

OKI

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

MFP Management Guide

ES9466 MFP/ES9476 MFP


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 the functions.


■ How to read this manual


□ Symbols in this manual


In this manual, some important items are described 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.

 **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.

□ Target audience for this manual

This is a manual that is aimed at general users and administrators.

□ Options

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

□ Explanation for touch panel

- The details on the screens may differ depending on how the equipment is used, such as the status of the installed options.
- 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.

□ Abbreviations in this manual

In this manual, “Dual Scan Document Feeder” (DSDF) and “Reversing Automatic Document Feeder” (RADF) are collectively referred to as “Automatic Document Feeder” (ADF).

□ Trademarks

For trademarks, refer to the **Safety Information**.

CONTENTS

Preface	3
How to read this manual	3

Chapter 1 SETTING ITEMS (User)

Accessing the User Menu	10
General	11
Changing the display language	11
Setting the high contrast display	11
Adjusting the display setting.....	11
Setting the auto calibration	12
Setting the calibration	12
Setting the registration.....	12
Displaying the functions of programmable button	12
Copy	13
Fax	15
Scan	17
e-Filing	19
List	20
Tray	21
Address	23
Managing contacts in address book	23
Managing groups in Address Book.....	26
Check E-mail	27
Internet Fax	28
Print	29
Bluetooth Printing	30
Wi-Fi Direct Setting	31
Connecting with SSID and Passphrase	31

Chapter 2 SETTING ITEMS (Admin)

Accessing the Admin Menu	35
General	37
Setting the device information	38
Setting the notification.....	38
Changing the administrator password and resetting the service password	39
Setting the clock	40
Setting the power save modes.....	40
Setting the calibration and registration display level.....	42
Setting the calibration	43
Changing the smoothness of print.....	44
Setting the registration.....	44
Setting the status message	45
Setting the auto clear function	45
Managing the option licenses	45
Adding or removing display languages	49
Updating your system.....	52
Creating or installing clone files.....	55
Making power off settings	59

Exporting logs	59
Setting job skip	60
Changing the keyboard settings	60
Setting the pop-up messages.....	60
Setting the ADF noise reduction	61
Setting the self-check interval.....	61
Assigning the functions to the programmable button	61
Network	62
Setting the TCP/IP protocol (IPv4)	63
Setting the TCP/IP protocol (IPv6)	64
Setting the IPX/SPX protocol.....	69
Setting the NetWare settings.....	70
Setting the SMB protocol.....	71
Setting the AppleTalk protocol	72
Setting the HTTP network service.....	73
Setting the Ethernet speed.....	73
Setting the LDAP services, filtering functions and link down detection	74
Setting IPsec (IP security)	75
Checking the network.....	76
Copy	77
Fax.....	79
Registering the terminal ID.....	79
Setting the initial setup	80
Setting Rx printing	82
Setting recovery transmission	83
Setting 2nd Line for FAX Unit.....	84
Secure Receive	85
File.....	88
E-mail	89
Internet Fax	91
Security.....	92
Managing certificates.....	92
Setting secure PDF.....	96
Performing the integrity check	98
List/Report	100
Setting the report.....	100
Printing lists	103
Printer/e-Filing	104
Wireless Setting	106
Security Mode	106
Settings.....	107
Bluetooth Settings	108
Factory Default	109
USB Cable Print.....	111
Tray	112
Change User Password	113
802.1X Settings	114
Setting IEEE 802.1X authentication.....	115
Error messages.....	117

Chapter 3 MANAGING COUNTERS (COUNTER MENU)

Total Counter	120
Displaying print counter	121
Displaying scan counter	122
Print Out Total Counter	123
Department Counter	124
Displaying print counter for department code	125
Displaying scan counter for department code.....	126
Displaying fax communications counter for department code.....	127
Department Management	128
Logging on as administrator	128
Printing the department code list.....	129
Enabling department codes.....	130
Registering a new department code.....	130
Editing department codes.....	132
Deleting department codes.....	134
Resetting the counters for each department	135
Setting output limitations for all departments	136
Setting the No Limit Black function	137
Setting the registered quota	137
Resetting all department counters	138
Deleting all department codes.....	138
User Counter	139

Chapter 4 APPENDIX

Home Screen Settings	142
Inputting Characters	144
On-screen keyboard	144
External keyboard.....	144
On-screen numeric keypad	145
List Print	146
NIC configuration page.....	146
FUNCTION LIST (Administrator).....	148
INDEX	173

SETTING ITEMS (User)

