department codes 151

Chapter 4 APPENDIX

Setting Letters 154
On-screen keyboard 154
On-screen numeric keypad 155

List Print Format 156
TOTAL COUNTER LIST 156
DEPARTMENT CODE LIST 157
ADDRESS BOOK INFORMATION 158
GROUP NUMBER INFORMATION 159
FUNCTION LIST (User) 160
NIC configuration page 161
FUNCTION LIST (Administrator) 163
PS font list 181
PCL font list 182

INDEX 183

1

SETTING ITEMS (USER)

Accessing the User Menu **8**

GENERAL **9**

Changing the display language 9
Setting the reversed display 10
Adjusting the display setting 10
Setting the auto calibration 10
Setting the calibration 10
Setting the registration 11

COPY **12**

FAX **13**

SCAN **14**

E-FILING **16**

LIST **17**

TRAY **18**

ADDRESS **20**

Managing contacts in address book 20
Managing groups in address book 30

CHECK E-MAIL **42**

CHANGE USER PASSWORD **43**

Accessing the User Menu

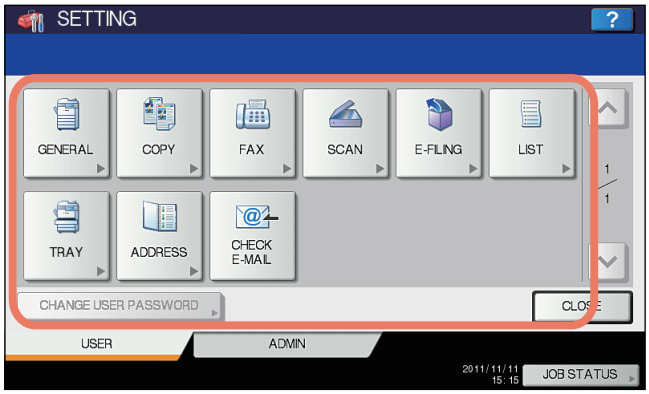
Follow the steps below to access the USER menu in the SETTING screen.

1 Press the [SETTING] button on the control panel to access the SETTING menu.

2 Press the [USER] tab.

The USER menu is displayed.

3 Continue with the user setting operation that you require.



The SETTING screen contains the following buttons. For details of each button, see the corresponding page.

P.9 “GENERAL”

P.17 “LIST”

P.12 “COPY”

P.18 “TRAY”

P.13 “FAX”

P.20 “ADDRESS”

P.14 “SCAN”

P.42 “CHECK E-MAIL”

P.16 “E-FILING”

P.43 “CHANGE USER PASSWORD”

Notes

- [CHANGE USER PASSWORD] is available only when the MFP Local Authentication function is enabled.
- When the User Management function is enabled, the [ADMIN] tab will be unavailable for a user who logs into the MFP without administrator privileges.
- [E-FILING] is displayed only when the hard disk is installed on the equipment.

GENERAL

You can change the initial settings (defaults) for the equipment.

Tip

For instructions on how to display the GENERAL menu, see the following page:
P.8 “Accessing the User Menu”

This menu allows you to perform the following operations:

P.9 “Changing the display language”

P.10 “Setting the reversed display”

P.10 “Adjusting the display setting”

P.10 “Setting the auto calibration”

P.10 “Setting the calibration”

P.11 “Setting the registration”

Note

The displayed buttons differ depending on the model.

■ Changing the display language

You can change the language used on the touch panel to a different one. Selecting the desired display language and pressing [OK] changes the language used on the display to that selected.

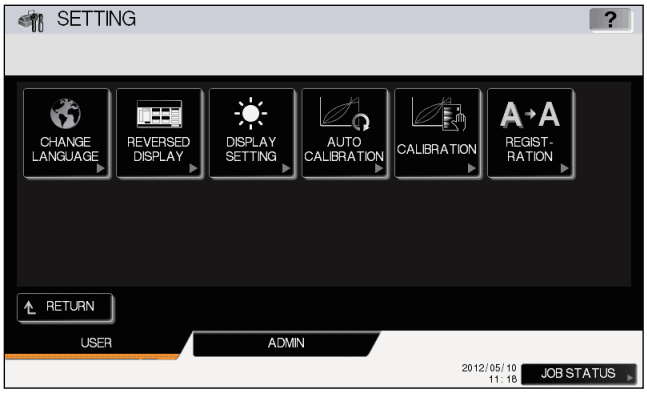
Tip

To add a display language, see the following page:
P.63 “Adding or removing display languages”

■ Setting the reversed display

You can display the touch panel reversed when normal display is too bright for you, or you want to display it more clearly.
Press [ON] to enable the reversed display, or [OFF] to disable the reversed display.

Screen in reversed display mode



■ Adjusting the display setting

You can adjust the touch panel brightness.

On the DISPLAY SETTING screen, adjust the brightness by pressing [−] or [+] .

Tip

Pressing [RESET] resets the display setting back to the factory default.

■ Setting the auto calibration

You can automatically calibrate the color gradation when the shading and hue are not reproduced accurately in the images scanned by this machine.
Calibrate by following the on-screen instructions.

Tips

- This menu is available only for some models.
- To adjust the shading and hue of the images more precisely, use “CALIBRATION”.

■ Setting the calibration

You can automatically calibrate the color gradation when the shading and hue are not reproduced accurately in the images scanned by this machine.
This function allows you to make more precise adjustments than the “AUTO CALIBRATION”.
Instructions on how to perform calibration are the same as when it is performed from the ADMIN menu.
See the following page:
📖 P.58 “Setting the calibration”

Note

[CALIBRATION] is displayed in the USER menu only when [CALIBRATION] in the DISPLAY LEVEL screen of the ADMIN menu is set to [USER]. For instructions on how to change the display level, see the following page:
📖 P.58 “Setting the calibration and registration display level”

■ Setting the registration

When color misregistration occurs, you can align the position of each color.
This button is available only for some models.

Instructions on how to perform registration are the same as when it is performed from the ADMIN menu.
See the following page:
🕮 P.59 “Setting the registration”

Note

[REGISTRATION] is displayed in the USER menu only when [REGISTRATION] in the DISPLAY LEVEL screen of the ADMIN menu is set to [USER].
For instructions on how to change the display level, see the following page:
🕮 P.58 “Setting the calibration and registration display level”

COPY

You can change the initial settings (defaults) for copy jobs.

Tips

- The number of pages and options displayed on the COPY screen differ depending on the model.
- For instructions on how to display the COPY screen, see the following page:
  📖 P.8 “Accessing the User Menu”
- For details of the copy functions, refer to the ***Copying Guide***.

The screen is composed of multiple pages. Press [^] or [v] to navigate back and forth through the pages.

Item name	Description
EXPOSURE	A setting item for monochromatic models. Select the desired exposure for copy jobs. • **AUTO** — Press this button to set the contrast automatically in accordance with the original. • **MANUAL** — Press this button to set the contrast manually.
EXPOSURE FOR COLOR	A setting item for color models. Select the desired exposure for color copies. • **AUTO** — Press this button to set the contrast automatically in accordance with the original. • **MANUAL** — Press this button to set the contrast manually.
EXPOSURE FOR BLACK	A setting item for color models. Select the desired exposure for black and white copies. • **AUTO** — Press this button to set the contrast automatically in accordance with the original. • **MANUAL** — Press this button to set the contrast manually.
COLOR MODE	A setting item for color models. Press the button of the desired color mode for copy jobs. Only [BLACK] can be selected when the No Limit Black function (📖 P.148) is enabled.
IMAGE DIRECTION	Select whether to use the function for IMAGE DIRECTION. • **ENABLE** — Press this button to use this function. • **DISABLE** — Press this button to disable this function.
MPT	Press the button of the desired paper type for feeding from MPT. The displayed paper types differ depending on the model. For details of the paper types, refer to the ***Copying Guide “Chapter 1: BEFORE USING EQUIPMENT”***.
ORIGINAL MODE	A setting item for monochromatic models. Press the button of the desired original mode.
ORIGINAL MODE FOR COLOR	A setting item for color models. Press the button of the desired original mode for color copies.
ORIGINAL MODE FOR BLACK	A setting item for color models. Press the button of the desired original mode for black and white copies.
INSERTER/INVERT BACKSIDE COVER	When set to [ON], the back cover fed from the inserter is output inverted, which is convenient for outputting the back cover inverted when using paper with different front and back face for the front and back cover.
TAB EXTENSION	This setting item allows you to set the tab extension of the tab paper placed in the trays or feeding from MPT. This option also allows you to specify the shift margin for moving the copy image to the desired position on the tab extension.
ORIGINAL MODE FOR AUTO COLOR	A setting item for color models. Press the button of the desired original mode for color copies.
OMIT BLANK PAGE ADJUSTMENT	Select the desired sensitivity from 7 levels to detect and delete blank pages from the scanned original in a copy job. The higher the level is set by pressing [+], the more likely the equipment is to detect blank pages. For details of the function, refer to the ***Copying Guide “Chapter 4: EDITING FUNCTIONS”***.
ACS ADJUSTMENT	A setting item for color models. Select the desired sensitivity from 7 levels to detect whether the original scanned in the Auto Color Copy mode is color or black and white. The higher the level is set by pressing [color], the more likely the equipment is to detect the scanned original as a color document. The lower the level is set by pressing [black], the more likely the equipment is to detect the scanned original as a black and white document.

FAX

You can change the initial settings (defaults) for fax and Internet Fax jobs.

To send and receive faxes, the FAX Unit must be installed. If the FAX Unit is not installed, you can only set [RESOLUTION], [ORIGINAL MODE], [EXPOSURE], [PREVIEW SETTING] and [INITIAL PREVIEW TYPE].
For details of other setting items, refer to the ***Operator's Manual for FAX Unit "Chapter 6: SETTING ITEMS"***.

Tips

- If the FAX Unit is not installed, the options set in this menu are applied to Internet Fax transmission jobs.
- Depending on the model, [FAX] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
- For instructions on how to display the FAX screen, see the following page:
  📖 P.8 “Accessing the User Menu”

The screen is composed of multiple pages. Press [^] or [v] to navigate back and forth through the pages.

Item name	Description
RESOLUTION	Select the resolution based on the fineness of the original. • **STANDARD** — This option is suitable for an original with regular size text. • **FINE** — This option is suitable for an original with small size text and fine illustrations. • **U-FINE** — This option is suitable for an original with small size text and detailed illustrations.
ORIGINAL MODE	Select the scanning mode based on the type of the original. • **TEXT** — This option is suitable for an original with text and line drawings. • **TEXT/PHOTO** — This option is suitable for an original with a mixture of text and photos. • **PHOTO** — This option is suitable for an original with photos.
EXPOSURE	Select the desired exposure for the original. When setting the contrast manually, press [◐] or [◑] to set the desired contrast. When setting the contrast automatically in accordance with the original, press [AUTO].
PREVIEW SETTING	Enabling the Preview function allows you to preview the scanned image before transmitting the fax/Internet Fax job. • **ON** — Press this button to enable the function. • **OFF** — Press this button to disable the function.
INITIAL PREVIEW TYPE	Select the display mode for the preview screen. The available options are: [PAGE FIT] and [WIDTH FIT].

Note

[PREVIEW SETTING] and [INITIAL PREVIEW TYPE] are available only for some models.

SCAN

You can change the initial settings (defaults) for scan jobs.

Tips

- Depending on the model, [SCAN] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
- For instructions on how to display the SCAN screen, see the following page:
  P.8 “Accessing the User Menu”

The screen is composed of multiple pages. Press ⌃ or ⌄ to navigate back and forth through the pages.

Item name	Description
COLOR MODE	Press the desired mode button.
COMPRESS	Press the desired mode button for scan jobs in Gray Scale, Full Color, or Auto Color mode.
SINGLE/2-SIDED SCAN	Press the desired mode button. • **SINGLE** — Press this button to set the Single Page Scan mode as the default scan mode. • **BOOK** — Press this button to set the Book Scan mode as the default scan mode. This enables scans of both sides of originals in the same direction. • **TABLET** — Press this button to set the Tablet Scan mode as the default scan mode. This enables scans of front pages in the general direction, and scans of back pages in the opposite direction.
ROTATION	Press the desired mode button. • A→A — Select this option to scan originals without a change in orientation. • ◁→A — Select this option to rotate your scans 90 degrees to the right. • ∀→A — Select this option to rotate your scans 180 degrees. • ▷→A — Select this option to rotate your scans 90 degrees to the left.
PREVIEW SETTING	Enabling the Preview function allows you to preview the scanned images before saving or E-mailing them. • **ON** — Press this button to enable the function. • **OFF** — Press this button to disable the function.
INITIAL PREVIEW TYPE	Select the display mode for the preview screen. The available options are: [PAGE FIT] and [WIDTH FIT].
OMIT BLANK PAGE ADJUSTMENT	Select the desired sensitivity from 7 levels to detect and delete blank pages from the scanned original in a scan job. The higher the level set by pressing +, the more likely the equipment to detect blank pages. For details of the Omit Blank Page function, refer to the ***Scanning Guide “Chapter 3: USEFUL FUNCTIONS”***.
ACS ADJUSTMENT	Select the desired sensitivity from 7 levels to detect whether the original scanned in the Auto Color mode is color or black and white. The higher the level set by pressing , the more likely the equipment to detect the scanned original as a color document. The lower the level set by pressing , the more likely the equipment to detect the scanned original as a black and white document.
IMAGE QUALITY FOR BLACK IN ACS	Press the desired image quality mode button for scanning black and white originals in the Auto Color mode. The available options are: [STANDARD] and [HIGH QUALITY].
B/W ADJUSTMENT FOR STANDARD	Select the exposure for scanning black and white originals in the Auto Color mode. The higher the exposure set by pressing , the lighter the scans of black and white in an original. The lower the exposure set by pressing , the darker the scans of black and white in an original.

Note

[PREVIEW SETTING] and [INITIAL PREVIEW TYPE] are available only for some models.

Set the following items for each color mode (Full Color/Auto Color, Gray Scale, or Black mode).

Item name	Description
RESOLUTION	Press the button of the desired resolution (dpi) for scans.
ORIGINAL MODE	Press the button of the desired mode for scans. ([ORIGINAL MODE] is not available in Gray Scale mode.)
EXPOSURE	Select the desired exposure for scans. To set the contrast manually, press ◐ or ◑ and set the desired contrast level. To set the contrast automatically in accordance with the original, press [AUTO].
BACKGROUND ADJUSTMENT	Select the desired background exposure for scans. The higher the exposure set by pressing ◐ , the lighter the background color. The lower the exposure set by pressing ◑ , the darker the background color.

E-FILING

You can set the image quality type for printing color documents that have been stored by Scan to e-Filing.

Note

The e-Filing function is available only when the hard disk is installed on the equipment.

Tip

For instructions on how to display the E-FILING screen, see the following page:
P.8 “Accessing the User Menu”

Item name	Description
GENERAL	Press this button to apply proper color quality for printing a general color document.
PHOTOGRAPH	Press this button to apply proper color quality for printing photos.
PRESENTATION	Press this button to apply proper color quality for printing presentation material.
LINE ART	Press this button to apply proper image quality for printing a document containing many characters or line arts.

LIST

You can print the lists below.

Tips

- For instructions on how to display the LIST screen, see the following page:
  📖 P.8 “Accessing the User Menu”
- The list is printed on paper that is fed from the tray in which LT-R or A4-R paper is set and exits to the receiving tray.

Item name	Description
ADDRESS BOOK	Press this button to print the ADDRESS BOOK INFORMATION that shows all registered contacts in the equipment. • **ID SORT** — Press this button to print the ADDRESS BOOK INFORMATION sorted by ID number. • **NAME SORT** — Press this button to print the ADDRESS BOOK INFORMATION sorted by last name. Tip For an output example of ADDRESS BOOK INFORMATION, see the following page: 📖 P.158 “ADDRESS BOOK INFORMATION”
GROUP NUMBERS	Press this button to print the GROUP NUMBER INFORMATION that shows all registered groups and members in the equipment. Tip For an output example of GROUP NUMBER INFORMATION, see the following page: 📖 P.159 “GROUP NUMBER INFORMATION”
FUNCTION	Press this button to print the FUNCTION LIST (User). Tip For an output example of FUNCTION LIST, see the following page: 📖 P.160 “FUNCTION LIST (User)”

When the Department Management feature is enabled, the screen to input the department code is displayed. Enter the department code and press [OK] to print each list. However, when the No Limit Black function (📖 P.148) is enabled, each list is printed without displaying the screen for inputting the department code.

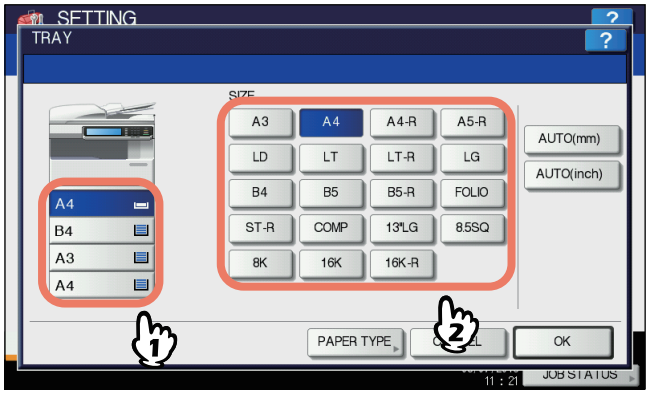
TRAY

You can set the paper size and paper type for each tray.

Tip

For instructions on how to display the TRAY screen, see the following page:
P.8 “Accessing the User Menu”

1 On the TRAY screen, press the portion of the illustration corresponding to the tray whose paper size you want to change, and press the desired paper size button.



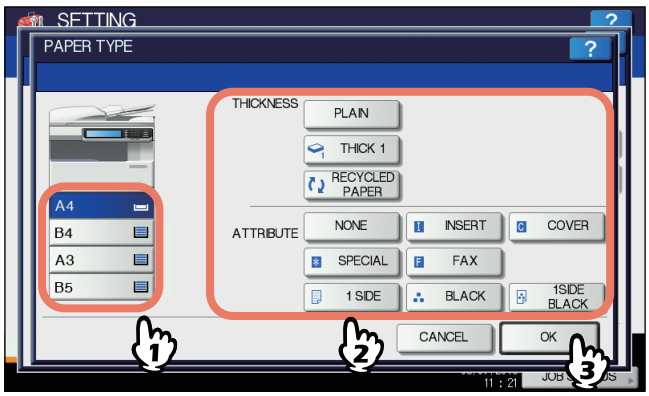
In models that can automatically detect the paper size, selecting [AUTO(mm)] or [AUTO(inch)] instead of the paper size button allows you to automatically set the size of the paper placed in the trays. Press [AUTO(mm)] when using A/B format paper such as A3 and A4, and [AUTO(inch)] when using LT format paper such as LD and LT.

Notes

- The displayed buttons differ depending on the model.
- The equipment may fail to detect the paper size and displays the “!” mark if the LT format paper is placed in the tray for which [AUTO(mm)] is set or vice versa. In this case, correct the selected button.

If you want to change the paper type from plain paper to another or want to specify the purpose of use of the paper in the tray, press [PAPER TYPE] and proceed to step 2. If you do not need to set paper type, press [OK] and complete the operation.

2 Press the portion of the illustration corresponding to the tray whose paper type you want to change and press the desired paper type button, then press [OK] to complete the settings.



The PAPER TYPE screen consists of two sections: THICKNESS and ATTRIBUTE.
Set THICKNESS when using thick paper and recycled paper.
Set ATTRIBUTE when using the paper in the tray for a specific purpose. For example, if you select [INSERT] for a tray, the paper in the tray will always be used for copy insertion.

Note

The displayed buttons differ depending on the model.

Tips

- For details of the paper types, refer to the ***Copying Guide "Chapter 1: BEFORE USING EQUIPMENT"***.
- Paper placed in a tray set with THICKNESS other than [PLAIN] or [RECYCLED PAPER], or paper placed in a tray set with ATTRIBUTE other than [NONE] is out of the scope of the Automatic Paper Selection (APS). For details of APS, refer to the ***Copying Guide "Chapter 3: BASIC COPY MODES"***.
- When an attribute other than [NONE] is set for a tray, the paper placed in this tray is out of the scope of the Automatic Change of Paper Source function.
  For details of this function, see the following page:
  P.96 "COPY"

ADDRESS

This menu allows you to perform the following operations:

- P.20 “Managing contacts in address book”
- P.30 “Managing groups in address book”

Tip

For instructions on how to display the ADDRESS BOOK menu, see the following page:
P.8 “Accessing the User Menu”

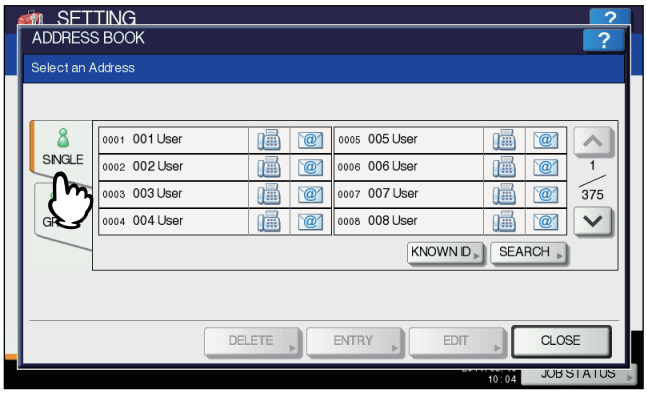
■ Managing contacts in address book

Contacts registered in the address book can be listed from the screen displayed when the [FAX] button on the control panel is pressed, for example. When transmitting a fax or internet fax, you can easily specify the recipients by selecting from the address book list. Furthermore, the address book can also be used to specify E-mail addresses for Scan to E-mail transmission.
In the address book, you can register up to 3000 contacts (up to 400 contacts when the hard disk is not installed on the equipment), which can contain a fax number, an e-mail address, or both. When the FAX Unit is installed, you can also specify fax transmission options for each contact, such as transmission type, ECM, quality transmission, line select, and subaddress settings.

Notes

- To send and receive faxes, the FAX Unit must be installed.
- Depending on the model, you can use E-mail addresses registered in the address book as destinations for Scan to E-mail or Internet Fax only when the Scanner Kit or Printer/Scanner Kit is installed.

On the [SINGLE] tab of the ADDRESS BOOK menu, you can perform the following operations to manage contacts.



P.20 “Creating new contacts”
P.25 “Editing or deleting contacts”
P.27 “Searching for contacts”

Tip

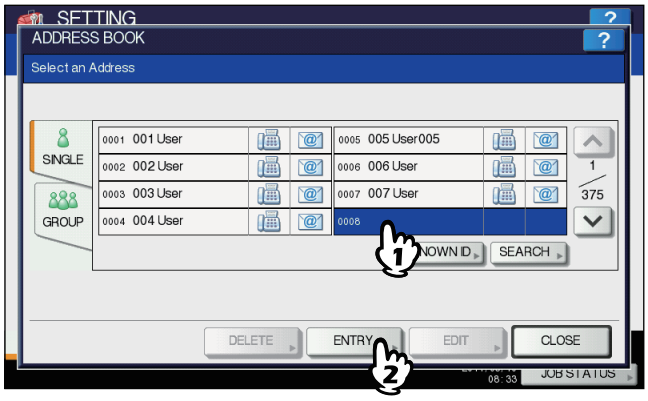
You can import and export address book data in the TopAccess administrator mode. For details, refer to the ***TopAccess Guide “Chapter 8: [Administration] Tab Page”***.

❑ Creating new contacts

You can create new contacts in the address book. The following two methods are available to create new contacts.
P.21 “Registering contacts from the SETTING using [ADDRESS] button”
P.23 “Registering contacts from Log lists”

Registering contacts from the SETTING using [ADDRESS] button

1 **Press an undefined button to register a new contact and press [ENTRY].**

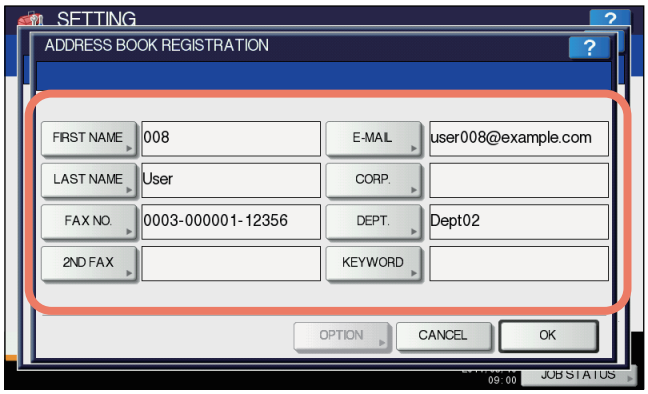


The ADDRESS BOOK REGISTRATION screen is displayed.

Tip

If the touch panel does not display an undefined button, press ⌄ to display the next page.

2 **Press each button on the touch panel to enter the following contact information.**



Item name	Description
FIRST NAME	Press this button to enter the first name of the contact. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
LAST NAME	Press this button to enter the last name of the contact. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
FAX NO.	Press this button to enter the fax number of the contact. You can enter a number of up to 128 digits.
2ND FAX	Press this button to enter the second fax number of the contact. (When repeated attempts to connect to [FAX NO.] fail, fax is sent to [2ND FAX] if registered.) You can enter a number of up to 128 digits.
E-MAIL	Press this button to enter the E-mail address of the contact. You can enter an address of up to 192 alphanumeric characters.
CORP.	Press this button to enter the company name of the contact. You can enter up to 64 characters.
DEPT.	Press this button to enter the department name of the contact. You can enter up to 64 characters.
KEYWORD	Press this button to enter a keyword for the contact. This keyword can be used to search for this contact. You can enter up to 256 characters.

Note

[FIRST NAME] or [LAST NAME], and [FAX NO.] or [E-MAIL] are mandatory items. The contact will not be registered if any of them are missing.

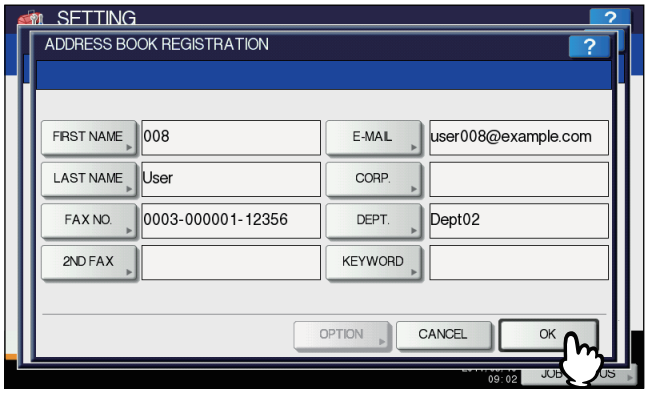
- When you press a button other than [FAX NO.] and [2ND FAX], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.154 “On-screen keyboard”
- When you press [FAX NO.] or [2ND FAX], the on-screen numeric keypad is displayed.
  For details of the on-screen numeric keypad, see the following page:
  P.155 “On-screen numeric keypad”

3 Press [OPTION] to specify the default settings for fax transmission.

Notes

- This step is available only when the FAX Unit is installed.
- For details of the options for fax transmission, refer to the ***Operator's Manual for FAX Unit "Chapter 6: SETTING ITEMS"***.

4 Press [OK] to register the contact.



The contact is registered in the address book.

Registering contacts from Log lists

You can register information such as remote fax numbers and E-mail addresses in the address book from the Send/ Receive Log screen.

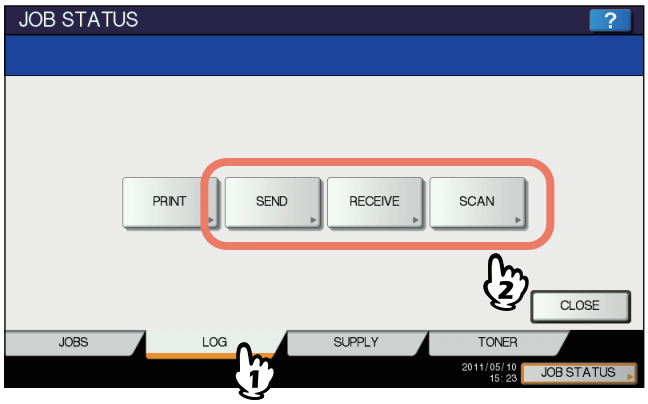
The following information can be registered from the Send Log:
- Remote fax numbers that were directly dialed, or that were searched from the LDAP server
- E-mail addresses that were manually entered, or that were searched from the LDAP server

The following information can be registered from the Receive Log:
- Remote fax numbers that were directly dialed, or that were searched from the LDAP server for a polling reception
- E-mail address of the sender

The following information can be registered from the Scan Log:
- E-mail addresses that were manually entered

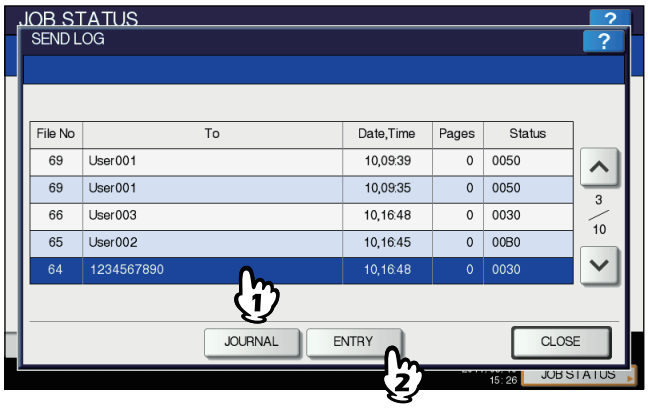
1 Press [JOB STATUS] on the touch panel.

2 Press the [LOG] tab and then, [SEND] (or [RECEIVE] or [SCAN]).



The SEND (or RECEIVE or SCAN) LOG list is displayed.

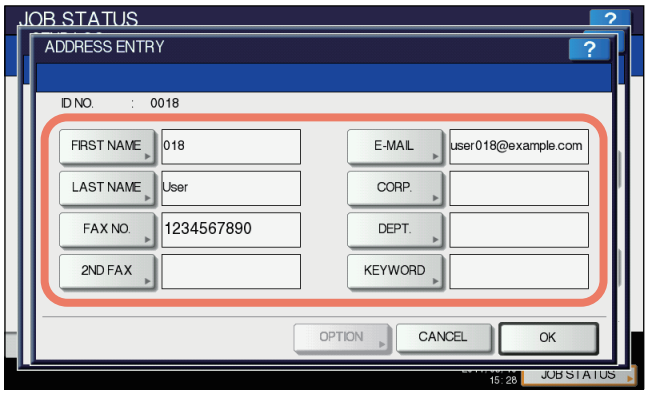
3 Select the job that includes the fax number or E-mail address you want to register into the address book, and press [ENTRY].



Note

To register E-mail addresses specified as Bcc contacts into the address book from the scan log, it is necessary to enable the [BCC Address Display] option from the TopAccess - Email menu. If the [BCC Address Display] option is disabled, the description [BCC Address] is displayed on the Scan Log screen instead of an E-mail address. In this case, [ENTRY] is disabled even if you select the description [BCC Address]. For instructions on how to enable the [BCC Address Display] option, refer to the ***TopAccess Guide "Chapter 8: SETTING ITEMS"***.

4 Edit the contact information.



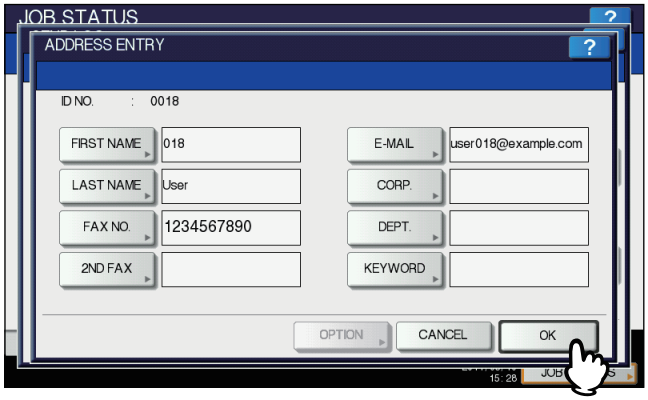
For the description of each item, see step 2 of the following operation:
📖 P.21 “Registering contacts from the SETTING using [ADDRESS] button”

5 Press [OPTION] to specify the default settings for fax transmission.

Notes

- This step is available only when the FAX Unit is installed.
- For details of the options for fax transmission, refer to the ***Operator's Manual for FAX Unit "Chapter 6: SETTING ITEMS"***.

6 Press [OK] to register the contact.

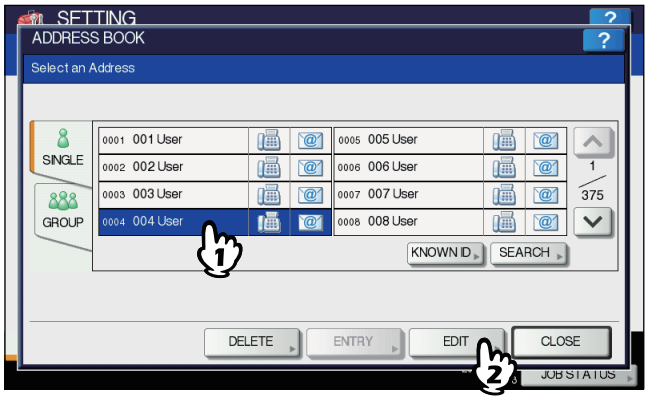


The contact is registered in the address book.

❑ Editing or deleting contacts

You can edit (or delete) contact information registered in the address book.

1 On the ADDRESS BOOK screen, press the contact that you want to edit and press [EDIT].

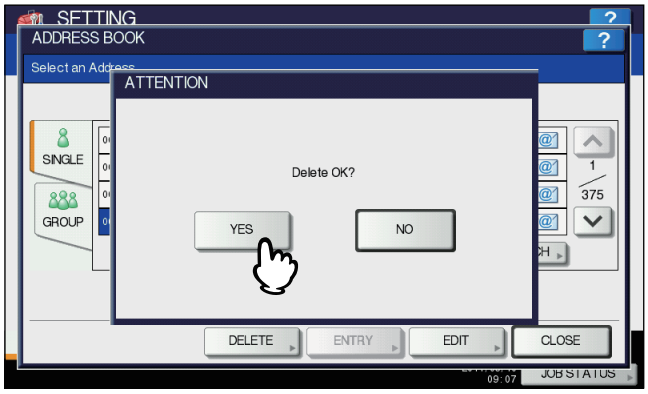


The ADDRESS BOOK EDIT screen is displayed.

Notes

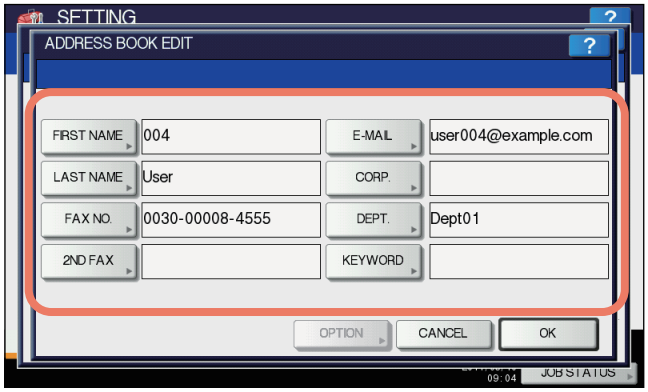
- If the touch panel does not display the contact you want to edit, press ⌄ to display the next page.
- The search function allows you to quickly search for the contact you want to edit. To search for the contact, see the following page:
  📖 P.27 “Searching for contacts”

To delete, press the contact you want to delete, and then [DELETE].
The message “Delete OK?” is displayed on the ATTENTION screen.



Press [YES] to delete the contact.

2 Edit the contact information.



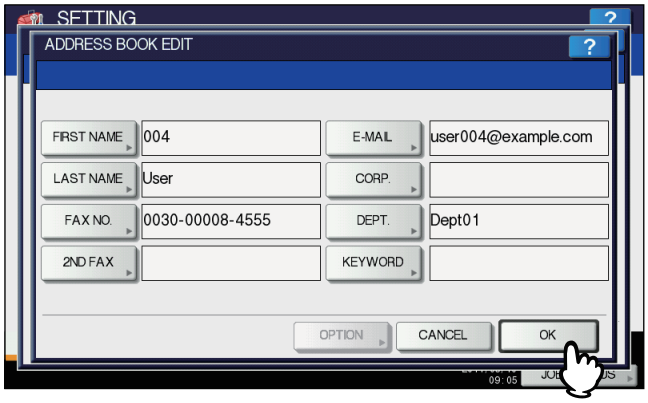
For the description of each item, see step 2 of the following operation:
📖 P.21 “Registering contacts from the SETTING using [ADDRESS] button”

3 Press [OPTION] to specify the default settings for fax transmission.

Notes

- This step is available only when the FAX Unit is installed.
- For details of the options for fax transmission, refer to the ***Operator's Manual for FAX Unit "Chapter 6: SETTING ITEMS"***.

4 Press [OK] to save the contact.



The edited contact information is saved.

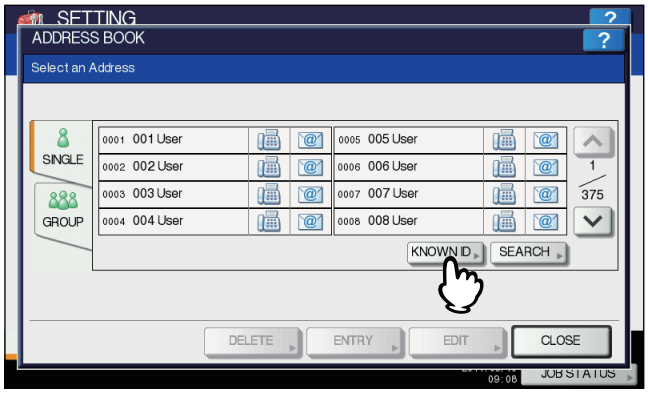
❑ Searching for contacts

The following two methods are available to search the address book for contacts. This function is convenient when searching for certain contacts.

📖 P.27 “Searching for contacts by ID number”
📖 P.28 “Searching for contacts by entering a search string”

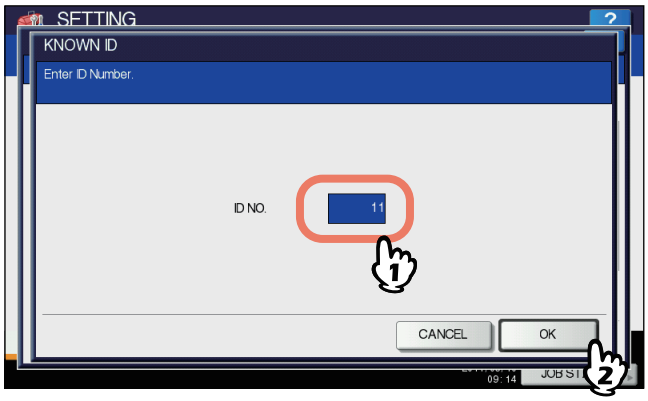
Searching for contacts by ID number

1 On the ADDRESS BOOK screen, press [KNOWN ID].

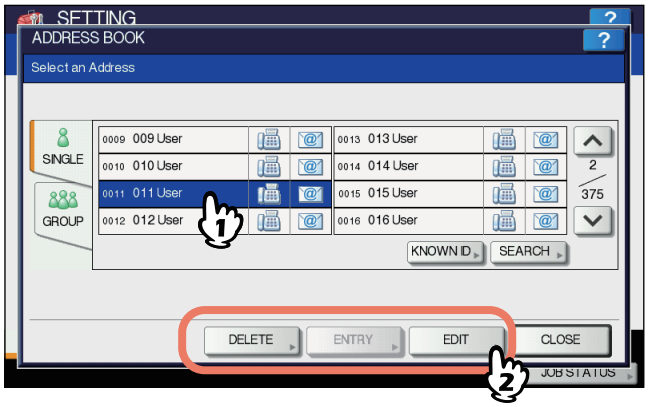


The KNOWN ID screen is displayed.

2 Enter the ID Number using the digital keys and press [OK].



3 The touch panel displays the found contact. Press the contact, and then [EDIT] to edit the contact information. Or, press [DELETE] to delete the contact.

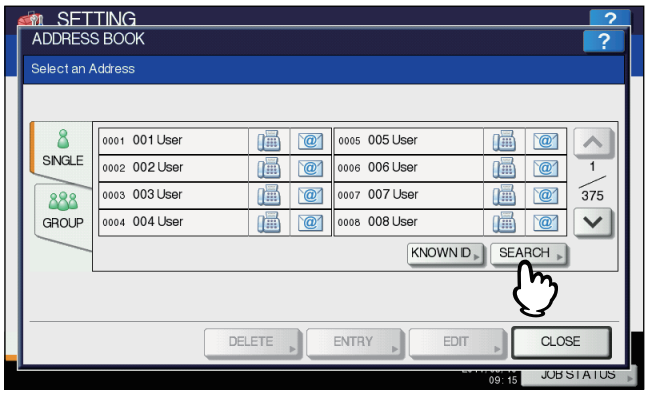


For instructions on editing or deleting contacts, see the following page:

📖 P.25 “Editing or deleting contacts”

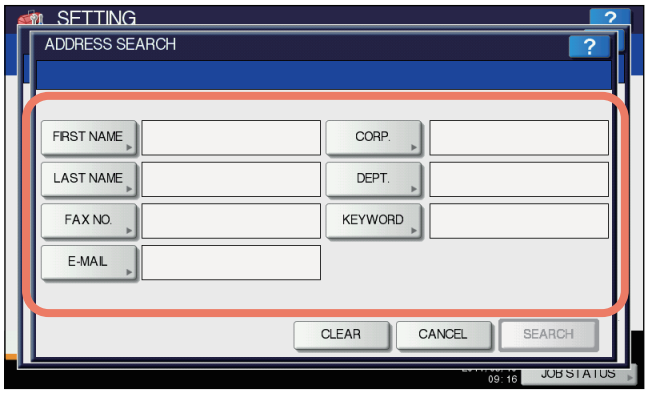
Searching for contacts by entering a search string

1 **On the ADDRESS BOOK screen, press [SEARCH].**



The ADDRESS SEARCH screen is displayed.

2 **Press the button of the item target of the search.**



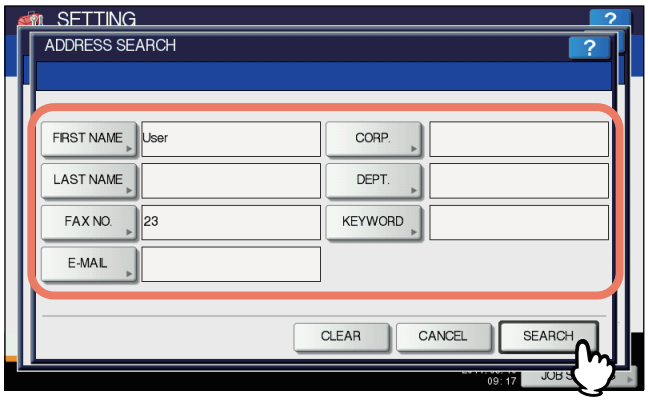
- When you press a button other than [FAX NO.], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  📖 P.154 “On-screen keyboard”
- When you press [FAX NO.], the on-screen numeric keypad is displayed.
  For details of the on-screen numeric keypad, see the following page:
  📖 P.155 “On-screen numeric keypad”

Tip

Contacts that contain the search string for the specified item will be found.

3 **Enter the search string and press [OK].**

4 **Specify the search string in the items that you require and press [SEARCH].**



Tip

Press [CLEAR] to clear the search strings you entered.

5 The touch panel displays the found contacts. Press the desired contact and press [OK] to edit the contact information.

For instructions on editing contacts, see the following page:
📖 P.25 “Editing or deleting contacts”

Tip

Press [^] or [v] to display the found contacts on different pages if one page is not enough to display them. Pressing [^^] or [vv] allows you to skip 5 pages.

If you want to change the results of the search, press [RESEARCH]. Then you will be returned to the Step 2 screen, specify the search string again.

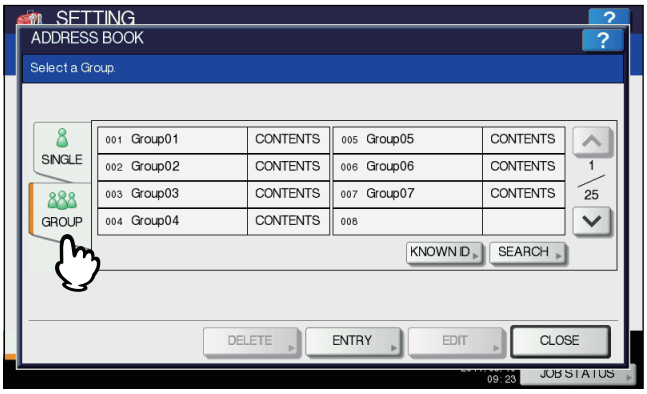
■ Managing groups in address book

You can create groups that contain multiple contacts to enable you to specify groups instead of each recipient separately when operating Scan to E-mail, or fax or Internet Fax transmissions.
In the address book, you can register up to 200 groups (up to 40 groups when the hard disk is not installed on the equipment) of up to 400 members (up to 80 members when the hard disk is not installed on the equipment).

Notes

- One fax number or one E-mail address is counted as one destination. Therefore, if you select a contact that contains both a fax number and an E-mail address, it results in two destinations in the group.
- To send and receive faxes, the FAX Unit must be installed.

On the GROUP tab of the ADDRESS BOOK menu, you can perform the following operations to manage contacts.

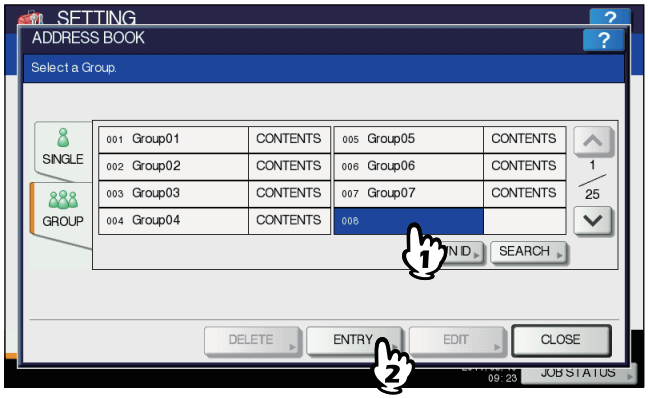


📖 P.30 “Creating new groups”
📖 P.33 “Editing or deleting groups”
📖 P.38 “Searching for groups”

❑ Creating new groups

You can create new groups in the address book.

1 On the ADDRESS BOOK screen, press an undefined button to register a new group, and then [ENTRY].

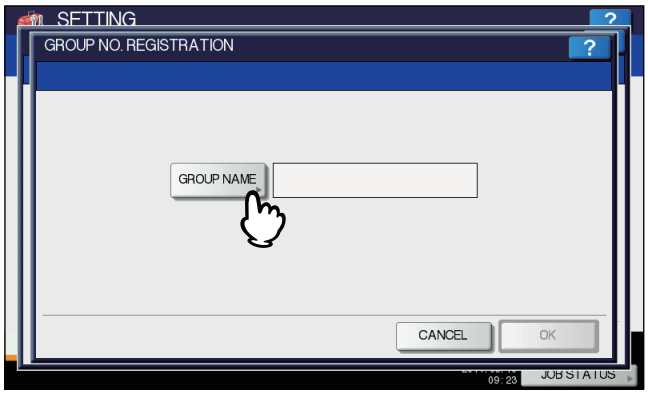


The GROUP NO. REGISTRATION screen is displayed.

Tip

If the touch panel does not display an undefined button, press ⌄ to display the next page.

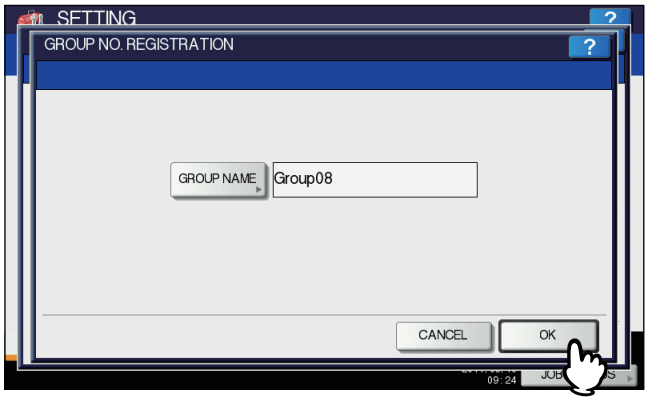
2 **Press [GROUP NAME].**



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

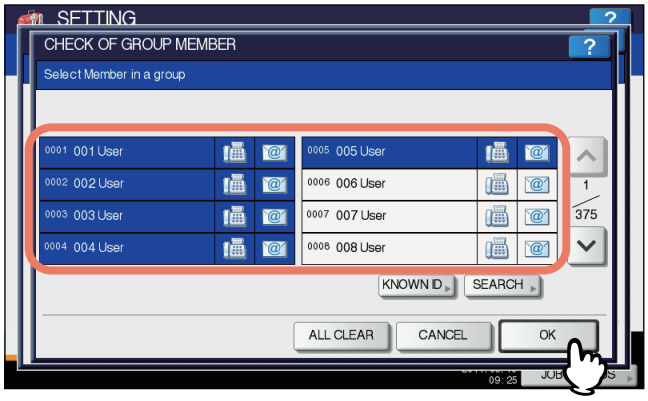
3 **Enter the group name and press [OK].**

4 **Press [OK].**



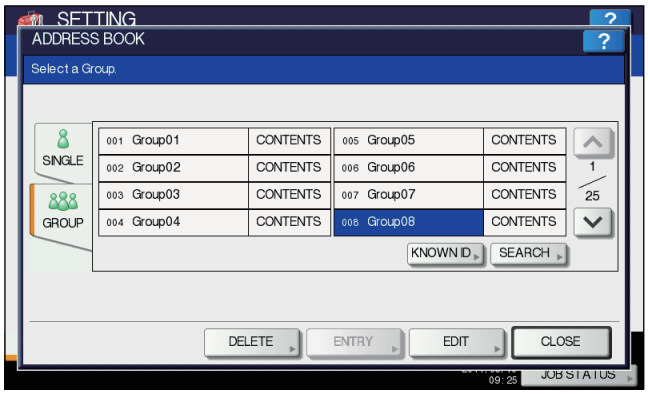
The CHECK OF GROUP MEMBER screen is displayed.

5 **Select the contacts that you want to add to the group and press [OK].**



- To add contacts by selecting each contact manually, see the following page:
  📖 P.35 “Adding or removing contacts”
- To add contacts by searching for them by ID number, see the following page:
  📖 P.35 “Adding or removing contacts by searching by ID number”
- To add contacts by searching for them with a search string, see the following page:
  📖 P.36 “Adding or removing contacts by searching with a search string”

6 **The new group is created and it appears on the touch panel.**



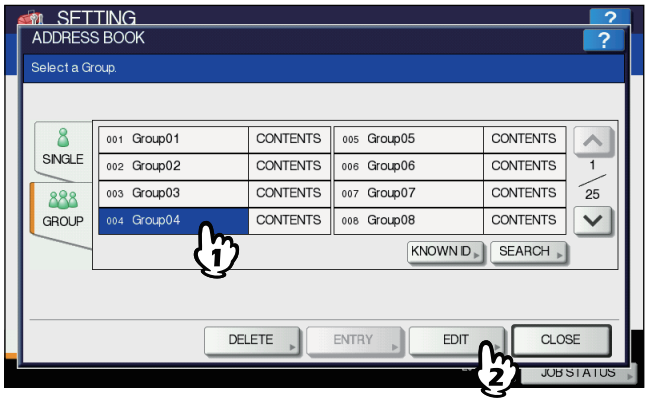
❑ Editing or deleting groups

You can edit and delete groups registered in the address book, as well as add and remove contacts to/from a group.

Note

Deleting a group does not delete the contacts from the [SINGLE] tab. However, deleting a contact in the [SINGLE] tab deletes the contact from the group it is registered in.

1 On the ADDRESS BOOK screen, press the group that you want to edit, and then [EDIT].



The GROUP NO. EDIT screen is displayed.

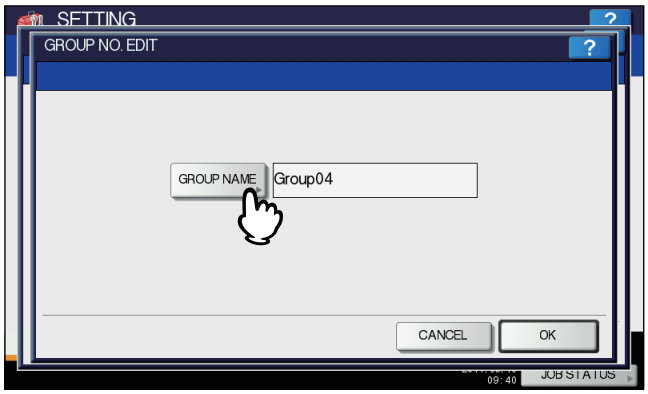
Tips

- If the touch panel does not display the group that you want to edit, press ⌄ to display the next page.
- The following two methods are available to find the group that you want to edit.
  P.38 “Searching for groups by ID number”
  P.39 “Searching for groups by group name”

To delete, press the group you want to delete, and then [DELETE].
The message “Delete OK?” is displayed on the ATTENTION screen.

Press [YES] to delete the group.

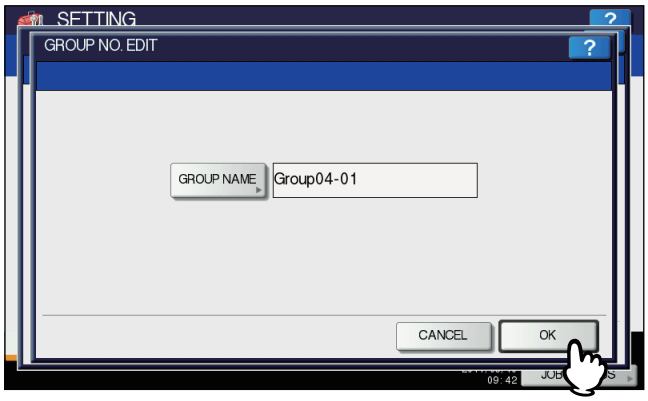
2 Press [GROUP NAME].



- The on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.154 “On-screen keyboard”
- If you do not need to edit the group name, proceed to step 4.

3 Enter the group name and press [OK].

4 Press [OK].



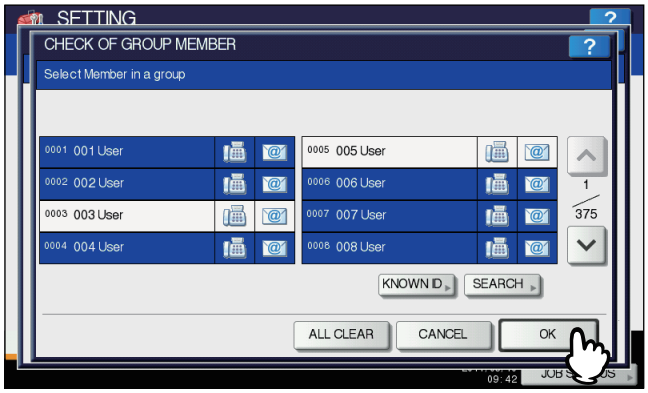
The CHECK OF GROUP MEMBER screen is displayed.

- If you do not need to change the members in the group, proceed to the next step.
- If you need to change the members in the group, see the following pages:
  - Adding or removing contacts by selecting each contact manually
    P.35 “Adding or removing contacts”
  - Adding or removing contacts by searching for them by ID number
    P.35 “Adding or removing contacts by searching by ID number”
  - Adding or removing contacts by searching for them with a search string
    P.36 “Adding or removing contacts by searching with a search string”

Tip

The highlighted contacts are those registered in the group.

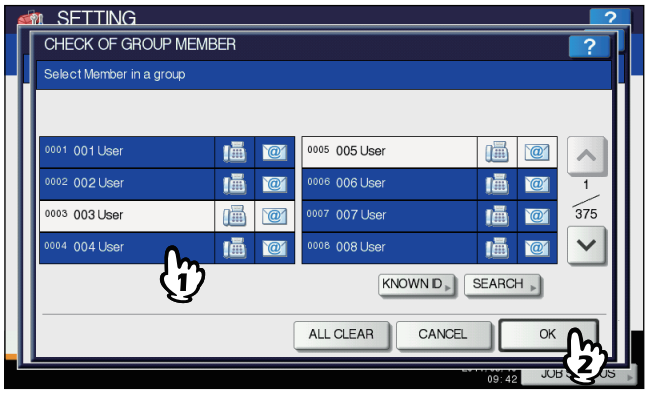
5 Press [OK].



The edited information is saved.

Adding or removing contacts

1 **To add a contact to the group, press a non-highlighted contact to highlight it. To remove a contact from the group, remove its highlight. When the addition or removal of contacts is complete, press [OK].**



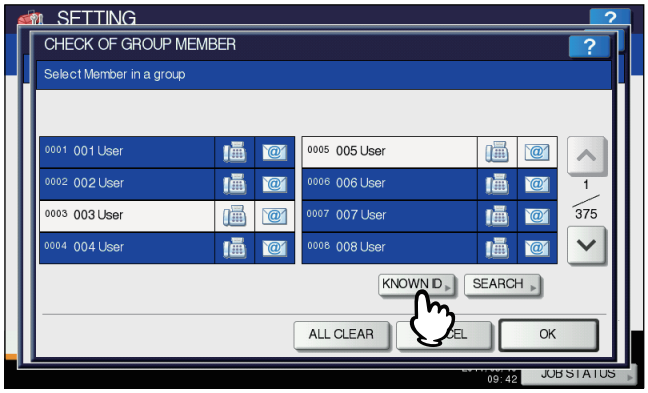
- To add/remove both the fax number and E-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press in the contact information.
- To add/remove only the E-mail address of a contact to/from the group, press in the contact information.

Tips

- Press or to display contacts on different pages.
- You can remove all contacts by pressing [ALL CLEAR].

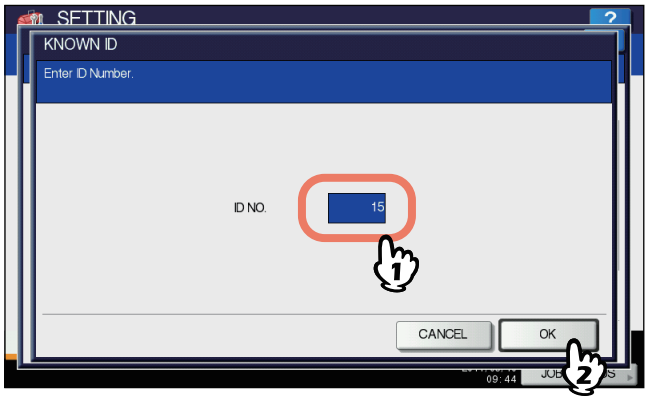
Adding or removing contacts by searching by ID number

1 **On the CHECK OF GROUP MEMBER screen, press [KNOWN ID].**



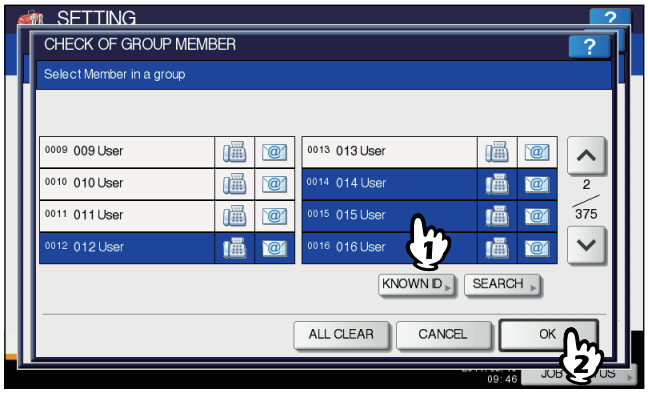
The KNOWN ID screen is displayed.

2 **Enter the ID Number using the digital keys and press [OK].**



The touch panel displays the found contacts.

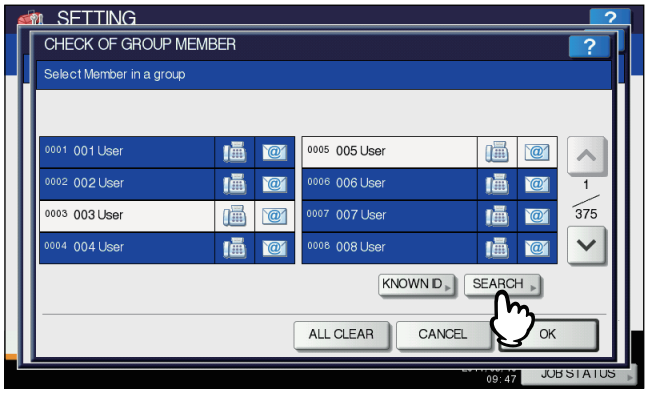
3 **To add a contact to the group, press the contact to highlight it. To remove a contact from the group, clear its highlight. When the addition or removal of contacts is complete, press [OK].**



- To add/remove both the fax number and E-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press in the contact information.
- To add/remove only the E-mail address of a contact to/from the group, press in the contact information.

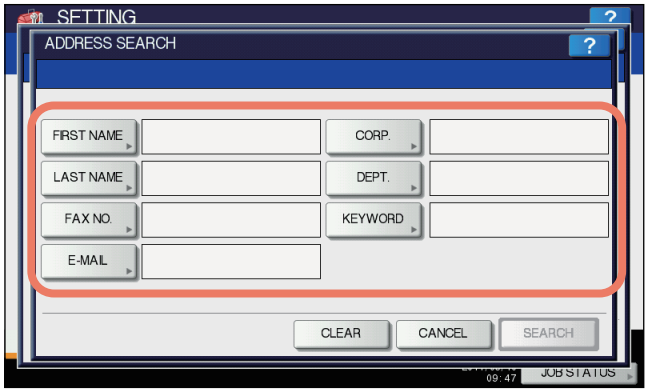
Adding or removing contacts by searching with a search string

1 **On the CHECK OF GROUP MEMBER screen, press [SEARCH].**



The ADDRESS SEARCH screen is displayed.

2 **Press the button of the item target of the search.**



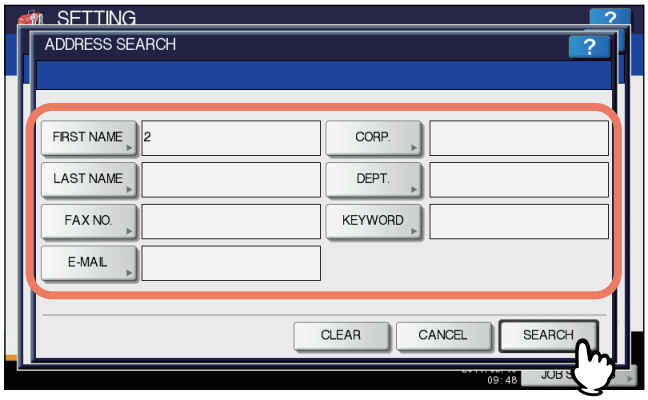
- When you press a button other than [FAX NO.], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.154 “On-screen keyboard”
- When you press [FAX NO.], the on-screen numeric keypad is displayed.
  For details of the on-screen numeric keypad, see the following page:
  P.155 “On-screen numeric keypad”

Tip

Contacts that contain the search string for the specified item will be found.

3 **Enter the search string and press [OK].**

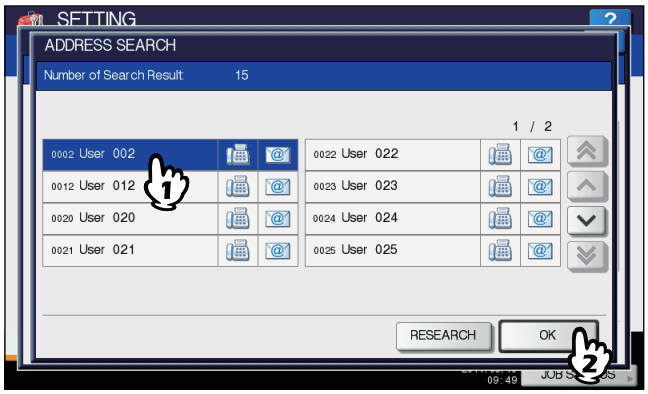
4 **Specify the search string in the items that you require and press [SEARCH].**



Tip

Press [CLEAR] to clear the search strings you entered.

5 **The touch panel displays the found contacts. Press the contact you want to add to the group to highlight it. To remove a contact from the group, remove its highlight. When the addition or removal of contacts is complete, press [OK].**



- To add/remove both the fax number and E-mail address of a contact to/from the group, press the contact name.
- To add/remove only the fax number of a contact to/from the group, press in the contact information.
- To add/remove only the E-mail address of a contact to/from the group, press in the contact information.

Tip

Press [^] or [v] to display the found contacts on different pages if one page is not enough to display them. Pressing [^^] or [vv] allows you to skip 5 pages.

If you want to change the results of the search, press [RESEARCH]. Then you will be returned to the Step 2 screen, specify the search string again.

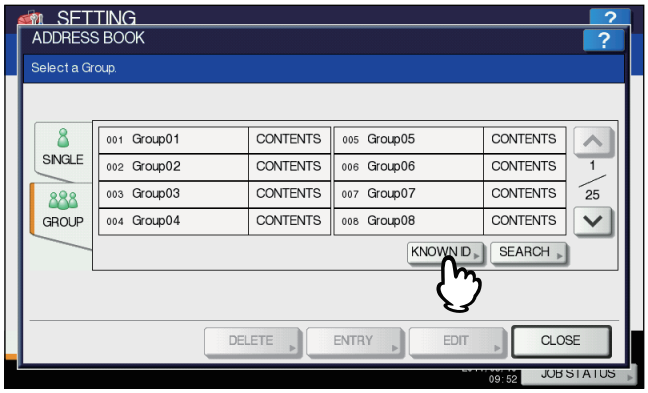
❑ Searching for groups

The following two methods can be used to search the address book for groups. This function is convenient when searching for certain groups.

🕮 P.38 “Searching for groups by ID number”
🕮 P.39 “Searching for groups by group name”

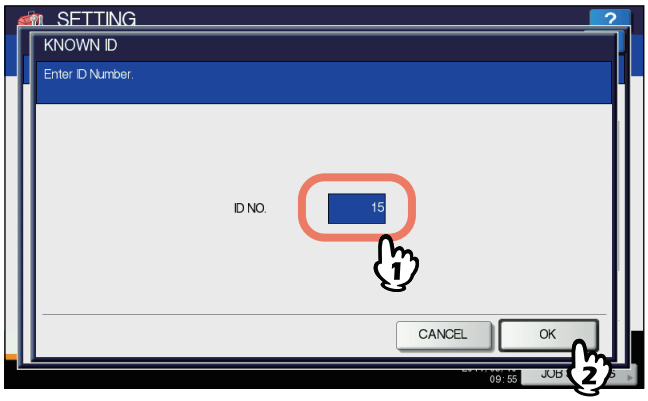
Searching for groups by ID number

1 **On the ADDRESS BOOK screen, press [KNOWN ID].**



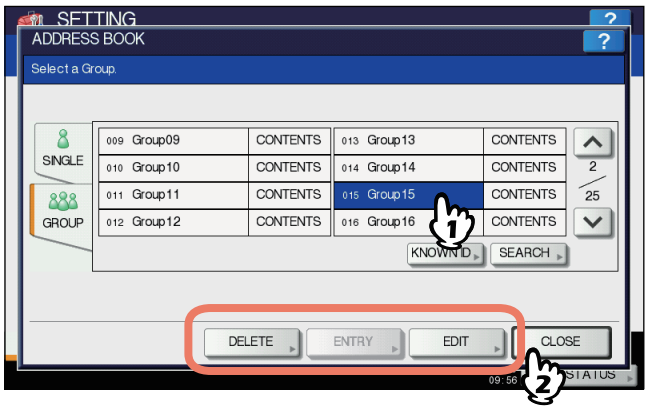
The KNOWN ID screen is displayed.

2 **Enter the ID Number using the digital keys and press [OK].**



The touch panel displays the found groups.

3 **Press the button of the desired group and proceed to the edit or delete operation.**

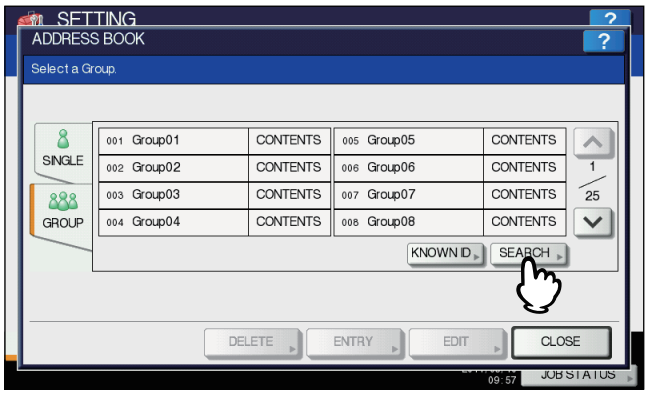


For instructions on editing or deleting groups, see the following page:

🕮 P.33 “Editing or deleting groups”

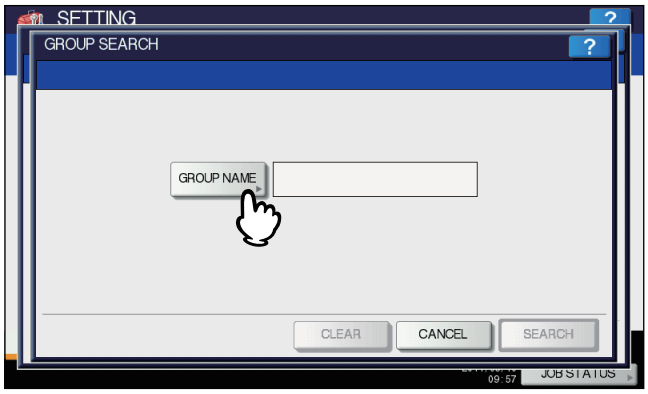
Searching for groups by group name

1 **On the ADDRESS BOOK screen, press [SEARCH].**



The GROUP SEARCH screen is displayed.

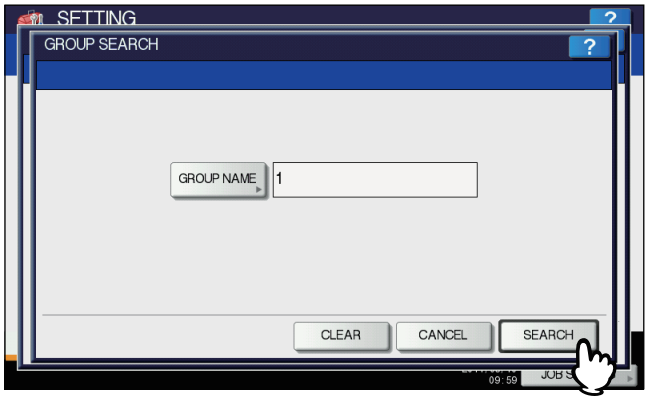
2 **Press [GROUP NAME].**



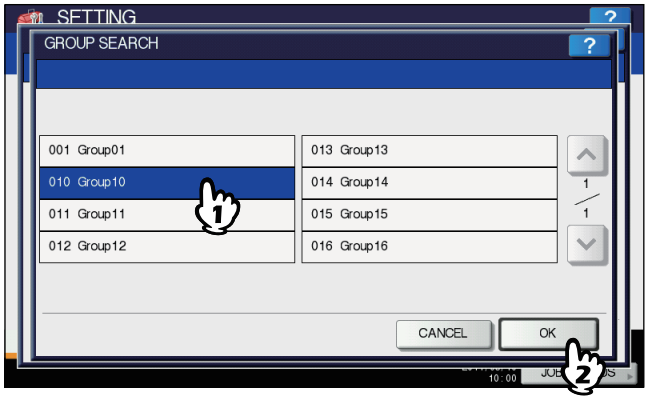
The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

3 **Enter the search string and press [OK].**

4 **Press [SEARCH].**



5 **The touch panel displays the found groups. Press the desired group and press [OK] to edit the group information.**

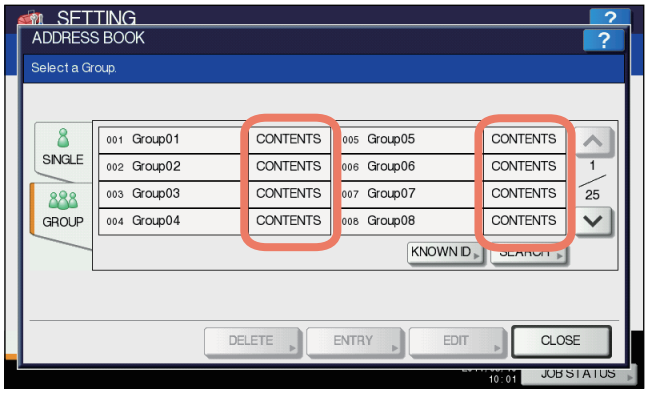


For instructions on editing or deleting groups, see the following page:
📖 P.33 “Editing or deleting groups”

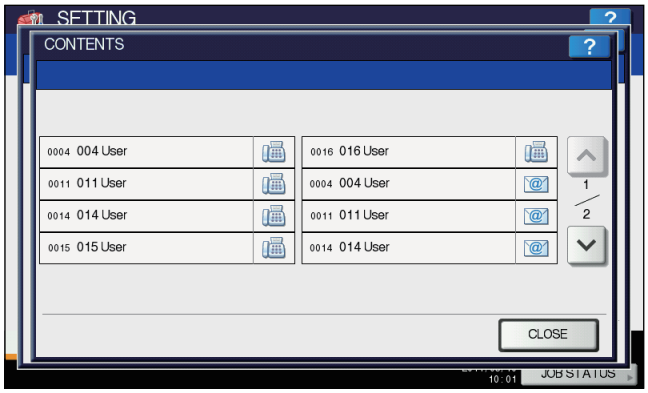
❑ Confirming the members of a group

You can confirm the contacts that are registered in a group.

1 On the ADDRESS BOOK screen, press [CONTENTS] of the group whose members you want to confirm.



The contacts registered in the group are displayed.



Tip

In the CONTENTS screen, you will see all the fax numbers listed first, and then all the E-mail addresses.

CHECK E-MAIL

You can check for new E-mails (Internet Faxes) on the POP3 server. If a new E-mail is on the POP3 server, the equipment automatically prints the E-mail data after retrieving them from the POP3 server.

Note

To perform this operation, the POP3 server must be configured using TopAccess. For instructions on how to configure the POP3 server, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

Tips

- For instructions on how to display the CHECK E-MAIL screen, see the following page:
  📖 P.8 "Accessing the User Menu"
- The equipment can also automatically check for new E-mails (Internet Faxes) on the POP3 server.

CHANGE USER PASSWORD

When the MFP Local Authentication function is enabled, users can change their authentication password that has been entered in the authentication screen from this menu.

Tips

- [CHANGE USER PASSWORD] is available only when the MFP Local Authentication function is enabled.
- For instructions on how to display the CHANGE USER PASSWORD screen, see the following page:
  P.8 “Accessing the User Menu”

1 Change the password.

1) Press [OLD PASSWORD] to enter the current password.
2) Press [NEW PASSWORD] to enter the new password.
3) Press [RETYPE NEW PASSWORD] to enter the new password again.
4) Press [OK] to save the new password.

You will be returned to the USER menu screen.

Tips

- When you press [OLD PASSWORD], [NEW PASSWORD], or [RETYPE NEW PASSWORD], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.154 “On-screen keyboard”
- The input password appears as asterisks (*) in the [OLD PASSWORD], [NEW PASSWORD], and [RETYPE NEW PASSWORD] boxes.

2

SETTING ITEMS (ADMIN)

Accessing the Admin Menu **47**

GENERAL **49**

Setting the device information 50
Setting the notification 51
Changing the administrator password and resetting the service password 52
Setting the clock 53
Setting the power save modes 55
Setting the calibration and registration display level 58
Setting the calibration 58
Changing the roughness of print 59
Setting the registration 59
Setting the status message 59
Setting the auto clear function 60
Managing the option licenses 60
Adding or removing display languages 63
Updating your system 66
Creating or installing clone files 69
Setting the panel calibration 74
Exporting logs 74
Setting job skip 75
Changing the keyboard layout 76
Cleaning the main chargers and LED print heads 77
Setting the pop-up messages 77

NETWORK **78**

Setting the TCP/IP protocol (IPv4) 78
Setting the TCP/IP protocol (IPv6) 80
Setting the IPX/SPX protocol 86
Setting the NetWare settings 87
Setting the SMB protocol 88
Setting the AppleTalk protocol 89
Setting the HTTP network service 90
Setting the Ethernet speed 91
Setting the LDAP services and the filtering functions 92
Setting IPsec (IP security) 93
Checking the network 94

COPY **96**

FAX **98**

Setting the discard and reduction print option for RX print 98

FILE **99**

E-MAIL **100**

INTERNET FAX **102**

SECURITY **103**
Managing certificates 103
Setting secure PDF 109
Performing the integrity check 111

LIST/REPORT **113**
Setting the report 113
Performing the integrity check 111

PRINTER/e-FILING **118**

WIRELESS SETTING **120**

CHANGE USER PASSWORD **121**

802.1X SETTINGS **122**
Setting IEEE 802.1X authentication 123
Error messages 125

FACTORY DEFAULT **126**

Accessing the Admin Menu

Follow the steps below to display the ADMIN menu in the SETTING screen.

1 Press the [SETTING] button on the control panel to access the SETTING menu.

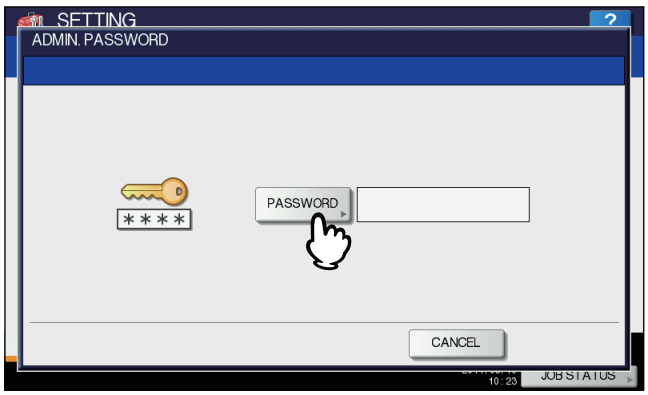
2 Press the [ADMIN] tab.

- When the User Management function is disabled, you must enter the administrator password.
  Proceed to the next step.
- When the User Management function is enabled, you must log into the MFP as a user with administrator privileges.
  When you press the [ADMIN] tab, the ADMIN menu will be displayed.
  Proceed to step 5.

Note

If you log into the MFP as a user without administrator privileges, the [ADMIN] tab will be unavailable. Setting role information allows you to give privileges to users. For details of role information, refer to the ***TopAccess Guide "Chapter 7: [User Management] Tab Page"***.

3 Press [PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.154 "On-screen keyboard"

4 Enter the administrator password and press [OK].

The ADMIN menu is displayed.

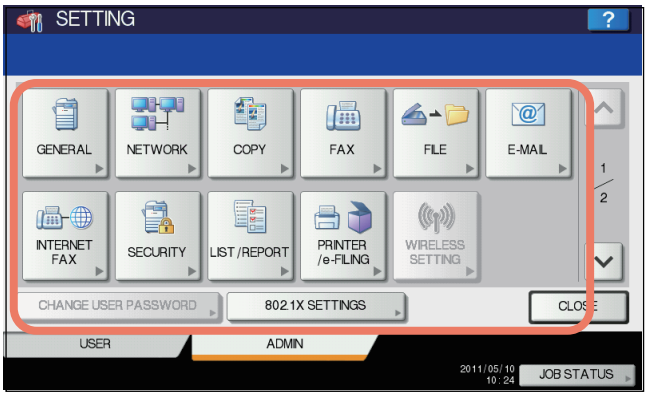
Tips

- If the administrator password has not been changed before, enter the default administrator password "123456".
- The input password appears as asterisks (*).

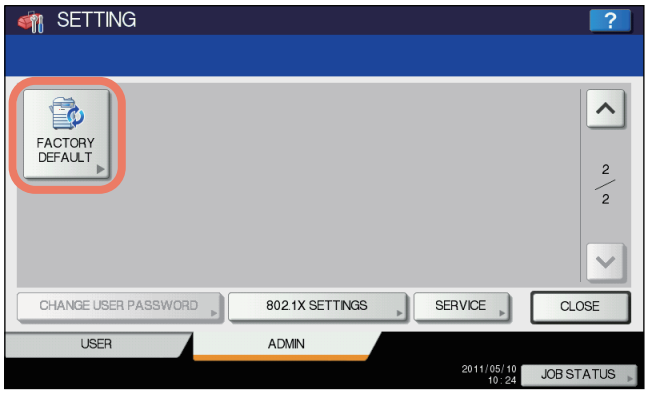
5 Proceed with the administrative operation that you require.

Pressing [v] on the ADMIN menu (1/2) displays ADMIN menu (2/2).

ADMIN menu (1/2)



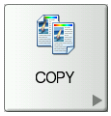
ADMIN menu (2/2)



The SETTING screen contains the following buttons. For details of each button, see the corresponding page.

P.49 “GENERAL”

P.78 “NETWORK”



P.96 “COPY”

P.98 “FAX”

P.99 “FILE”

P.100 “E-MAIL”

P.102 “INTERNET FAX”

P.103 “SECURITY”

P.113 “LIST/REPORT”

P.118 “PRINTER/e-FILING”

P.120 “WIRELESS SETTING”

P.126 “FACTORY DEFAULT”

P.121 “CHANGE USER PASSWORD”

P.122 “802.1X SETTINGS”

GENERAL

You can change the initial settings (defaults) for the equipment.

Tip

For instructions on how to display the GENERAL menu, see the following page:
P.47 “Accessing the Admin Menu”

Pressing ⌄ on the GENERAL menu (1/2) displays GENERAL menu (2/2).

GENERAL menu (1/2)

GENERAL menu (2/2)

This menu allows you to perform the following operations:

P.50 “Setting the device information”

P.51 “Setting the notification”

P.52 “Changing the administrator password and resetting the service password”

P.53 “Setting the clock”

P.55 “Setting the power save modes”

P.58 “Setting the calibration and registration display level”

P.58 “Setting the calibration”

P.59 “Changing the roughness of print”

P.59 “Setting the registration”

P.59 “Setting the status message”

P.60 “Setting the auto clear function”

P.60 “Managing the option licenses”

P.63 “Adding or removing display languages”

P.66 “Updating your system”

P.69 “Creating or installing clone files”

P.74 “Setting the panel calibration”

P.74 “Exporting logs”

P.75 “Setting job skip”

P.76 “Changing the keyboard layout”

P.77 “Cleaning the main chargers and LED print heads”

P.77 “Setting the pop-up messages”

Note

The displayed buttons differ depending on the model.

■ Setting the device information

You can set the device information of this equipment. These items appear in the Device page of TopAccess, a web-based device management utility.

Item name	Description
LOCATION	Press this button to enter the location of this equipment. You can enter up to 64 characters.
SERVICE PHONE NUMBER	Press this button to enter the service phone number. You can enter a number of up to 32 digits.
CONTACT INFORMATION	Press this button to enter the name of the service technician. You can enter up to 64 characters.
ADMIN. MESSAGE	Press this button to enter a message from the administrator. You can enter up to 20 characters.

Tips

- When you press a button other than [SERVICE PHONE NUMBER], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.154 “On-screen keyboard”
- When you press [SERVICE PHONE NUMBER], the on-screen numeric keypad is displayed.
  For details of the on-screen numeric keypad, see the following page:
  P.155 “On-screen numeric keypad”

■ Setting the notification

You can set the notification mail to send a notification message when specified events occur on the equipment, such as paper empty and service call.
You can specify up to three E-mail addresses for the destination of the notification message.

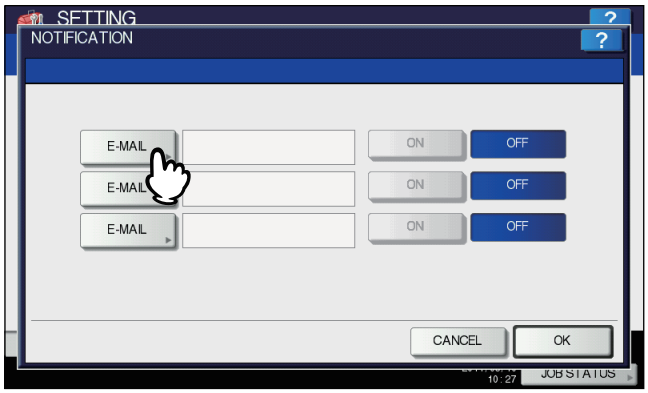
Tip

You can specify events that you want to be notified about using the TopAccess web utility. For instructions on how to specify events for notification, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

Note

To enable this function, there must be a SMTP server in your network. In addition, the settings to enable Internet communication on this equipment must be configured correctly.

1 On the NOTIFICATION screen, press [E-MAIL].



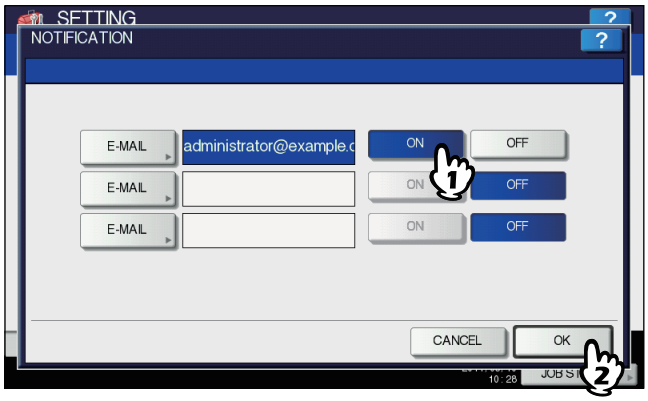
The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 "On-screen keyboard"

2 Enter the E-mail address and press [OK].

Tip

You can specify up to three E-mail addresses to which notification messages will be sent, if needed. To enable notification, you must have at least one E-mail address entered.

3 Press [ON] for the E-mail address to receive notification, and then [OK].



To disable notification for an E-mail address, press [OFF].

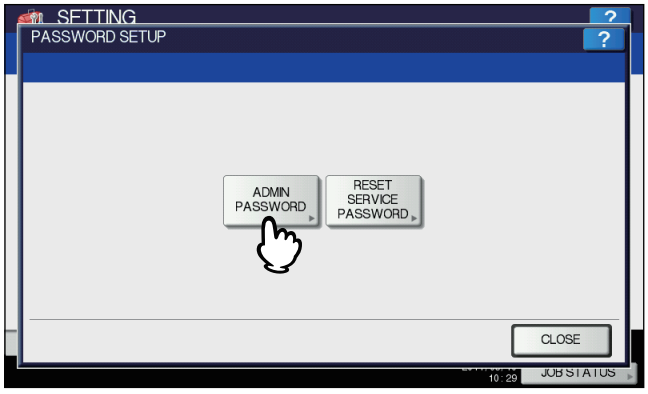
Note

[ON] is available only after an E-mail address is entered.

■ Changing the administrator password and resetting the service password

You can change the administrator password. You can also reset the service password in case the service technician who is in charge of this equipment forgets it.

1 On the PASSWORD SETUP screen, press [ADMIN PASSWORD] or [RESET SERVICE PASSWORD].

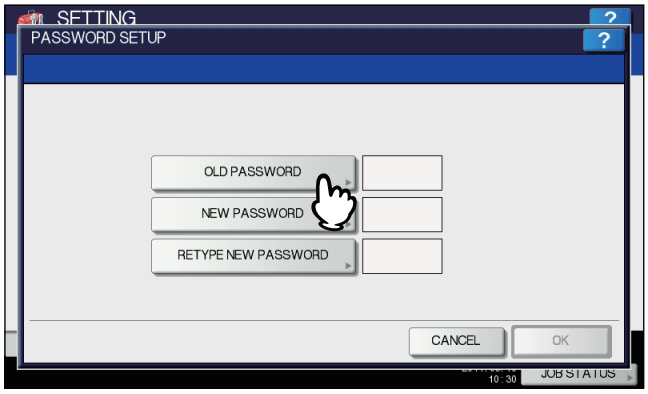


The screen for changing the administrator password is displayed.

If [RESET SERVICE PASSWORD] has been selected, the message "Are you sure?" is displayed on the ATTENTION screen.

Press [YES] to reset the service password.

2 Press [OLD PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

3 Enter the current administrator password and press [OK].

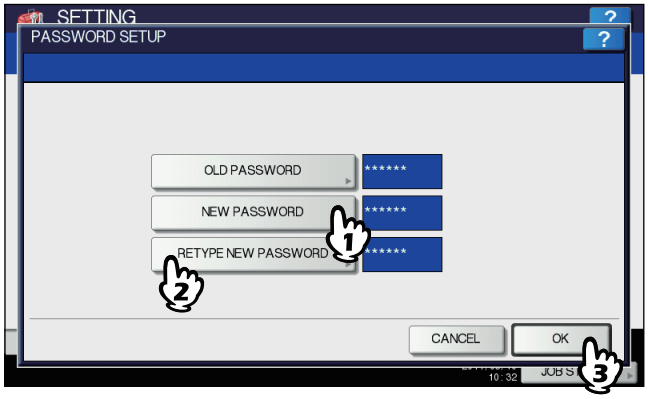
The input password appears as asterisks (*).

Tip

If the administrator password is being changed for the first time, enter “123456” in the [OLD PASSWORD] box.

4 **Set new password and complete the setting.**

1) Press [NEW PASSWORD] to enter new password.
2) Press [RETYPE NEW PASSWORD] to enter the new password again.
3) Press [OK].



Tip

When you press [NEW PASSWORD] and [RETYPE NEW PASSWORD], the on-screen keyboard is displayed. For details of the on-screen keyboard, see the following page:
P.154 “On-screen keyboard”

Note

Specify a 6 to 64-character long administrator password. You can use alphanumerics and the following symbols.
! # $ ( ) * + , - . / : ; = ? @ \ ^ _ ` { | } ~

■ Setting the clock

You can adjust the clock built into this equipment by entering the date and time using the digital keys.
P.53 “Changing the date and time”
P.54 “Changing the date format”

Note

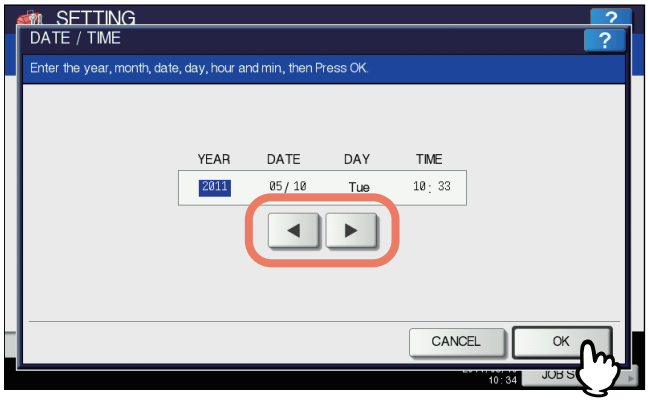
When the time settings of the equipment are adjusted using the SNTP service, the date and time cannot be set manually. You can make settings for the SNTP service in the TopAccess administrator mode. For details, refer to the ***TopAccess Guide “Chapter 8: [Administration] Tab Page”***.

Changing the date and time

1 **On the CLOCK screen, press [DATE/TIME].**

The DATE/TIME screen is displayed.

2 **Highlight the section that you want to edit using the arrow buttons, enter the value using the digital keys, and press [OK].**



You will be returned to the CLOCK menu screen.

Tip

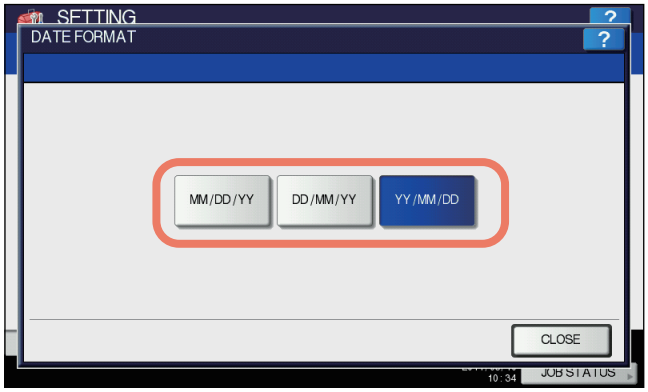
When you change either “YEAR”, “MONTH”, or “DATE”, the day of week in the DAY section will be set automatically.