Accessing the User Menu	10
General	11
Changing the display language	11
Setting the high contrast display	11
Adjusting the display setting	11
Setting the auto calibration	12
Setting the calibration	12
Setting the registration	12
Displaying the functions of programmable button	12
Copy	13
Fax	15
Scan	17
e-Filing	19
List	20
Tray	21
Address	23
Managing contacts in address book	23
Managing groups in Address Book	26
Check E-mail	27
Internet Fax	28
Print	29
Bluetooth Printing	30
Wi-Fi Direct Setting	31

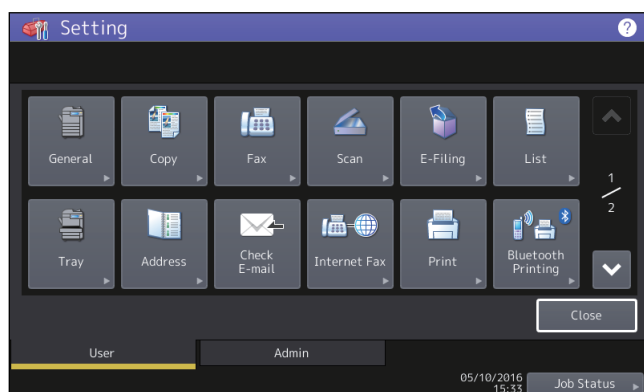
Accessing the User Menu

Follow the steps below to access the User menu on the Setting screen.

Tips

- For details of the on-screen keyboard, see the following page:
P.144 “On-screen keyboard”
- For details of the on-screen numeric keypad, see the following page:
P.145 “On-screen numeric keypad”

- 1 Press [Setting -User-] on the Home screen 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.11 “General”
- P.13 “Copy”
- P.15 “Fax”
- P.17 “Scan”
- P.19 “e-Filing”
- P.20 “List”
- P.21 “Tray”
- P.23 “Address”
- P.27 “Check E-mail”
- P.28 “Internet Fax”
- P.29 “Print”
- P.30 “Bluetooth Printing”
- P.31 “Wi-Fi Direct Setting”

Notes

- The displayed buttons differ depending on the model.
- When the User Management function is enabled, the [Admin] tab will be unavailable for a user who logs into the MFP without administrator privileges.

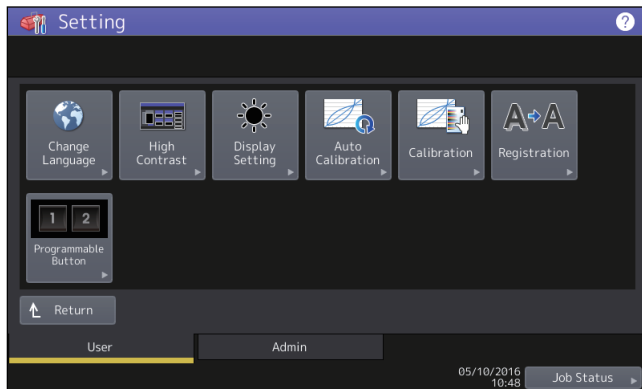
General

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.10 “Accessing the User Menu”



This menu allows you to perform the following operations:

- P.11 “Changing the display language”
- P.11 “Setting the high contrast display”
- P.11 “Adjusting the display setting”
- P.12 “Setting the auto calibration”
- P.12 “Setting the calibration”
- P.12 “Setting the registration”
- P.12 “Displaying the functions of programmable button”

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.49 “Adding or removing display languages”

■ Setting the high contrast display

You can display the touch panel in the high contrast mode. Press [ON] to enable the high contrast mode, or [OFF] to disable the high contrast mode.

■ Adjusting the display setting

You can adjust the brightness of the touch panel. 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.43 “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.42 “Setting the calibration and registration display level”

■ Setting the registration

When color deviation occurs, you can align the position of each color.

Instructions on how to perform registration are the same as when it is performed from the Admin menu.


See the following page:

 P.44 “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.42 “Setting the calibration and registration display level”

Tip


This button is available only for some models.





■ Displaying the functions of programmable button

You can display the functions assigned to the programmable buttons on the control panel.

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.10 “Accessing the User Menu”
- For details of the copy functions, refer to the **Copying Guide**.