Changing the date format

1 **On the CLOCK screen, press [DATE FORMAT].**

The DATE FORMAT screen is displayed.

2 **Press the desired date format button.**



You will be returned to the CLOCK menu screen.

■ Setting the power save modes

You can set the following power save modes.

- **Weekly timer**
  📖 P.55 “Setting the weekly timer”
  Using the built-in weekly timer, you can have the equipment automatically turned ON and OFF at specified times. For instance, you can set the timer for the starting time and closing time of your office so that the copier will automatically turn itself ON and OFF at those specified times.

  Tip

  You can turn on the power by simply pressing the [START] button on the control panel when the device is in the Sleep or Super Sleep mode by the weekly timer.

  Note

  When the power switch is turned off, the weekly timer does not work.

- **Auto Power Save mode**
  📖 P.56 “Setting the Auto Power Save mode”
  This function allows the equipment to automatically go into the power save mode if it is left inactive for a certain period of time.

- **Sleep mode/Super Sleep mode**
  📖 P.57 “Setting the Sleep or Super Sleep mode”
  This function puts the equipment into the Sleep or Super Sleep mode if it is left inactive for a certain period of time. In the Sleep or Super Sleep mode, power to the unused sections of this equipment is shut off while this equipment is in the standby status. Power consumption in the standby status is smallest in the Super Sleep mode, followed by the Sleep mode and then, by the Auto Power Save mode which is the mode that consumes the most among these three.

  Tip

  For the types of power save modes and procedures for entering each mode, refer to the ***Quick Start Guide “Chapter 1: PREPARATIONS”***.

  Note

  Neither the [AUTO POWER SAVE] nor [SLEEP/SUPER SLEEP] button is displayed in the European version. Contact your service representative to change the default setting for each button.

Setting the weekly timer

1 On the POWER SAVE screen, press [WEEKLY TIMER].

The TIMER screen is displayed.

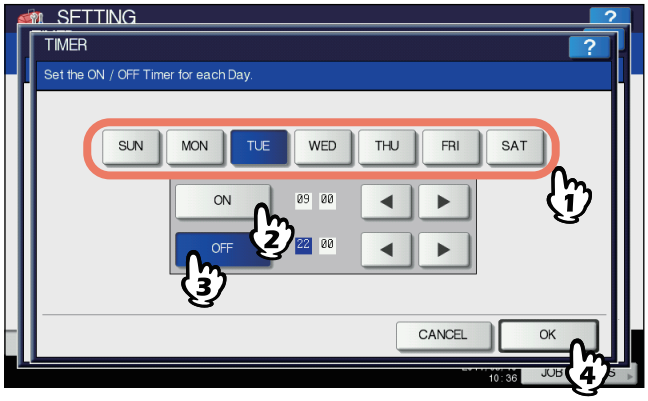
2 Check the settings on the display. If changes are required, press [CHANGE].

If no changes are required, press [OK] and complete the operation.

3 Make settings for the weekly timer.

1) Press the button of the desired day of the week.
2) Press [ON] to enter the time the device wakes up from the Sleep or Super Sleep mode.
   Use the arrow buttons to switch the active box between “Hour” and “Minute”.
3) Press [OFF] to enter the time to put the device into the Sleep or Super sleep mode.
   Use the arrow buttons to switch the active box between “Hour” and “Minute”.

4) Press [OK] to save the settings.



Tips

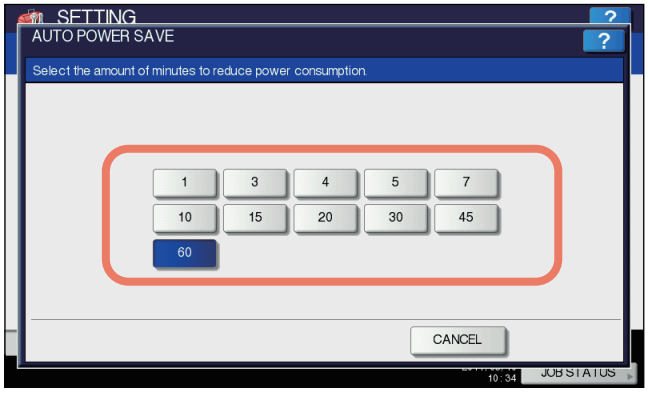
- If you want to clear an entered time, press the [CLEAR] button on the control panel.
- If you want to put the equipment into the Sleep or Super Sleep mode for an entire day, enter the same time in both the [ON] and [OFF] boxes.
  Example) When you enter “0:00” in both the [ON] and [OFF] boxes for [SUN],
  the equipment automatically goes into the Sleep or Super Sleep mode at the [OFF] time specified for [SAT].
  The Sleep or Super Sleep mode is kept until the [ON] time specified for [MON] comes.
- If you do not want to put the equipment into the Sleep or Super Sleep mode for an entire day, make settings for the desired day of the week as follows:
  [ON]: 0:00 / [OFF]: 24:00
  The equipment does not go into the Sleep or Super Sleep mode for an entire day, which is activated by the weekly timer function. However, the equipment automatically goes into the Sleep or Super Sleep mode according to the time value set for [SLEEP/SUPER SLEEP], if it is left inactive for a certain period of time.

Setting the Auto Power Save mode

1 On the POWER SAVE screen, press [AUTO POWER SAVE].

The AUTO POWER SAVE screen is displayed.

2 Press the desired period of time (in minutes) that this equipment should wait before the Power Save mode is activated.



The Auto Power Save mode setting is completed, and you will be returned to the previous screen.

Setting the Sleep or Super Sleep mode

1 **On the POWER SAVE screen, press [SLEEP/SUPER SLEEP].**

The SLEEP/SUPER SLEEP screen is displayed.

2 **Specify the following items as required and complete the setting.**

Item name	Description
SLEEP TIMER	Press the desired period of time (in minutes) that this equipment should wait before the Sleep or Super Sleep mode is activated.
SUPER SLEEP	Select whether this equipment enters the Sleep mode or the Super Sleep mode when a specified period of time has passed. • **ENABLE** — Press this button to make the equipment enter the Super Sleep mode. • **DISABLE** — Press this button to make the equipment enter the Sleep mode.

Notes

- The equipment may not enter the Sleep/Super Sleep mode at the set timing depending on its operating status.
- This equipment does not enter the Super Sleep mode even if [ENABLE] is selected for this setting in the following cases:
  - A particular option is installed. (Wireless LAN module, OKI IC Card Reader)
  - The IPsec function is enabled.
  - IEEE 802.1X authentication is enabled.
  - IPv6 is enabled and the IPv6 address is set other than manually.
  - POP3 client setting is enabled and under any of the following conditions:
    (1) The scan rate is set to other than 0 minute.
    (2) A POP3 server address is entered.
    (3) An account name is entered.
  - A particular network protocol is enabled. (AppleTalk, IPX/SPX)
- When the equipment is under the above conditions, [ENABLE] or [DISABLE] of [SUPER SLEEP] cannot be changed.
- Protocol settings for recovering this equipment from the Super Sleep mode are made in the TopAccess administrator mode. For details, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

■ Setting the calibration and registration display level

You can set whether this equipment will use the calibration and registration settings set by a user or the administrator. The relevant buttons ([CALIBRATION], [REGISTRATION]) will appear under the ADMIN menu only or under both the USER and ADMIN menus according to this setting..

Item name	Description
CALIBRATION	• **USER** — Press this button to display [CALIBRATION] in the ADMIN menu as well as the USER menu • **ADMIN** — Press this button to display [CALIBRATION] only in the ADMIN menu
REGISTRATION	• **USER** — Press this button to display [REGISTRATION] in the ADMIN menu as well as the USER menu • **ADMIN** — Press this button to display [REGISTRATION] only in the ADMIN menu

■ Setting the calibration

You can automatically calibrate the color gradation when the shading and hue are not reproduced accurately in the images scanned by this machine.
This function allows you to make more precise adjustments than the “AUTO CALIBRATION” in the USER menu.

Notes

- Whether to allow calibration by not only administrators but also users, is set by DISPLAY LEVEL.
  📖 P.58 “Setting the calibration and registration display level”
- Place LT or A4 paper (recommended paper) in the tray*1 before starting the calibration. If any other paper is used, calibration may not be performed properly.
- If the glass is dirty or any foreign objects are stuck to it, calibration may not be performed properly. Keep the glass clean.
- Do not raise the Platen cover or the Reversing Automatic Document Feeder*2, or open the front cover while the calibration is in progress. If this does happen, calibration cannot be finished properly.
- Interrupt copying is not available during the calibration.
- If the color often deviates, call your service technician.

*1 Place paper in the Large Capacity Feeder if one is installed. If not, place paper in the uppermost tray in which A4 or LT has been registered.
*2 The Reversing Automatic Document Feeder is an option depending on the model.

Tip

For instructions on how to display the CALIBRATION screen, see the following page:
📖 P.47 “Accessing the Admin Menu”

1 Press the button to calibrate.

Item name	Description
COPY	Press this button to calibrate for copy jobs.
PRINT	Press this button to calibrate for print jobs.
600 dpi PRINT	Press this button to calibrate for 600 dpi print jobs.
1200 dpi PRINT	Press this button to calibrate for 1200 dpi print jobs.

Note

The available buttons differ depending on the model.

2 Select the paper type and press [OK].

Note

Depending on the machine settings, the screen to select the paper type may not be displayed. In this case, proceed to the next step.

3 **Select the calibration settings.**

Item name	Description
DEFAULT	Press this button to restore the default calibration setting and return to the previous screen.
CALIBRATION	Press this button to calibrate using the printed chart. In this case, proceed to the next step.

4 **Place the printed chart face down on the glass, so that the two black rectangular marks are placed on the left side.**

5 **Press the [START] button on the control panel.**

The calibration begins. Do not operate the equipment until the message “Scanning and calibrating” disappears.

Note

If the chart is not properly placed, the message “Set chart correctly” is displayed on the touch panel. In this case, return to step 3 and realign the chart.

■ Changing the roughness of print

You can switch the line density level of images in printing.
This setting applies to print jobs with 600 dpi. Set this to color and black printing, respectively.

Item name	Description
HIGH	Press this button to print with the normal line density level.
LOW	Press this button to print with the lower line density level than a normal one.

Tip

Changing the setting displays the CONFIRMATION screen that asks you whether you want to perform calibration or not. Select [OK] or [CANCEL] as required.

■ Setting the registration

When color misregistration occurs, you can align the position of each color.
On the REGISTRATION screen, press [YES] to start the registration.
This button is available only for some models.

Note

Whether to allow registration by not only administrators but also users, is set by DISPLAY LEVEL.
For instructions on how to change the display level, see the following page:
📖 P.58 “Setting the calibration and registration display level”

■ Setting the status message

You can have a status message displayed at the bottom of the touch panel, notifying the occurrence of specified events, such as paper empty and toner low.

Press [ON] or [OFF] for each status message and press [OK].

Item name	Description
TONER NEAR EMPTY MESSAGE	Enabling this option displays a message at the lower left of the screen when toner is low in a toner cartridge.
PAPER EMPTY MESSAGE	Enabling this option displays a message at the lower left of the screen when there is no paper in a tray.
LEFT TRAY (LCF) PAPER EMPTY MESSAGE	Enabling this option displays a message at the lower left of the screen when there is no paper in the left tray of the Tandem Large Capacity Feeder.

Note

The status message "LEFT TRAY (LCF) PAPER EMPTY MESSAGE" applies only to models with the Tandem Large Capacity Feeder installed.

■ Setting the auto clear function

You can set how long the machine waits before clearing the previous operation left uncompleted on the control panel. Press the desired period of time (in seconds). If you want to disable the Auto Clear function, press [NO LIMIT].

Note

Selecting [NO LIMIT] does not clear the control panel for any mode including the SETTING, JOB STATUS, and TEMPLATE screens.

■ Managing the option licenses

You can view product information, such as the license ID for certain options. You can also install these options on the equipment if necessary.

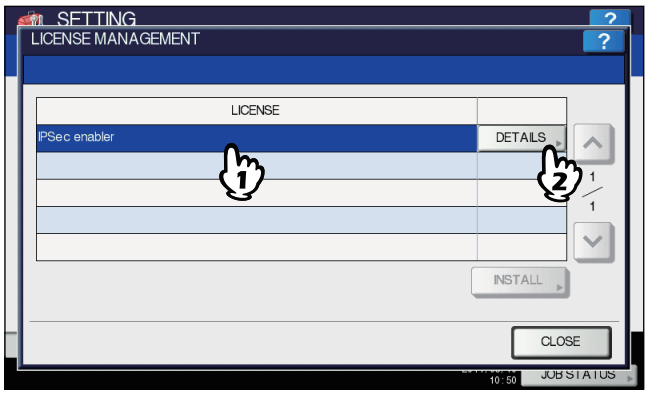
📖 P.60 “Viewing product information”
📖 P.61 “Installing an option”

Important

For installation, be sure to follow the service technician’s instructions.

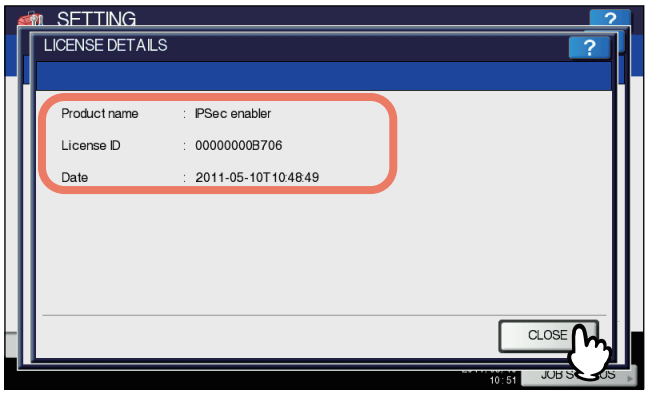
Viewing product information

1 On the LICENSE MANAGEMENT screen, select the option for which you want to confirm product information, and press [DETAILS].



The LICENSE DETAILS screen is displayed.

2 **After you confirm product information, press [CLOSE].**



You will be returned to the LICENSE MANAGEMENT screen.

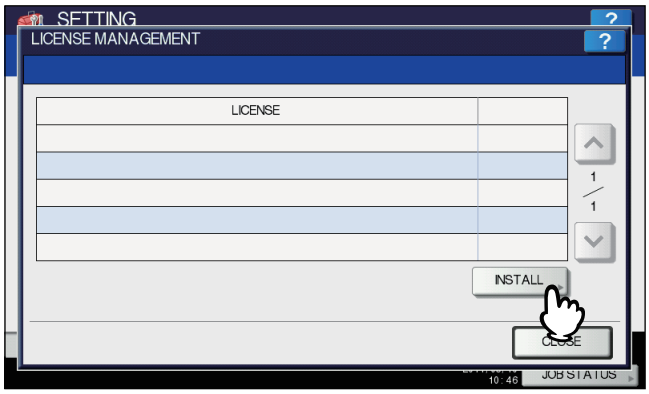
Tip

The following information is displayed.

- Product name: Option name
- License ID: License ID
- Date: The date and time of when the option has been installed

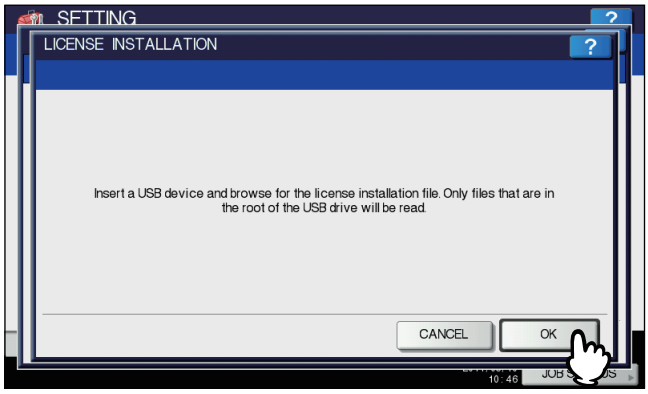
Installing an option

1 **On the LICENSE MANAGEMENT screen, press [INSTALL].**



The LICENSE INSTALLATION screen is displayed.

2 **Connect your USB storage device to the USB port on the equipment, and press [OK].**

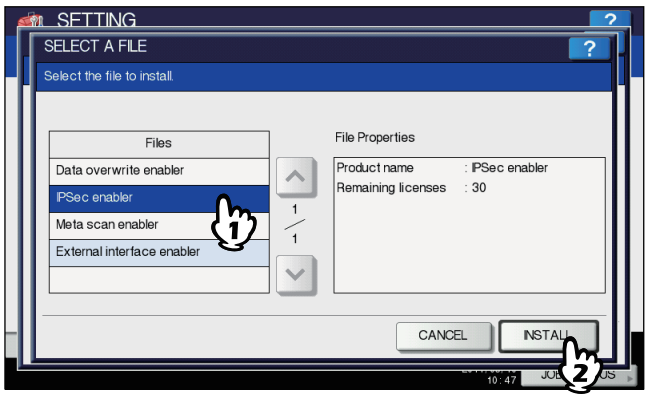


The SELECT A FILE screen is displayed.

Tip

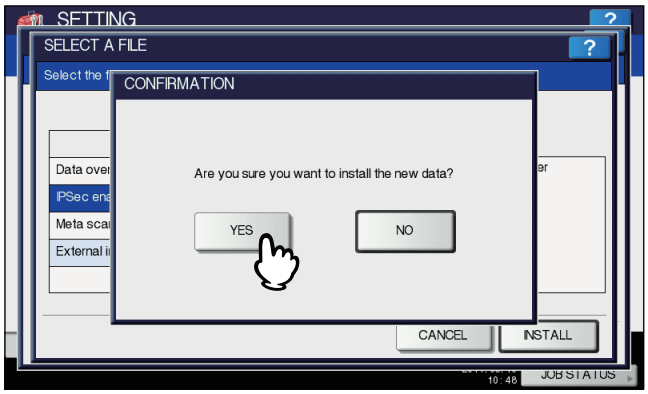
For the location of the USB port on the equipment, refer to the ***Quick Start Guide "Chapter 1: PREPARATIONS"***.

3 Select the option that you want to install, and press [INSTALL].



The installation confirmation screen is displayed.

4 Press [YES].

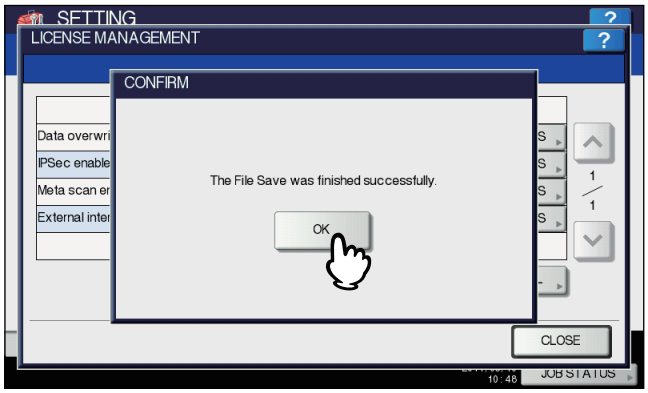


The installation begins.

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

5 When the installation is complete, press [OK].



The option which has just been installed is displayed on the LICENSE MANAGEMENT screen.

Tip

If the installation fails, the message “It failed in the installation. Do you retry?” will be displayed on the CAUTION screen. In this case, press [YES] to perform the installation again.

6 **Remove the USB storage device from the USB port on the equipment.**

Tip

After the installation is complete, it is necessary to reboot the equipment. When the message “Reboot the machine” is displayed on the touch panel, turn the power of the equipment OFF and then back ON by using the [POWER] button on the control panel.

■ Adding or removing display languages

You can add new languages to be used on the touch panel, and also remove those you no longer need. Furthermore, from this menu, you can also change the default language used on the touch panel to a different one.

📖 P.63 “Adding a language”
📖 P.65 “Removing a language”
📖 P.66 “Setting the default language”

Tips

- The following language packs are initially installed on the equipment.

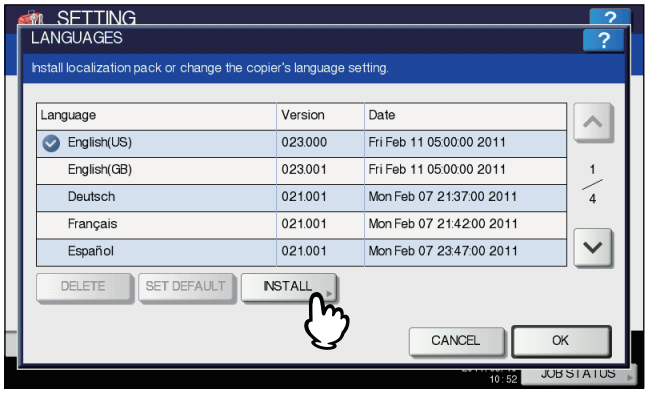
English (US)	English (UK)	German	French	Spanish
Italian	Danish*	Finnish*	Norwegian*	Swedish*
Dutch*	Polish*	Russian*	Japanese	Simplified Chinese
Traditional Chinese				

* Initially installed only when the hard disk is installed on the equipment.

- When adding a language, store the desired language pack in the root directory of your USB storage device in advance.
- For information of languages which can be newly added, contact your service technician.

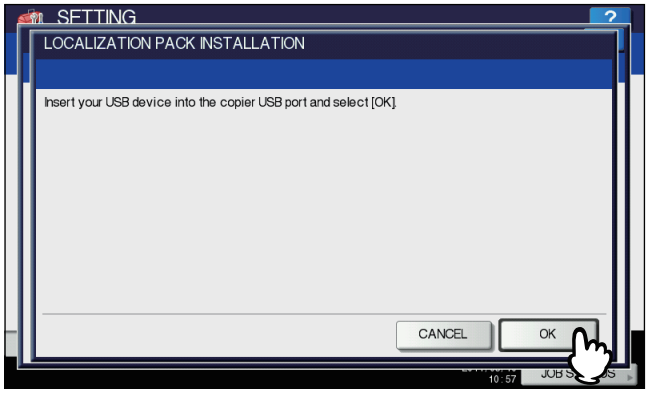
Adding a language

1 **On the LANGUAGES screen, press [INSTALL].**



The LOCALIZATION PACK INSTALLATION screen is displayed.

2 **Connect your USB storage device in which the language pack is stored to the USB port on the equipment, and press [OK].**

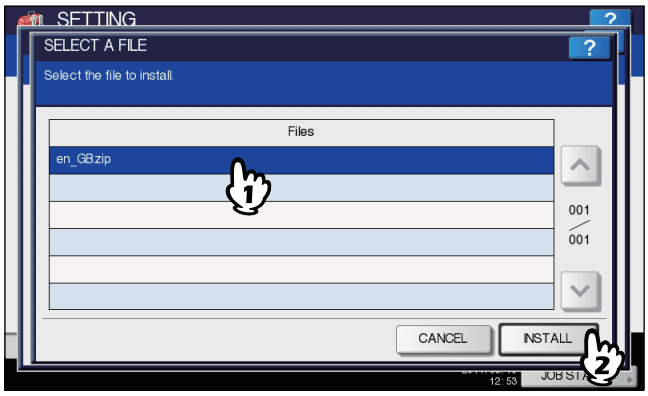


The SELECT A FILE screen is displayed.

Tip

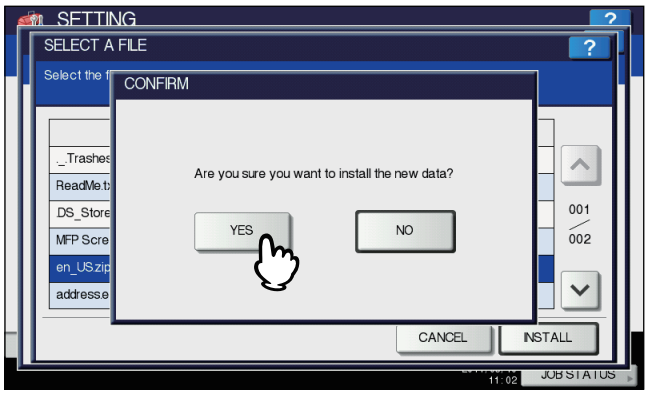
For the location of the USB port on the equipment, refer to the ***Quick Start Guide "Chapter 1: PREPARATIONS"***.

3 **Select the language pack that you want to install, and press [INSTALL].**



The installation confirmation screen is displayed.

4 **Press [YES].**

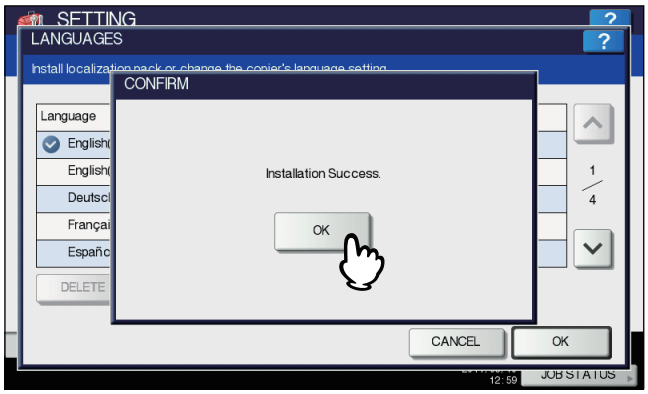


The installation begins.

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

5 **When the installation is complete, press [OK].**



You will be returned to the GENERAL menu (2/2).

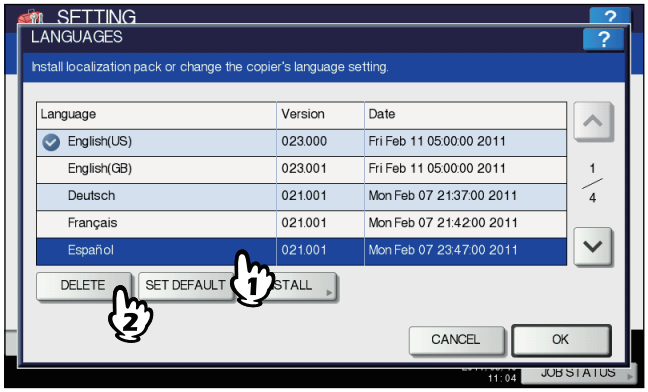
Tip

If the installation fails, the message “Installation Failed.” will be displayed on the CAUTION screen. In this case, press [CLOSE], and perform the operation again.

6 **Remove the USB storage device from the USB port on the equipment.**

Removing a language

1 **On the LANGUAGES screen, select the language pack that you want to remove, and press [DELETE].**



The deletion confirmation screen is displayed.

Note

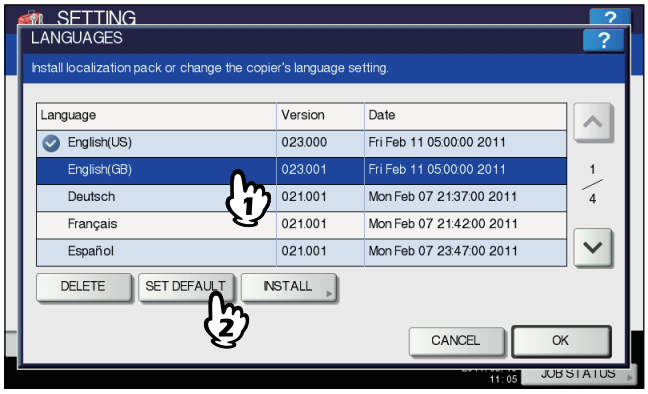
The language packs for English (US), English (UK), and the default language cannot be removed.

2 **Press [YES].**

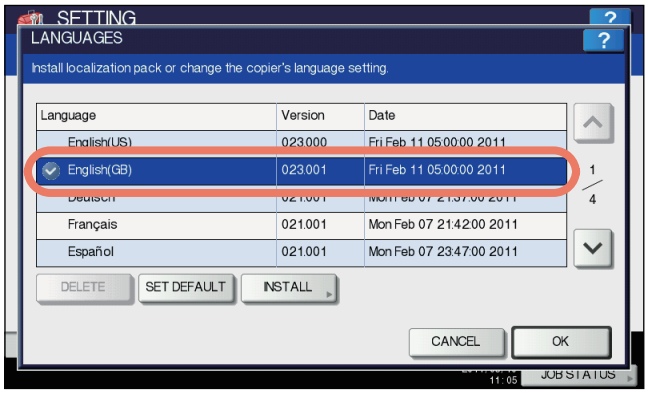
When the language pack is removed, you will be returned to the LANGUAGES screen.

Setting the default language

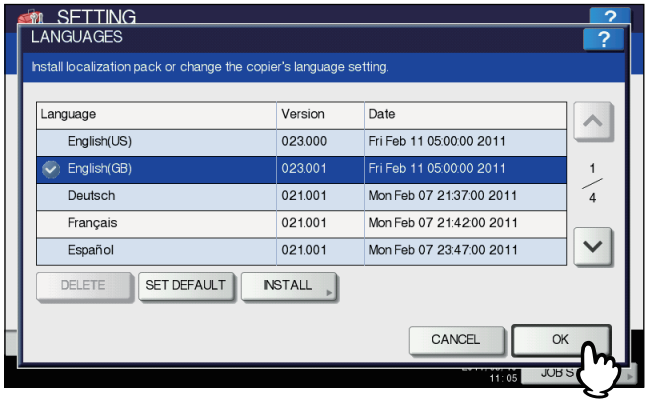
1 **On the LANGUAGES screen, select the language to be used as the default, and press [SET DEFAULT].**



The mark is displayed beside the selected language.



2 **Press [OK].**



The setting is completed, and you will be returned to the previous screen.

■ Updating your system

You can install files for updating the system of your equipment.

Note

When the hard disk is not installed on the equipment, you can confirm the installed system software and version but you will not be able to update the system of your equipment though.

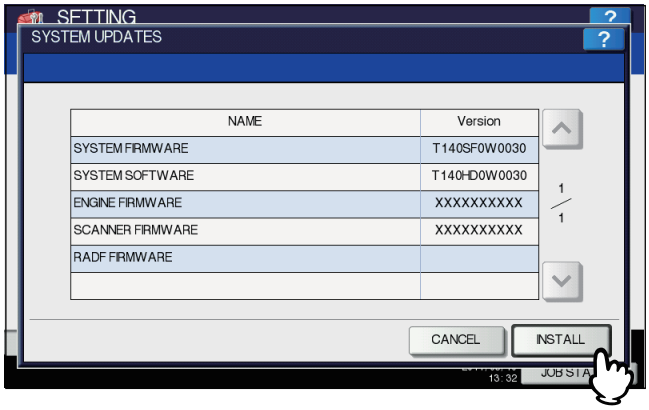
Tips

- To obtain the updating files, contact your service technician.
- Before performing the operation, store the updating files in the root directory of your USB storage device in advance.

1 **Press [SYSTEM UPDATES] on the GENERAL menu (2/2) screen.**

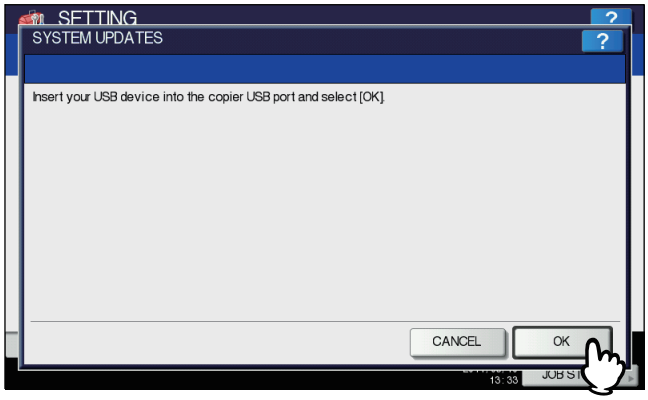
The SYSTEM UPDATES screen is displayed, and you can view the software currently installed and the respective versions.

2 **Press [INSTALL].**



A message appears prompting you to insert the USB storage device.

3 **Connect your USB storage device in which the files for updating the system are stored to the USB port on the equipment, and press [OK].**

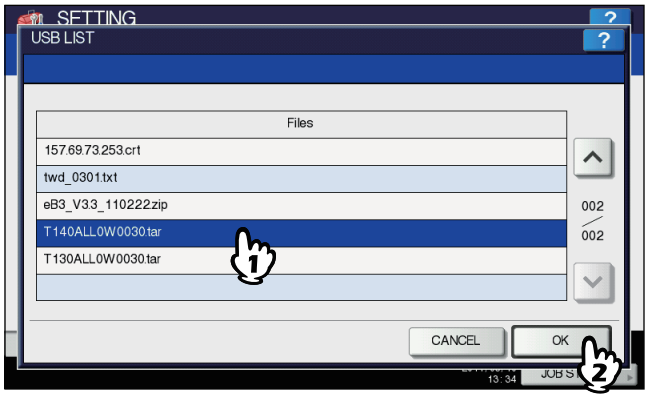


The USB LIST screen is displayed.

Tip

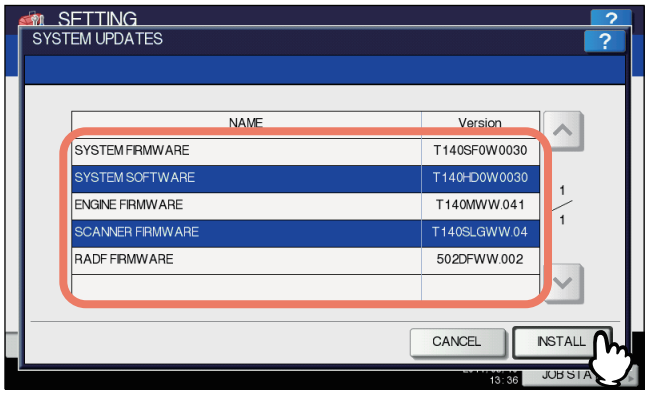
For the location of the USB port on the equipment, refer to the ***Quick Start Guide "Chapter 1: PREPARATIONS"***.

4 **Select the file type, and press [OK].**



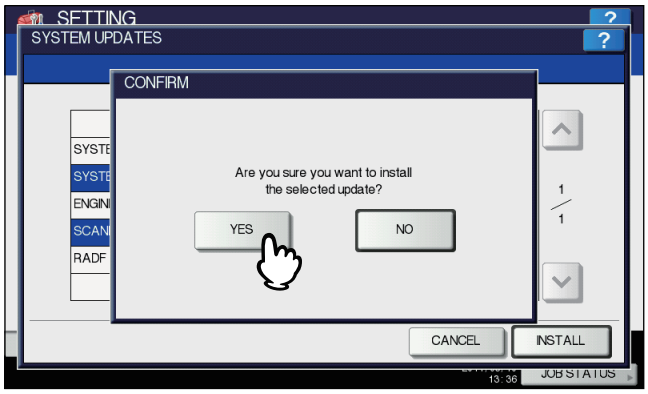
The SYSTEM UPDATES screen is displayed.

5 Select the file that you want to install, and press [INSTALL].



The installation confirmation screen is displayed.

6 Press [YES].



The installation begins.

Notes

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.
- Pressing [YES] in the above screen while jobs are being processed, displays the message “Process cannot be performed while Job is processing or Admin function is in progress.” in the CAUTION screen. In this case, press [CLOSE], and wait until the job is complete, then perform the operation again.

7 When the installation is complete, remove the USB storage device from the USB port on the equipment, and press [OK] to reboot the equipment.

Your system is now updated. When update is complete, the equipment is automatically rebooted.

■ Creating or installing clone files

You can create clone files of the setting data and user data by using the cloning function. These files can also be installed on other equipment of the same multifunctional digital system series. This function is convenient when you want to apply the same settings to multiple equipment.

📖 P.69 “Installing the clone data”
📖 P.72 “Creating clone files”

Note

The clone files are compatible with models of the same MFP series but not with those of others.

Tip

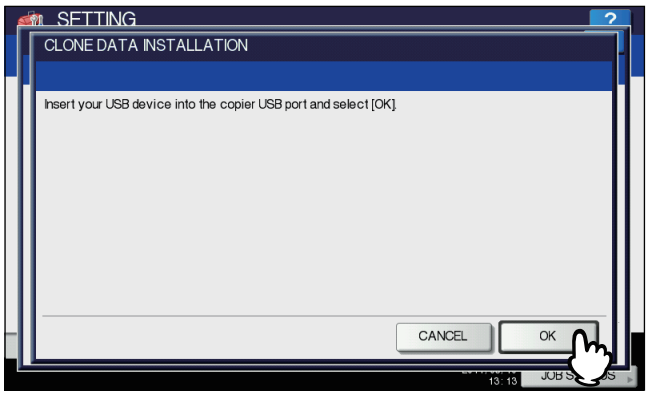
When installing the clone data, store the corresponding files in the root directory of your USB storage device in advance.
For details of the cloning function, contact your service representative.

Installing the clone data

1 On the CLONING screen, press [INSTALL CLONE DATA].

The CLONE DATA INSTALLATION screen is displayed.

2 Connect your USB storage device in which the clone files are stored to the USB port on the equipment, and press [OK].

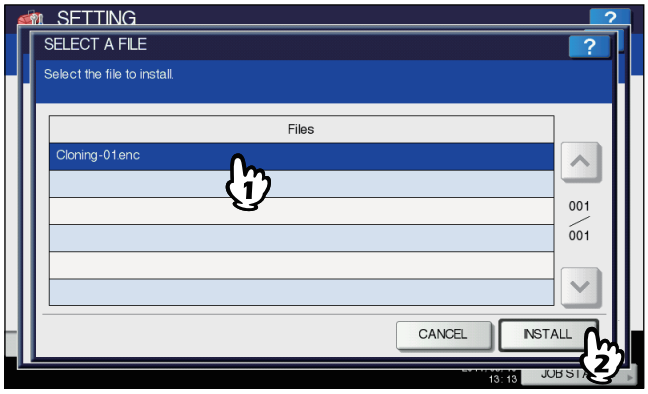


The SELECT A FILE screen is displayed.

Tip

For the location of the USB port on the equipment, refer to the ***Quick Start Guide “Chapter 1: PREPARATIONS”***.

3 Select the file that you want to install, and press [INSTALL].

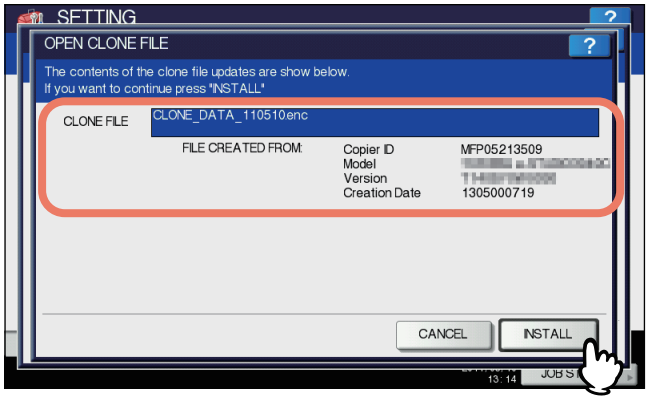


The OPEN CLONE FILE screen is displayed.

Note

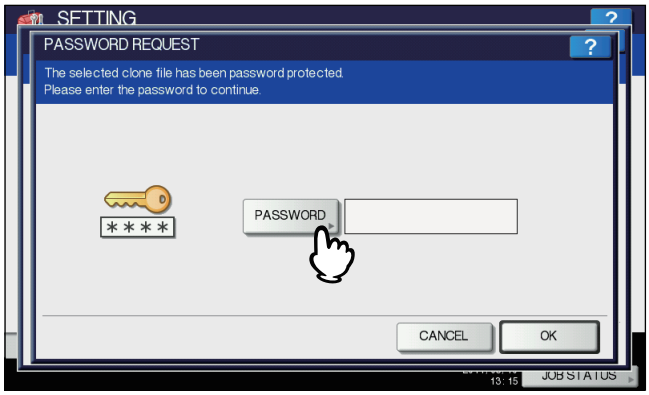
You can select only one file per operation.

4 Confirm the file name and file contents, and press [INSTALL].



The PASSWORD REQUEST screen is displayed.

5 Press [PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

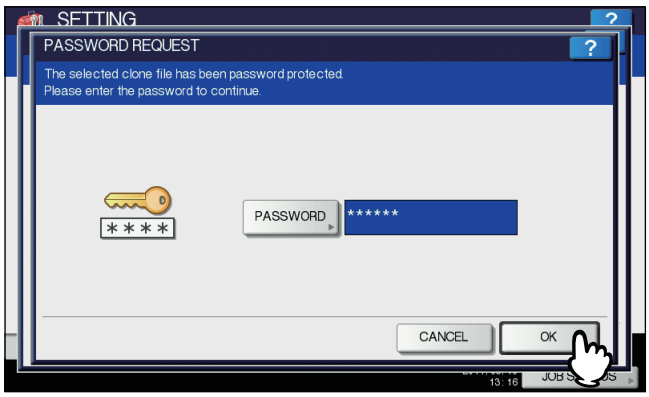
6 Enter the password and press [OK].

You will be returned to the PASSWORD REQUEST screen.

Tip

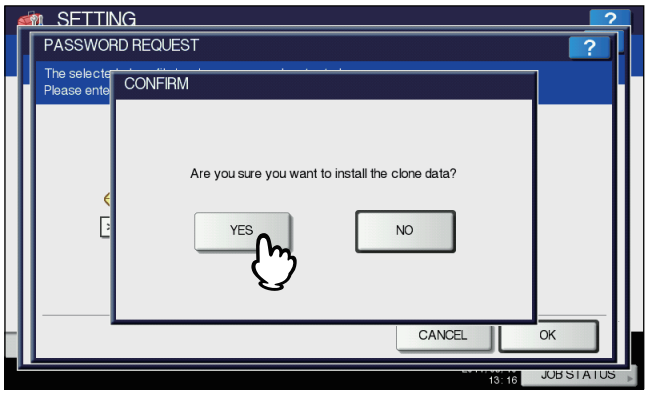
The input password appears as asterisks (*).

7 Press [OK].



The installation confirmation screen is displayed.

8 Press [YES].



The installation begins.

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

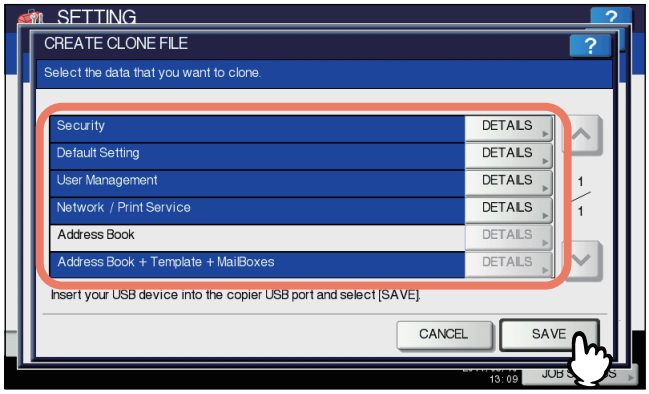
9 When the installation is complete, remove the USB storage device from the USB port on the equipment, and press [OK] to reboot the equipment.

Creating clone files

1 On the CLONING screen, press [CREATE CLONE FILE].

The CREATE CLONE FILE screen is displayed.

2 Connect your USB storage device, select the data that you want to duplicate, and then press [SAVE].



The SAVE AS screen is displayed.

Tips

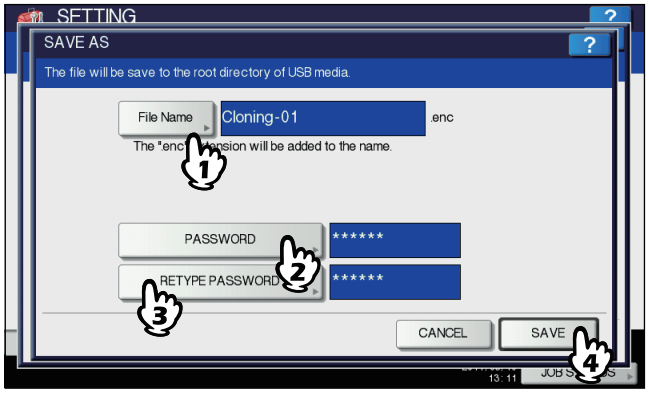
- For the location of the USB port on the equipment, refer to the ***Quick Start Guide "Chapter 1: PREPARATIONS"***.
- For data you do not need to duplicate, press the data category button(s) to clear the highlight.
- Press [DETAILS] to confirm which data are duplicated.

Data category	Data to be duplicated
Security	Secure Erase, Authentication
Default Setting	General, Copy, Scan, Fax, Internet Fax, Fax/Internet Fax Received Forward, E-mail, Save as File, Printer, Notification, Log Settings, EWB Settings
User Management	User, Group, Role, Quota, Department Code, My Menu with Template/Address Book
Network/Print Service	Network settings, Print service, Wireless LAN, Directory Service
Address Book	Address Book
Address Book + Template + MailBoxes	Address Book, Template, Mailboxes

3 Enter the file name, set the password, and then save the file.

1) Press [File Name] to enter the file name.
   Enter a file name of up to 128 alphanumeric characters.

2) Press [PASSWORD] to enter a password.
3) Press [RETYPE PASSWORD] to enter the password again.
4) Press [SAVE].



Creating of the clone files begins.

Tip

When you press [File Name], [PASSWORD], and [RETYPE PASSWORD], the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.154 “On-screen keyboard”

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

4 When the creating of the clone files is complete, press [OK].

You will be returned to the CLONING screen.

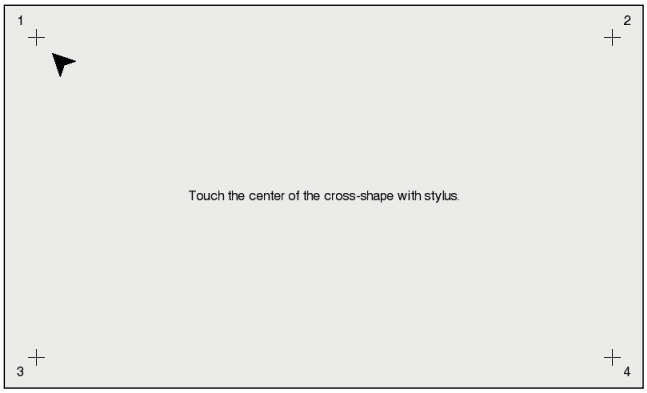
Tips

- When creating the cloning files fails, the message “The File Save Failed.” will be displayed on the CAUTION screen. In this case, press [CLOSE], and perform the operation again.
- When the memory of your USB storage device becomes full while the clone files are being saved, the message “USB Media is full. Change USB Media.” will be displayed on the ATTENTION screen. In this case, change the USB storage device to a new one, and perform the operation again.

5 Remove the USB storage device from the USB port on the equipment.

■ Setting the panel calibration

You can adjust the position of each button when properly pressing the buttons on the touch panel becomes difficult.
On the panel calibration screen, touch the center of the + mark with a stylus by following the message displayed on the touch panel.



When the panel calibration operation is completed, you will be returned to the GENERAL menu (2/2).

Note

While the panel calibration operation is being performed, no other operations can be performed on the touch panel. If you open the front cover of the equipment during the panel calibration operation and instructions to replace toner cartridges are displayed, close the front cover to complete the panel calibration operation before proceeding to replace the toner cartridges.

■ Exporting logs

You can export logs of each operation displayed in the LOG list (PRINT/SEND/RECEIVE/SCAN) on the JOB STATUS screen to a USB storage device.

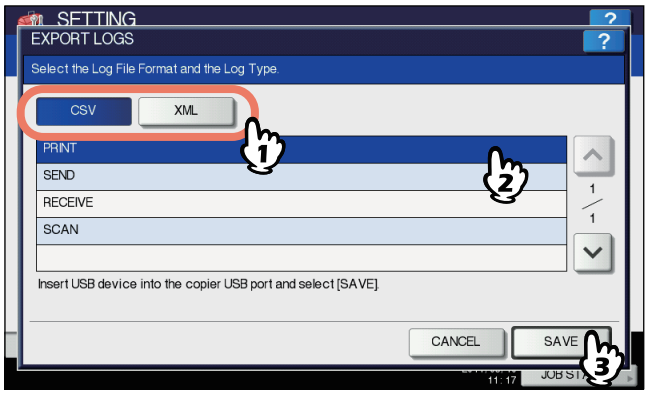
1 Connect your USB storage device to the USB port on the equipment.

Tip

For the location of the USB port on the equipment, refer to the ***Quick Start Guide "Chapter 1: PREPARATIONS"***.

2 Begin exporting the log data.

1) Select the log file format from CSV or XML.
2) Select the log type to export.
3) Press [SAVE] to begin exporting.



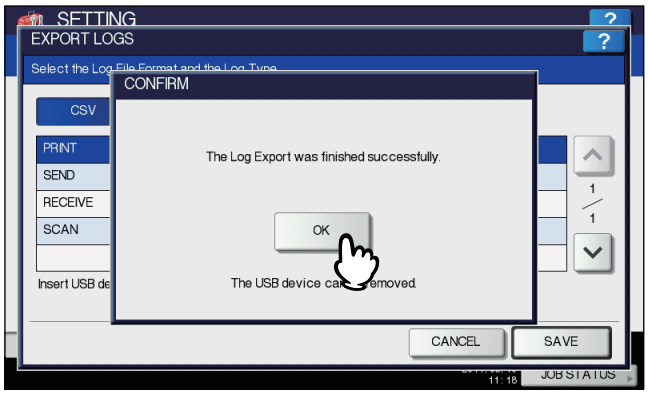
Tip

You can select only one log type per operation.

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

3 When exporting is complete, press [OK].



4 Remove the USB storage device from the USB port on the equipment.

■ Setting job skip

You can set to skip a copy or print job that failed due some reason and proceed to others.

Item name	Description
JOB SKIP CONTROL	• **ON** — Press this button to enable the function. • **OFF** — Press this button to disable the function.

Note

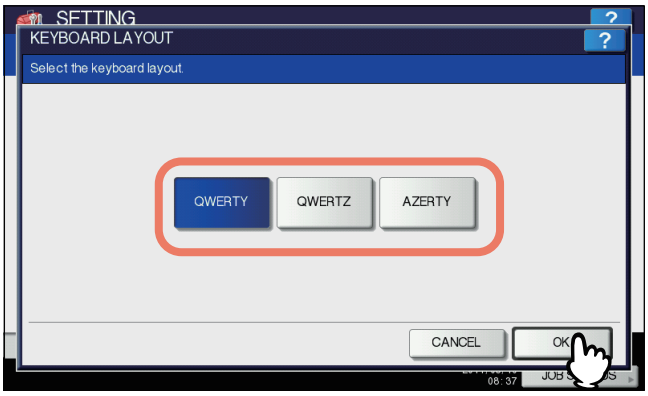
[JOB SKIP CONTROL] is displayed only when the hard disk is installed on the equipment.

Tip

For instructions on how to resolve the cause of a skipped copy or print job, refer to the ***Copying Guide "Chapter 7: CONFIRMING JOB STATUS"*** and ***Printing Guide "Chapter 5: MANAGING PRINT JOBS FROM THE CONTROL PANEL"***.

■ Changing the keyboard layout

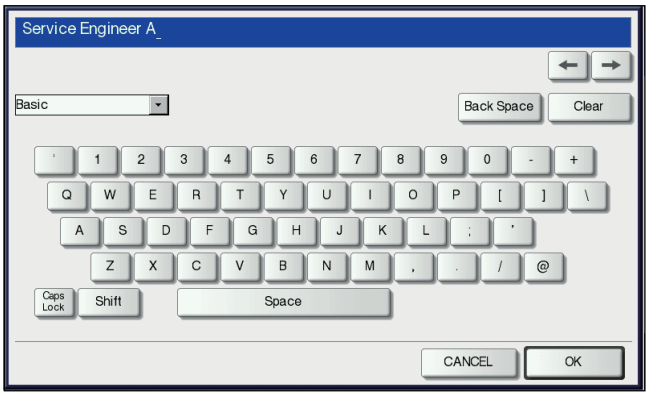
You can change the layout of the on-screen keyboard to a different one.
On the KEYBOARD LAYOUT screen, select the desired keyboard layout, and press [OK].



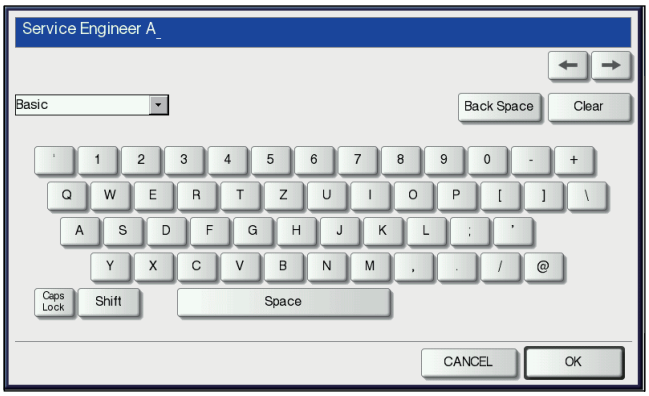
You will be returned to the GENERAL menu (2/2).

The keyboard layout is changed as follows.

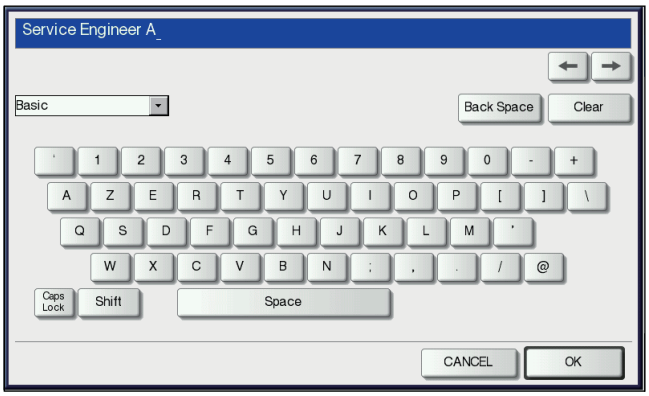
- When you selected [QWERTY]:



- When you selected [QWERTZ]:



- When you selected [AZERTY]:

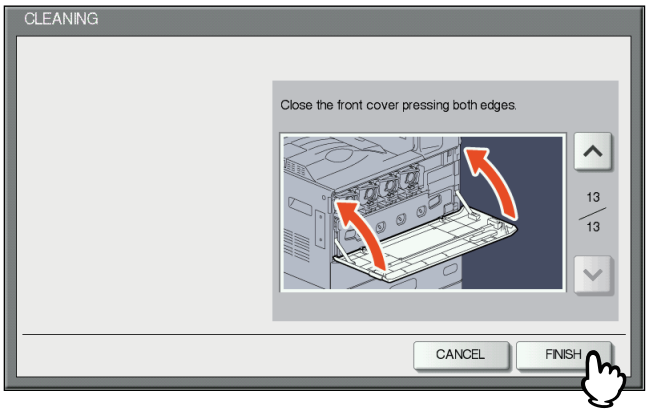


■ Cleaning the main chargers and LED print heads

You can clean the main chargers and LED print heads. If the main chargers or LED print heads are stained, the copied or printed image may have unevenness or white streaks in the horizontal direction.
Clean by following the instructions displayed on the screen. Once you finished cleaning according to the procedure, press [FINISH] on the screen.
This button is available only for some models.

Note

The counter for notifying the cleaning timing will not be cleared if you fail to press [FINISH].



■ Setting the pop-up messages

You can set whether or not to display a message asking the user if he or she wants to change the paper size and paper type settings when a tray is opened and then closed, whether or not to display a message asking the user if he or she wants to continue copying or printing after clearing a paper misfeed, and whether or not to display a message regarding the amount of paper that can be placed in the tray.
Press [ENABLE] or [DISABLE] for each option and press [OK].

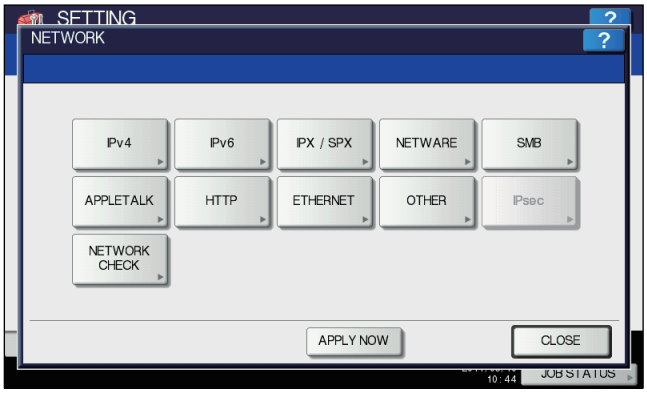
Item name	Description
TRAY SET	Enabling this option displays a message asking the user if he or she wants to change the paper size and paper type settings when a tray is opened and then closed.
PAPER MISFEED RECOVERY	Enabling this option displays a message asking the user if he or she wants to continue with the job being executed when the paper misfeed occurred.

NETWORK

You can set various network functions.

Tip

For instructions on how to display the NETWORK menu, see the following page:
P.47 “Accessing the Admin Menu”



- P.78 “Setting the TCP/IP protocol (IPv4)”
- P.80 “Setting the TCP/IP protocol (IPv6)”
- P.86 “Setting the IPX/SPX protocol”
- P.87 “Setting the NetWare settings”
- P.88 “Setting the SMB protocol”
- P.89 “Setting the AppleTalk protocol”
- P.90 “Setting the HTTP network service”
- P.91 “Setting the Ethernet speed”
- P.92 “Setting the LDAP services and the filtering functions”
- P.93 “Setting IPsec (IP security)”
- P.94 “Checking the network”

Note

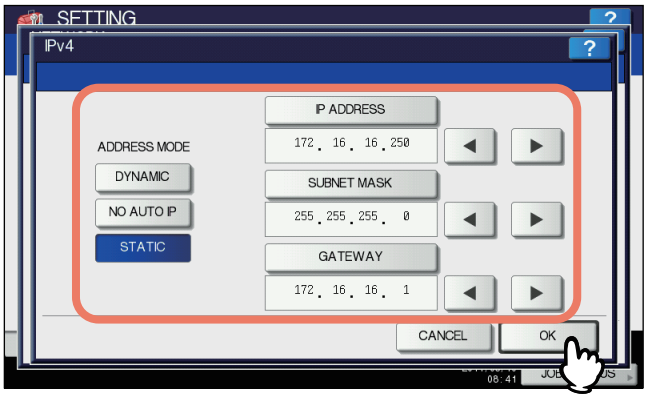
When performing network settings, you are required to press [APPLY NOW] after changing the settings to initialize the NIC. Pressing [APPLY NOW] displays the message “NETWORK INITIALIZING” at the lower left of the screen in a few seconds. The time for this message to appear differs depending on the setting.
This message disappears when the setting is complete.

■ Setting the TCP/IP protocol (IPv4)

You can set the TCP/IP protocol that is commonly used in most network systems. When using Web-based utilities such as TopAccess and e-Filing, or network features of this equipment such as network printing, network scanning, and Internet Fax, you are required to set the TCP/IP protocol.

In the TCP/IP setting operation, you can select the addressing mode, as well as assign the IP address, subnet mask and default gateway (when manually assigned).

How the TCP/IP protocol must be set depends on your network environment.



Item name	Description
ADDRESS MODE	• **DYNAMIC** (When TCP/IP is set by Auto-IP addressing or DHCP server) Select [DYNAMIC] when you do not know the TCP/IP settings that should be assigned to the equipment. If [DYNAMIC] is selected when your network supports the DHCP, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address are acquired from the DHCP server. If the DHCP is not supported, an appropriate IP address is assigned to this equipment by the auto-IP addressing function. However, the auto-IP addressing may not work properly if a router is placed in the network. • **NO AUTO IP** (When TCP/IP is set using only the DHCP server) Select [NO AUTO IP] when the equipment is connected to a local area network with a DHCP server and you want to set the TCP/IP not using the auto-IP addressing function, but only the DHCP. When [NO AUTO IP] is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address are acquired from the DHCP server, and the IP address assignment by the auto-IP addressing function disabled. • **STATIC** (When connecting to a local area network using static IP addresses) Select [STATIC] and specify an IP address when connecting to a local area network where static IP addresses are used. Also set the subnet mask and default gateway as required.
IP ADDRESS SUBNET MASK GATEWAY	Press [IP ADDRESS] and enter the IP address of this equipment using the digital keys. Enter the subnet mask and default gateway as required. Use the arrow buttons to switch the active box. Note This item is enabled only when [STATIC] is selected for [ADDRESS MODE].

■ Setting the TCP/IP protocol (IPv6)

You can set the TCP/IP v6 protocol.

In IPv6 setting operation, you can enable or disable the IPv6 protocol in this equipment, as well as set the IPv6 address, for example, by selecting the addressing mode.

How the IPv6 address is acquired depends on the addressing mode you select.

- **When you select [MANUAL]:**
  You assign the IPv6 address, prefix and default gateway manually. In this mode, it is possible to register one IPv6 address.
  📖 P.81 “Setting the IPv6 protocol manually”
- **When you select [STATELESS]:**
  The IPv6 address is acquired automatically from the DHCPv6 server and routers. In this mode, it is possible to register up to nine IPv6 addresses.
  📖 P.82 “Setting the IPv6 protocol automatically (in a stateless network environment)”

  Tip

  Up to seven IPv6 addresses can be acquired from routers. One IPv6 address can be obtained from the DHCPv6 server. And, one link-local address is generated automatically.

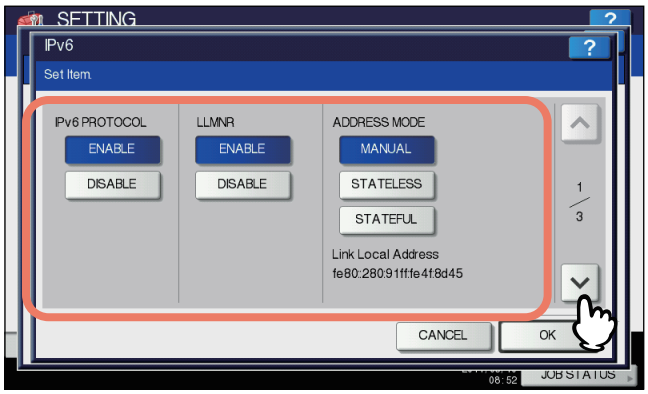
- **When you select [STATEFUL]:**
  The IPv6 address is automatically acquired from the DHCPv6 server. In this mode, it is possible to register one IPv6 address.
  📖 P.84 “Setting the IPv6 protocol automatically (in a stateful network environment)”

  Tip

  If Duplicate Address Detection (DAD) detects duplicate addresses, the message “IPv6 ADDRESS CONFLICT” is displayed on the touch panel.

Setting the IPv6 protocol manually

1 **On the IPv6 screen, specify the following items as required and press ⊻.**

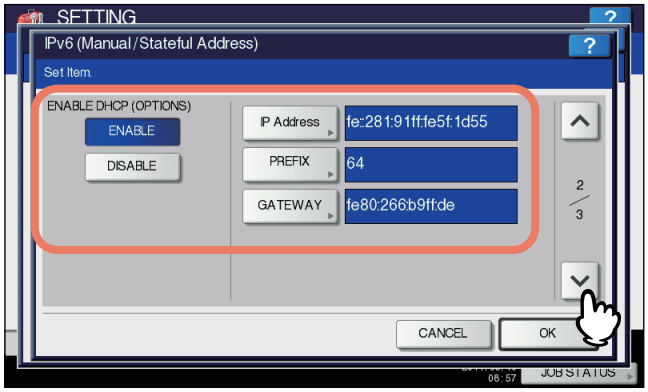


Item name	Description
IPv6 PROTOCOL	• **ENABLE** — Press this button to enable the IPv6 protocol. • **DISABLE** — Press this button to disable the IPv6 protocol.
LLMNR	• **ENABLE** — Press [ENABLE] to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • **DISABLE** — Press [DISABLE] to disable the LLMNR protocol.
ADDRESS MODE	Select [MANUAL] for the IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

Notes

- The link-local address cannot be used to connect to network places across a router.
- [ENABLE] and [DISABLE] for the LLMNR protocol are available when you select [ENABLE] for the IPv6 protocol.

2 **Specify the following items as required and press ⊻.**



Item name	Description
ENABLE DHCP (OPTIONS)	Select whether or not to use the optional information (IPv6 address for the DNS server, etc.) other than the IPv6 address for this equipment issued by the DHCPv6 server. • **ENABLE** — Press this button to use the optional information. • **DISABLE** — Press this button to not use the optional information.
IP Address	Press this button to assign an IPv6 address to this equipment.
PREFIX	Press this button to assign the prefix for the IPv6 address.
GATEWAY	Press this button to assign the default gateway.

Tip

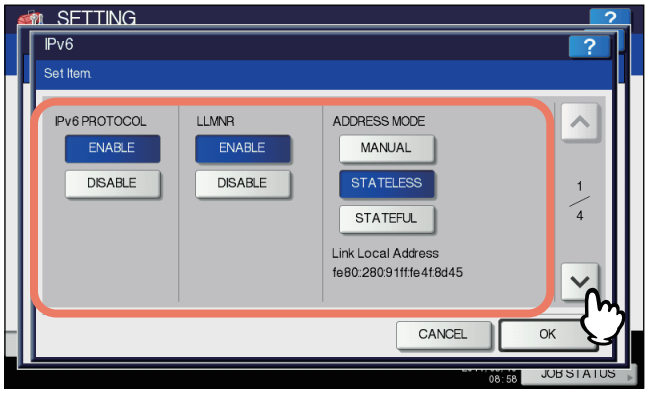
When you press [IP Address], [PREFIX] or [GATEWAY], the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

3 Confirm the settings and press [OK].

You will be returned to the NETWORK menu.

Setting the IPv6 protocol automatically (in a stateless network environment)

1 On the IPv6 screen, specify the following items as required and press ⊡.

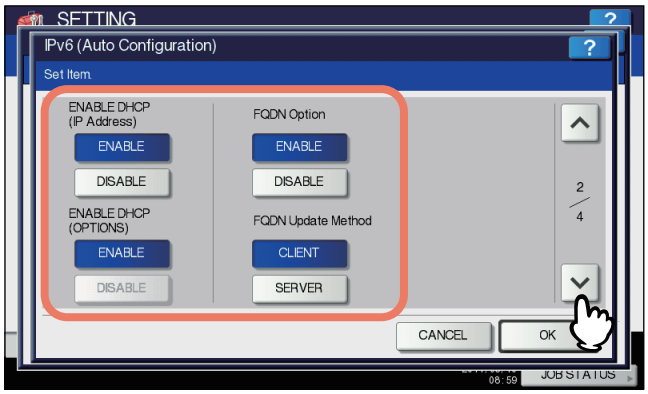


Item name	Description
IPv6 PROTOCOL	• **ENABLE** — Press this button to enable the IPv6 protocol. • **DISABLE** — Press this button to disable the IPv6 protocol.
LLMNR	• **ENABLE** — Press [ENABLE] to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • **DISABLE** — Press [DISABLE] to disable the LLMNR protocol.
ADDRESS MODE	Select [STATELESS] for IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

Notes

- The link-local address cannot be used to connect to network places across a router.
- [ENABLE] and [DISABLE] for the LLMNR protocol are available when you select [ENABLE] for the IPv6 protocol.

2 Specify the following items as required and press ⊻.

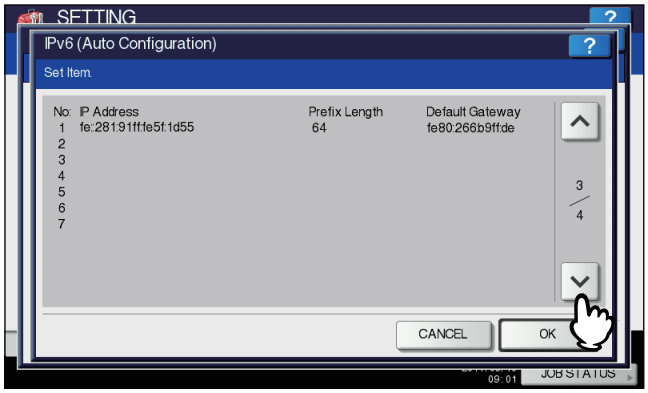


Item name	Description
ENABLE DHCP (IP Address)	• **ENABLE** — Press this button to use the IPv6 address issued by the DHCPv6 server. • **DISABLE** — Press this button to disable the IPv6 address issued by the DHCPv6 server.
ENABLE DHCP (OPTIONS)	• **ENABLE** — Press this button to use the optional information (IPv6 address for the DNS server, etc.) other than the IPv6 address for this equipment issued by the DHCPv6 server. • **DISABLE** — Press this button to not use the optional information other than the IPv6 address for this equipment issued by the DHCPv6 server.
FQDN Option	• **ENABLE** — Press this button to assign a FQDN (Fully Qualified Domain Name) using the DNS server. • **DISABLE** — Press this button to not assign a FQDN using the DNS server.
FQDN Update Method	• **CLIENT** — Press this button to update the DNS server from this equipment. • **SERVER** — Press this button to update the DNS server from the DHCPv6 server.

Tip

When you select [ENABLE] for the [ENABLE DHCP (IP Address)] option, [ENABLE] is automatically set for the [ENABLE DHCP (OPTIONS)] option.

3 Confirm the settings and press ⊻.



Tip

The IPv6 addresses acquired from routers are displayed. Up to seven IPv6 addresses can be retained.

Note

When this equipment receives a router advertisement (RA) from a router with the M flag set to “0”, the DHCPv6 function is disabled. When the router advertisement (RA) M flag setting is changed from “0” to “1” with the router settings, reboot this equipment by using the [POWER] button on the control panel to enable the DHCPv6 function.

4 Confirm the settings and press [OK].

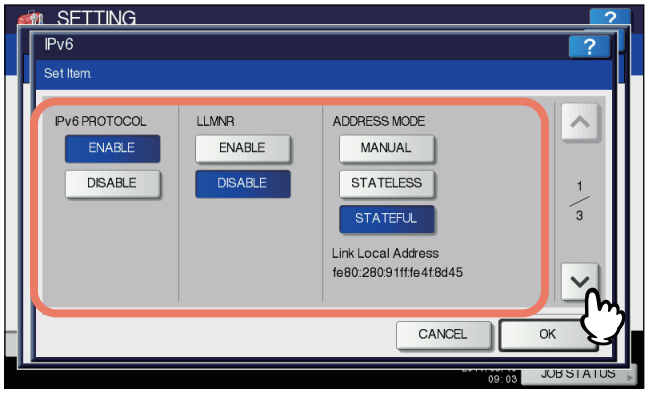
You will be returned to the NETWORK menu.

Tip

The IPv6 address acquired from the DHCPv6 server is displayed.

Setting the IPv6 protocol automatically (in a stateful network environment)

1 On the IPv6 screen, specify the following items as required and press ⊡.

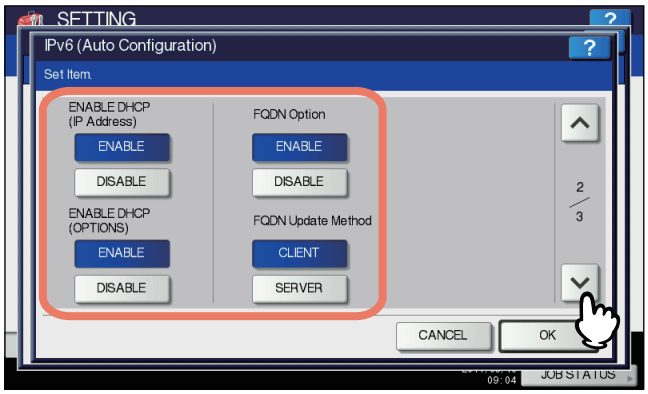


Item name	Description
IPv6 PROTOCOL	• **ENABLE** — Press this button to enable the IPv6 protocol. • **DISABLE** — Press this button to disable the IPv6 protocol.
LLMNR	• **ENABLE** — Press [ENABLE] to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • **DISABLE** — Press [DISABLE] to disable the LLMNR protocol.
ADDRESS MODE	Select [STATEFUL] for the IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

Notes

- The link-local address cannot be used to connect to network places across a router.
- [ENABLE] and [DISABLE] for the LLMNR protocol are available when you select [ENABLE] for the IPv6 protocol.

2 Specify the following items as required and press ⌄.



Item name	Description
ENABLE DHCP (IP Address)	• **ENABLE** — Press this button to use the IPv6 address issued by the DHCPv6 server. • **DISABLE** — Press this button to disable the IPv6 address issued by the DHCPv6 server.
ENABLE DHCP (OPTIONS)	• **ENABLE** — Press this button to use the optional information (IPv6 address for the DNS server, etc.) other than the IPv6 address for this equipment issued by the DHCPv6 server. • **DISABLE** — Press this button to not use the optional information other than the IPv6 address for this equipment issued by the DHCPv6 server.
FQDN Option	• **ENABLE** — Press this button to assign a FQDN (Fully Qualified Domain Name) using the DNS server. • **DISABLE** — Press this button to not assign a FQDN using the DNS server.
FQDN Update Method	• **CLIENT** — Press this button to update the DNS server from this equipment. • **SERVER** — Press this button to update the DNS server from the DHCPv6 server.

Note

[ENABLE DHCP (IP Address)] and [ENABLE DHCP (OPTIONS)] cannot be disabled simultaneously.

3 Confirm the settings and press [OK].

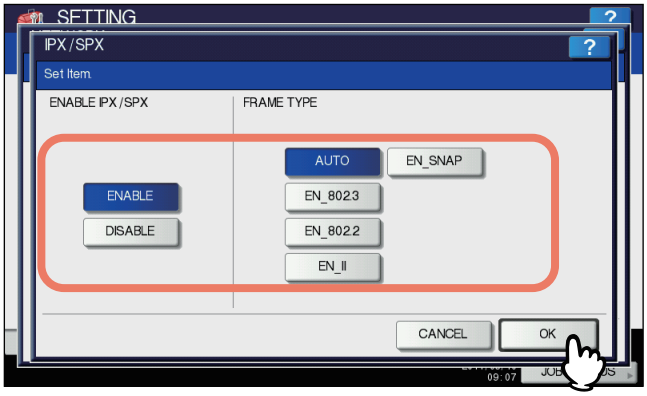
You will be returned to the NETWORK menu.

Tip

The IPv6 address acquired from the DHCPv6 server is displayed.

■ Setting the IPX/SPX protocol

You can set the IPX/SPX protocol in this equipment. The IPX/SPX protocol is normally used to communicate with the NetWare file server through the network.



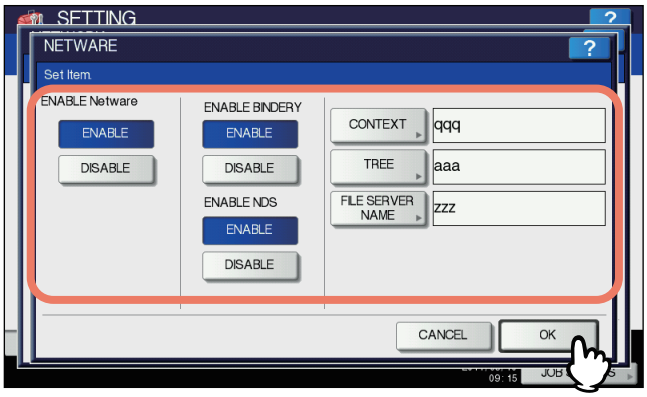
Item name	Description
ENABLE IPX/SPX	• **ENABLE** — Press this button to use the IPX/SPX protocol in this equipment. • **DISABLE** — Press this button to disable the IPX/SPX protocol.
FRAME TYPE	Press [AUTO] to automatically detect the appropriate frame type, or press a specific frame type button. If you do not know the frame type that must be used, select [AUTO].

■ Setting the NetWare settings

You can set the NetWare configuration to be connected.

Note

This option must be set when you use the NetWare file server for Novell printing.



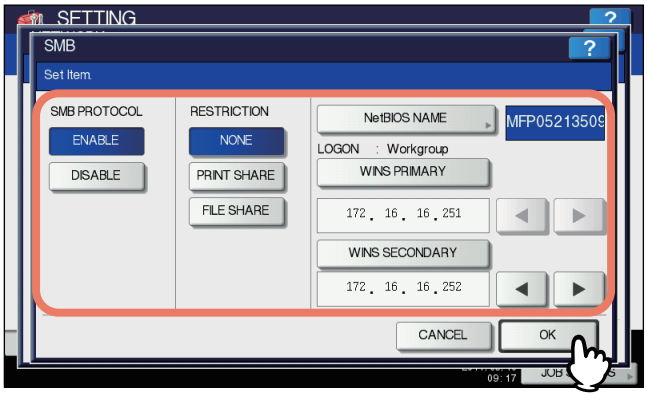
Item name	Description
ENABLE Netware	• **ENABLE** — Press this button to use the NetWare protocol. • **DISABLE** — Press this button to disable the NetWare protocol.
ENABLE BINDERY	• **ENABLE** — Press this button to enable communication with the NetWare file server in bindery mode. • **DISABLE** — Press this button to disable communication with the NetWare file server in bindery mode.
ENABLE NDS	• **ENABLE** — Press this button to enable communication with the NetWare file server in NDS mode. • **DISABLE** — Press this button to disable communication with the NetWare file server in NDS mode.
CONTEXT	Press this button to enter the NDS context in which the NetWare print server for this equipment is located. This must be entered when you connect the NetWare file server in the NDS mode.
TREE	Press this button to enter the NDS tree. This must be entered when you connect the NetWare file server in the NDS mode.
FILE SERVER NAME	Press this button to enter the NetWare file server name. It is recommended that this be entered when you connect the NetWare file server in bindery mode.

Tips

- When you press [CONTEXT], [TREE] or [FILE SERVER NAME], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  📖 P.154 “On-screen keyboard”
- You can enable both bindery and NDS modes at the same time.

■ Setting the SMB protocol

You can set the SMB network properties to enable access to this equipment and SMB printing from a Microsoft Windows network. Enabling SMB allows you to enable the file sharing service in addition to SMB printing. Furthermore, if the WINS server is used to allow file sharing and printer sharing across segments, you must specify the WINS server address so that this equipment is visible from the different segments.



Item name	Description
SMB PROTOCOL	• **ENABLE** — Press this button to use the SMB protocol. • **DISABLE** — Press this button to disable the SMB protocol. When you select [ENABLE], select the function that you want to disable in [RESTRICTION].
RESTRICTION	Select whether to disable the printer sharing or file sharing function. You can select one of the following: • **NONE** — Press this button when not restricting neither the printer sharing nor the file sharing function. Both SMB printing and the file sharing service using SMB are enabled. • **PRINT SHARE** — Press this button to disable SMB printing. • **FILE SHARE** — Press this button to disable the file sharing service using SMB. (Not selectable when the hard disk is not installed on the equipment)
NetBIOS NAME	Press this button to enter the name by which this equipment will be displayed on the Windows network. The NetBIOS name is set to "MFP<NIC serial number>" by factory default.
LOGON	Displays the Windows network environment to which this equipment is logged on. “Workgroup” is displayed if this equipment is logged on to a workgroup network and “Domain” if it is logged on to a domain network. "Workgroup" or "Domain" can be specified only from TopAccess. For details on how to change the setting, refer to the ***TopAccess Guide “Chapter 8: [Administration] Tab Page”***.
WINS PRIMARY	Press this button to enter the IP address of the primary WINS server using the digital keys. The primary WINS server IP address is required when you want to allow access to this equipment from a different subnet using NetBIOS name, and the NetBIOS name and workgroup name of the equipment are resolved using the WINS server. Use the arrow buttons to switch the active box.
WINS SECONDARY	Press this button to enter the IP address of the secondary WINS server using the digital keys. Specify the IP address of the secondary WINS server as needed when using the WINS server to resolve the NetBIOS name and workgroup name of this equipment. The secondary WINS server is used when the primary WINS server is unavailable. Use the arrow buttons to switch the active box.

Tip

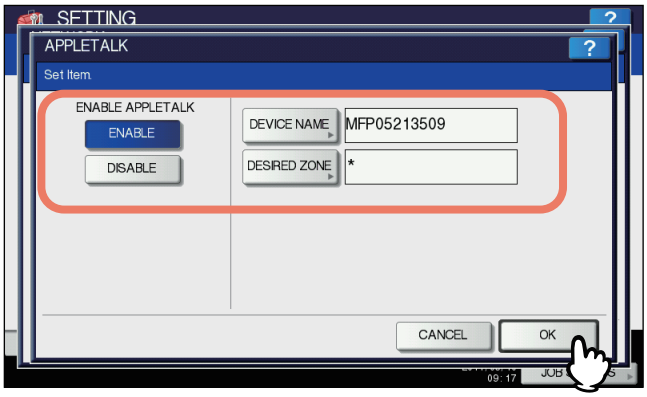
When you press [NetBIOS NAME], the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

Notes

- When you select [DISABLE] for [SMB PROTOCOL] or [FILE SHARE] for [RESTRICTION], the Save as File to MFP Local function is disabled.
- If this equipment is set to log on to the domain in the SMB Session of TopAccess (administrator mode) but “Workgroup” is displayed, logging on to the domain network has failed. In that case, check whether the Windows Server and the TopAccess SMB Session settings are correct.
- If you set “Domain” for Log-on setting in the TopAccess (administrator mode) SMB Session, and power ON this equipment or press [APPLY NOW] after changing the network settings of this equipment, the equipment logs on to the Windows domain network.
- You can enter only alphanumeric characters and “-” (hyphen) for [NetBIOS NAME].
- Do not enter an IP address that starts with “0” (i.e. “0.10.10.10”), “127” (i.e. “127.10.10.10”), or “224” (i.e. “224.10.10.10”) in [WINS PRIMARY] and [WINS SECONDARY]. If you enter such an address, the equipment cannot communicate with the WINS server.
- If you enter “0.0.0.0” for [WINS PRIMARY] and [WINS SECONDARY], this equipment will not use the WINS server.
- When [DYNAMIC] or [NO AUTO IP] is selected for [ADDRESS MODE] in the TCP/IP settings, this equipment can acquire the IP address for [WINS PRIMARY] and [WINS SECONDARY] from the DHCP server.

■ Setting the AppleTalk protocol

The AppleTalk protocol must be enabled and properly set to enable AppleTalk printing from a Macintosh computer.



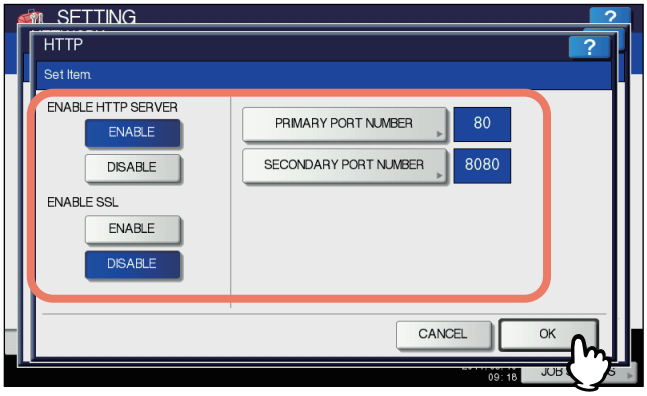
Item name	Description
ENABLE APPLETALK	• **ENABLE** — Press this button to use the AppleTalk protocol. • **DISABLE** — Press this button to disable the AppleTalk protocol.
DEVICE NAME	Press this button to enter the device name of this equipment.
DESIRED ZONE	Press this button to enter the AppleTalk zone name. If your AppleTalk network has not been configured with a zone, enter the default zone name "*".

Tip

When you press [DEVICE NAME] or [DESIRED ZONE], the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

■ Setting the HTTP network service

You can enable or disable the HTTP network server service that provides web-based utilities on this equipment, such as TopAccess and e-Filing.



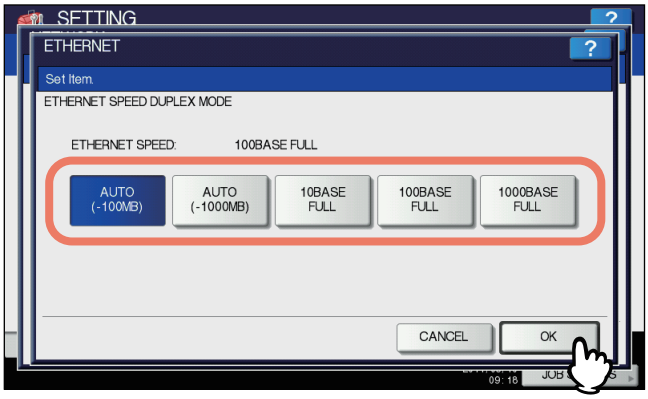
Item name	Description
ENABLE HTTP SERVER	• **ENABLE** — Press this button to use the HTTP network server service. • **DISABLE** — Press this button to disable the HTTP network server service. This option must be enabled for TopAccess and the e-Filing web utility.
ENABLE SSL	Select whether or not to use SSL (Secure Sockets Layer). • **ENABLE** — Press this button to encrypt the data transferred between the equipment and client computers using a private key, as a result of operating TopAccess or the e-Filing web utility. • **DISABLE** — Press this button to disable encryption.
PRIMARY PORT NUMBER	Press this button to enter the primary port number to be used for receiving HTTP access from other clients. Normally use the default port number “80”.
SECONDARY PORT NUMBER	Press this button to enter the secondary port number to be used to access TopAccess and the e-Filing web utility. Normally use the default port number “8080”.

Tip

When you press [PRIMARY PORT NUMBER] or [SECONDARY PORT NUMBER], the on-screen numeric keypad is displayed.
For details of the on-screen numeric keypad, see the following page:
📖 P.155 “On-screen numeric keypad”

■ Setting the Ethernet speed

You can specify the Ethernet speed.



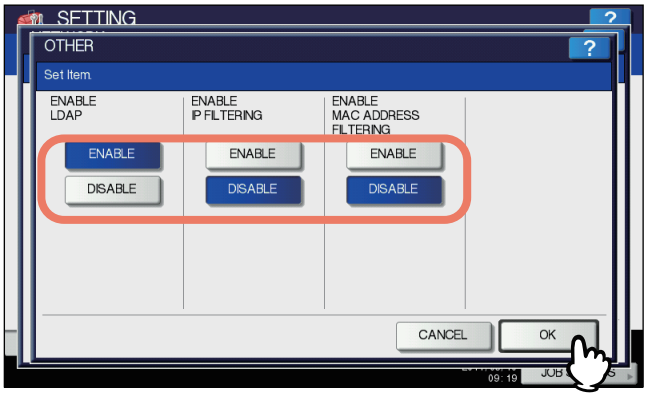
Item name	Description
ETHERNET SPEED DUPLEX MODE	Select the desired combination of communication speed and transmission method.

Notes

- The options vary depending on the model.
- Some models have [AUTO] while others have [AUTO (-100MB)] and [AUTO (-1000MB)] as options. If you do not know the speed of the network you are connected to, select [AUTO], or either [AUTO (-100MB)] or [AUTO (-1000MB)] depending on your model instead of the button of a specific speed and mode.
- The following models do not enter the Super Sleep mode even if [ENABLE] is selected in the SLEEP/SUPER SLEEP screen when ETHERNET is set to [AUTO (-1000MB)], [1000BASE FULL], or [1000BASE].
  - ES9455 MFP
- The current Ethernet speed is displayed above the buttons. “Link not detected” is displayed when links failed to be detected.
- If the network is not stable, turn the power of the equipment OFF and then back ON.

■ Setting the LDAP services and the filtering functions

You can enable the LDAP directory service which allows the equipment to search the LDAP server for contacts to specify recipients for Internet Faxes, fax transmissions, and Scan to E-mail jobs. Furthermore, the LDAP server can also be used for searching for contacts when creating a template with TopAccess, or a contact in the address book.
In this setting menu, you can also select whether to use the IP/MAC address filtering functions.



Item name	Description
ENABLE LDAP	• **ENABLE** — Press this button to use the LDAP network server service. • **DISABLE** — Press this button to disable the LDAP network server service.
ENABLE IP FILTERING	• **ENABLE** — Press this button to use IP filtering. • **DISABLE** — Press this button to disable IP filtering.
ENABLE MAC ADDRESS FILTERING	• **ENABLE** — Press this button to use MAC address filtering. • **DISABLE** — Press this button to disable MAC address filtering.

Tip

To add the LDAP directory service, you must operate using TopAccess. For details on how to register the directory service, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

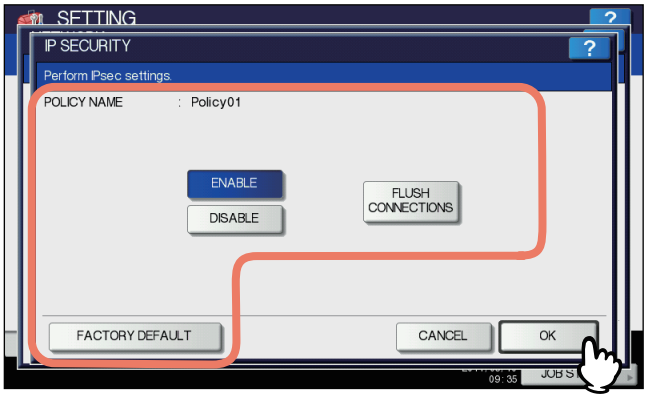
Note

If the LDAP network service is disabled, you will not be able to acquire the "From Address" from the LDAP server during the User Authentication for Scan to E-mail for transmitting an E-mail.

■ Setting IPsec (IP security)

When the IPsec Enabler is installed, the encrypting of communication using the IPsec (IP Security Protocol) becomes possible.
In IP security setting, you can perform the following operations.

- Viewing the IPsec policy name currently applied
- Enabling or disabling IPsec communication
- Flushing (resetting) IPsec session



Item name	Description
POLICY NAME	The name of the currently applied IPsec policy is displayed.
ENABLE	Press this button to enable IPsec communication.
DISABLE	Press this button to disable IPsec communication.
FLUSH CONNECTIONS	Press this button to manually clear (flush) the current IPsec session and start a new session when the key currently used for IPsec communication has leaked or a security violation has occurred.
FACTORY DEFAULT	Press this button to reset the IPsec settings back to the factory defaults. When you press this button, a confirmation message is displayed.

Tip

Settings required for IPsec such as entry of IPsec policies can be performed from TopAccess. For details, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

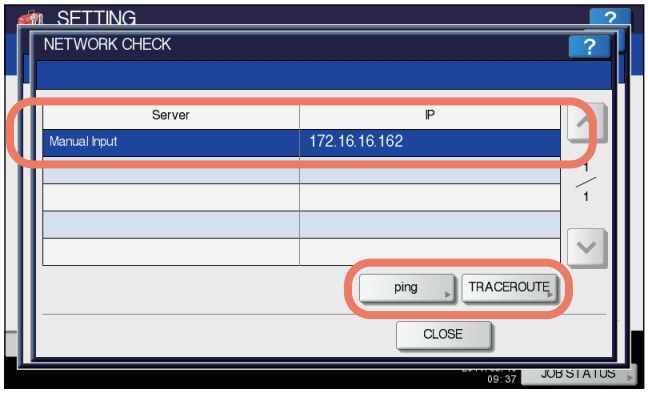
Note

[IPsec] is available only when the IPsec Enabler is installed.

■ Checking the network

Two functions are available for checking the network status: ping and traceroute.
The ping function allows you to check the connection status between this equipment and the servers on the network. And, the traceroute function allows you to view and check the network path to the desired server.

1 On the NETWORK CHECK screen, select the server you want to check, and press [ping] or [TRACEROUTE].



The check result is displayed.