Item name	Description
Exposure For Color	Select the desired exposure for color copies. <ul style="list-style-type: none"> • 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	Select the desired exposure for black and white copies. <ul style="list-style-type: none"> • 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	Press the button of the desired color mode for copy jobs. Only [Black] can be selected when the No Limit Black function ( P.137) is enabled.
Copy MPT	Press the button of the desired paper type for feeding from MPT. To make a copy on the back side of the paper, select the paper type and then press [Printed] under “Back Printed”. The displayed paper types differ depending on the model. For details of the paper types, refer to Paper Preparation Guide “Chapter 1: LOADING PAPER” .
Original Mode for Color	Press the button of the desired original mode for color copies.
Original Mode for Black	Press the button of the desired original mode for black and white copies.
Original Mode for Auto Color	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 3: HOW TO USE EDITING FUNCTIONS” .
ACS Adjustment	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  , the more likely the equipment is to detect the scanned original as a color document. The lower the level is set by pressing  , the more likely the equipment is to detect the scanned original as a black and white document.
2in1/4in1	Select the default setting for 2in1/4in1 copying. <ul style="list-style-type: none"> • Write Laterally — Select this to lay out the pages from right to left and top to bottom. • Write Vertically — Select this to lay out the pages from left to right and top to bottom.
Book->2	Select the default setting for 2-sided copying from a book-type original. <ul style="list-style-type: none"> • Open from Right — Select this to copy the booklet whose pages are opened from left. • Open from Left — Select this to copy the booklet whose pages are opened from right.

Item name	Description
Magazine Sort	<p>Select the default setting for magazine sort copying.</p> <ul style="list-style-type: none">• Open from Right — Select this to copy the booklet whose pages are opened from right.• Open from Left — Select this to copy the booklet whose pages are opened from left.

You can change the initial settings (defaults) for fax and Internet Fax jobs. To send and receive faxes, the FAX Unit must be installed.

Tips

- If the FAX Unit is not installed, you can only set [Resolution], [Original Mode], [Exposure], and [Preview Setting].
- 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.10 “Accessing the User Menu”


Item name	Description
Resolution	<p>Select the resolution based on the fineness of the original.</p> <ul style="list-style-type: none"> • 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. <p>Tip</p> <p>If the recipient’s fax machine is not capable of receiving originals at the same resolution, the resolution is automatically converted before being sent it to the recipient. The higher the resolution is, the longer it takes to send an original.</p>
Original Mode	<p>Select the scanning mode based on the type of the original.</p> <ul style="list-style-type: none"> • 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. <p>Tip</p> <p>In the Text/Photo mode or Photo mode, transmission time may be longer than in the TEXT mode.</p>
Tx Type	<p>Set the fax transmission mode.</p> <ul style="list-style-type: none"> • Memory Tx — Send the original after the scanned data are saved in the memory. Up to 100 transmissions of up to 1000 pages per 1 transmission can be reserved. • Direct Tx — Send the original directly as it is being scanned. Once a page has been scanned and sent, the next page is scanned and sent. Therefore, it takes longer to scan and send all pages. However, you can confirm on the fly that each page is sent to the recipient.
Exposure	<p>Select the desired exposure for the original.</p> <p>When setting the contrast manually, press  or  to set the desired contrast.</p> <p>When setting the contrast automatically in accordance with the original, press [Auto].</p>
Secure Receive Forced Setting	<p>You can enable or disable the Secure Receive function. This is available only when the Weekly Schedule function is set.</p> <ul style="list-style-type: none"> • Enable — This enables the Secure Receive function. <p>Tip</p> <p>It becomes disabled at the time set by Weekly Schedule.</p> <ul style="list-style-type: none"> • Disable — This disables the Secure Receive function. <p>Tips</p> <ul style="list-style-type: none"> • It becomes enabled at the time set by Weekly Schedule. • An administrator password is required.










Item name	Description
RTI	Switch the RTI recording On or Off. To enable this feature, the Terminal ID must be registered to this equipment in advance.
TTI	<p>Switch the TTI recording On or Off. To enable this feature, the Terminal ID must be registered to this equipment in advance.</p> <p>Tip</p> <p>Setting this item may not be required since it may not be displayed on the screen (it depends on your country or region).</p>
ECM	<p>Switch the ECM (Error Correction Mode) communication On or Off. ECM is an internationally standardized communication mode that automatically corrects errors that occur during fax transmissions. With this setting option ON, even when the transmitted data have been affected by noise during communication, this mode allows good communication without image distortion by automatically resending the part that have been affected.</p> <p>Tips</p> <ul style="list-style-type: none"> • Both the sender and the receiver must have the ECM function to make ECM communication available. • When affected by noise during communication, communication time is slightly longer than usual. Even when the ECM communication is used, an error may occur depending on the line status. • The ECM communication is not available for voice communication.
Preview Setting	<p>Enabling the Preview function allows you to preview the scanned image before transmitting the fax/Internet Fax job.</p> <ul style="list-style-type: none"> • On — Press this button to enable the function. • Off — Press this button to disable the function.
Multidest. Confirmation	Select whether to display the confirmation screen when multiple destinations are specified.
Tx Speed Limit	The transmission with V.34 may fail depending on the communication quality of your line. Transmission failures may be avoided when this setting is set to On.
Rx Speed Limit	<p>The reception with V.34 may fail depending on the communication quality of your line. Reception failures may be avoided when this setting is set to On.</p> <p>Line1: Selects whether to enable the Rx speed limit for the 1st line.</p> <p>Line2: Selects whether to enable the Rx speed limit for the 2nd line.</p>
Default Address Book	Select the default tab displayed in the address book.
Default View for Single	Select the default display format for the single tab of the address book.
Default View for Group	Select the default display format for the group tab of the address book.