Tip

There are two ways to select the server you want to check.
To select the desired server from the server list displayed on the touch panel:
Checkable servers and supported protocols are as follows.
- Primary DNS server (IPv4/IPv6)
- Secondary DNS server (IPv4/IPv6)
- Primary WINS server (IPv4)
- Secondary WINS server (IPv4)
- SMTP server (IPv4/IPv6)
- POP3 server (IPv4/IPv6)
- Primary SNTP server (IPv4/IPv6)
- Secondary SNTP server (IPv4/IPv6)
- LDAP server 1
- LDAP server 2
- LDAP server 3
- LDAP server 4
- LDAP server 5
- Remote server 1
- Remote server 2

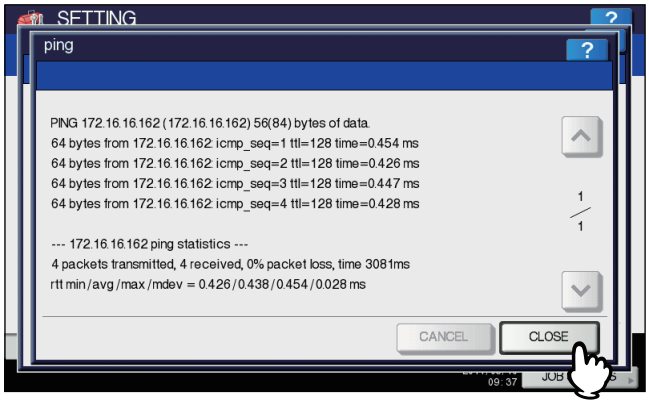
To designate the desired server manually:
Enter the server name, IPv4 address, or IPv6 address manually. When you press the Manual Input field, the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

Note

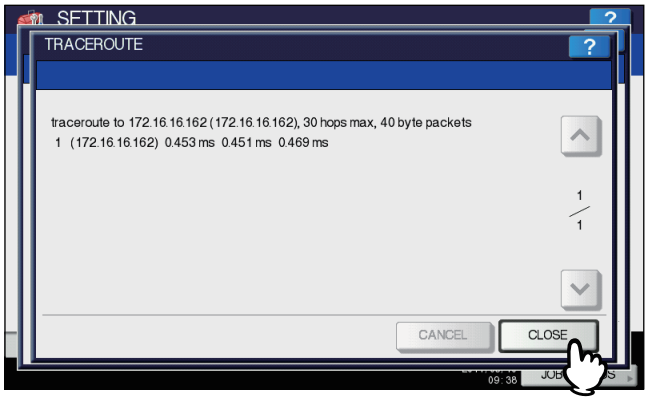
When you have entered a WINS name for the network path of the remote server 1/2 in TopAccess “Save as file Setting”, you will not be able to perform network check on those servers by selecting them from the server list. In this case, designate the IP address of the remote server 1/2 manually to perform the network check.

2 Check the results. When finished, press [CLOSE].

When you performed ping:



When you performed traceroute:



Note

When the ping/traceroute command can reach a server, the IP address is displayed for the check result for the server. If the command cannot reach it for some reason, the host name is displayed instead of the IP address.

You will be returned to the NETWORK CHECK screen.

COPY

You can change the system behavior for copy jobs, such as the maximum number of copies, auto 2-sided mode, and the sort mode priority.

Tip

For instructions on how to display the COPY screen, see the following page:
📖 P.47 “Accessing the Admin Menu”

The screen is composed of multiple pages. Press ⌃ or ⌄ to navigate back and forth through the pages.

COPY screen (1/3)

Item name	Description
MAXIMUM COPIES	Press the button of the desired maximum number of copies to be allowed from [9999]*1, [999], [99], and [9].
AUTO 2-SIDE MODE	Press the button of the 2-sided mode copy settings (Available only when the Automatic Duplexing Unit is installed) that applies by default to originals placed in the Reversing Automatic Document Feeder. • **OFF** — Press this button to set the 2-sided mode to [1->1 SIMPLEX]. • **1->2 DUPLEX** — Press this button to set the 2-sided mode to [1->2 DUPLEX]. • **2->2 DUPLEX** — Press this button to set the 2-sided mode to [2->2 DUPLEX]. • **USER** — Press this button to automatically display the screen to select the 2-sided mode when originals are placed in the Reversing Automatic Document Feeder.
SORT MODE PRIORITY	Select the default sort mode for copy jobs. If [STAPLE] is selected, the output is stapled on the upper left corner by default. To staple copies, the finisher must be installed.

*1 This option may be unavailable depending on the model.

COPY screen (2/3)

Item name	Description
AUTOMATIC CHANGE OF PAPER SOURCE	This option allows you to specify whether to enable the function to automatically change the paper source also when the paper source has been manually specified for a copy job. Selecting [ON] makes the equipment feed the same size of paper from a different tray when the specified tray becomes empty during a copy job. This function is always enabled for copy jobs performed using Automatic Paper Selection (APS). For details of APS, refer to the ***Copying Guide “Chapter 3: BASIC COPY MODES”***. Note When ATTRIBUTE is set to other than [NONE] for a tray, the paper placed in this tray is out of the scope of the Automatic Change of Paper Source function. For instructions on how to check and/or change attribute for a tray, see the following page: 📖 P.18 “TRAY”
PAPER OF DIFFERENT DIRECTION*	Selecting [ON] makes the equipment feed the same size of paper with different orientation from a different tray when the specified tray becomes empty during a copy job.
SUSPEND PRINTING IF STAPLER EMPTY	This option allows you to select whether to stop printing when the stapler is empty during stapling in other than the saddle stitch mode. • **ON** — Press this button to stop printing. • **OFF** — Press this button to continue printing without stapling. Note If the stapler is empty in the saddle stitch mode, printing stops.
DEFAULT MODE OF AUTO COLOR	A setting item for color models. It allows you to specify the initial mode for the Auto Color Copy mode.

* Paper feeding when the tray becomes empty during a copy job is as follows:
This is an example when the tray for feeding paper is automatically changed while data is being copied on A4-size paper.

Options		Paper Feeding	
AUTOMATIC CHANGE OF PAPER SOURCE	PAPER OF DIFFERENT DIRECTION	With Automatic Paper Selection (APS)	With tray specified manually
ON	ON	A4 and A4-R paper are fed.	A4 and A4-R paper are fed.
ON	OFF	A4 paper is fed.	A4 paper is fed.
OFF	ON	–	–
OFF	OFF	–	–

COPY screen (3/3)

Item name	Description
AUTO STACKER CHANGE (CASCADE PRINT)	• **ON** — Press this button to continue printing by automatically changing the stacker when the original stacker becomes full. • **OFF** — Press this button to stop printing when the stacker becomes full.
WASTE HOLE PUNCH TRAY FULL	• **ON** — Press this button to continue printing without punching holes when the punch waste tray of the Hole Punch Unit becomes full. • **OFF** — Press this button to stop printing when the punch waste tray of the Hole Punch Unit becomes full.
ORIGINAL OUTSIDE ERASE	• **ON** — Press this button to use the original outside erase function. • **OFF** — Press this button to disable the original outside erase function.

FAX

If the FAX Unit and the 2nd Line for FAX Unit are not installed, only [DISCARD] and [REDUCTION] for [RX PRINT] are available. For details of other fax menus, refer to the ***Operator's Manual for FAX Unit "Chapter 6: SETTING ITEMS"***.

Tips

- When the FAX Unit is not installed, the options set in this menu are applied to Internet Fax reception jobs.
- Depending on the model, [FAX] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
- For instructions on how to display the FAX screen, see the following page:
  📖 P.47 “Accessing the Admin Menu”

■ Setting the discard and reduction print option for RX print

You can set print settings for printing received Internet Fax originals.
Two print settings are available: discard print and reduction print.

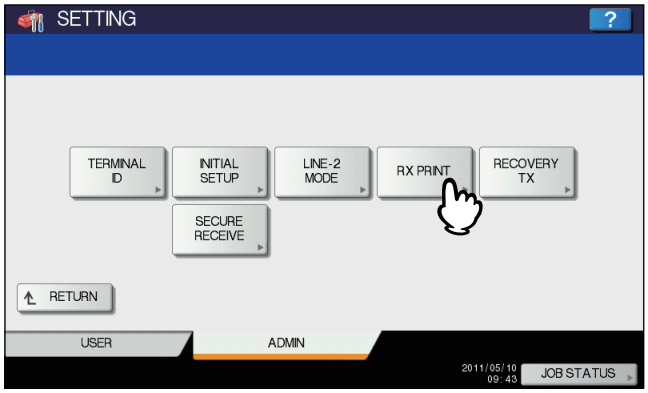
DISCARD: ON, OFF

- ON — When originals are up to 10 mm larger than the printing area, the area of the originals that exceeds the paper printing area is discarded.
- OFF — The received original is printed on two sheets of paper if its length exceeds the paper printing area.
  * For discard print setting details, contact your service technician.

REDUCTION: ON, OFF

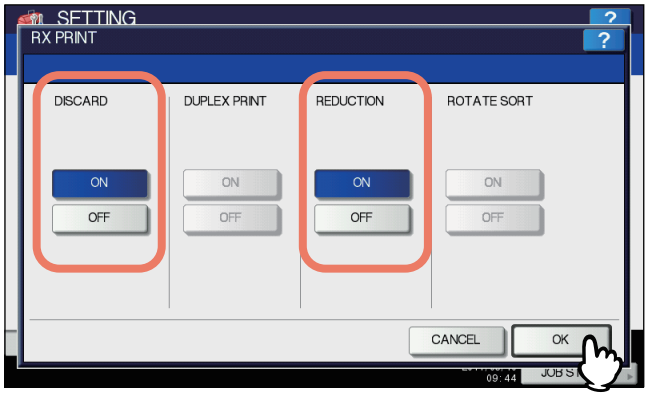
- ON — If the received original is longer than the recording paper, it will be vertically reduced to 90% to fit on the recording paper.
- OFF — The received original is printed on two sheets of paper if its length exceeds the recording paper printing area.

1 On the FAX screen, press [RX PRINT].



The RX PRINT screen is displayed.

2 Press [ON] or [OFF] for [DISCARD] and [REDUCTION] as required and press [OK].



The registered options can be confirmed in FUNCTION LIST.
📖 P.163 “FUNCTION LIST (Administrator)”

FILE

You can automatically delete files stored by the Scan to File operation. Use this menu to set the maintenance function and periodically delete files stored in the local storage to secure available hard disk space.

Note

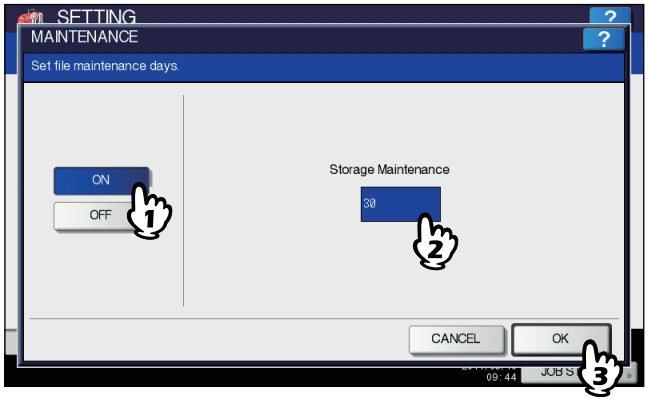
This menu is not displayed when the hard disk is not installed on the equipment.

Tip

For instructions on how to display the MAINTENANCE screen, see the following page:
P.47 “Accessing the Admin Menu”

1 On the MAINTENANCE screen, enable the storage maintenance function and complete the setting.

1) Press [ON].
2) Using the digital keys, enter the number of days that the system will preserve files before deleting them.
   You can enter 1 to 99 days. To correct the value, press the [CLEAR] button on the control panel to delete the input value and re-enter the number of days.
3) Press [OK] to save the settings.



Tip

When you press [OFF], press [OK] to complete the setting.

E-MAIL

This menu allows you to set the options below.

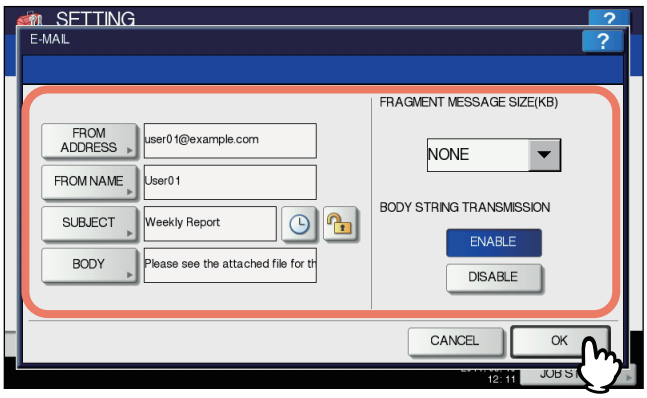
Tip

Depending on the model, [E-MAIL] is available only when the Scanner Kit or Printer/Scanner Kit is installed.

- **E-mail Message Properties**
  Specifies the details of the E-mail messages sent by the Scan to E-mail operation.
  You can set the following options:
  - FROM ADDRESS
  - FROM NAME
  - SUBJECT
  - BODY
- **Scan to E-mail fragmentation**
  You can send a Scan to E-mail job split into the specified fragment size. This option can reduce transmission errors caused by network traffic problems.
- **E-mail Body String Transmission**
  You can specify whether or not to send the body string.

Tip

For instructions on how to display the E-MAIL screen, see the following page:
P.47 “Accessing the Admin Menu”



Item name	Description
FROM ADDRESS	Press this button to enter the E-mail address of this equipment.
FROM NAME	Press this button to enter the name of this equipment.
SUBJECT	Press this button to set the default E-mail subject. Pressing this button displays the SUBJECT screen. For details of this screen, see “Operations in the SUBJECT screen” below.
/	— Press this button to add date and time to the E-mail subject. — Press this button to not add date and time to the E-mail subject.
/	— Press to enable edit of the E-mail subject. — Press to disable edit of the E-mail subject.
BODY	Press this button to enter the default message body.
FRAGMENT MESSAGE SIZE (KB)	Select the desired fragment size from the drop-down list. Press [NONE] to disable the fragmentation.
BODY STRING TRANSMISSION	• **ENABLE** — Press this button to send the message body. • **DISABLE** — Press this button to not send the message body.

Note

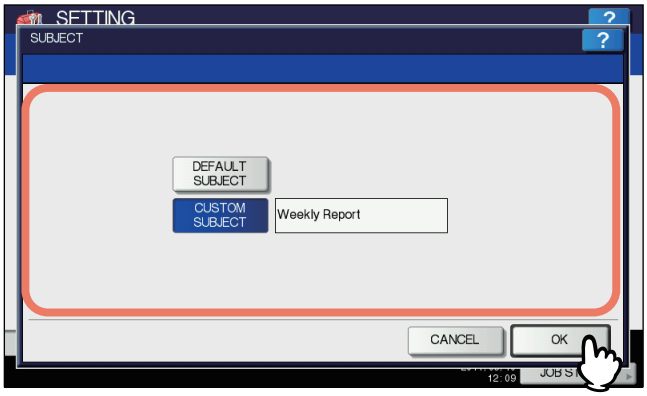
To enable Scan to E-mail, you must have an E-mail address entered in the [FROM ADDRESS] box.

Tip

When you press [FROM ADDRESS], [FROM NAME] or [BODY], the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.154 “On-screen keyboard”

Operations in the SUBJECT screen

Select whether to use the default subject or your own, and press [OK].
When you press [OK], you will be returned to the E-MAIL screen.



Item name	Description
DEFAULT SUBJECT	Press this button to use the factory default subject.
CUSTOM SUBJECT	Press this button to specify your own subject. When you press this button, the on-screen keyboard is displayed. Enter a subject using the on-screen keyboard and press [OK] to commit the entry. You can enter up to 128 characters. You can also use the digital keys on the control panel to enter numerals.

INTERNET FAX

This menu allows you to set the options below.

Tip

Depending on the model, [INTERNET FAX] is available only when the Scanner Kit or Printer/Scanner Kit is installed.

- **Internet Fax Message Properties**
  Specifies the details of messages sent by the Internet Fax transmission.
  You can set the following options:
  - FROM ADDRESS
  - FROM NAME
  - BODY
- **Internet Fax Fragmentation**
  You can send the Internet Fax job split into the fragment size specified. This option can reduce transmission errors caused by network traffic problems.
- **Internet Fax Body String Transmission**
  You can specify whether or not to send the body string.

Tip

For instructions on how to display the INTERNET FAX screen, see the following page:
P.47 “Accessing the Admin Menu”

Item name	Description
FROM ADDRESS	Press this button to enter the E-mail address of this equipment.
FROM NAME	Press this button to enter the name of this equipment.
BODY	Press this button to enter the message body.
FRAGMENT PAGE SIZE (KB)	Select the desired fragment page size from the drop-down list. Press [NONE] to disable the fragmentation.
BODY STRING TRANSMISSION	• **ENABLE** — Press this button to send the message body. • **DISABLE** — Press this button to not send the message body.

Note

To enable Internet Fax, you must have an E-mail address entered in the [FROM ADDRESS] box.

Tip

When you press [FROM ADDRESS], [FROM NAME] or [BODY], the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.154 “On-screen keyboard”

SECURITY

This menu allows you to perform the following operations:

- P.103 “Managing certificates”
- P.109 “Setting secure PDF”
- P.111 “Performing the integrity check”

Tip

For instructions on how to display the SECURITY screen, see the following page:
P.47 “Accessing the Admin Menu”

■ Managing certificates

You can import device certificates and CA certificates, as well as export device certificates.
P.103 “Importing a certificate”
P.106 “Exporting the device certificate”

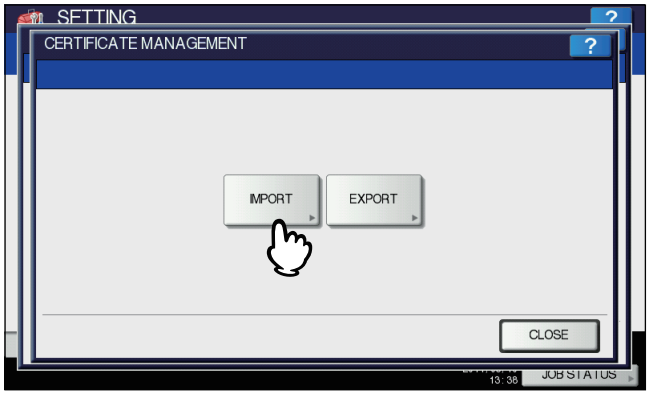
Tip

When importing certificates into the equipment, store the files that you want to import in the root directory of your USB storage device in advance.

Importing a certificate

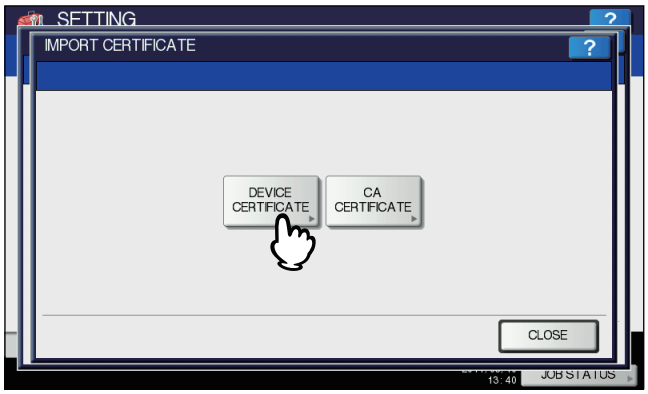
1 **On the SECURITY screen, press [CERTIFICATE MANAGEMENT].**
The CERTIFICATE MANAGEMENT screen is displayed.

2 **Press [IMPORT].**



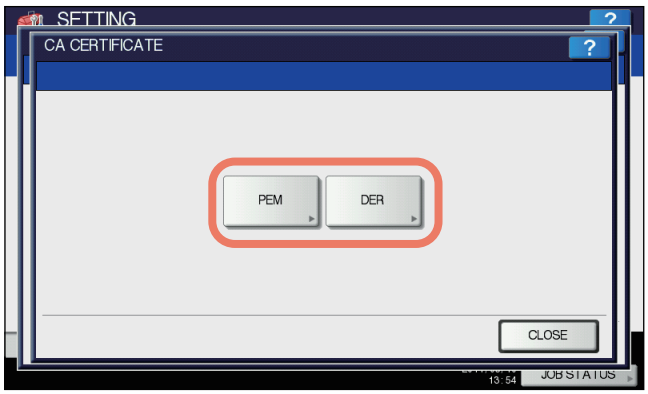
The IMPORT CERTIFICATE screen is displayed.

3 Press [DEVICE CERTIFICATE] or [CA CERTIFICATE].



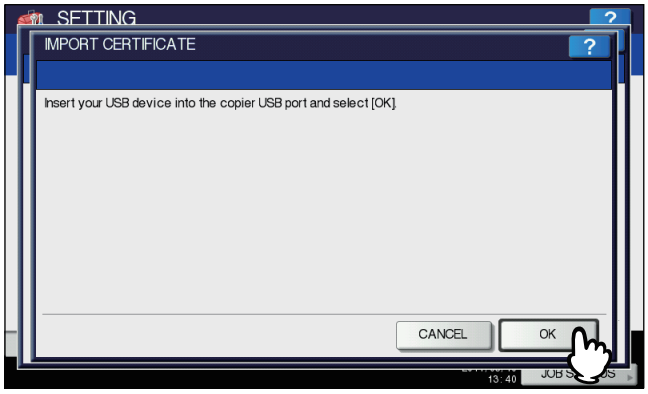
A message appears prompting you to insert the USB storage device.

If you selected [CA CERTIFICATE], the CA CERTIFICATE screen is displayed.



Select the desired encoding method from [PEM] and [DER].

4 Connect the USB storage device in which the certificates are stored to the USB port on the equipment, and press [OK].

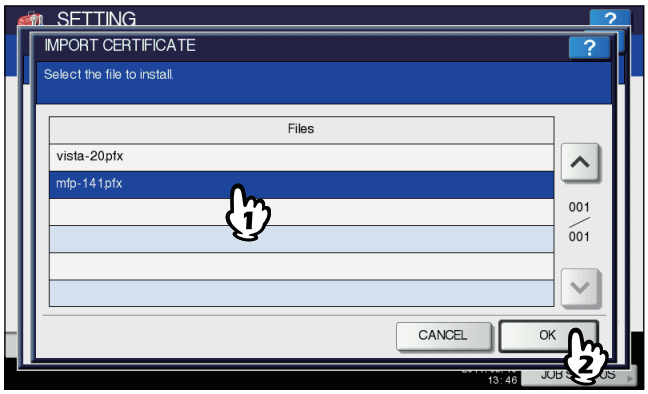


The screen for choosing a file is displayed.

Tip

For the location of the USB port on the equipment, refer to the ***Quick Start Guide "Chapter 1: PREPARATIONS"***.

5 Select the certificate that you want to import, and press [OK].



- When the file extension is ".pfx" or ".p12", the PASSWORD REQUIRED screen will be displayed. Proceed to the next step.
- When the file extension is any other than above, importing the certificate will begin. Proceed to step 9.

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

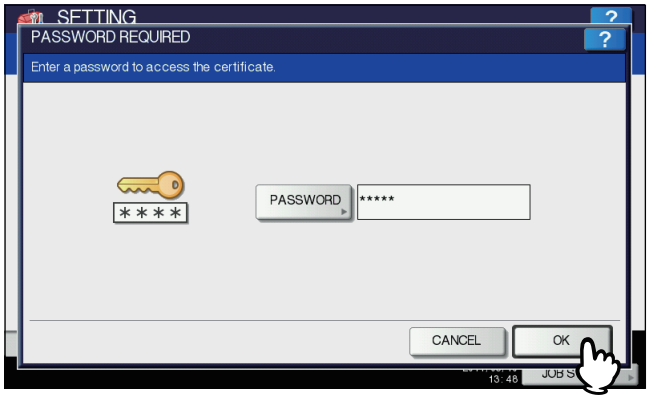
6 Press [PASSWORD].

The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
P.154 "On-screen keyboard"

7 Enter the password and press [OK].

- The input password appears as asterisks (*).
- You will be returned to the PASSWORD REQUIRED screen.

8 **Press [OK].**

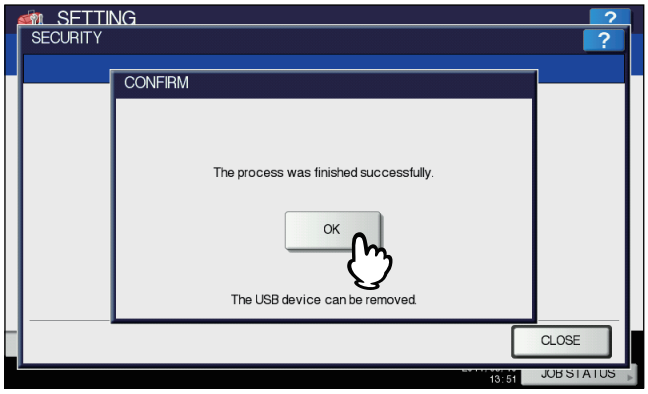


Importing the certificate begins.

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

9 **When importing the certificate is complete, press [OK].**



You will be returned to the SECURITY screen.

10 **Remove the USB storage device from the USB port on the equipment.**

Exporting the device certificate

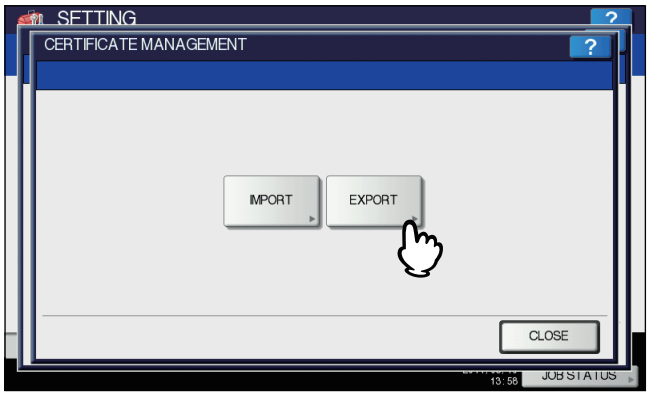
Tip

The file format of the exported device certificate will be PEM (extension .crt).

1 **On the SECURITY screen, press [CERTIFICATE MANAGEMENT].**

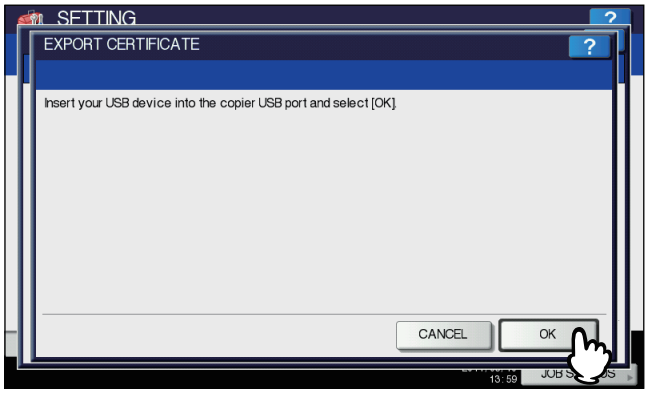
The CERTIFICATE MANAGEMENT screen is displayed.

2 Press [EXPORT].



A message appears prompting you to insert the USB storage device.

3 Connect your USB storage device to the USB port on the equipment, and press [OK].

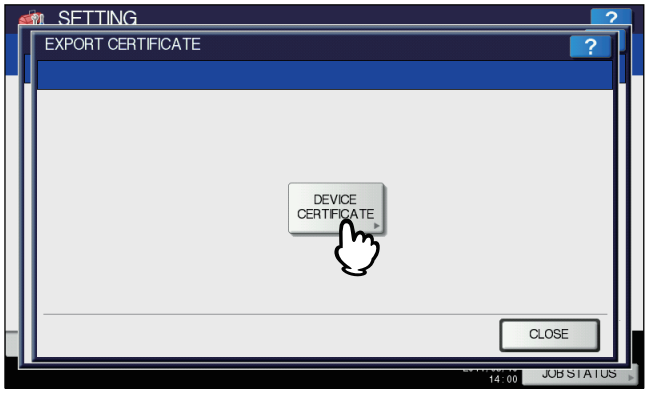


The EXPORT CERTIFICATE screen is displayed.

Tip

For the location of the USB port on the equipment, refer to the ***Quick Start Guide "Chapter 1: PREPARATIONS"***.

4 Press [DEVICE CERTIFICATE].

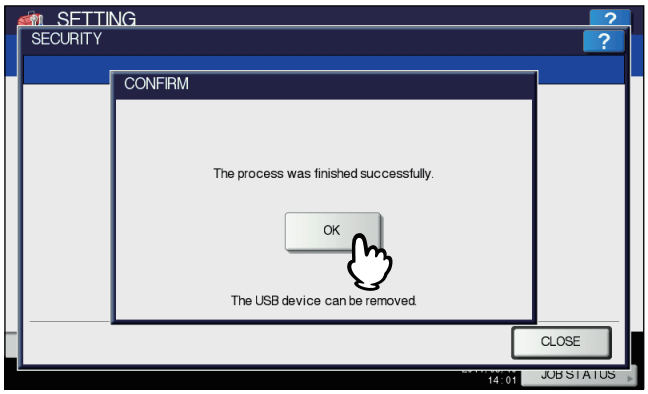


Exporting the certificate begins.

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

5 **When exporting is complete, press [OK].**



You will be returned to the SECURITY screen.

6 **Remove the USB storage device from the USB port on the equipment.**

■ Setting secure PDF

You can set the default values for the encryption that will be applied when generating a secure PDF file from data scanned on this equipment. You can also enable or disable the forced encryption mode.

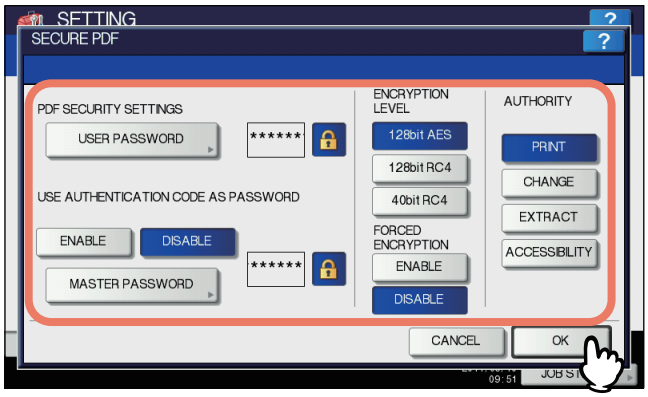
Tip

This security settings apply to “Scan to File or USB” and “Scan to E-mail” jobs.

1 On the SECURITY screen, press [SECURE PDF].

The SECURE PDF screen is displayed.

2 Specify the default values to apply when generating a secure PDF as required, and press [OK].



Item name	Description
USER PASSWORD	Press this button to enter the password required to open a secure PDF file. No user password is initially set.
USE AUTHENTICATION CODE AS PASSWORD	• **ENABLE** — Press this button to use the user authentication user name as user password. • **DISABLE** — Press this button to use the user password entered in [USER PASSWORD] above instead of the user authentication user name.
MASTER PASSWORD	Press this button to enter the password required to change the security setting of a secure PDF file. No master password is initially set.
ENCRYPTION LEVEL	Select the encryption level for the secure PDF files. • **128bit AES** — Press this button to set an encryption level compatible with Acrobat 7.0, PDF V1.6. • **128bit RC4** — Press this button to set an encryption level compatible with Acrobat 5.0, PDF V1.4. • **40bit RC4** — Press this button to set an encryption level compatible with Acrobat 3.0, PDF V1.1.
FORCED ENCRYPTION	• **ENABLE** — Press this button to only allow output of data scanned by this equipment as secure PDF files. • **DISABLE** — Press this button to allow other file formats (such as JPEG and TIFF).
AUTHORITY	Select the authority for a secure PDF file. • **PRINT** — Press this button to allow printing. • **CHANGE** — Press this button to allow changing the document. • **EXTRACT** — Press this button to allow copying and extracting content. • **ACCESSIBILITY** — Press this button to allow Content Extraction for Accessibility.

Tip

When you press [USER PASSWORD] or [MASTER PASSWORD], the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

Notes

- Different passwords must be set for [USER PASSWORD] and [MASTER PASSWORD].
- Enter 1 to 32 alphanumeric characters for [USER PASSWORD] and [MASTER PASSWORD]. The input password appears as asterisks (*).
- When the lock icon next to the [USER PASSWORD] box is highlighted ( ), the user cannot change the password.
- When the lock icon next to the [MASTER PASSWORD] box is highlighted ( ), the user cannot change the encryption level or authority.
- If either [EXTRACT] or [ACCESSIBILITY] is selected or deselected when [40bit RC4] is selected, both options are enabled or disabled accordingly.
- If you select [ENABLE] for the Forced Encryption mode, outputting file formats other than secure PDF (such as JPEG, TIFF, etc.) will be prohibited. Furthermore, the following Scan to File operations which cannot generate secure PDFs will be unavailable.

Copy & File	Fax & File
Internet Fax & File	Network Fax & File

■ Performing the integrity check

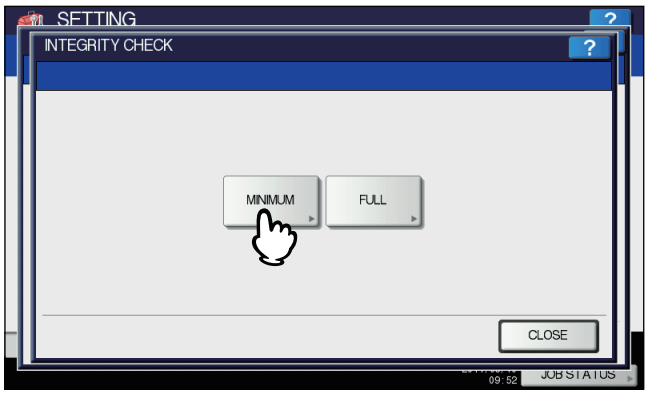
This menu allows you to perform the following integrity check operations.

- [MINIMUM]
  Selecting [MINIMUM] checks the execution code to run the security function and the data to which the security execution code refers.
- [FULL]
  Selecting [FULL] checks all execution codes and the data to which the security execution code refers.

1 On the SECURITY screen, press [INTEGRITY CHECK].

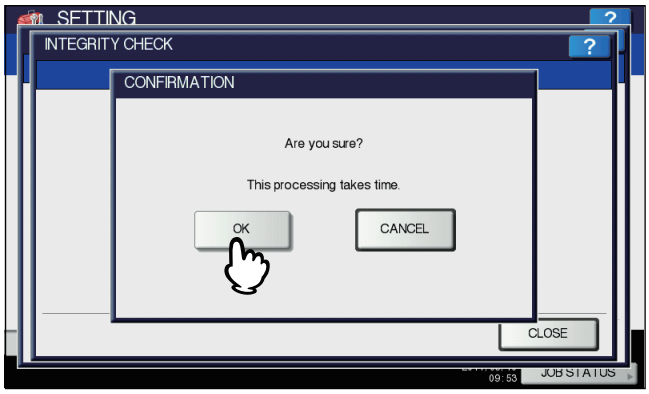
The INTEGRITY CHECK screen is displayed.

2 Press [MINIMUM] or [FULL].



The message “Are you sure ?” is displayed on the CONFIRMATION screen.

3 Press [OK].

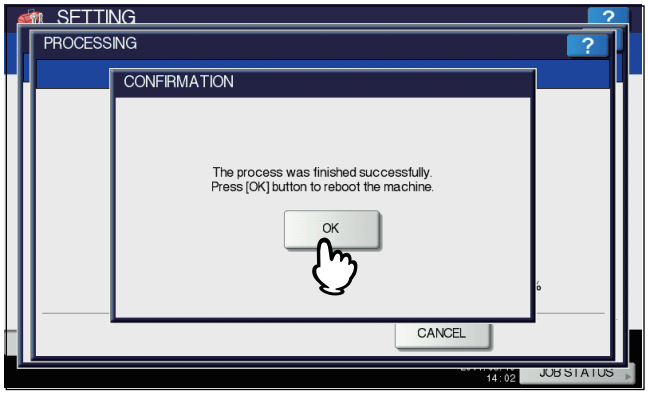


When the integrity check is complete, the message “The process was finished successfully.” will be displayed on the CONFIRMATION screen.

Notes

- It may take some time to complete the integrity check.
- When you press [OK] in the above screen while a job is being processed, the message “Process cannot be performed while Job is processing or Admin function is in progress.” will be displayed on the CAUTION screen. In this case, press [CLOSE], and wait until the job is complete, then perform the operation again.
- If an error, such as illegally modified data, is detected, the service call screen will be displayed. In this case, contact your service representative.

4 **Press [OK] to reboot the equipment.**



The equipment reboots.

LIST/REPORT

This menu allows you to perform the following operations:

- P.113 “Setting the report”
- P.116 “Printing lists”

Tip

For instructions on how to display the LIST/REPORT menu, see the following page:
P.47 “Accessing the Admin Menu”

■ Setting the report

This menu allows you to make required settings for printing the following reports:

- **Transmission / Reception Journal**
  P.113 “Setting the transmission / reception journal output”
  There are two types of journals available on this equipment. Journals can be printed either automatically or manually. If you select [AUTO], you can specify the number of transmissions and receptions after which to print each journal.

  Tip

  The old journals are deleted and only the specified number of journals beginning with the newest one are kept. The most recent 100 journals can be exported as a file from TopAccess administrator mode.

- **Communication Report**
  P.114 “Setting the communication report”
  The communication report allows you to print a report after every transmission. You can also select the conditions for printing communication reports for each transmission type.

- **Reception List**
  P.114 “Setting the communication report”
  The settings for the reception list allows you to specify whether to print a reception list when the mailbox on this equipment has received a document. This can be set for each the following mailbox transactions:
  - **RELAY STATION** — When a relay transmission has been received from an originator as a relay hub.
  - **LOCAL** — When the mailbox on this equipment has been reserved for a local document.
  - **REMOTE** — When the mailbox on this equipment has been reserved for a remote document from another facsimile.

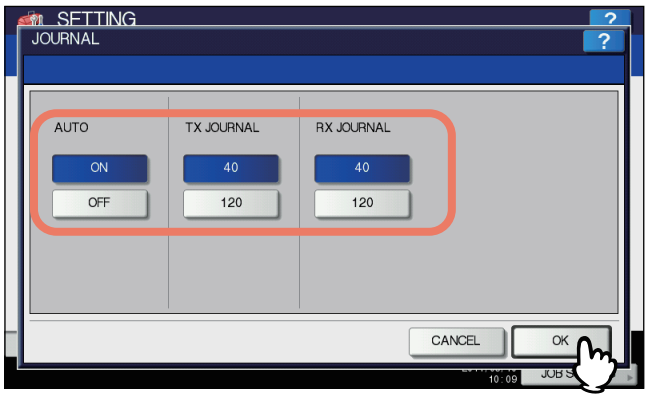
Setting the transmission / reception journal output

1 **On the LIST/REPORT menu, press [REPORT SETTING].**
The REPORT SETTING screen is displayed.

2 **Press [JOURNAL].**

The JOURNAL screen is displayed.

3 **Specify the following items as required and press [OK].**



Item name	Description
AUTO	Press [ON] to enable printing the transmission and reception journals automatically. When you enable this option, the transmission and reception journals will be printed when the specified numbers of transactions are completed.
TX JOURNAL	Press the number button that specifies the number of transmissions you want to be printed in the transmission journal.
RX JOURNAL	Press the number button that specifies the number of receptions you want to be printed in the reception journal.

Setting the communication report

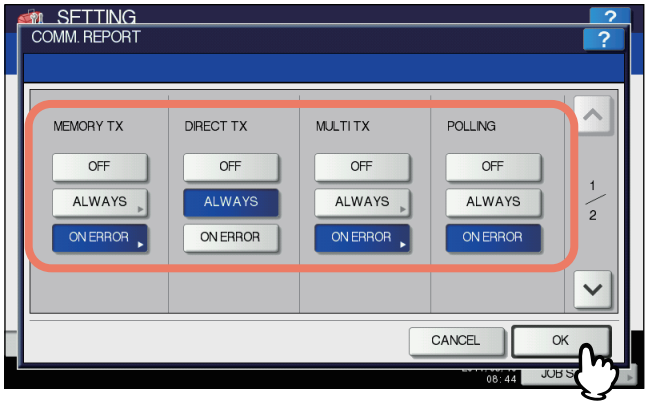
1 **On the LIST/REPORT menu, press [REPORT SETTING].**

The REPORT SETTING screen is displayed.

2 **Press [COMM. REPORT].**

The COMM. REPORT screen is displayed.

3 Specify the conditions for each transmission type and press [OK].

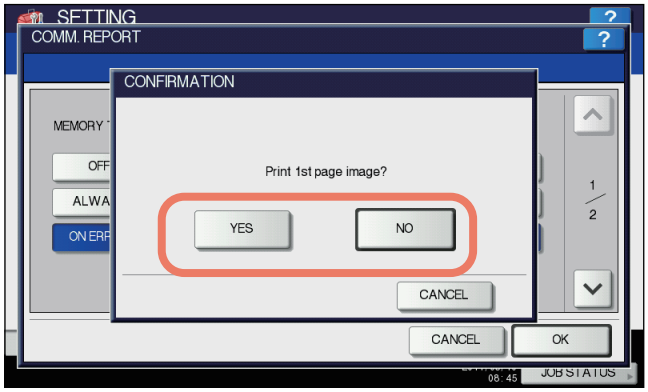


Item name	Description
MEMORY TX DIRECT TX MULTI TX POLLING RELAY ORIGINATION RELAY STATION RELAY DESTINATION	• **OFF** — Press this button to disable printing of communication report. • **ALWAYS** — Press this button to always print the communication report. • **ON ERROR** — Press this button to print the communication report in the event of an error.

Note

Items other than [MEMORY TX] and [MULTI TX] are available only when the FAX Unit is installed.

When you press [ALWAYS] or [ON ERROR] for other than [DIRECT TX] and [POLLING], the “Print 1st page image?” message is displayed. Press [YES] when you want to print the communication report by adding the first page of the sent document. Press [NO] when not.



Setting the reception list

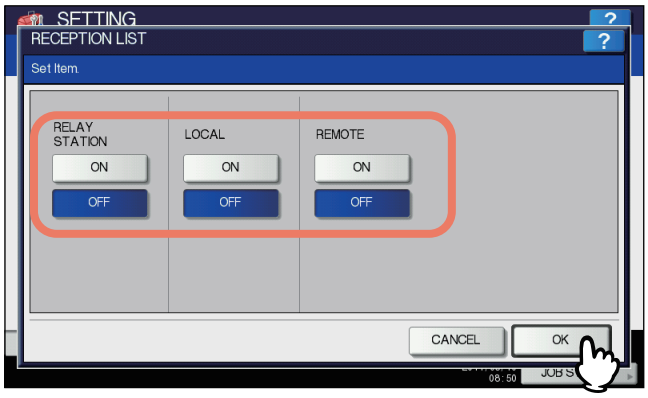
1 On the LIST/REPORT menu, press [REPORT SETTING].

The REPORT SETTING screen is displayed.

2 **Press [RECEPTION LIST].**

The RECEPTION LIST screen is displayed.

3 **Specify whether to print the reception list for each transaction type and press [OK].**



Item name	Description
RELAY STATION	Select [ON] to print the reception list when a relay transmission has been received from an originator.
LOCAL	Select [ON] to print the reception list when a local document has arrived to the mailbox on the equipment.
REMOTE	Select [ON] to print the reception list when a remote document from another facsimile has arrived to the mailbox on the equipment.

■ Printing lists

You can print NIC CONFIGURATION PAGE, FUNCTION LIST, PS FONT LIST, and PCL FONT LIST.

Note

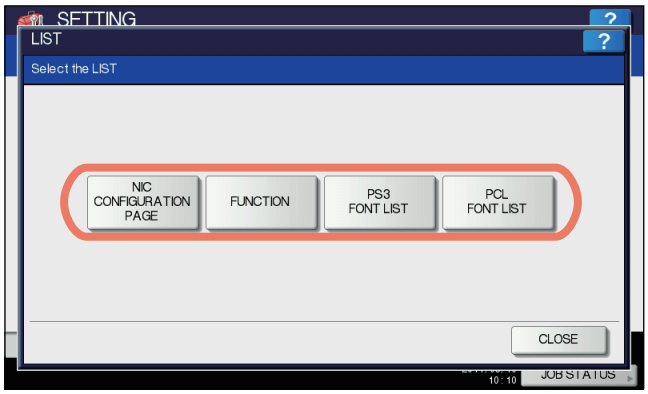
The displayed buttons vary depending on the model.

* For an output example of each list, see the following page:
P.156 “List Print Format”

1 **On the LIST/REPORT menu, press [LIST].**

The LIST screen is displayed.

2 **Press the button of the list that you want to print.**



The selected list is printed.

PRINTER/e-FILING

You can make printer settings for print jobs or for printing documents stored using the e-Filing function.

Note

The e-Filing function is available only when the hard disk is installed on the equipment.

Tip

For instructions on how to display the PRINTER / E-FILING screen, see the following page:
P.47 “Accessing the Admin Menu”

The screen is composed of multiple pages. Press ⌃ or ⌄ to navigate back and forth through the pages.

PRINTER / E-FILING screen (1/2)

Item name	Description
AUTOMATIC CHANGE OF PAPER SOURCE	Select whether to enable the function to automatically change the paper source also when the paper source is manually specified for a print job. Selecting [ON] makes the equipment feed the same size of paper from a different tray when the specified tray becomes empty during a print job. This function is always enabled when printing is performed by selecting [Auto] for the paper source on the print dialog box. For details of the print dialog box, refer to the ***Printing Guide “Chapter 2: PRINTING FROM WINDOWS”*** and ***“Chapter 3: PRINTING FROM Macintosh”***.
PAPER OF DIFFERENT DIRECTION*	Selecting [ON] makes the equipment feed the same size of paper with different orientation from a different tray when the specified tray becomes empty during a print job.
SUSPEND PRINTING IF STAPLER EMPTY	Select whether to stop printing when the stapler is empty during stapling in other than the saddle stitch mode. • **ON** — Press this button to stop printing. • **OFF** — Press this button to continue printing without stapling. Note If the stapler is empty in the saddle stitch mode, printing stops.
ENFORCEMENT CONTINUE (ILLEGAL PAPER)	Select whether to change the output tray automatically and continue printing when paper whose size or type does not allow it to exit is included in the second or later page of a print job. • **ON** — Press this button to continue printing by automatically changing the output tray. • **OFF** — Press this button to stop printing.

* Paper feeding when the tray becomes empty during printing is as follows:
This is an example when the tray for feeding paper is automatically changed while data is being printed on A4-size paper.

Options		Paper Feeding	
AUTOMATIC CHANGE OF PAPER SOURCE	PAPER OF DIFFERENT DIRECTION	When [Auto] is selected for the paper source	With tray specified manually
ON	ON	A4 and A4-R paper are fed.	A4 and A4-R paper are fed.
ON	OFF	A4 paper is fed.	A4 paper is fed.
OFF	ON	–	–
OFF	OFF	–	–

Note

In the following models, the Automatic Change of Paper Source is disabled when printing in 600x1200 dpi (PS).
- ES9455 MFP

PRINTER / E-FILING screen (2/2)

Item name	Description
AUTO STACKER CHANGE (CASCADE PRINT)	• **ON** — Press this button to continue printing by automatically changing the stacker when the original stacker becomes full. • **OFF** — Press this button to stop printing when the stacker becomes full.
WASTE HOLE PUNCH TRAY FULL	• **ON** — Press this button to continue printing without punching holes when the punch waste tray of the Hole Punch Unit becomes full. • **OFF** — Press this button to stop printing when the punch waste tray of the Hole Punch Unit becomes full.

Item name	Description
AUTO RELEASE PRIVATE/HOLD PRINT	Select whether to automatically print Private Print jobs and Hold Print jobs on login to this equipment. • **ON** — Press this button to automatically print the user's Private Print jobs and Hold Print jobs on login to this equipment. • **OFF** — Press this button to require touch panel operation. For details of Private Print jobs and Hold Print jobs, refer to the following chapters of the ***Printing Guide***. • Chapter 2: PRINTING FROM WINDOWS • Chapter 3: PRINTING FROM Macintosh • Chapter 4: MANAGING PRINT JOBS FROM THE CONTROL PANEL Tip This option is available when the user authentication is enabled.

WIRELESS SETTING

When the Wireless LAN Module is installed, [WIRELESS SETTING] allows you to make settings for the Wireless LAN Module. For details of wireless LAN settings, refer to the ***Operator's Manual for Wireless LAN Module "Chapter 1: SETTING UP WIRELESS NETWORK"***.
This button is displayed only in some models.

Tip

For instructions on how to display the WIRELESS SETTING screen, see the following page:
📖 P.47 "Accessing the Admin Menu"

CHANGE USER PASSWORD

When the MFP Local Authentication function is used, administrators can change the authentication password assigned for each user in case it is forgotten.

Note

[CHANGE USER PASSWORD] is available only when the MFP Local Authentication function is enabled. This function can be enabled from TopAccess administrator mode. For details, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.

Tip

For instructions on how to display the CHANGE USER PASSWORD screen, see the following page:
P.47 "Accessing the Admin Menu"

1 On the CHANGE USER PASSWORD screen, set a new password and complete the setting.

1) Press [USER NAME] to enter the user name for which the password is to be changed.
2) Press [NEW PASSWORD] to enter the new password.
3) Press [RETYPE NEW PASSWORD] to enter the new password again.
4) Press [OK].

The password is now changed.

Tips

- When you press [USER NAME], [NEW PASSWORD] or [RETYPE NEW PASSWORD], the on-screen keyboard is displayed.
  For details of the on-screen keyboard, see the following page:
  P.154 "On-screen keyboard"
- The input password appears as asterisks (*) in the [NEW PASSWORD] and [RETYPE NEW PASSWORD] boxes.

802.1X SETTINGS

You can make settings for IEEE 802.1X authentication that will apply to wired networks.

This equipment supports the following authentication methods:

- EAP-MSCHAPv2
- EAP-MD5
- EAP-TLS
- PEAP*1
  The following protocols are available for inner authentication:
  - EAP-MSCHAPv2
- EAP-TTLS
  The following protocols are available for inner authentication:
  - PAP
  - CHAP
  - EAP-MSCHAPv2
  - EAP-MD5

*1 PEAP is not available for Windows Server 2008.

To enable IEEE 802.1X authentication, you must install certificates in this equipment as required, using TopAccess. The certificates that must be installed are as follows.

Authentication Method	Inner Authentication Method	CA Certificate	User Certificate
EAP-MSCHAPv2	-	-	-
EAP-MD5	-	-	-
EAP-TLS	-	Necessary*1	Necessary*2
PEAP	EAP-MSCHAPv2	Necessary*1	-
EAP-TTLS	PAP	Necessary*1	-
	CHAP	Necessary*1	-
	EAP-MD5	Necessary*1	-
	EAP-MSCHAPv2	Necessary*1	-

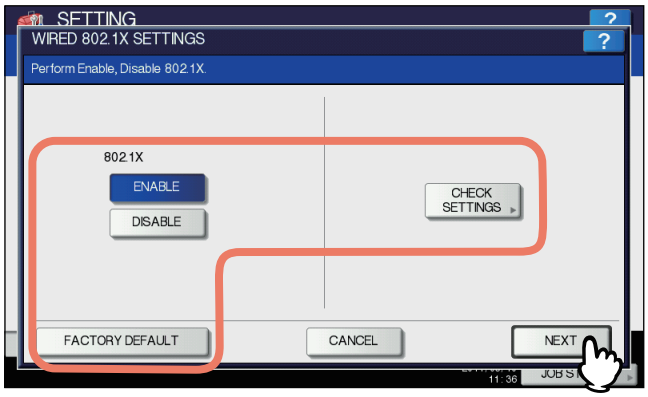
*1 The CA certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed.
*2 The user certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed.

Tips

- For instructions on how to install certificates, refer to the ***TopAccess Guide "Chapter 8: [Administration] Tab Page"***.
- For instructions on how to display the WIRED 802.1X SETTINGS screen, see the following page:
  📖 P.47 "Accessing the Admin Menu"

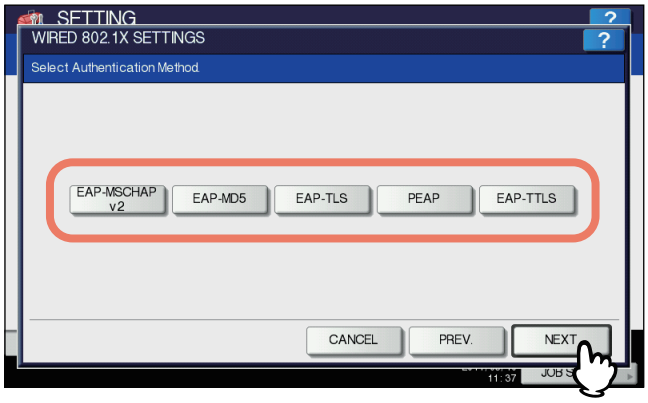
■ Setting IEEE 802.1X authentication

1 **On the WIRED 802.1X SETTINGS screen, specify the following items as required and press [NEXT].**



Item name	Description
802.1X	• **ENABLE** — Press this button to use IEEE 802.1X authentication. • **DISABLE** — Press this button to disable IEEE 802.1X authentication. Tip When changing IEEE802.1X authentication from [ENABLE] to [DISABLE], press [Next], and on the "Confirm the following settings" screen that appears, press [APPLY NOW] to complete the setting.
CHECK SETTINGS	Press this button to confirm the options currently selected. Note [CHECK SETTINGS] is available when you selected [ENABLE] for 802.1X.
FACTORY DEFAULT	Press this button to reset the IEEE802.1X settings back to the factory defaults.

2 **Proceed with the operation that you require.**

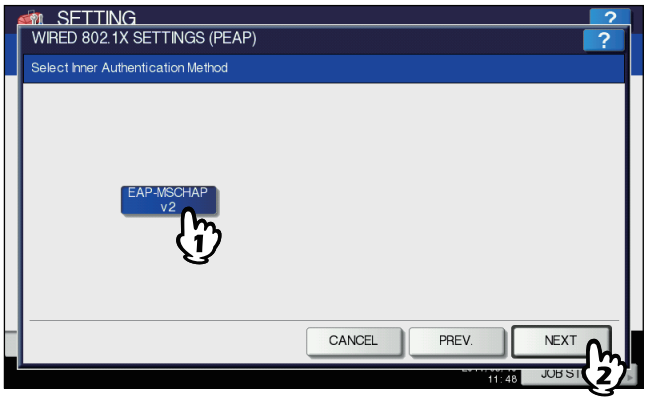


If you selected [EAP-MSCHAPv2], [EAP-MD5] or [EAP-TLS], proceed to step 5.

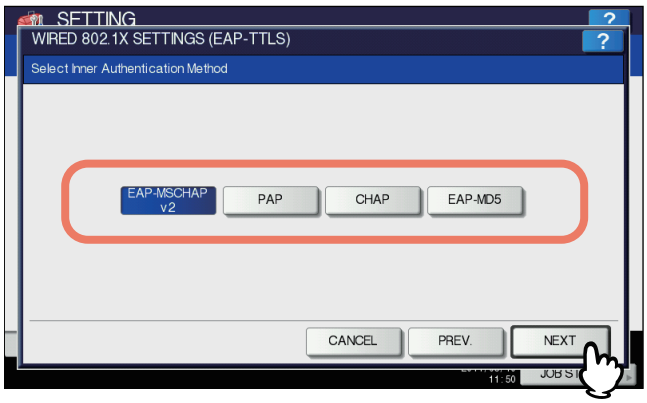
3 Select the inner authentication method and press [Next].

Selecting inner authentication method is necessary only when you selected [PEAP] or [EAP-TTLS] in step 3.

When you selected [PEAP]:

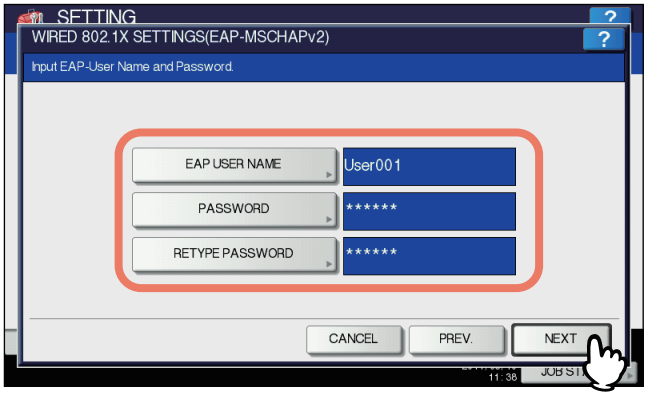


When you selected [EAP-TTLS]:

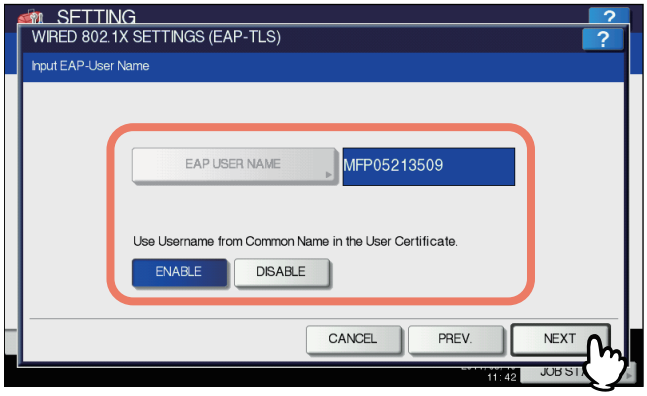


4 Specify the following items as required and press [Next].

When you selected other than [EAP-TLS]:



When you selected [EAP-TLS]:

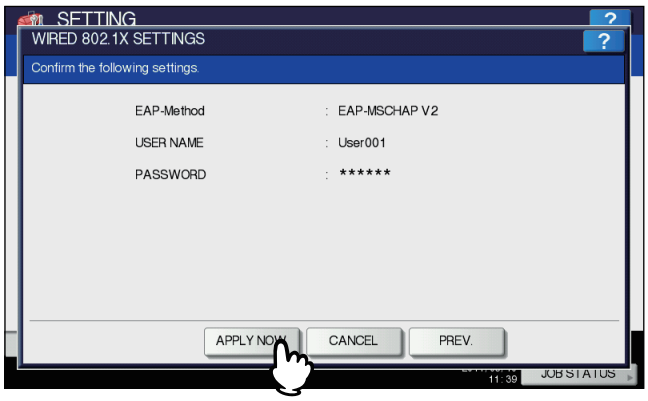


Item name	Description
EAP USER NAME	Press this button to enter the EAP user name.
PASSWORD	Press this button to enter the authentication password.
RETYPE PASSWORD	Press this button to enter the authentication password again.
Use Username from Common Name in the User Certificate	To set the common name in the user certificate installed in this equipment as EAP user name, press [ENABLE]. **Note** If you set this item to [ENABLE], you will not be able to enter [EAP USER NAME].

Tip

When you press [EAP USER NAME], [PASSWORD], or [RETYPE PASSWORD], the on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

5 **Confirm the settings and press [APPLY NOW].**



"NETWORK INITIALIZING" is displayed at the lower left of the screen and this equipment starts initializing the network interface card to apply the changes. This message disappears when the setting is complete.

■ Error messages

The following error messages may be displayed on the touch panel.

Message	Cause
[802.1X] Auth Server/Switch couldn't be contacted	• The RADIUS server service is stopped. • Configuration for the RADIUS server is not correct. • The IEEE 802.1X switch has problem.
[802.1X] Authentication failed	• The username or password that the user entered is not correct. • The certificates uploaded are wrong.
Certificate verification Failure	• A CA certificate is not installed in the equipment. • The installed CA certificate is not valid. • The server certificate is invalid.

FACTORY DEFAULT

You can reset the equipment settings back to the factory defaults, as well as clear the user data.
The data reset by this operation are as follows:

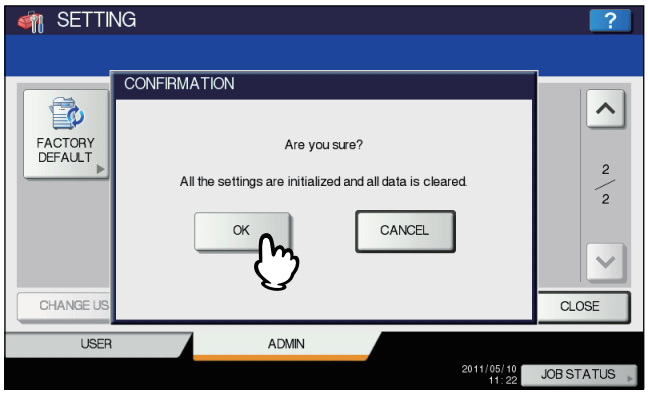
Settings Data		Remarks
Setup	General	All the settings are reset to the factory defaults.
	Network	
	Copy	
	Fax	
	Scan to File	
	E-mail	
	Internet Fax	
	Printer / e-Filing	
	Printer	
	Print Service	
	Security	

User Data		Remarks
User Management	User Account	When the user management data are cleared, the LDAP mapping information will be also cleared.
	Group Management	
	Role Management	
	Department Management	
	Quota Management	
Counter	User Counter	The data are cleared.
	Department Counter	
Template		
Address Book		
Mailbox / Inbound Fax (TSI)		
Print Data Converter		
ICC Profile		
XML Format File		The data are reset to the default XML.

Tip

For instructions on how to display the FACTORY DEFAULT screen, see the following page:
📖 P.47 “Accessing the Admin Menu”

1 On the CONFIRMATION screen of the FACTORY DEFAULT screen, press [OK].



The initialization begins.

Notes

- If you want to back up the setting data and user data before initialization, use the cloning function to create clone files.
  For details of the cloning function, see the following page:
  P.69 “Creating or installing clone files”
- When the initialization fails, the message “The process failed.” will be displayed. In this case, press [CLOSE], and perform the operation again.

2 Press [OK] to reboot the equipment.

The equipment reboots.

3

MANAGING COUNTERS (COUNTER MENU)

TOTAL COUNTER **130**

PRINT OUT TOTAL COUNTER **133**

DEPARTMENT COUNTER **134**

DEPARTMENT MANAGEMENT **138**

Logging on as administrator 138
Printing the department code list 140
Enabling department codes 140
Registering a new department code 141
Editing department codes 143
Deleting department codes 145
Resetting the counters for each department 146
Setting output limitations for all departments 147
Setting the No Limit Black function 148
Setting the registered quota 149
Resetting all department counters 150
Deleting all department codes 151

TOTAL COUNTER

This menu allows you to display and confirm the following total counters:

- **Print counter**
  Indicates the total number of sheets output by this equipment. The print counter contains the following counters:
  - **Copy counter** — Indicates the number of sheets printed by copy jobs.
  - **Fax counter** — Indicates the number of sheets printed by fax receptions.
  - **Printer counter** — Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
  - **List counter** — Indicates the number of sheets printed by system page print jobs.

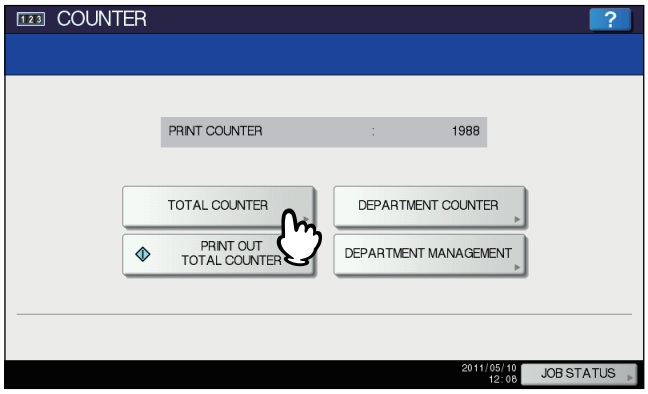
- **Scan counter**
  Displays the total number of originals scanned by this equipment. The scan counter contains the following counters:
  - **Copy counter** — Indicates the number of originals scanned by copy jobs.
  - **Fax counter** — Indicates the number of originals scanned by fax and Internet Fax transmissions.
  - **Network counter** — Indicates the number of originals scanned by scan jobs.

Note

The total counters cannot be cleared.

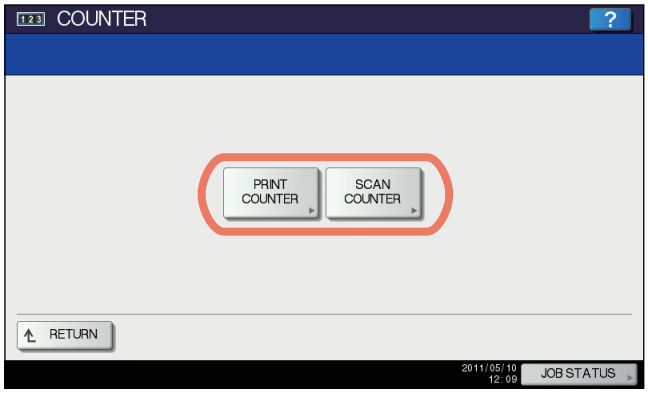
1 **Press the [COUNTER] button on the control panel to access the COUNTER menu.**

2 **Press [TOTAL COUNTER].**



The TOTAL COUNTER screen is displayed.

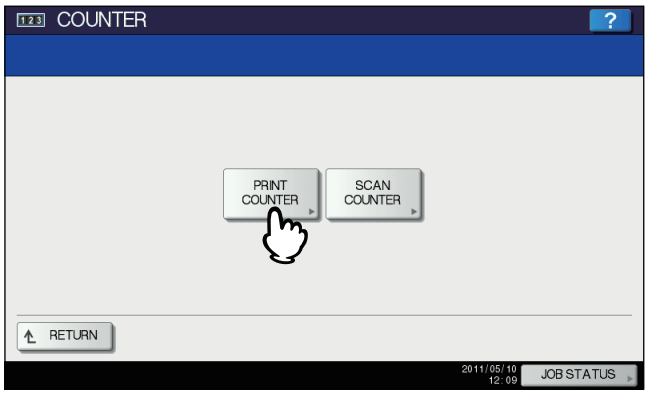
3 **Continue with the operation that you require.**



P.131 “Displaying print counter”
P.131 “Displaying scan counter”

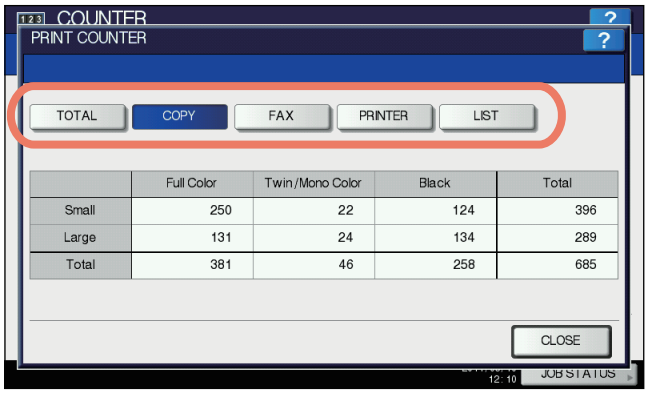
Displaying print counter

1 Press [PRINT COUNTER].



The PRINT COUNTER screen is displayed.

2 Select the button of the counter you want to check. (Only for color print models)



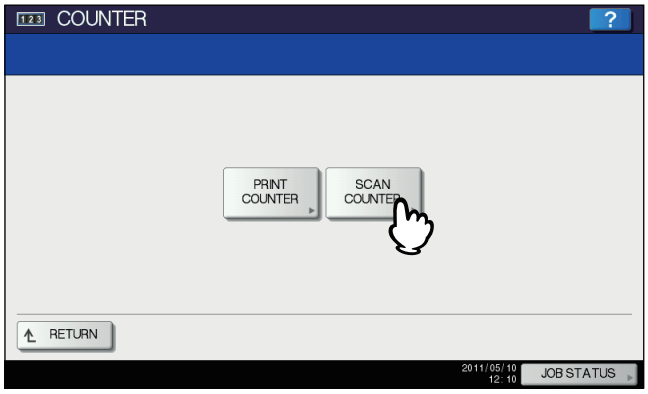
	Full Color	Twin/Mono Color	Black	Total
Small	250	22	124	396
Large	131	24	134	289
Total	381	46	258	685

Note

The displayed items differ between the color print models and the other ones.

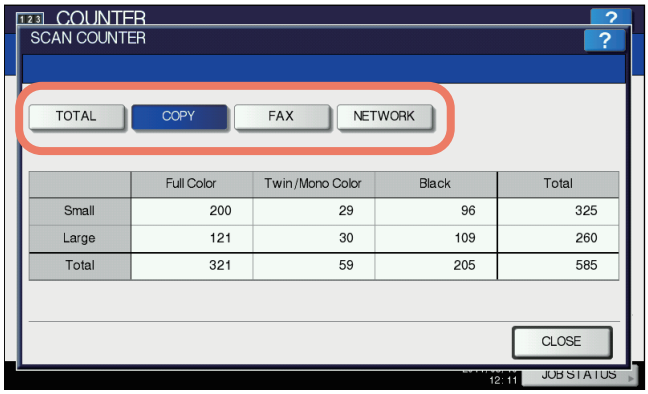
Displaying scan counter

1 Press [SCAN COUNTER].



The SCAN COUNTER screen is displayed.

2 **Select the button of the counter you want to check.**

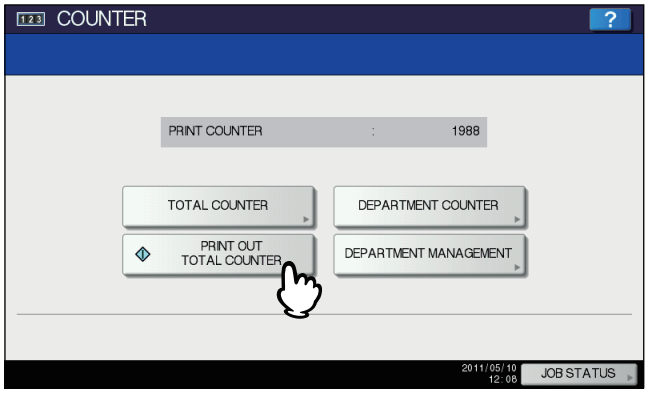


PRINT OUT TOTAL COUNTER

This menu allows you to print TOTAL COUNTER LIST.

1 Press the [COUNTER] button on the control panel to access the COUNTER menu.

2 Press [PRINT OUT TOTAL COUNTER].



- When the Department Management function is disabled, TOTAL COUNTER LIST is printed.
- When the Department Management function is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press [OK] to print TOTAL COUNTER LIST.

Tip

For an output example of TOTAL COUNTER LIST, see the following page:
P.156 “TOTAL COUNTER LIST”

DEPARTMENT COUNTER

This menu allows you to display and check the counters below for each department.

Note

The department counter is available only when this equipment has been managed using the Department Management function.
P.140 “Enabling department codes”

- **Print counter for department code**
  This counter allows you to display the value of the print counter for each department code. The print counter contains the following counters:
  - **Copy counter** — Indicates the number of sheets printed by copy jobs.
  - **Fax counter** — Indicates the number of sheets printed by polling jobs.
  - **Printer counter** — Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
  - **List counter** — Indicates the number of sheets printed by system page print jobs.

Tip

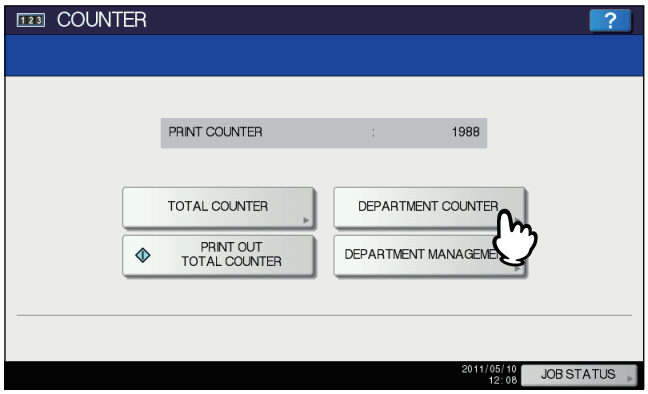
The Department Management function set on copy/fax/printer/scan/list counter for department code can be disabled individually. For details, refer to the ***TopAccess Guide “Chapter 8: [Administration] Tab Page”***.

- **Scan counter for department code**
  This counter allows you to display the value of the scan counter for each department code. The scan counter contains the following counters:
  - **Copy counter** — Indicates the number of originals scanned by copy jobs.
  - **Fax counter** — Indicates the number of originals scanned by fax and Internet Fax transmissions.
  - **Network counter** — Indicates the number of originals scanned by scan jobs.

- **Fax communications counter for department code**
  This counter allows you to display the value of the Fax and Internet Fax transmission and reception counter for each department code. The fax communication counter contains the following counters:
  - **Transmit** — Indicates the number of pages sent by Fax transmissions.
  - **Reception** — Indicates the number of pages received by polling jobs.

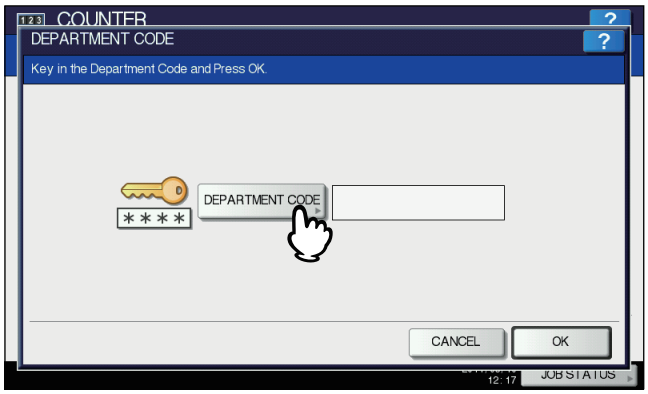
1 Press the [COUNTER] button on the control panel to access the COUNTER menu.

2 Press [DEPARTMENT COUNTER].



The DEPARTMENT CODE screen is displayed.

3 Press [DEPARTMENT CODE].

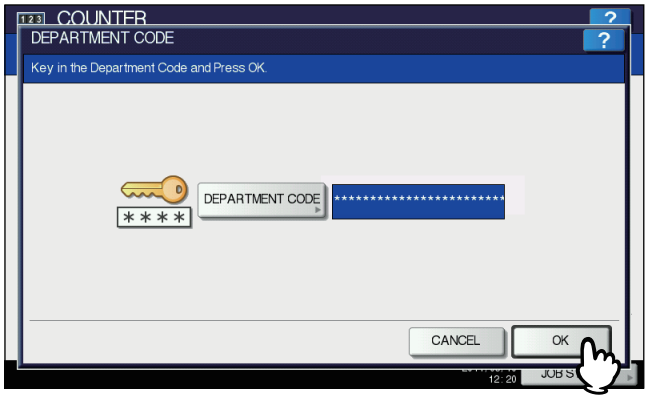


The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

4 Enter the department code and press [OK].

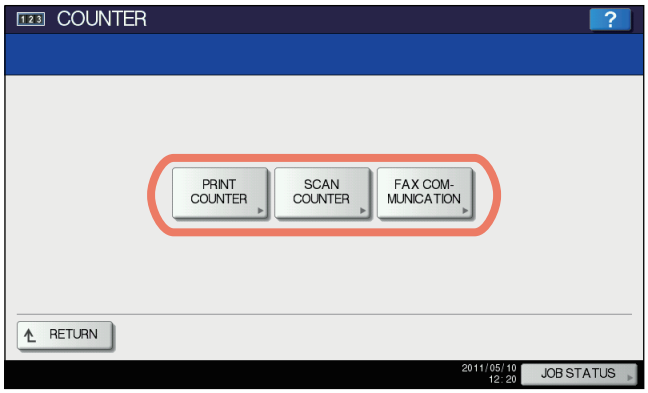
You will be returned to the DEPARTMENT CODE screen.

5 Press [OK].



The COUNTER screen is displayed.

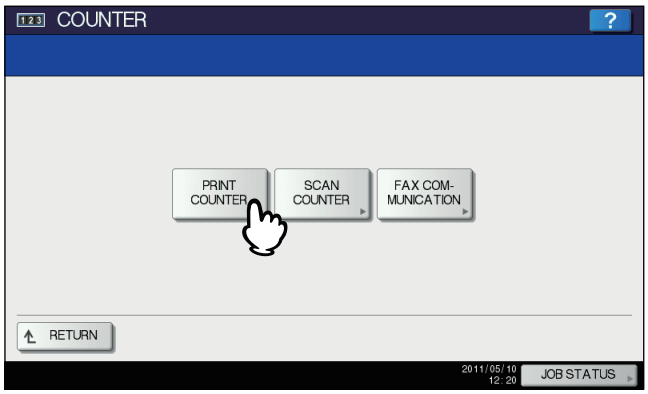
6 Continue with the operation that you require.



📖 P.136 “Displaying print counter for department code”
📖 P.136 “Displaying scan counter for department code”
📖 P.137 “Displaying fax communications counter for department code”

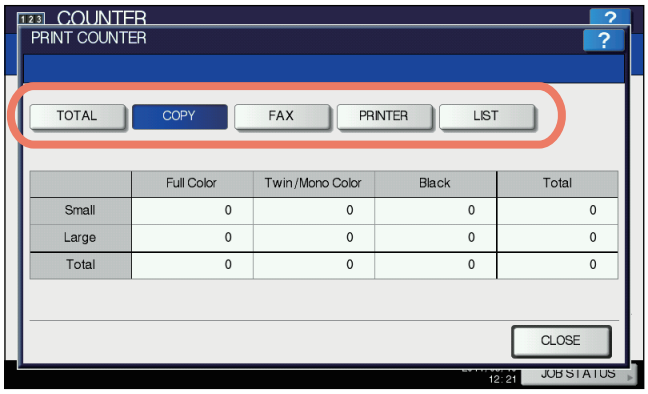
Displaying print counter for department code

1 **Press [PRINT COUNTER].**



The PRINT COUNTER screen for the specified department code is displayed.

2 **Select the button of the counter you want to check. (Only for color print models)**

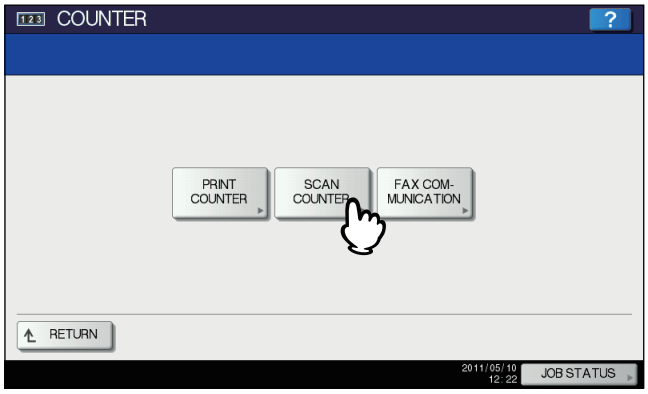


Note

The displayed items differ between the color print models and the other ones.

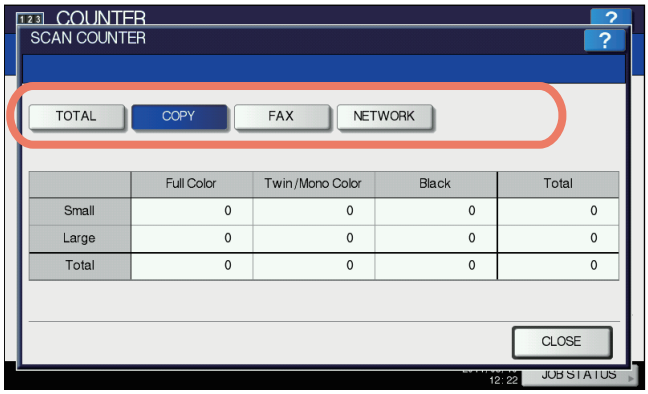
Displaying scan counter for department code

1 **Press [SCAN COUNTER].**



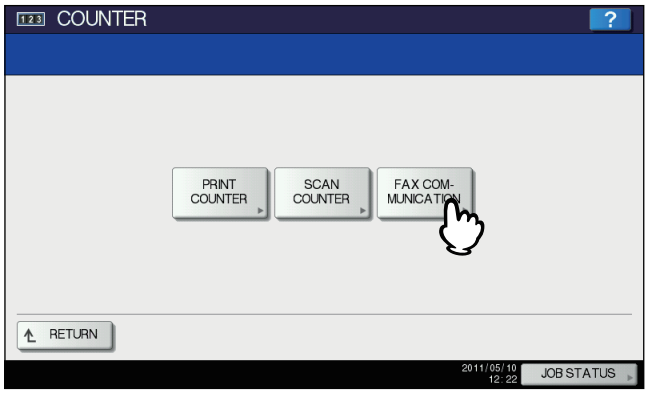
The SCAN COUNTER screen for the specified department code is displayed.

2 **Select the button of the counter you want to check.**

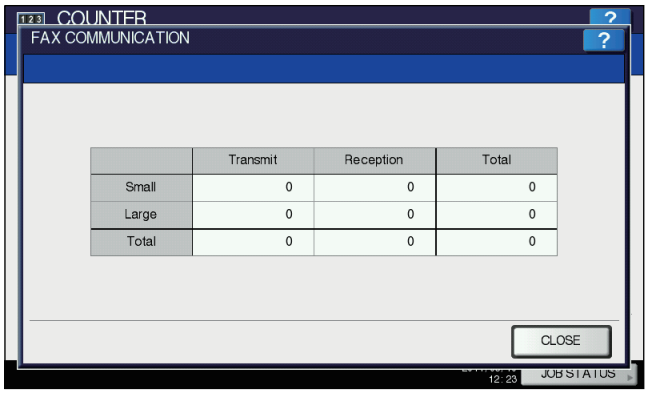


Displaying fax communications counter for department code

1 **Press [FAX COMMUNICATION].**



The FAX COMMUNICATION screen for the specified department code is displayed.



DEPARTMENT MANAGEMENT

■ Logging on as administrator

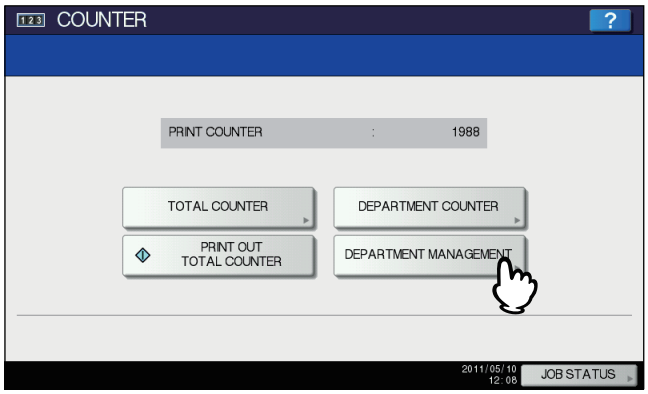
You can define department codes to control the quantity of copy, print, scan, and facsimile pages printed by each department code. You can register up to 1000 department codes (up to 50 department codes when the hard disk is not installed on the equipment).
To manage the department codes, you must know the administrator password for this equipment. For this reason, it is recommended that this task be performed only by an authorized administrator.

Note

If the User Management function is enabled and you log in using a user name with Account Manager privileges, you are not required to enter the administrator password to display the DEPARTMENT MANAGEMENT menu.

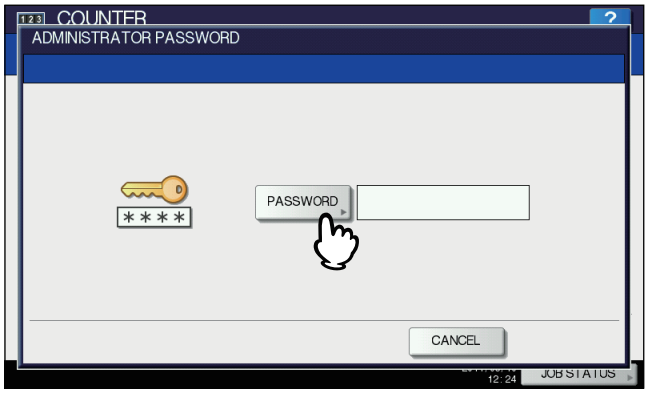
1 Press the [COUNTER] button on the control panel to access the COUNTER menu.

2 Press [DEPARTMENT MANAGEMENT].



The ADMINISTRATOR PASSWORD screen is displayed.

3 Press [PASSWORD].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

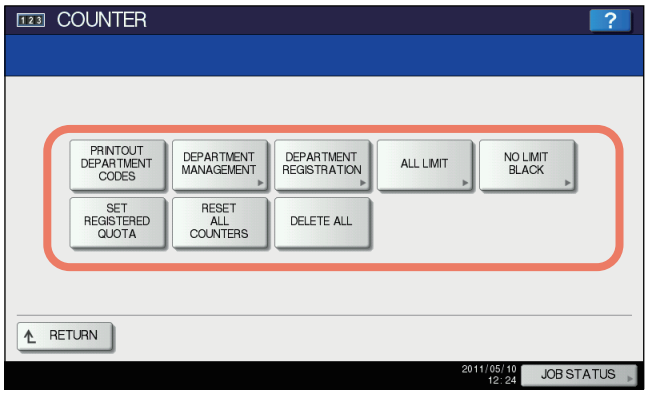
4 Enter the administrator password and press [OK].

The DEPT. MANAGEMENT menu screen is displayed.

Tips

- If the administrator password has not been changed before, enter the default administrator password “123456”.
- The input password appears as asterisks (*).

5 Continue with the operation that you require.



- P.140 “Printing the department code list”
- P.140 “Enabling department codes”
- P.141 “Registering a new department code”
- P.143 “Editing department codes”
- P.145 “Deleting department codes”
- P.146 “Resetting the counters for each department”
- P.147 “Setting output limitations for all departments”
- P.148 “Setting the No Limit Black function”
- P.149 “Setting the registered quota”
- P.150 “Resetting all department counters”
- P.151 “Deleting all department codes”

Notes

- Menus other than [DEPARTMENT MANAGEMENT] and [DEPARTMENT REGISTRATION] will be available after you register a department code and enable the Department Management function.
- [NO LIMIT BLACK] is available only for color models.

■ Printing the department code list

You can print out the department code list and counters for each department code.
On the DEPT. MANAGEMENT menu screen, press [PRINT OUT DEPARTMENT CODES].

Tips

- For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
  🕮 P.138 “Logging on as administrator”
- For an output example of DEPARTMENT CODE LIST, see the following page:
  🕮 P.157 “DEPARTMENT CODE LIST”

■ Enabling department codes

Initially, the Department Management function is disabled. If you want to manage the counters separately by department codes, you must enable this function. When the Department Management function is enabled, the department code input screen will be displayed at the time of accessing the copy, scan, fax, and e-Filing operation screens to manage the operations for each department code. In addition, print jobs ordered from computers are also managed for each department code.
For details of the counters that can be individually managed by department codes, see the following page:
🕮 P.134 “DEPARTMENT COUNTER”

Notes

- [DEPARTMENT MANAGEMENT] will be available after one or more department codes are registered. Before enabling the Department Management function, register the required department codes.
  🕮 P.141 “Registering a new department code”
- When the print jobs from computers are also managed by department, using TopAccess, you can specify whether to require the input of department code at printing or allow printing even if the department code has not been entered. For instructions on how to set the Department Code Enforcement, refer to the ***TopAccess Guide “Chapter 8: [Administration] Tab Page”***.
- The Department Management function does not support Web Services Scan. Web Services Scan jobs performed when this function is enabled are always counted as “Undefined” Department Name.

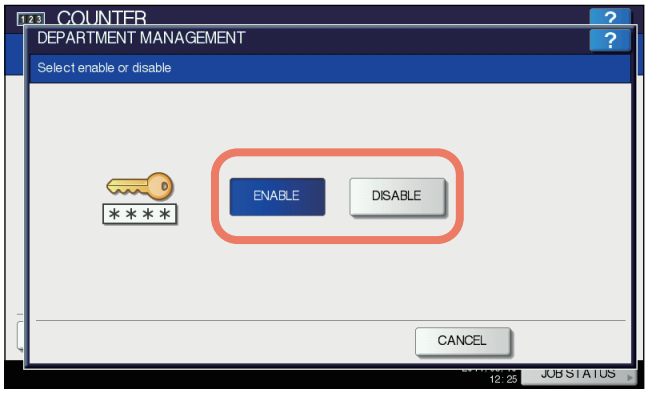
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT MANAGEMENT].

The DEPARTMENT MANAGEMENT screen is displayed.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
🕮 P.138 “Logging on as administrator”

2 Press [ENABLE] to use the Department Management function. Press [DISABLE] when not using.



■ Registering a new department code

You can register new department codes.

Note

The Department Management function must be enabled after one or more department codes are registered.
📖 P.140 “Enabling department codes”

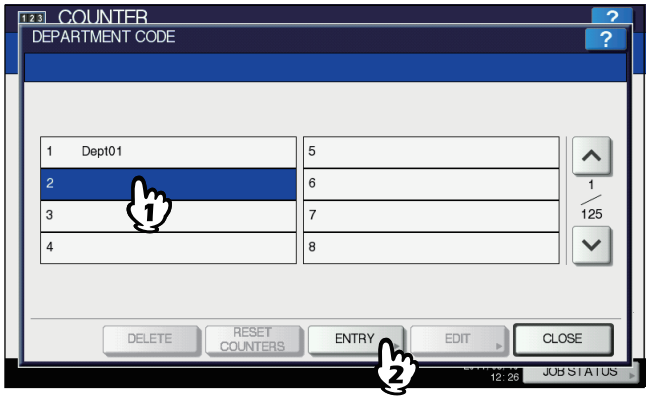
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
📖 P.138 “Logging on as administrator”

2 Press an undefined button to create a new department, and then [ENTRY].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

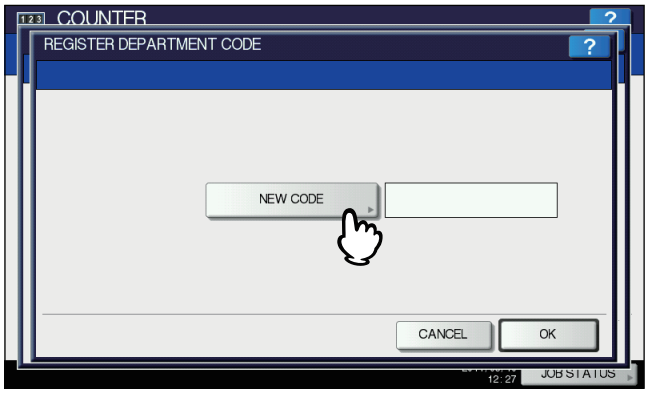
Tip

If the touch panel does not display an undefined department code, press ⌄ to display the next page.

3 Enter a department name and press [OK].

The REGISTER DEPARTMENT CODE screen is displayed.

4 Press [NEW CODE].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

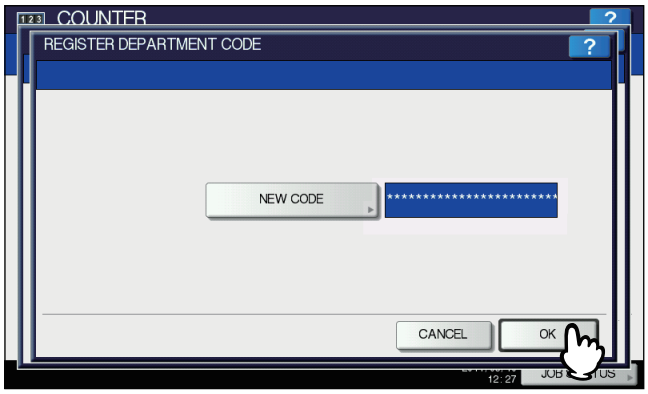
5 Enter the department code and press [OK].

You will be returned to the REGISTER DEPARTMENT CODE screen.

Tip

You can enter a department code of up to 63 characters. Characters you can enter are as follows:
- Alphanumerics, "-", "_", and "."

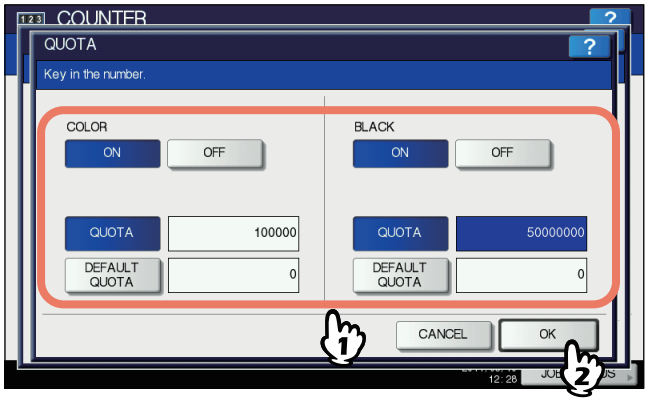
6 Press [OK].



The QUOTA screen is displayed.

7 Set the quota of this department code as required, and press [OK].

You will be returned to the DEPARTMENT CODE screen.



Item name	Description
Quota Management	Quota management is enabled or disabled by pressing [ON] or [OFF]. To enable it, press [ON] and set the quota and the default quota value. (In color print models, set the color and the black quota respectively.) • **QUOTA** — Displays the remaining number of available copies/prints for this department code. The number entered in the [DEFAULT QUOTA] box is subtracted every time a copy/print is performed. Copy/print is restricted when it reaches "0". When a new department code is registered, the number entered in the [DEFAULT QUOTA] box is displayed in this box. You can manually change the number displayed in this box to a desired value. • **DEFAULT QUOTA** — Enter the initial quota for this department code. You can enter up to "99,999,999.99".

Note

When the remaining number of available copies/prints becomes "0" during printing, a few copies that exceed the quota may be printed and counted because the equipment cannot stop the job immediately.

■ Editing department codes

You can edit an existing department code.

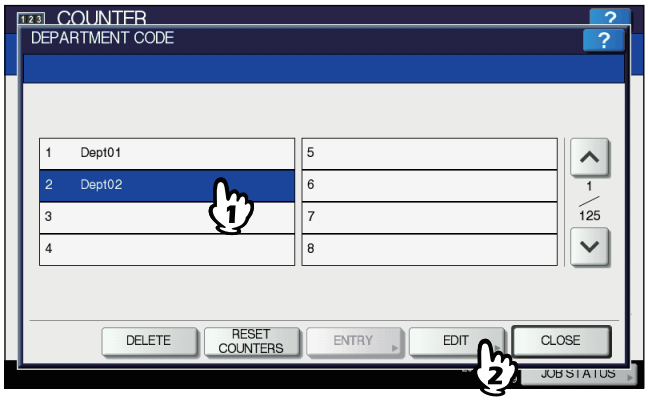
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
📖 P.138 “Logging on as administrator”

2 Press the department button that you want to edit, and then [EDIT].



The message “This department code is already registered. Do you wish to replace this code?” is displayed on the CONFIRMATION screen.

Tip

If the touch panel does not display the desired department code, press ⌄ to display the next page.

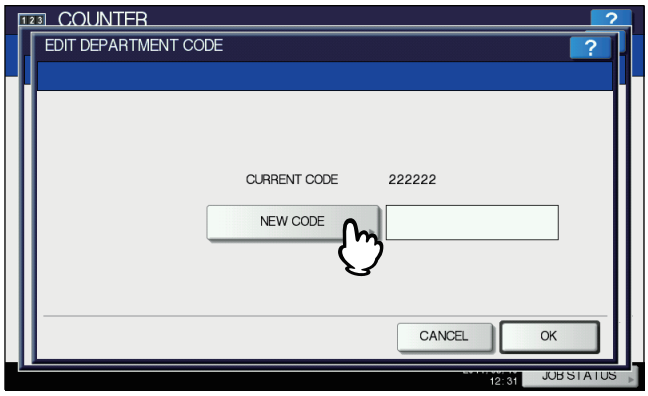
3 Press [YES].

The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

4 If changing the department name, enter a new department name and press [OK]. If not, just press [OK].

The department code currently set is displayed on the EDIT DEPARTMENT CODE screen.

5 Press [NEW CODE].



The on-screen keyboard is displayed.
For details of the on-screen keyboard, see the following page:
📖 P.154 “On-screen keyboard”

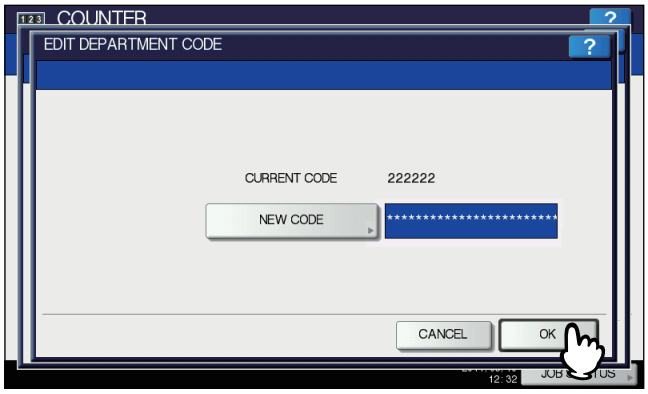
6 Enter the new department code and press [OK].

You will be returned to the EDIT DEPARTMENT CODE screen.

Tips

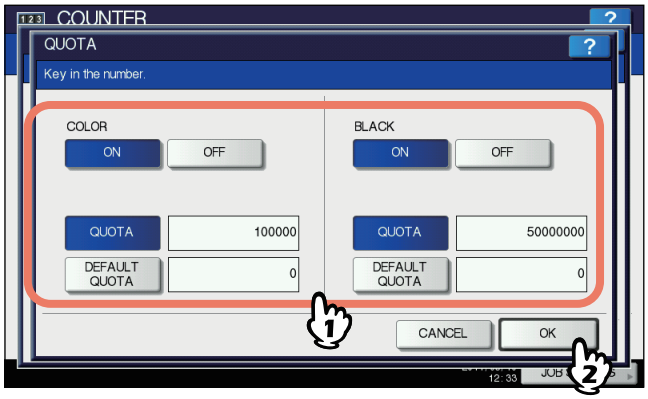
- You can enter a department code of up to 63 characters. Characters you can enter are as follows:
  - Alphanumerics, “-”, “_”, and “.”
- If you want to clear the code to retype it, press [Clear] on the on-screen keyboard or the [CLEAR] button on the control panel.

7 Press [OK].



The QUOTA screen is displayed.

8 Set the quota of this department code as required, and press [OK].



For the description of each item, see step 7 in the following operation:
📖 P.141 “Registering a new department code”

■ Deleting department codes

You can delete an existing department code.

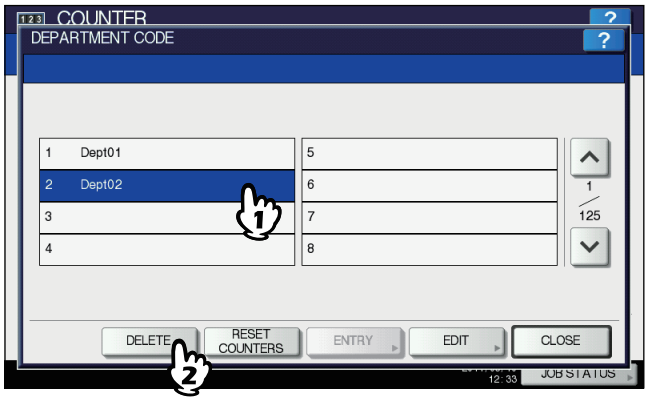
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.138 “Logging on as administrator”

2 Press the department button that you want to delete, and then [DELETE].

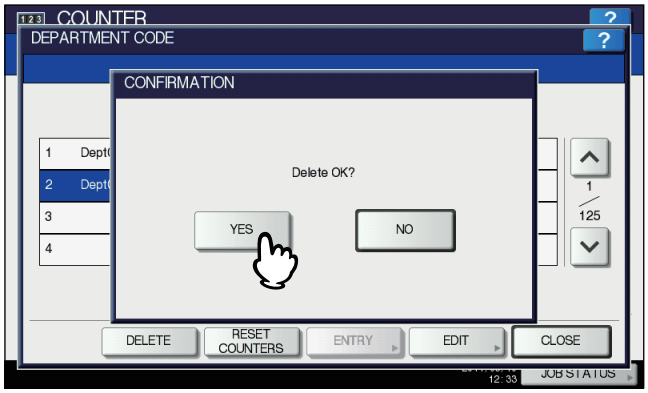


The message “Delete OK?” is displayed on the CONFIRMATION screen.

Tip

If the touch panel does not display the desired department code, press ⌄ to display the next page.

3 Press [YES].



The department code is now deleted.

Tip

Press [NO] to cancel the deletion.

■ Resetting the counters for each department

You can reset the counters for the specified department code.

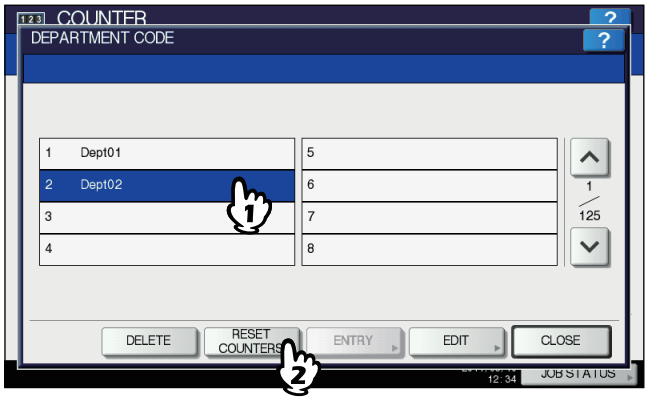
1 On the DEPT. MANAGEMENT menu screen, press [DEPARTMENT REGISTRATION].

The DEPARTMENT CODE screen is displayed.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.138 “Logging on as administrator”

2 Press the department button whose counters you want to reset, and then [RESET COUNTERS].



The message “CLEAR OK?” is displayed on the CONFIRMATION screen.

Tip

If the touch panel does not display the desired department code, press ⌄ to display the next page.

3 Press [YES].

The counter is now cleared.

Tip

Press [NO] to cancel the clear operation.

■ Setting output limitations for all departments

You can set output limitations for all departments in a single operation. When you select [ON], output will be disabled for all departments. When you select [OFF], unlimited outputs will be allowed for all departments.

Tip

When you select [ON] in this operation, the quota settings for all department codes are set to “0”. If you want to change the quota settings for each department code, perform the settings individually for each code.
📖 P.143 “Editing department codes”

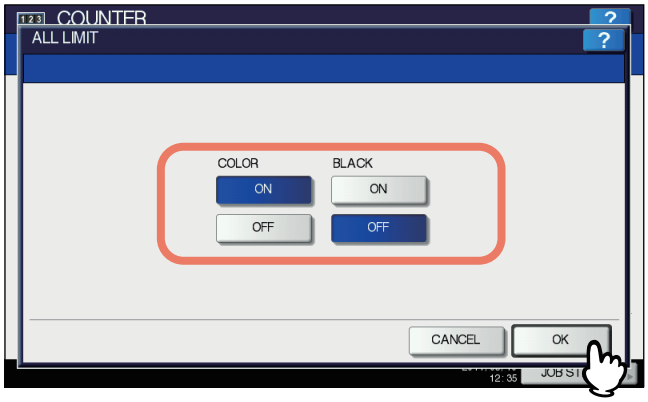
1 On the DEPT. MANAGEMENT menu screen, press [ALL LIMIT].

The ALL LIMIT screen is displayed.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
📖 P.138 “Logging on as administrator”

2 Enable or disable the All Limit function, and then press [OK].



The All Limit function is enabled or disabled by pressing [ON] or [OFF]. (In color print models, set the color and the black output limitations respectively.)
When you press [OK], the setting is saved. "WAIT" is displayed on the touch panel until it is applied.

Notes

- The All Limit function cannot be set for the color print models when the No Limit Black function (📖 P.148) is enabled.
- Applying the setting may take some time depending on the number of registered department codes.

■ Setting the No Limit Black function

"No Limit Black" is the function for allowing users to perform black and white copying/printing without entering a department code. When you want to only control color outputs for each department code, enable this function to allow users to perform unlimited black and white copies/prints on the equipment. When you enable it, the equipment will not count the number of black and white copies/prints for each department code.
This option is available only for color print models.

Tip

When User Management function is enabled, the No Limit Black function cannot be enabled.

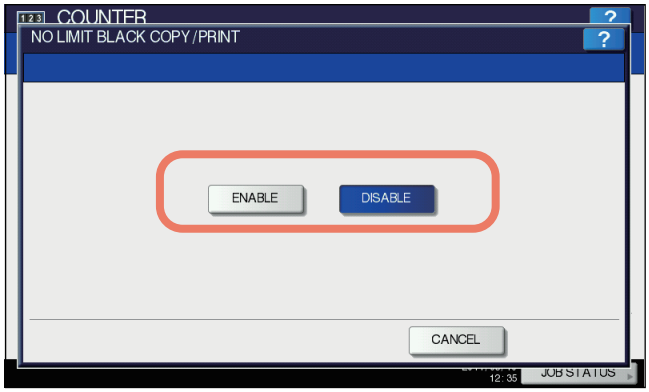
1 On the DEPT. MANAGEMENT menu screen, press [NO LIMIT BLACK].

The NO LIMIT BLACK COPY/PRINT screen is displayed.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
📖 P.138 "Logging on as administrator"

2 Press [ENABLE] to use the No Limit Black function. Press [DISABLE] to not.



The No Limit Black setting is saved.

■ Setting the registered quota

You can return the copy and print quotas for all departments to the default ones in a single operation.

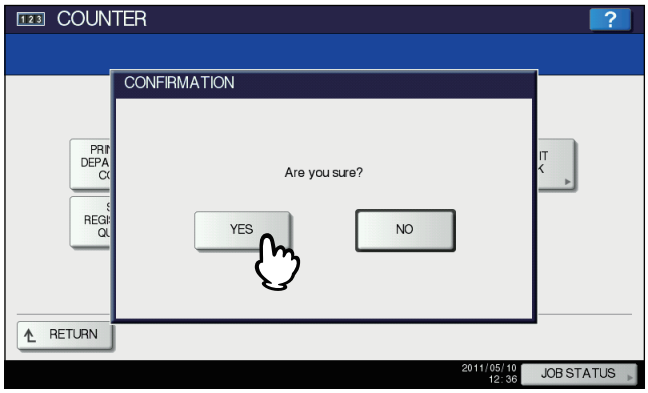
1 On the DEPT. MANAGEMENT menu screen, press [SET REGISTERED QUOTA].

The message “Are you sure?” is displayed on the CONFIRMATION screen.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.138 “Logging on as administrator”

2 Press [YES].



The quotas for all departments are now returned to the default ones.

Tip

Press [NO] to cancel the operation.

■ Resetting all department counters

You can clear all department counters.

Note

This operation clears only the department counters. You cannot clear the total counter.

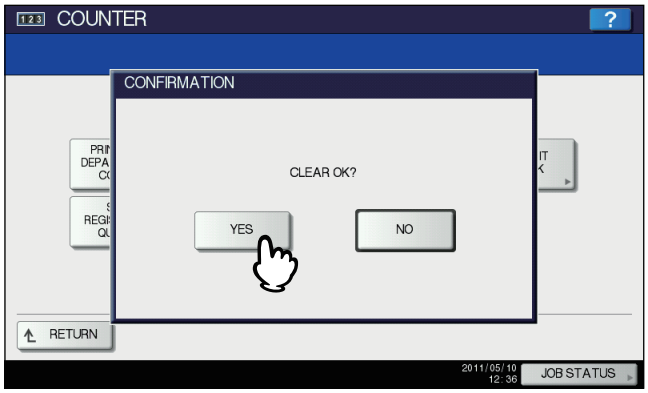
1 On the DEPT. MANAGEMENT menu screen, press [RESET ALL COUNTERS].

The message “CLEAR OK?” is displayed on the CONFIRMATION screen.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.138 “Logging on as administrator”

2 Press [YES].



All department counters are now cleared.

Tip

Press [NO] to cancel the clear operation.

■ Deleting all department codes

You can delete all registered department codes.

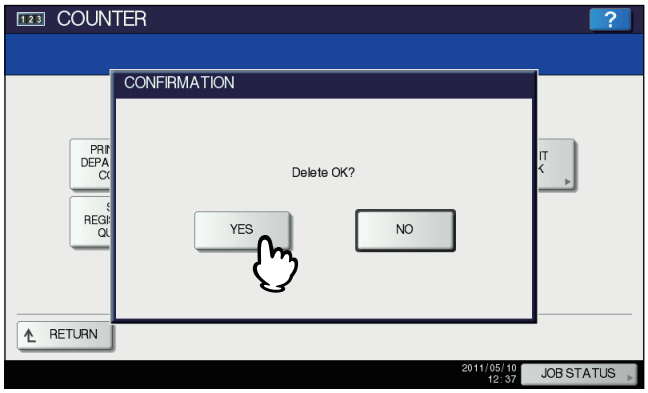
1 On the DEPT. MANAGEMENT menu screen, press [DELETE ALL].

The message “Delete OK?” is displayed on the CONFIRMATION screen.

Tip

For instructions on how to display the DEPT. MANAGEMENT menu screen, see the following page:
P.138 “Logging on as administrator”

2 Press [YES].



All department codes are now deleted.

Tip

Press [NO] to cancel the deletion.

4

APPENDIX

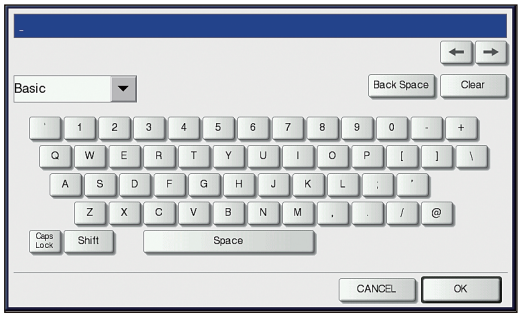
Setting Letters **154**
On-screen keyboard 154
On-screen numeric keypad 155

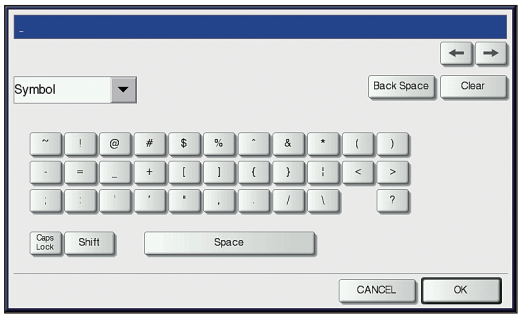
List Print Format **156**
TOTAL COUNTER LIST 156
DEPARTMENT CODE LIST 157
ADDRESS BOOK INFORMATION 158
GROUP NUMBER INFORMATION 159
FUNCTION LIST (User) 160
NIC configuration page 161
FUNCTION LIST (Administrator) 163
PS font list 181
PCL font list 182

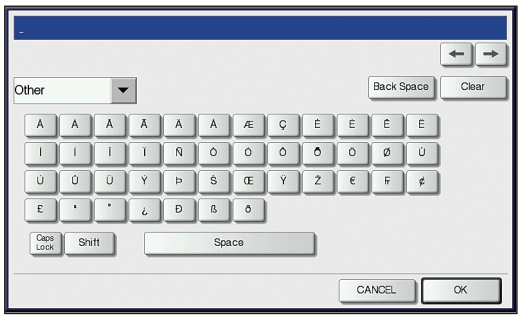
Setting Letters

Whenever a character string or fax number needs to be entered, an on-screen keyboard is displayed. Enter the characters or digits by touching the button on the screen. Digits can also be entered from the digital keys on the control panel.
When you press [OK] after finishing, the displayed screen changes.

■ On-screen keyboard







Item name	Description
Basic	Press this to access the basic keys.
Symbol	Press this to access the symbol keys.
Other	Press this to access the special keys.
Caps Lock	Press this to switch capital letters and small letters.
Shift	Press this to enter capital letters.
Space	Press this to enter a space.
← →	Press these to move the cursor.
Back Space	Press this to delete the letter before the cursor.
Clear	Press this to delete all letters entered.
CANCEL	Press this to cancel the entry of letters.
OK	Press this to fix all entered letters.

❑ USB keyboard

Connecting a commercially available USB keyboard to the USB port on the equipment allows you to enter character strings and fax numbers (except [Caps Lock]) from the USB keyboard instead of the on-screen keyboard.
When using a USB keyboard, be sure the “keyboard layout” setting in the ADMIN menu is suitable with the connected keyboard.
📖 P.76 “Changing the keyboard layout”

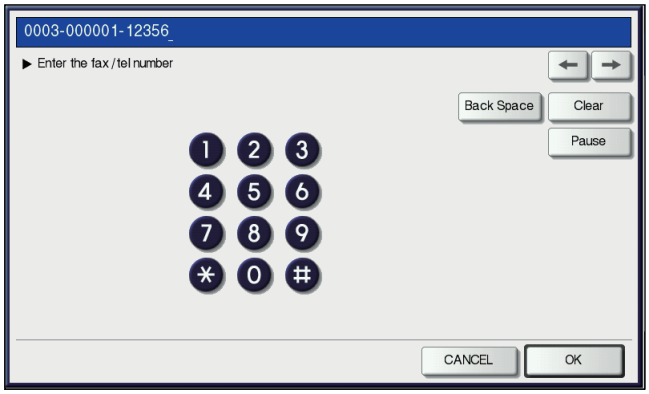
The supported keyboards are as follows:
- 101 keyboard (QWERTY layout)
- 102/105 keyboard (QWERTZ layout)
- 102/105 keyboard (AZERTY layout)

Note

There is no guarantee that all keyboards will function properly.

■ On-screen numeric keypad

Whenever a fax number needs to be entered, the following screen is displayed.



Press [Pause] to enter “-”. One “-” in a fax number, adds a three-second pause to the dialing of the number.
You can also use the digital keys on the control panel to enter fax numbers.

List Print Format

■ TOTAL COUNTER LIST

Output example of TOTAL COUNTER LIST (The contents are partly different between color and monochromatic models.)

```
TOTAL COUNTER LIST          S/N:CME000034              FIN S/N:FIN S/N-    TOTAL    :9999
2011-05-10 15:18            XXXXXXXX  XXXXXXXXXX                          DF TOTAL :9999


PRINT COUNTER
 TOTAL
                 FULL COLOR      TWIN/MONO COLOR         BLACK             TOTAL
    COPY            99999              99999            99999            299996
    FAX             99999              99999            99999            299996
    PRINTER         99999              99999            99999            299996
    LIST            99999              99999            99999            299996
    TOTAL          399996             399996           399996           1199988

 COPY
                 FULL COLOR      TWIN/MONO COLOR         BLACK             TOTAL
    SMALL           16667              16666            16667            399996
    LARGE           16667              16665            16667            399996
    TOTAL           33334              33331            33334             99999

 FAX
                 FULL COLOR      TWIN/MONO COLOR         BLACK             TOTAL
    SMALL           16667              16666            16667            399996
    LARGE           16667              16665            16667            399996
    TOTAL           33334              33331            33334             99999

 PRINTER
                 FULL COLOR      TWIN/MONO COLOR         BLACK             TOTAL
    SMALL           16667              16666            16667            399996
    LARGE           16667              16665            16667            399996
    TOTAL           33334              33331            33334             99999

 LIST
                 FULL COLOR      TWIN/MONO COLOR         BLACK             TOTAL
    SMALL           16667              16666            16667            399996
    LARGE           16667              16665            16667            399996
    TOTAL           33334              33331            33334    99999

 CALIBRATION COUNTER                              :2
```

■ DEPARTMENT CODE LIST

Output example of DEPARTMENT CODE LIST (The contents are partly different between color and monochromatic models.)

DEPARTMENT CODE LIST

TIME : 2011-05-10 10:53

DEPT NO.	DEPARTMENT	QUOTA
D 1	01	999.00

PRINT COUNTER

FULL COLOR

	COPY	PRINT	TOTAL
SMALL	99999	99999	199998
LARGE	99999	99999	199998
	199998	199998	399996

TWIN/MONO COLOR

	COPY	PRINT	TOTAL
SMALL	99999	99999	199998
LARGE	99999	99999	199998
	199998	199998	399996

BLACK

	COPY	FAX	PRINT	LIST	TOTAL
SMALL	99999	99999	99999	99999	399996
LARGE	99999	99999	99999	99999	399996
	199998	199998	199998	199998	799992

FAX COMMUNICATION

	TRANSMIT	RECEPTION
SMALL	99999	99999
LARGE	99999	99999
	199998	199998

SCAN COUNTER

	FULL COLOR		TWIN/MONO COLOR	BLACK		
	COPY	NETWORK	COPY	COPY	FAX	NETWORK
SMALL	99999	99999	99999	99999	99999	99999
LARGE	99999	99999	99999	99999	99999	99999
	199998	199998	199998	199998	199998	199998

DEPT NO.	DEPARTMENT	QUOTA
D 2	02	999.00

PRINT COUNTER

FULL COLOR

	COPY	PRINT	TOTAL

■ ADDRESS BOOK INFORMATION

Output example of ADDRESS BOOK INFORMATION

ADDRESS BOOK INFORMATION

TIME : 2011-05-10 20:47
FAX NO.1 : 99999999999
FAX NO.2 : 99999999990
NAME : MFP_00000183

NO.	NAME	FAX NUMBER/E-MAIL ADDRESS	QUALITY TX	TX TYPE	LINE	ECM	ATT
001	User01	00000000001 user01@example.com	OFF	MEMORY		OFF	0
002	User02	00000000002 user02@example.com	OFF	MEMORY		OFF	0
003	User03	00000000003 user03@example.com	OFF	MEMORY		OFF	0
004	User04	00000000004 user04@example.com	OFF	MEMORY		OFF	0
005	User05	00000000005 user05@example.com	OFF	MEMORY		OFF	0
006	User06	00000000006 user06@example.com	OFF	MEMORY		OFF	0
007	User07	00000000007 user07@example.com	OFF	MEMORY		OFF	0
008	User08	00000000008 user08@example.com	OFF	MEMORY		OFF	0
009	User09	00000000009 user09@example.com	OFF	MEMORY		OFF	0
010	User10	00000000010 user10@example.com	OFF	MEMORY		OFF	0
011	User11	00000000011 user11@example.com	OFF				
	User12						

■ GROUP NUMBER INFORMATION

Output example of GROUP NUMBER INFORMATION

GROUP NUMBER INFORMATION

TIME : 2011-05-10 20:47
FAX NO.1 : 99999999999
FAX NO.2 : 99999999990
NAME : MFP_00000183

NO.	NAME	ADDRESS BOOK									
001	Group01	001	✉ 001	✉ 002	✉ 003	✉ 004	005	✉ 005	006	✉ 006	✉ 007
		007	008	✉ 008	009	✉ 009	010	✉ 010	✉ 011	✉ 012	✉ 013
		014	✉ 014	015	✉ 015	016	✉ 016	017	✉ 017	018	✉ 018
		019	✉ 019	020	✉ 020						
002	Group02	005	007	009	✉ 015	✉ 060	✉ 065				
003	Group03	005	✉ 005	✉ 006	✉ 007	✉ 008	✉ 009				

E-mail Address

Fax Number

■ FUNCTION LIST (User)

Output example of FUNCTION LIST (User) (The contents are partly different between color and monochromatic models.)

```
FUNCTION LIST
                S/N          : CME000034          TIME         : 2011-05-10 20:47
                F/W Ver.     : XXXXXXXXXXXX       FAX NO.1     : 99999999999
                M-ROM Ver.   : 140M-015           FAX NO.2     : 99999999990
                S-ROM Ver.   : 140S-01            NAME         : MFP_00000183

GENERAL
        TOTAL COUNTER                       :  9999
        TRAY
                TRAY 1                      :  LT
                TRAY 2                      :  A3
                TRAY 3                      :  A4-R
                TRAY 4                      :  B5
        AUTO CLEAR                          :  45

COPY
        EXPOSURE FOR COLOR                  :  MANUAL
        EXPOSURE FOR BLACK                  :  AUTO
        COLOR MODE                          :  BLACK
        IMAGE DIRECTION                     :  DISABLE
        BYPASS FEED                         :  PLAIN
        ORIGINAL MODE FOR COLOR             :  TEXT/PHOTO
        ORIGINAL MODE FOR BLACK             :  TEXT/PHOTO
        ORIGINAL MODE FOR AUTO COLOR        :  TEXT/PHOTO
        OMIT BLANK PAGE ADJUSTMENT          :  0
        ACS ADJUSTMENT                      :  2

SCAN
        COLOR MODE                          :  BLACK
        COMPRESS                            :  MID
        B/W ADJUSTMENT IN ACS               :  3
        ROTATION                            :  0
        SINGLE/2-SIDED SCAN                 :  SINGLE
        IMAGE QUALITY FOR BLACK             :  STANDARD
        PREVIEW SETTING                     :  OFF
        INITIAL PREVIEW TYPE                :  PAGE FIT
        OMIT BLANK PAGE ADJUSTMENT          :  0
        ACS ADJUSTMENT                      :  2
        COLOR
```

Tip

For further information about the items printed in FUNCTION LIST, see the following page:
📖 P.163 “FUNCTION LIST (Administrator)”

■ NIC configuration page

Output example of the NIC Configuration Page

```
==============================================================================

Unit Serial No    : CME000034              Version : XXXXXXXXXXXX
Network Address   : 00:40:af:7e:28:55
Network Topology  : Ethernet               Connector: RJ45
Network Mode      : Auto

Novell Network Information                 enabled
    Print Server Name         : MFP_04998820
    Password Defined          :
    Search Root not defined
    Directory Services Tree   : ORG
    Directory Services Context: dept1.org
    Scan Rate                 : 5
    Frame Type                : Auto Sense

TCP/IP Network Information for IPv4        enabled
     Address Mode             : Static IP
     IP Address               : 10.10.70.120
     Subnet Mask              : 255.255.255.0
     Default Gateway          : 10.10.70.1
     Primary DNS Server       : 0.0.0.0
     DNS Name                 :
     Host Name                : MFP04998820
     Primary WINS Server      : 0.0.0.0
     NetBIOS Name             : MFP04998820

IPP Network Information                    enabled
     IPP without SSL          : http://10.10.70.120:631/Print
     IPP with SSL             : https://10.10.70.120:443/Print

AppleTalk Network Information              enabled
     AppleTalk Printer Name   : MFP00C67861
     AppleTalk Zone           : *
     AppleTalk Type           : LaserWriter

==============================================================================

 Novell Connection Information
     File System Server Name  : NWSRV
     Queue Name               : MFP_QUEUE

 AppleTalk Connection Information
     AppleTalk Printer Name   : MFP00C67861

 Raw Socket Connection Informati
     Port Number
```

Unit Serial No	The serial No. of this equipment
Version	The system version of this equipment
Network Address	The MAC address of this equipment
Network Topology	The network type
Connector	The connector type
Network Mode	The network mode
Novell Network Information	
Print Server Name	The Novell printer name of this equipment
Password Defined	Shows whether the password is defined.
Search Root	The search root setting of this equipment
Directory Services Tree	The NDS tree setting of this equipment
Directory Service Context	The NDS context setting of this equipment
Scan Rate	The scan rate setting of this equipment
Frame Type	The frame type setting of this equipment
TCP/IP Network Information for IPv4	
Address Mode	The TCP/IP address mode of this equipment

IP Address	The IP address of this equipment
Subnet Mask	The subnet mask of this equipment
Default Gateway	The default gateway of this equipment
Primary DNS Server	The primary DNS server address of this equipment
DNS Name	The DNS name of this equipment
Host Name	The host name of this equipment
Primary WINS Server	The primary WINS server address of this equipment
NetBIOS Name	The NetBIOS name of this equipment
IPP Network Information	
IPP without SSL	URL for the IPP printing
IPP with SSL	URL for the IPP printing with SSL
AppleTalk Network Information	
AppleTalk Printer Name	The AppleTalk printer name of this equipment
AppleTalk Zone	The AppleTalk zone of this equipment
AppleTalk Type	The AppleTalk printer type of this equipment
Novell Connection Information	
File System Server Name	The NetWare file system server name to which this equipment is connected
Queue Name	The NetWare queue name to which this equipment is connected
AppleTalk Connection Information	
AppleTalk Printer Name	The AppleTalk printer name of this equipment
Raw Socket Connection Information	
Port Number	The port number for the RAW printing
TCP/IP Network Information for IPv6	
LLMNR	The LLMNR (Linklocal Multicast Name Resolution) protocol setting
Link Local Address	The link local address of this equipment
Address Mode	The IPv6 address mode
IP Address	The IPv6 address of this equipment
Prefix Length	The prefix length of the IPv6 address
Default Gateway	The default gateway address of this equipment
Primary IPv6 DNS Server	The primary IPv6 DNS server address
Secondary IPv6 DNS Server	The secondary IPv6 DNS server address

■ FUNCTION LIST (Administrator)

Output example of FUNCTION LIST (Administrator) (The contents are partly different between color and monochromatic models.)

```
FUNCTION LIST
            S/N          : CME000034          TIME         : 2011-05-10 20:47
            F/W Ver.     : XXXXXXXXXXXX       FAX NO.1     : 99999999999
            M-ROM Ver.   : 140M-015           FAX NO.2     : 99999999990
            S-ROM Ver.   : 140S-01            NAME         : MFP_00000183

GENERAL
        TOTAL COUNTER                       :  9999
        MAIN / PAGE MEMORY SIZE             :  2048 MB / 512 MB
                TRAY 1                      :  LT
                TRAY 2                      :  LD
                TRAY 3                      :  LT-R
                TRAY 4                      :  A4
        AUTO CLEAR                          :  45
        ENERGY SAVER
                WEEKLY TIMER                   ON       OFF
                    TIMER SUNDAY            :  00:00:00  24:00:00
                    TIMER MONDAY            :  00:00:00  24:00:00
                    TIMER TUESDAY           :  00:00:00  24:00:00
                    TIMER WEDNESDAY         :  00:00:00  24:00:00
                    TIMER THURSDAY          :  00:00:00  24:00:00
                    TIMER FRIDAY            :  00:00:00  24:00:00
                    TIMER SATURDAY          :  00:00:00  24:00:00
                    ENABLE WEEKLY TIMER     :  DISABLE
                AUTO POWER SAVE             :  15
                SLEEP MODE                  :  60
                SUPER SLEEP                 :  DISABLE
        DAYLIGHT SAVINGS TIME
                ENABLE DAYLIGHT SAVINGS TIME :  DISABLE
                OFFSET                      :  +1:00
                    START DATE              :  Jan IST Sun 0:0
                    END DATE                :  Jan 1ST Sun 0:0
        DATA CLONING FUNCTION               :  ENABLE
        USB DIRECT PRINT                    :  ENABLE
        FUNCTIONS
                SAVE AS LOCAL HDD           :  ENABLE
                E-FILING                    :  ENABLE
                EMAIL SEND                  :
                SAVE AS FTP
```

The Function List for an administrator shows the setting list for all functions. The following table shows all functions that are printed in an administrator's function list, and the "User" column indicates which functions are printed in a user's function list. This table also describes each function. (Printed items are partly different depending on whether the hard disk is installed or not.)

GENERAL

Function	Description	User
TOTAL COUNTER	Shows the total counter.	YES
MAIN / PAGE MEMORY SIZE	Shows the main memory size and page memory size.	NO
TRAY - TRAY 1	Shows the paper size for tray 1.	YES
TRAY - TRAY 2	Shows the paper size for tray 2.	YES
TRAY - TRAY 3 *1	Shows the paper size for tray 3.	YES
TRAY - TRAY 4 *2	Shows the paper size for tray 4.	YES
TRAY - LARGE CAPACITY FEEDER *3	Shows the paper size for the large capacity feeder	YES
TRAY - EXTERNAL LARGE CAPACITY FEEDER *4	Shows the paper size for the large capacity feeder	YES

GENERAL

Function	Description	User
AUTO CLEAR	Shows the time (in seconds) it takes the touch panel display to clear the previous settings and return to the initial screen.	NO
POWER SAVE - WEEKLY TIMER	Shows the time to enter the power save mode (ON time), and the time to exit the power save mode (OFF time) for each day (Sunday to Saturday).	NO
POWER SAVE - AUTO POWER SAVE	Shows the time to enter the power save mode (in minutes).	NO
POWER SAVE - SLEEP MODE	Shows the time to enter the sleep mode (in minutes).	NO
POWER SAVE - SUPER SLEEP	Shows whether the super sleep mode is enabled or disabled.	NO
DAYLIGHT SAVINGS TIME - ENABLE DAYLIGHT SAVINGS TIME	Shows whether the daylight savings time is enabled or disabled.	NO
DAYLIGHT SAVINGS TIME - OFFSET	Shows the offset (time difference) from the local standard time.	NO
DAYLIGHT SAVINGS TIME - STAR DATE/END DATE	Shows the date and time to start and end the daylight savings time.	NO
DATA CLONING FUNCTION	Shows whether the data cloning function is enabled or disabled.	NO
USB DIRECT PRINT	Shows whether the USB Direct Print function is enabled or disabled.	NO
FUNCTIONS - SAVE AS LOCAL HDD	Shows whether the Save as Local HDD function is enabled or disabled.	NO
FUNCTIONS - E-FILING	Shows whether the e-Filing function is enabled or disabled.	NO
FUNCTIONS - EMAIL SEND	Shows whether the E-mail transmission is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTP	Shows whether the Save as FTP function is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTPS	Shows whether the Save as FTPS function is enabled or disabled.	NO
FUNCTIONS - SAVE TO USB MEDIA	Shows whether the Save to USB media function is enabled or disabled.	NO
FUNCTIONS - SAVE AS SMB	Shows whether the Save as SMB function is enabled or disabled.	NO
FUNCTIONS - SAVE AS NETWARE	Shows whether the Save as NetWare function is enabled or disabled.	NO
FUNCTIONS - INTERNET FAX SEND	Shows whether the Internet Fax transmission is enabled or disabled.	NO
FUNCTIONS - FAX SEND	Shows whether the fax transmission is enabled or disabled.	NO
FUNCTIONS - WEB SERVICES SCAN	Shows whether the Web Scan Service is enabled or disabled.	NO
FUNCTIONS - TWAIN SCANNING	Shows whether the TWAIN scanning function is enabled or disabled.	NO
FUNCTIONS - SCAN TO EXTERNAL CONTROLLER	Shows whether the scanning function to external controllers is enabled or disabled.	NO
FUNCTIONS - NETWORK FAX	Shows whether the network fax function is enabled or disabled.	NO

GENERAL

Function	Description	User
FUNCTIONS - NETWORK INTERNET FAX	Shows whether the network Internet fax function is enabled or disabled.	NO
JOB SKIP CONTROL - ENABLE JOB SKIP CONTROL	Shows whether the Job Skip Control is enabled or disabled.	NO
ADDRESS BOOK RESTRICTION BY ADMIN	Shows whether operations on the address book are restricted by the administrator authority.	NO
HARDCOPY SECURITY PRINTING - COPY INHIBITION	Shows whether to inhibit copying the document.	NO
HARDCOPY SECURITY PRINTING - SCAN INHIBITION	Shows whether to inhibit scanning the document.	NO
HARDCOPY SECURITY PRINTING - PRINT INHIBITION	Shows whether to inhibit printing the document.	NO
CONFIDENTIALLY SETTING - DOCUMENT NAME	Shows whether the confidential setting on the JOB STATUS screen or PRINT screen is enabled or disabled.	NO
POP-UP - TRAY	Shows whether the tray set pop-up is enabled or disabled.	NO
POP-UP - PAPER MISFEED RECOVERY	Shows whether the paper misfeed recovery pop-up is enabled or disabled.	NO
POP-UP - THICK PAPER SET	Shows whether the thick 1 set pop-up is enabled or disabled.	NO

*1 “TRAY 3” is printed only when Tray 3 is installed.
*2 “TRAY 4” is printed only when Tray 4 is installed.
*3 “LARGE CAPACITY FEEDER” is printed only when the Large Capacity Feeder is installed.
*4 “EXTERNAL LARGE CAPACITY FEEDER” is printed only when the External Large Capacity Feeder is installed.

COPY

Function	Description	User
EXPOSURE FOR COLOR *1	Shows the default exposure setting for color copies.	YES
EXPOSURE FOR BLACK *1	Shows the default exposure setting for black copies.	YES
EXPOSURE *2	Shows the default exposure setting for copies.	YES
COLOR MODE *1	Shows the default color mode for copies.	YES
IMAGE DIRECTION	Shows whether the image direction is enabled or disabled.	YES
MPT	Shows the default paper type of the MPT.	YES
INSERTER/INVERT BACKSIDE COVER *3	Shows whether the Inserter/Invert Backside Cover function is enabled or disabled.	YES
TAB - EXTENSION - TRAY - TAB EXTENSION *3	Shows the tab extension setting that is applied when tab paper is fed from a tray.	YES
TAB - EXTENSION - TRAY - SHIFT MARGIN *3	Shows the shift margin setting that is applied when tab paper is fed from a tray.	YES
TAB - EXTENSION - MPT - TAB EXTENSION *3	Shows the tab extension setting that is applied when tab paper is fed from the MPT.	YES
TAB - EXTENSION - MPT - SHIFT MARGIN *3	Shows the shift margin setting that is applied when tab paper is fed from the MPT.	YES
ORIGINAL MODE FOR COLOR *1	Shows the default original mode for color copies.	YES
ORIGINAL MODE FOR BLACK	Shows the default original mode for black copies.	YES
ORIGINAL MODE FOR AUTO COLOR *1	Shows the default original mode for auto color copies.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT *1	Shows the ACS adjustment level.	YES

COPY

Function	Description	User
MAXIMUM COPIES	Shows the maximum copies that are allowed to be set.	NO
AUTO 2-SIDE MODE	Shows the default auto 2-sided mode.	NO
SORT MODE PRIORITY	Shows the default sort mode.	NO
DEFAULT MODE OF AUTO COLOR *1	Shows the default auto color mode for copies.	NO
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
AUTO STACKER CHANGE (CASCADE PRINT)	Shows whether the Auto Stacker Change (Cascade Print) function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO
WASTE HOLE PUNCH TRAY FULL	Shows whether this equipment continues printing when punch dust becomes full.	NO
ORIGINAL OUTSIDE ERASE	Shows whether the original outside erase function is enabled or disabled.	NO

*1 Printed only for color models.
*2 Printed only for monochromatic models.
*3 Printed only for models supporting copy to tab paper.

SCAN

Function	Description	User
COLOR MODE	Shows the default color mode for scan.	YES
COMPRESS	Shows the default compression setting.	YES
B/W ADJUSTMENT IN ACS	Shows the default B/W resolution in ACS.	YES
ROTATION	Shows the default rotation mode.	YES
SINGLE/2-SIDED SCAN	Shows the default 2-sided scan mode.	YES
IMAGE QUALITY FOR BLACK	Shows the default image quality setting that applies when scanning a black original in auto color mode.	YES
PREVIEW SETTING *1	Shows whether the preview function is enabled or disabled.	YES
INITIAL PREVIEW TYPE *1	Shows the default preview type.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT	Shows the ACS adjustment level.	YES
COLOR - RESOLUTION	Shows the resolution for color scans.	YES
COLOR - ORIGINAL MODE	Shows the default original mode for color scans.	YES
COLOR - EXPOSURE	Shows the default exposure setting for color scans.	YES
COLOR - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for color scans.	YES
GRAY SCALE - RESOLUTION	Shows the resolution for gray scale scans.	YES
GRAY SCALE - EXPOSURE	Shows the default exposure setting for gray scale scans.	YES
GRAY SCALE - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for gray scale scans.	YES

SCAN

Function	Description	User
BLACK - RESOLUTION	Shows the resolution for black scans.	YES
BLACK - ORIGINAL MODE	Shows the default original mode for black scans.	YES
BLACK - EXPOSURE	Shows the default exposure setting for black scans.	YES
BLACK - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for black scans.	YES

*1 Printed only for color models.

FAX

Function	Description	User
FAX ROM VERSION	Shows the ROM version of the Fax unit.	YES
RESOLUTION	Shows the default resolution setting for a fax/Internet Fax transmission.	YES
ORIGINAL MODE	Shows the default original mode for a fax/Internet Fax transmission.	YES
EXPOSURE	Shows the default exposure setting for a fax/Internet Fax transmission.	YES
TX TYPE *1	Shows the default transmission type.	YES
TTI	Shows whether the TTI is enabled or disabled.	NO
RTI	Shows whether the RTI is enabled or disabled.	YES
ECM *1	Shows whether the ECM is enabled or disabled.	YES
PREVIEW SETTING *3	Shows whether the preview function is enabled or disabled.	NO
INITIAL PREVIEW TYPE *3	Shows the default preview type.	NO
INITIAL SETUP - MONITOR VOLUME *1	Shows the monitor volume setting.	NO
INITIAL SETUP - COMPLETION TONE VOLUME *1	Shows the complete volume setting.	NO
INITIAL SETUP - RX MODE *1	Shows the default RX mode.	NO
INITIAL SETUP - DIAL TYPE *1	Shows the dial type of line 1.	NO
INITIAL SETUP - DIAL TYPE (LINE2) *2	Shows the dial type of line 2.	NO
LINE-2 MODE *2	Shows the line 2 mode.	NO
LINE-2 MODE - START *2	Shows the start time to use Line 2 for receptions only. This applies only when “RX ONLY (TIMER)” is set to LINE-2 MODE.	NO
LINE-2 MODE - END *2	Shows the end time to finish using Line 2 for receptions only. This applies only when “RX ONLY (TIMER)” is set to LINE-2 MODE.	NO
RX PRINT - DISCARD	Shows whether the discard function is enabled or disabled.	NO
RX PRINT - REDUCTION	Shows whether reduction is enabled or disabled.	NO
RX PRINT - DUPLEX *1	Shows whether duplex print is enabled or disabled.	NO
RX PRINT - ROTATE SORT *1	Shows whether rotate sort is enabled or disabled.	NO
RECOVERY TX *1	Shows whether recovery transmission is enabled or disabled.	NO

FAX

Function	Description	User
RECOVERY TX - STORED TIME *1	Shows how many hours a recovery transmission job is to be stored.	NO
FAX RECEIVED FORWARD - AGENT1 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD - AGENT2 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD (LINE2) - AGENT1 *1	Shows the agent type of line 2 if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD (LINE2) - AGENT2 *1	Shows the agent type of line 2 if the Fax Received Forward is registered.	NO
SECURE RECEIVE - TIMER *1	Shows the time to enter the secure receive mode (ON time), and the time to exit the secure receive mode (OFF time) for each day (Sunday to Saturday).	NO
SECURE RECEIVE - ENABLE SECURE RECEIVE *1	Shows whether the secure receive is enabled or disabled.	NO

*1 These are printed only when the FAX Unit is installed.
*2 These are printed only when the FAX Unit and 2nd Line for FAX Unit are installed.
*3 Printed only for color models.

E-FILING

Function	Description	User
PRINTING IMAGE MODE *1	Shows the default printing image mode.	YES

*1 Printed only for color models.

FILE

Function	Description	User
MAINTENANCE	Shows whether storage maintenance is enabled or disabled.	NO
STORAGE MAINTENANCE	Shows how many days the data in the local folder is stored. This applies only when the maintenance function is enabled.	NO

E-MAIL

Function	Description	User
FRAGMENT MESSAGE SIZE (KB)	Shows the fragment message size that applies to an e-mail transmission.	NO
FROM ADDRESS	Shows the sender's e-mail address that applies to an e-mail transmission.	NO
FROM NAME	Shows the sender's name that applies to an e-mail transmission.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an e-mail when it had previously failed.	NO
RETRY INTERVAL	Shows the interval of an e-mail transmission.	NO
BCC ADDRESS DISPLAY	Shows whether Bcc address display is enabled or disabled.	NO
EDITING OF SUBJECT	Shows whether the editing of the e-mail subject is enabled or disabled.	NO
ADD THE DATE AND TIME TO THE SUBJECT	Shows whether the adding of the date and time to the e-mail subject is enabled or disabled.	NO

E-MAIL

Function	Description	User
DEFAULT SUBJECT	Shows the default subject of the e-mail.	NO

INTERNET FAX

Function	Description	User
FRAGMENT PAGE SIZE (KB)	Shows the fragment page size that applies to an Internet Fax transmission.	NO
BODY STRING TRANSMISSION	Shows whether the body string transmission is enabled or disabled.	NO
FROM ADDRESS	Shows the sender's e-mail address that applies to an Internet Fax transmission.	NO
FROM NAME	Shows the sender's name that applies to an Internet Fax transmission.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an Internet Fax when it had previously failed.	NO
RETRY INTERVAL	Shows the interval of an Internet Fax transmission.	NO
INTERNET FAX RECEIVED FORWARD - AGENT1	Shows the agent type if the Internet Fax Received Forward is registered.	NO
INTERNET FAX RECEIVED FORWARD - AGENT2	Shows the agent type if the Internet Fax Received Forward is registered.	NO

REPORT SETTING

Function	Description	User
JOURNAL - AUTO	Shows whether auto journal print is enabled or disabled.	NO
JOURNAL - TX JOURNAL	Shows how many transmissions will be printed in a transmission journal.	NO
JOURNAL - RX JOURNAL	Shows how many receptions will be printed in a reception journal.	NO
COMM. REPORT - MEMORY TX	Shows the conditions for printing a memory transmission report.	NO
COMM. REPORT - DIRECT TX	Shows the conditions for printing a direct transmission report.	NO
COMM. REPORT - MULTI TX	Shows the conditions for printing a multi transmission report.	NO
COMM. REPORT - POLLING	Shows the conditions for printing a polling report.	NO
COMM. REPORT - RELAY ORIGINAL	Shows the conditions for printing a relay originator report.	NO
COMM. REPORT - RELAY STATION	Shows the conditions for printing a relay station report.	NO
COMM. REPORT - RELAY DESTINATION	Shows the conditions for printing a relay destination report.	NO
RECEPTION LIST - LOCAL	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment.	NO
RECEPTION LIST - REMOTE	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment remotely from another facsimile.	NO
RECEPTION LIST - RELAY STATION	Shows whether a reception list will be printed or not after receiving a relay transmission from an originator as a relay hub.	NO

PRINTER/E-FILING

Function	Description	User
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
ENFORCEMENT CONTINUE OF ILLEGAL PAPER	Shows whether the Enforcement Continue of Illegal Paper function is enabled or disabled.	NO
AUTO STACKER CHANGE (CASCADE PRINT)	Shows whether the Auto Stacker Change (Cascade Print) function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO
WASTE HOLE PUNCH TRAY FULL	Shows whether this equipment continues printing when the punch dust bin becomes full.	NO

WIRED 802.1X SETTING

Function	Description	User
ENABLE 802.1X	Shows whether the wired 802.1X authentication is enabled or disabled.	NO
EAP-METHOD	Shows the current EAP-method.	NO

WIRELESS SETTINGS

Function	Description	User
WIRELESS LAN	Shows whether the Wireless LAN function is enabled or disabled.	NO

Note

WIRELESS SETTINGS are printed only when the Wireless LAN Module is installed.

NETWORK SETTING - GENERAL PRODUCT - GENERAL

Function	Description	User
ETHERNET SPEED DUPLEX MODE	Shows the Ethernet speed setting.	NO

NETWORK SETTING - NETWORK - TCP/IP

Function	Description	User
ADDRESS MODE	Shows the TCP/IP address mode.	NO
HOST NAME	Shows the TCP/IP address mode.	NO
IP ADDRESS	Shows the IP address of this equipment.	NO
SUBNET MASK	Shows the subnet mask of this equipment.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO

NETWORK SETTING - NETWORK - IPv6

Function	Description	User
ENABLE IPv6	Shows whether the IPv6 protocol is enabled or disabled.	NO
LLMNR	Shows whether the LLMNR (Linklocal Multi-cast Name Resolution) is enabled or disabled.	NO
ADDRESS MODE	Shows the IPv6 address mode.	NO
LINK LOCAL ADDRESS	Shows the link local address of this equipment.	NO

NETWORK SETTING - NETWORK - IPv6

Function	Description	User
IP ADDRESS	Shows the IPv6 address of this equipment.	NO
PREFIX LENGTH	Shows the prefix length of the IPv6 address.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO
USE DHCPv6 SERVER FOR OPTIONS	Shows whether the optional information is obtained from the DHCPv6 server.	NO
USE STATELESS FOR IP ADDRESS (M FLAGS)	Shows whether the stateless usage (IP address acquisition M flag) is enabled or disabled.	NO
USE STATELESS FOR OPTIONS (O FLAGS)	Shows whether the stateless usage (optional information acquisition O flag) is enabled or disabled.	NO
IP ADDRESS1	The IP address, prefix length and default gateway which are issued from routers.	NO
PREFIX LENGTH1		NO
DEFAULT GATEWAY1		NO
IP ADDRESS2		NO
PREFIX LENGTH2		NO
DEFAULT GATEWAY2		NO
IP ADDRESS3		NO
PREFIX LENGTH3		NO
DEFAULT GATEWAY3		NO
IP ADDRESS4		NO
PREFIX LENGTH4		NO
DEFAULT GATEWAY4		NO
IP ADDRESS5		NO
PREFIX LENGTH5		NO
DEFAULT GATEWAY5		NO
IP ADDRESS6		NO
PREFIX LENGTH6		NO
DEFAULT GATEWAY6		NO
IP ADDRESS7		NO
PREFIX LENGTH7		NO
DEFAULT GATEWAY7		NO
USE STATEFUL FOR IP ADDRESS	Shows whether the stateful usage (IP address acquisition) is enabled or disabled.	NO
USE STATEFUL FOR OPTIONS	Shows whether the stateful usage (optional information acquisition) is enabled or disabled.	NO

NETWORK SETTING - NETWORK - IPX/SPX

Function	Description	User
ENABLE IPX/SPX	Shows whether the IPX/SPX protocol is enabled or disabled.	NO
FRAME TYPE	Shows the frame type to be selected.	NO

NETWORK SETTING - NETWORK - APPLETALK

Function	Description	User
ENABLE APPLE TALK	Shows whether the AppleTalk protocol is enabled or disabled.	NO
DEVICE NAME	Shows the AppleTalk device name.	NO
DESIRED ZONE	Shows the AppleTalk zone.	NO

NETWORK SETTING - SESSION - LDAP SESSION

Function	Description	User
ENABLE LDAP	Shows whether the LDAP is enabled or disabled.	NO
ATTRIBUTE 1	Shows the name of the schema corresponding to the LDAP server configuration.	NO
ATTRIBUTE 2	Shows the name of the schema corresponding to the LDAP server configuration.	NO
SEARCH METHOD	Shows search conditions for LDAP searching.	NO

NETWORK SETTING - SESSION - DNS SESSION

Function	Description	User
ENABLE DNS	Shows whether the DNS is enabled or disabled.	NO
PRIMARY DNS SERVER ADDRESS	Shows the primary DNS server address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS	Shows the secondary DNS server address if it has been set.	NO
PRIMARY DNS SERVER ADDRESS (IPv6)	Shows the primary DNS server IPv6 address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS (IPv6)	Shows the secondary DNS server IPv6 address if it has been set.	NO

NETWORK SETTING - SESSION - DDNS SESSION

Function	Description	User
ENABLE DDNS	Shows whether the DDNS is enabled or disabled.	NO
HOST NAME	Shows the host name of this equipment.	NO
DOMAIN NAME	Shows the domain name of this equipment.	NO
SECURITY METHOD	Shows the security method of this equipment.	NO
PRIMARY LOGIN NAME	Shows the primary log-in name if GSS-TSIG is selected for the security method.	NO
SECONDARY LOGIN NAME	Shows the secondary log-in name if GSS-TSIG is selected for the security method.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
SMB SERVER PROTOCOL	Shows whether the SMB protocol is enabled or disabled.	NO
RESTRICTION	Shows whether or not the print share/file share functions are restricted.	NO
NETBIOS NAME	Shows the NetBIOS name of this equipment.	NO
LOGON	Shows the log-on setting.	NO
WORKGROUP	Shows the workgroup of this equipment.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
DOMAIN	Shows the domain name of this equipment.	NO
PRIMARY DOMAIN CONTROLLER	Shows the primary domain controller address if it has been set.	NO
BACKUP DOMAIN CONTROLLER	Shows the backup domain controller address if it has been set.	NO
LOGON USER NAME	Shows the logon user name of this equipment for the domain if it has been set.	NO
PRIMARY WINS SERVER	Shows the primary WINS server address if it has been set.	NO
SECONDARY WINS SERVER	Shows the secondary WINS server address if it has been set.	NO
SMB SIGNING OF SMB SERVER	Shows the setting of the SMB Signing of SMB Server.	NO
SMB SIGNING OF SMB CLIENT	Shows the setting of the SMB Signing of SMB Client.	NO

NETWORK SETTING - SESSION - NETWARE SESSION

Function	Description	User
ENABLE BINDERY	Shows whether the bindery mode is enabled or disabled.	NO
ENABLE NDS	Shows whether the NDS mode is enabled or disabled.	NO
CONTEXT	Shows the NDS context.	NO
TREE	Shows the NDS tree.	NO
PREFERRED FILE SERVER	Shows the name of the preferred file server.	NO

NETWORK SETTING - SESSION - BONJOUR SESSION

Function	Description	User
ENABLE BONJOUR	Shows whether Bonjour is enabled or disabled.	NO
LINK-LOCAL HOST NAME	Shows the link-local host name of this equipment for Bonjour.	NO
SERVICE NAME	Shows the service name of this equipment for Bonjour.	NO

NETWORK SETTING - SESSION - LLTD SESSION

Function	Description	User
ENABLE LLTD	Shows whether the LLTD (Link Layer Topology Discovery) protocol is enabled or disabled.	NO
DEVICE NAME	Shows the device name displayed on the Network Map.	NO

NETWORK SETTING - SESSION - SLP SESSION

Function	Description	User
ENABLE SLP	Shows whether SLP (Service Location Protocol) is enabled or disabled.	NO
TTL	Shows TTL (Time To Live, a scope in the network that provides SLP service).	NO
SCOPE	Shows the scope for specifying the groups that provide SLP services.	NO

NETWORK SETTING - NETWORK SERVICE - HTTP NETWORK SERVICE

Function	Description	User
ENABLE HTTP SERVER	Shows whether the HTTP network service is enabled or disabled.	NO
PRIMARY PORT NUMBER	Shows the primary port number for the HTTP network service.	NO
SECONDARY PORT NUMBER	Shows the secondary port number for the HTTP network service.	NO
ENABLE SSL	Shows whether the SSL for the HTTP network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number for the HTTP network service.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP CLIENT NETWORK SERVICE

Function	Description	User
ENABLE SMTP CLIENT	Shows whether the SMTP client is enabled or disabled.	NO
AUTHENTICATION	Shows whether SMTP authentication is enabled or disabled.	NO
POP BEFORE SMTP	Shows whether POP Before SMTP is enabled or disabled.	NO
SMTP SERVER ADDRESS	Shows the IP address of the SMTP server that has been assigned.	NO
LOGIN NAME	Shows the login name used for SMTP authentication.	NO
PORT NUMBER	Shows the port number to be used for sending an e-mail or Internet Fax to the SMTP server.	NO
ENABLE SSL	Shows whether the SSL for the SMTP client is enabled or disabled.	NO
SSL/TLS	Shows the protocol used for SSL.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE SMTP SERVER	Shows whether the SMTP server is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for receiving Internet Faxes using the SMTP protocol.	NO
ENABLE OFFRAMP GATEWAY	Shows whether the offramp gateway is enabled or disabled.	NO
ENABLE OFFRAMP SECURITY	Shows whether offramp security is enabled or disabled.	NO
ENABLE OFFRAMP PRINT	Shows whether offramp print is enabled or disabled.	NO
E-MAIL ADDRESS	Shows the e-mail address of this equipment if the SMTP server is enabled and it has been set.	NO

NETWORK SETTING - NETWORK SERVICE - IP SECURITY SERVICE

Function	Description	User
ENABLE IP SECURITY	Shows whether the IP security function is enabled or disabled.	NO
POLICY NAME	Shows the policy name used for the IP security function.	NO

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

Function	Description	User
ENABLE POP3 CLIENT	Shows whether the POP3 client is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

Function	Description	User
POP3 SERVER ADDRESS	Shows the IP address of the POP3 server if it has been assigned.	NO
AUTHENTICATION	Shows whether POP3 authentication is enabled or disabled.	NO
TYPE POP3 LOGIN	Shows the POP3 login type.	NO
ACCOUNT NAME	Shows the POP3 account name if it has been set.	NO
SCAN RATE	Shows the scan rate to check the POP3 server for new messages (in minutes).	NO
PORT NUMBER	Shows the port number to be used for accessing the POP3 server.	NO
ENABLE SSL	Shows whether the SSL for the POP3 network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the POP3 server.	NO

NETWORK SETTING - NETWORK SERVICE - FTP CLIENT NETWORK SERVICE

Function	Description	User
SSL SETTING	Shows the status of the FTP SSL setting.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for saving a document to the network folder using FTP.	NO

NETWORK SETTING - NETWORK SERVICE - FTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE FTP SERVER	Shows whether the FTP server service is enabled or disabled.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for receiving data using FTP.	NO
ENABLE SSL	Shows whether SSL for the FTP network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the FTP server.	NO

NETWORK SETTING - NETWORK SERVICE - WEB SERVICES SETTING

Function	Description	User
ENABLE SSL	Shows whether SSL for Web Services is enabled or disabled.	NO
FRIENDLY NAME	Shows the display name of this equipment.	NO
WEB SERVICES PRINTER	Shows whether Web Service print is enabled or disabled.	NO
PRINTER NAME	Shows the printer name of this equipment.	NO
PRINTER INFORMATION	Shows the printer information of this equipment.	NO
WEB SERVICES SCANNER	Shows whether Web Service scan is enabled or disabled.	NO
SCANNER NAME	Shows the scanner name of this equipment.	NO
SCANNER INFORMATION	Shows the scanner information of this equipment.	NO
AUTHENTICATION FOR PC INITIATED SCAN	Shows the authentication setting when this equipment receives jobs.	NO

NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE

Function	Description	User
ENABLE SNMP	Shows whether SNMP is enabled or disabled.	NO
READ COMMUNITY	Shows the read community name.	NO
ENABLE SNMP V3	Shows whether the SNMP V3 is enabled or disabled.	NO
ENABLE SNMP V3 TRAP	Shows whether the SNMP V3 trap is enabled or disabled.	NO
ENABLE AUTHENTICATION TRAP	Shows whether the authentication trap is enabled or disabled.	NO
ENABLE ALERTS TRAP	Shows whether the alerts trap is enabled or disabled.	NO
IP TRAP ADDRESS1	Shows the IP address that has been set for IP trap address 1.	NO
IP TRAP COMMUNITY	Shows the IP Trap community name.	NO
IPX TRAP ADDRESS	Shows the IPX trap address.	NO

NETWORK SETTING - NETWORK SERVICE - SNTP SERVICE

Function	Description	User
ENABLE SNTP	Shows whether SNTP is enabled or disabled.	NO
PRIMARY SNTP ADDRESS	Shows the primary SNTP server address if it has been set.	NO
SECONDARY SNTP ADDRESS	Shows the secondary SNTP server address if it has been set.	NO
PORT NUMBER	Shows the port number to be used for accessing the SNTP server.	NO
SCAN RATE	Shows the scan rate to check the SNTP server for adjusting the time setting.	NO
NTP AUTHENTICATION	Shows whether the NTP authentication is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - TELNET SERVICE

Function	Description	User
ENABLE TELNET	Shows whether the TELNET service is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for the TELNET service.	NO
USER NAME	Shows the user name for the TELNET service.	NO

NETWORK SETTING - NETWORK SERVICE - FILTERING

Function	Description	User
ENABLE IP FILTERING	Shows whether the IP filtering is enabled or disabled.	NO
ENABLE MAC ADDRESS FILTERING	Shows whether the MAC address filtering is enabled or disabled.	NO

NETWORK SETTING - PRINT SERVICE SETTING - RAW TCP PRINT

Function	Description	User
ENABLE RAW TCP	Shows whether Raw TCP printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for Raw TCP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - LPD PRINT

Function	Description	User
ENABLE LPD	Shows whether LPR printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for LPR printing.	NO
BANNERS	Shows whether a banner will be printed for each LPR print job.	NO

NETWORK SETTING - PRINT SERVICE SETTING - IPP PRINT

Function	Description	User
ENABLE IPP	Shows whether IPP printing is enabled or disabled.	NO
ENABLE PORT80	Shows whether Port80 is used for IPP printing.	NO
PORT NUMBER	Shows the port number to be used for IPP printing.	NO
URL	Shows the URL for IPP printing.	NO
AUTHENTICATION	Shows whether the authentication for IPP printing is enabled or disabled.	NO
USER NAME	Shows the user name for authentication.	NO
ENABLE SSL	Shows whether SSL for IPP printing is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for IPP printing.	NO
SSL URL	Shows the SSL URL for IPP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - FTP PRINT

Function	Description	User
ENABLE FTP PRINT	Shows whether FTP printing is enabled or disabled.	NO
PRINT USER NAME	Shows the user name for FTP printing.	NO
PRINT PASSWORD	Shows the password for FTP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - NETWARE PRINT

Function	Description	User
PRINT SERVER NAME	Shows the print server name of this equipment.	NO
PASSWORD	Shows the password for the NetWare file server.	NO
PRINT QUEUE SCAN RATE	Shows how often the equipment scans the queue on NetWare file server (in second).	NO

NETWORK SETTING - PRINT SERVICE SETTING - E-MAIL PRINT

Function	Description	User
ENABLE PRINT HEADER	Shows whether the header will be printed or not for e-mail printing.	NO
ENABLE PRINT MESSAGE BODY	Shows whether the message body will be printed or not for e-mail printing.	NO
MAXIMUM E-MAIL BODY PRINT	Shows the maximum number of pages to print the body strings of the received e-mail print job.	NO
ENABLE PRINT E-MAIL ERROR	Shows whether an e-mail error report will be printed or not.	NO
ENABLE E-MAIL ERROR FORWARD	Shows whether an e-mail error message will be sent or not.	NO
E-MAIL ERROR TRANSFER ADDRESS	Shows the e-mail address to which an e-mail error message will be sent if it is to be set.	NO

NETWORK SETTING - PRINT SERVICE SETTING - E-MAIL PRINT

Function	Description	User
ENABLE PARTIAL E-MAIL	Shows whether the equipment allows printing an e-mail job that is partially received.	NO
PARTIAL WAIT TIME	Shows how long the equipment will wait to receive data for a partial e-mail job before printing (in seconds).	NO
MDN REPLY	Shows whether MDN Reply is enabled or disabled.	NO

DATA CONVERTER

Function	Description	User
ENABLE DATA CONVERTER	Shows whether the Print Data Converter is enabled or disabled.	NO

OFF DEVICE CUSTOMIZATION ARCHITECTURE

Function	Description	User
ENABLE PORT	Shows whether the port is enabled or disabled.	NO
PORT NUMBER	Shows the port number.	NO
ENABLE SSL	Shows whether SSL is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number.	NO
SESSION TIMEOUT	Shows the session timeout period.	NO

SECURITY SETTING - AUTHENTICATION - DEPARTMENT SETTING

Function	Description	User
ENABLE DEPARTMENT CODE	Shows whether the department code management is enabled or disabled.	NO
INVALID DEPARTMENT CODE PRINT JOB	Shows the handling method for invalid print jobs.	NO
DEPARTMENT MANAGEMENT (COPY)	Shows whether the department code management (copy) is enabled or disabled.	NO
DEPARTMENT MANAGEMENT (FAX)	Shows whether the department code management (fax) is enabled or disabled.	NO
DEPARTMENT MANAGEMENT (PRINT)	Shows whether the department code management (print) is enabled or disabled.	NO
DEPARTMENT MANAGEMENT (SCAN)	Shows whether the department code management (scan) is enabled or disabled.	NO
DEPARTMENT MANAGEMENT (LIST)	Shows whether the department code management (list) is enabled or disabled.	NO

SECURITY SETTING - AUTHENTICATION - USER AUTHENTICATION SETTING

Function	Description	User
ENABLE USER AUTHENTICATION	Shows whether the user authentication is enabled or disabled.	NO
AUTHENTICATION FAILED PRINT JOB	Shows the handling method for print jobs of when the authentication failed.	NO
AUTO RELEASE ON LOGON	Shows whether the Auto Release on Logon function is enabled or disabled.	NO
ENABLE GUEST USER	Shows whether or not operations by guest users are accepted.	NO
AUTHENTICATION TYPE	Shows the authentication type.	NO

SECURITY SETTING - AUTHENTICATION - EMAIL AUTHENTICATION SETTING

Function	Description	User
EMAIL AUTHENTICATION	Shows whether the E-mail authentication is enabled or disabled.	NO

SECURITY SETTING - AUTHENTICATION - EMAIL ADDRESS SETTING

Function	Description	User
FROM ADDRESS SETTING	Shows the sender address setting.	NO
FROM NAME	Shows the sender's name setting.	NO
RESTRICTION SETTING FOR DESTINATION	Shows the restriction setting for destination.	NO

SECURITY SETTING - AUTHENTICATION - SINGLE SIGN ON SETTING

Function	Description	User
SINGLE SIGN ON FOR SCAN TO EMAIL	Shows whether the Single Sign ON function for Scan to E-mail is enabled or disabled.	NO

SECURITY SETTING - AUTHENTICATION - HOME DIRECTORY SETTING

Function	Description	User
ENABLE HOME DIRECTORY	Shows whether the home directory is enabled or disabled.	NO
HOME DIRECTORY SERVER	Shows the home directory server to be used.	NO

SECURITY SETTING - CERTIFICATE MANAGEMENT

Function	Description	User
DEVICE CERTIFICATES	Shows the device certificate type.	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR USERS

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS FOR APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO
AVAILABLE PERIOD	Shows whether the password valid period setting is enabled or disabled.	NO
EXPIRATION DAY (S)	Shows the password valid period (day).	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR ADMINISTRATOR, AUDITOR

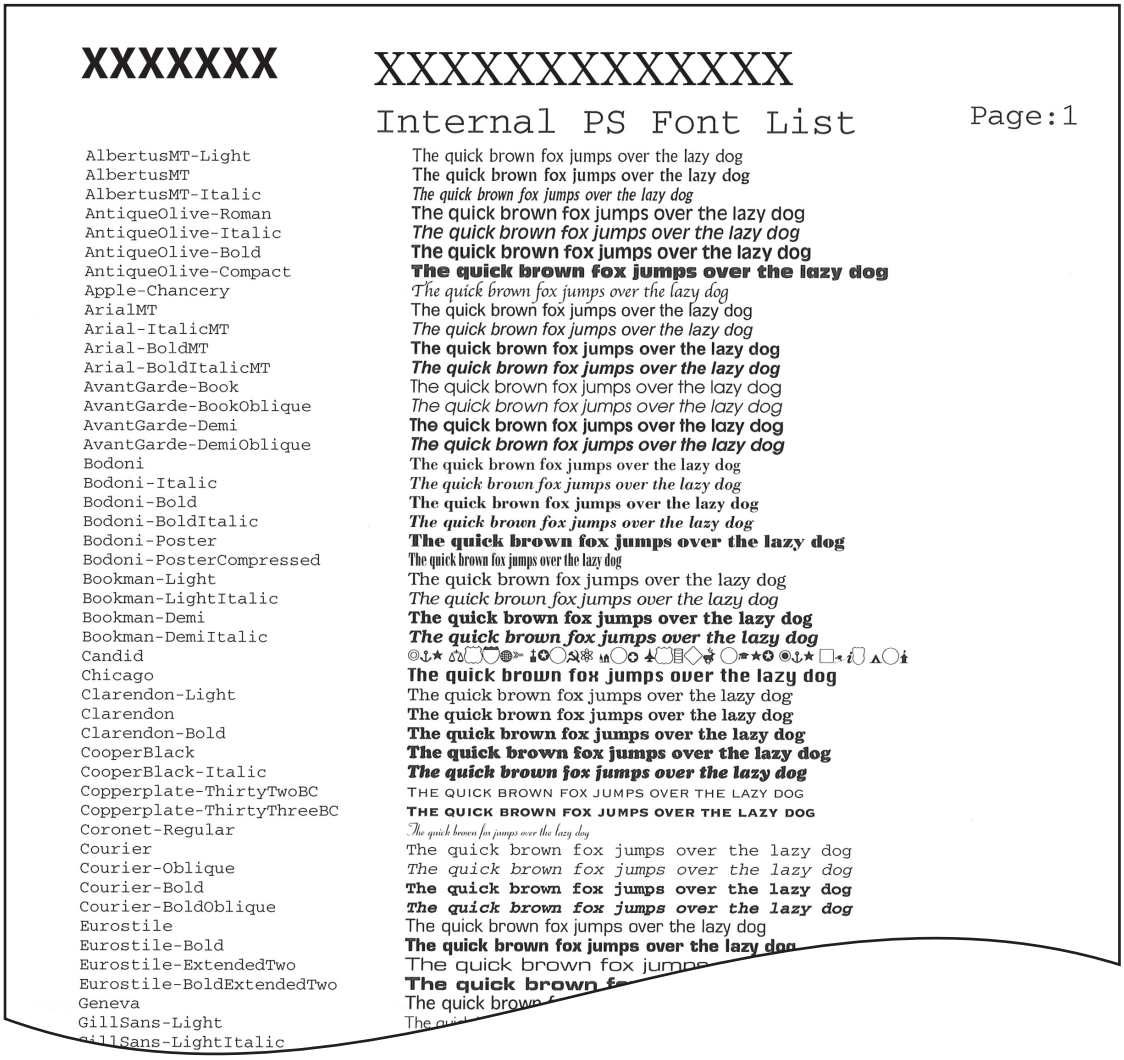
Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS FOR APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO
AVAILABLE PERIOD	Shows whether the password valid period setting is enabled or disabled.	NO
EXPIRATION DAY (S)	Shows the password valid period (day).	NO

SECURITY SETTING - PASSWORD POLICY - POLICY FOR E-FILING, TEMPLATE GROUPS, TEMPLATES, SECURE PDF, SNMP V3, CLONING, SECURE RECEIVE

Function	Description	User
MINIMUM PASSWORD LENGTH	Shows the minimum password length to be allowed.	NO
REQUIREMENTS FOR APPLY	Shows the characters to be prohibited.	NO
LOCKOUT SETTING	Shows whether the lockout setting is enabled or disabled.	NO
NUMBER OF RETRY	Shows the number of retry for entering the password.	NO
LOCKOUT TIME	Shows the lockout time (minute).	NO

■ PS font list

Output example of the PS Font List



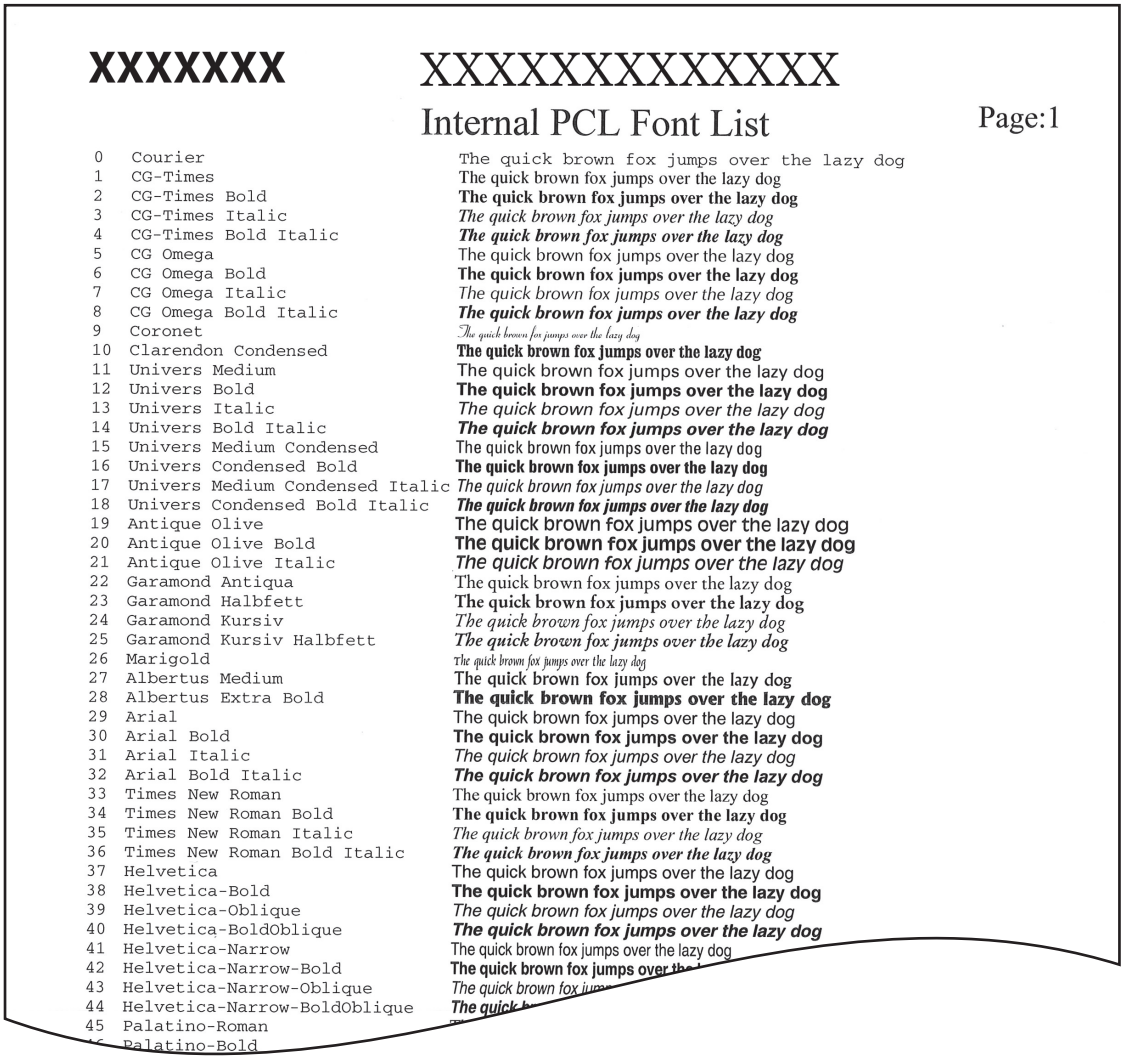
XXXXXXX XXXXXXXXXXXXXX

Internal PS Font List Page:1

AlbertusMT-Light	The quick brown fox jumps over the lazy dog
AlbertusMT	The quick brown fox jumps over the lazy dog
AlbertusMT-Italic	*The quick brown fox jumps over the lazy dog*
AntiqueOlive-Roman	The quick brown fox jumps over the lazy dog
AntiqueOlive-Italic	*The quick brown fox jumps over the lazy dog*
AntiqueOlive-Bold	**The quick brown fox jumps over the lazy dog**
AntiqueOlive-Compact	**The quick brown fox jumps over the lazy dog**
Apple-Chancery	*The quick brown fox jumps over the lazy dog*
ArialMT	The quick brown fox jumps over the lazy dog
Arial-ItalicMT	*The quick brown fox jumps over the lazy dog*
Arial-BoldMT	**The quick brown fox jumps over the lazy dog**
Arial-BoldItalicMT	***The quick brown fox jumps over the lazy dog***
AvantGarde-Book	The quick brown fox jumps over the lazy dog
AvantGarde-BookOblique	*The quick brown fox jumps over the lazy dog*
AvantGarde-Demi	**The quick brown fox jumps over the lazy dog**
AvantGarde-DemiOblique	***The quick brown fox jumps over the lazy dog***
Bodoni	The quick brown fox jumps over the lazy dog
Bodoni-Italic	*The quick brown fox jumps over the lazy dog*
Bodoni-Bold	**The quick brown fox jumps over the lazy dog**
Bodoni-BoldItalic	***The quick brown fox jumps over the lazy dog***
Bodoni-Poster	**The quick brown fox jumps over the lazy dog**
Bodoni-PosterCompressed	The quick brown fox jumps over the lazy dog
Bookman-Light	The quick brown fox jumps over the lazy dog
Bookman-LightItalic	*The quick brown fox jumps over the lazy dog*
Bookman-Demi	**The quick brown fox jumps over the lazy dog**
Bookman-DemiItalic	***The quick brown fox jumps over the lazy dog***
Candid	
Chicago	**The quick brown fox jumps over the lazy dog**
Clarendon-Light	The quick brown fox jumps over the lazy dog
Clarendon	**The quick brown fox jumps over the lazy dog**
Clarendon-Bold	**The quick brown fox jumps over the lazy dog**
CooperBlack	**The quick brown fox jumps over the lazy dog**
CooperBlack-Italic	***The quick brown fox jumps over the lazy dog***
Copperplate-ThirtyTwoBC	THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG
Copperplate-ThirtyThreeBC	**THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG**
Coronet-Regular	*The quick brown fox jumps over the lazy dog*
Courier	The quick brown fox jumps over the lazy dog
Courier-Oblique	*The quick brown fox jumps over the lazy dog*
Courier-Bold	**The quick brown fox jumps over the lazy dog**
Courier-BoldOblique	***The quick brown fox jumps over the lazy dog***
Eurostile	The quick brown fox jumps over the lazy dog
Eurostile-Bold	**The quick brown fox jumps over the lazy dog**
Eurostile-ExtendedTwo	The quick brown fox jumps
Eurostile-BoldExtendedTwo	**The quick brown fo**
Geneva	The quick brown f
GillSans-Light	The quick
GillSans-LightItalic	

■ PCL font list

Output example of the PCL Font List



XXXXXXX XXXXXXXXXXXXXX

Internal PCL Font List Page:1

0	Courier	The quick brown fox jumps over the lazy dog
1	CG-Times	The quick brown fox jumps over the lazy dog
2	CG-Times Bold	The quick brown fox jumps over the lazy dog
3	CG-Times Italic	The quick brown fox jumps over the lazy dog
4	CG-Times Bold Italic	The quick brown fox jumps over the lazy dog
5	CG Omega	The quick brown fox jumps over the lazy dog
6	CG Omega Bold	The quick brown fox jumps over the lazy dog
7	CG Omega Italic	The quick brown fox jumps over the lazy dog
8	CG Omega Bold Italic	The quick brown fox jumps over the lazy dog
9	Coronet	The quick brown fox jumps over the lazy dog
10	Clarendon Condensed	The quick brown fox jumps over the lazy dog
11	Univers Medium	The quick brown fox jumps over the lazy dog
12	Univers Bold	The quick brown fox jumps over the lazy dog
13	Univers Italic	The quick brown fox jumps over the lazy dog
14	Univers Bold Italic	The quick brown fox jumps over the lazy dog
15	Univers Medium Condensed	The quick brown fox jumps over the lazy dog
16	Univers Condensed Bold	The quick brown fox jumps over the lazy dog
17	Univers Medium Condensed Italic	The quick brown fox jumps over the lazy dog
18	Univers Condensed Bold Italic	The quick brown fox jumps over the lazy dog
19	Antique Olive	The quick brown fox jumps over the lazy dog
20	Antique Olive Bold	The quick brown fox jumps over the lazy dog
21	Antique Olive Italic	The quick brown fox jumps over the lazy dog
22	Garamond Antiqua	The quick brown fox jumps over the lazy dog
23	Garamond Halbfett	The quick brown fox jumps over the lazy dog
24	Garamond Kursiv	The quick brown fox jumps over the lazy dog
25	Garamond Kursiv Halbfett	The quick brown fox jumps over the lazy dog
26	Marigold	The quick brown fox jumps over the lazy dog
27	Albertus Medium	The quick brown fox jumps over the lazy dog
28	Albertus Extra Bold	The quick brown fox jumps over the lazy dog
29	Arial	The quick brown fox jumps over the lazy dog
30	Arial Bold	The quick brown fox jumps over the lazy dog
31	Arial Italic	The quick brown fox jumps over the lazy dog
32	Arial Bold Italic	The quick brown fox jumps over the lazy dog
33	Times New Roman	The quick brown fox jumps over the lazy dog
34	Times New Roman Bold	The quick brown fox jumps over the lazy dog
35	Times New Roman Italic	The quick brown fox jumps over the lazy dog
36	Times New Roman Bold Italic	The quick brown fox jumps over the lazy dog
37	Helvetica	The quick brown fox jumps over the lazy dog
38	Helvetica-Bold	The quick brown fox jumps over the lazy dog
39	Helvetica-Oblique	The quick brown fox jumps over the lazy dog
40	Helvetica-BoldOblique	The quick brown fox jumps over the lazy dog
41	Helvetica-Narrow	The quick brown fox jumps over the lazy dog
42	Helvetica-Narrow-Bold	The quick brown fox jumps over the
43	Helvetica-Narrow-Oblique	The quick brown fox jum
44	Helvetica-Narrow-BoldOblique	The quick
45	Palatino-Roman	
	Palatino-Bold	

INDEX

Numerics

1200 dpi PRINT 58
2ND FAX 21
600 dpi PRINT 58
802.1X 123
802.1X SETTINGS 122

A

Accessing the Admin Menu 47
Accessing the User Menu 8
ACS ADJUSTMENT 12, 14
Adding a language 63
Adding or removing contacts 35
Adding or removing contacts
by searching by ID number 35
Adding or removing contacts by searching
with a search string 36
Adding or removing display languages 63
ADDRESS 20
ADDRESS BOOK 17
ADDRESS BOOK INFORMATION 158
ADDRESS MODE 79, 81, 82, 84
Adjusting the display setting 10
ADMIN. MESSAGE 50
AUTHORITY 109
AUTO 114
AUTO 2-SIDE MODE 96
AUTO RELEASE PRIVATE/HOLD PRINT 119
AUTO STACKER CHANGE
(CASCADE PRINT) 97, 118
AUTOMATIC CHANGE OF PAPER SOURCE 96, 118

B

B/W ADJUSTMENT FOR STANDARD 14
BACKGROUND ADJUSTMENT 15
BODY 100, 102
BODY STRING TRANSMISSION 100, 102

C

CALIBRATION 58, 59
CHANGE USER PASSWORD 43, 121
Changing the administrator password and
resetting the service password 52
Changing the date and time 53
Changing the date format 54
Changing the display language 9
Changing the keyboard layout 76
Changing the roughness of print 59
CHECK E-MAIL 42
CHECK SETTINGS 123
Checking the network 94
Cleaning the main chargers and LED print heads 77
COLOR MODE 12, 14
COMPRESS 14
Confirming the members of a group 41
CONTACT INFORMATION 50
CONTEXT 87
COPY 12, 58, 96
CORP 21
Creating clone files 72
Creating new contacts 20
Creating new groups 30
Creating or installing clone files 69
CUSTOM SUBJECT 101

D

DEFAULT 59
DEFAULT MODE OF AUTO COLOR 96
DEFAULT SUBJECT 101
Deleting all department codes 151
Deleting department codes 145
DEPARTMENT CODE LIST 157
DEPARTMENT COUNTER 134
DEPARTMENT MANAGEMENT 138
DEPT. 21
DESIRED ZONE 89
DEVICE NAME 89
DIRECT TX 115
Displaying fax communications counter
for department code 137
Displaying print counter 131
Displaying print counter for department code 136
Displaying scan counter 131
Displaying scan counter for department code 136

E

EAP USER NAME 124
EAP-MD5 122
EAP-MSCHAPv2 122
EAP-TLS 122
EAP-TTLS 122
Editing department codes 143
Editing or deleting contacts 25
Editing or deleting groups 33
E-FILING 16
E-MAIL 21, 100
ENABLE APPLETALK 89
ENABLE BINDERY 87
ENABLE DHCP (IP Address) 83, 85
ENABLE DHCP (OPTIONS) 81, 83, 85
ENABLE HTTP SERVER 90
ENABLE IP FILTERING 92
ENABLE IPX/SPX 86
ENABLE LDAP 92
ENABLE MAC ADDRESS FILTERING 92
ENABLE NDS 87
ENABLE Netware 87
ENABLE SSL 90
Enabling department codes 140
ENCRYPTION LEVEL 109
ENFORCEMENT CONTINUE (ILLEGAL PAPER) 118
Error messages 125
ETHERNET SPEED DUPLEX MODE 91
Exporting logs 74
Exporting the device certificate 106
EXPOSURE 12, 13, 15
FOR BLACK 12
FOR COLOR 12

F

FACTORY DEFAULT 126
802.1X authentication 123
IPsec (IP security) 93
FAX 13, 98
FAX NO 21
FILE 99
FILE SERVER NAME 87
FIRST NAME 21
FLUSH CONNECTIONS 93
FORCED ENCRYPTION 109
FQDN Option 83, 85

FQDN Update Method 83, 85
FRAGMENT MESSAGE SIZE (KB) 100
FRAGMENT PAGE SIZE (KB) 102
FRAME TYPE 86
FROM ADDRESS 100, 102
FROM NAME 100, 102
FUNCTION LIST
Administrator 163
User 17, 160

G

GATEWAY 79, 81
GENERAL 9, 16, 49
GROUP NUMBER INFORMATION 159
GROUP NUMBERS 17

I

IMAGE DIRECTION 12
IMAGE QUALITY FOR BLACK IN ACS 14
Importing a certificate 103
INITIAL PREVIEW TYPE 13, 14
INSERTER/INVERT BACKSIDE COVER 12
Installing an option 61
Installing the clone data 69
INTERNET FAX 102
IP ADDRESS 79
IP Address 81
IPv6 PROTOCOL 81, 82, 84

J

JOB SKIP CONTROL 75

K

KEYWORD 21

L

LAST NAME 21
LEFT TRAY (LCF) PAPER EMPTY MESSAGE 60
LINE ART 16
Link Local Address 81, 82, 84
LIST 17
List Print Format 156
LIST/REPORT 113
LLMNR 81, 82, 84
LOCAL 116
LOCATION 50
Logging on as administrator 138
LOGON 88

M

Managing certificates 103
Managing contacts in address book 20
Managing groups in address book 30
Managing the option licenses 60
MASTER PASSWORD 109
MAXIMUM COPIES 96
MEMORY TX 115
MPT 12
MULTI TX 115

N

NetBIOS Name 88
NETWORK 78
NIC configuration page 161

O

OMIT BLANK PAGE ADJUSTMENT 12, 14
On-screen keyboard 154
On-screen numeric keypad 155
ORIGINAL MODE 12, 13, 15
ORIGINAL MODE FOR AUTO COLOR 12
ORIGINAL MODE FOR BLACK 12
ORIGINAL MODE FOR COLOR 12
ORIGINAL OUTSIDE ERASE 97

P

PAPER EMPTY MESSAGE 60
PAPER MISFEED RECOVERY 77
PAPER OF DIFFERENT DIRECTION 96, 118
PCL font list 182
PEAP 122
Performing the integrity check 111
PHOTOGRAPH 16
POLICY NAME 93
POLLING 115
PREFIX 81
PRESENTATION 16
PREVIEW SETTING 13, 14
PRIMARY PORT NUMBER 90
PRINT 58
PRINT OUT TOTAL COUNTER 133
PRINTER/e-FILING 118
Printing lists 116
Printing the department code list 140
PS font list 181

Q

Quota Management 142

R

Registering a new department code 141
Registering contacts from Log lists 23
Registering contacts from the SETTING
using [ADDRESS] button 21
REGISTRATION 58
RELAY DESTINATION 115
RELAY ORIGINATION 115
RELAY STATION 115, 116
REMOTE 116
Removing a language 65
Resetting all department counters 150
Resetting the counters for each department 146
RESOLUTION 13, 15
RESTRICTION 88
ROTATION 14
RX JOURNAL 114

S

SCAN 14
Searching for contacts 27
Searching for contacts by entering a search string 28
Searching for contacts by ID number 27
Searching for groups 38
Searching for groups by group name 39
Searching for groups by ID number 38
SECONDARY PORT NUMBER 90
SECURITY 103
SERVICE PHONE NUMBER 50
Setting IEEE 802.1X authentication 123
Setting IPsec (IP security) 93
Setting job skip 75

Setting Letters 154
Setting output limitations for all departments 147
Setting secure PDF 109
Setting the AppleTalk protocol 89
Setting the auto calibration 10
Setting the auto clear function 60
Setting the Auto Power Save mode 56
Setting the calibration 10, 58
Setting the calibration and registration display level 58
Setting the clock 53
Setting the communication report 114
Setting the default language 66
Setting the device information 50
Setting the discard and reduction print option
for RX print 98
Setting the Ethernet speed 91
Setting the HTTP network service 90
Setting the IPv6 protocol automatically
Stateful network environment 84
Stateless network environment 82
Setting the IPv6 protocol manually 81
Setting the IPX/SPX protocol 86
Setting the LDAP services and the filtering functions 92
Setting the NetWare settings 87
Setting the No Limit Black function 148
Setting the notification 51
Setting the panel calibration 74
Setting the pop-up messages 77
Setting the power save modes 55
Setting the reception list 115
Setting the registered quota 149
Setting the registration 11, 59
Setting the report 113
Setting the reversed display 10
Setting the Sleep or Super Sleep mode 57
Setting the SMB protocol 88
Setting the status message 59
Setting the TCP/IP protocol
IPv4 78
IPv6 80
Setting the transmission / reception journal output 113
Setting the weekly timer 55
SINGLE/2-SIDED SCAN 14
SLEEP TIMER 57
SMB PROTOCOL 88
SORT MODE PRIORITY 96
SUBJECT 100
SUBNET MASK 79
SUPER SLEEP 57
SUSPEND PRINTING IF STAPLER EMPTY 96, 118

T

TAB EXTENSION 12
TONER NEAR EMPTY MESSAGE 60
TOTAL COUNTER 130
TOTAL COUNTER LIST 156
TRAY 18
TRAY SET 77
TREE 87
TX JOURNAL 114

U

Updating your system 66
USE AUTHENTICATION CODE AS PASSWORD 109
Use Username from Common Name
in the User Certificate 124
USER PASSWORD 109

V

Viewing product information 60

W

WASTE HOLE PUNCH TRAY FULL 97, 118
WINS PRIMARY 88
WINS SECONDARY 88
WIRELESS SETTING 120

Oki Data Corporation
4-11-22 Shibaura, Minato-ku,Tokyo
108-8551, Japan

www.okiprintingsolutions.com

45686051EE