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.10 “Accessing the User Menu”

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	<p>Press the desired mode button.</p> <ul style="list-style-type: none"> • 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	<p>Press the desired mode button.</p> <ul style="list-style-type: none"> •  — Select this option to scan originals without a change in orientation. •  — Select this option to rotate your scans 90 degrees to the right. •  — Select this option to rotate your scans 180 degrees. •  — Select this option to rotate your scans 90 degrees to the left.
Preview Setting	<p>Enabling the Preview function allows you to preview the scanned images before saving or E-mailing them.</p> <ul style="list-style-type: none"> • On — Press this button to enable the function. • Off — Press this button to disable the function.
Omit Blank Page Adjustment	<p>Select the desired sensitivity from 7 levels to detect and delete blank pages from the scanned original in a scan job.</p> <p>The higher the level set by pressing , the more likely the equipment to detect blank pages.</p> <p>For details of the Omit Blank Page function, refer to the Scanning Guide “Chapter 3: USEFUL FUNCTIONS”.</p>
ACS Adjustment	<p>Select the desired sensitivity from 7 levels to detect whether the original scanned in the Auto Color mode is color or black and white.</p> <p>The higher the level set by pressing , the more likely the equipment to detect the scanned original as a color document.</p> <p>The lower the level set by pressing , the more likely the equipment to detect the scanned original as a black and white document.</p>
Image Quality for Black in ACS	Press the desired image quality mode button for scanning black and white originals in the Auto Color mode.
B/W Adjustment for Standard	<p>Select the exposure for scanning black and white originals in the Auto Color mode.</p> <p>The higher the exposure set by pressing , the lighter the scans of black and white in an original.</p> <p>The lower the exposure set by pressing , the darker the scans of black and white in an original.</p>
Default Address Book	Select the default tab displayed in the address book.
Default View for Single	Select the default display format for the single tab of the address book.

Item name	Description
Default View for Group	Select the default display format for the group tab of the address book.


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 <input type="button" value="◀"/> or <input type="button" value="▶"/> 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 <input type="button" value="◀"/> , the lighter the background color. The lower the exposure set by pressing <input type="button" value="▶"/> , the darker the background color.

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

Tip

For instructions on how to display the e-Filing screen, see the following page:


 P.10 “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.10 “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 stacker.

Item name	Description
Address Book	Press this button to print the Address Book Information that shows all registered contacts in the equipment. <ul style="list-style-type: none">• 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.
Group Numbers	Press this button to print the Group Number Information that shows all registered groups and members in the equipment.
Function	Press this button to print the FUNCTION LIST (User).
ITU Mailbox	Press this button to print a list of the current status of the mailboxes registered to this equipment.

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.137) 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.

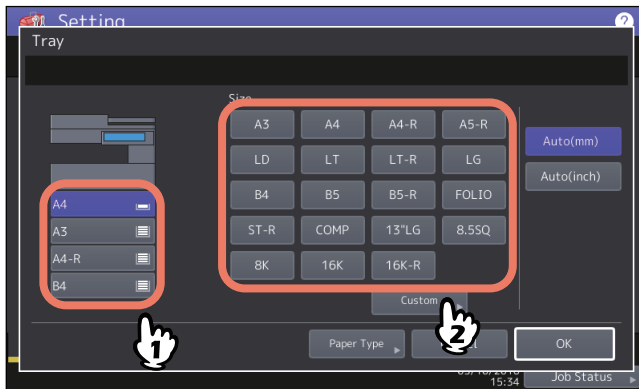
Note

To change the paper size and paper type, you need to select [Allow] under [Admin] > [Tray] > [Paper Size Setting] for each tray.

Tip

For instructions on how to display the Tray screen, see the following page:
 P.10 “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.**



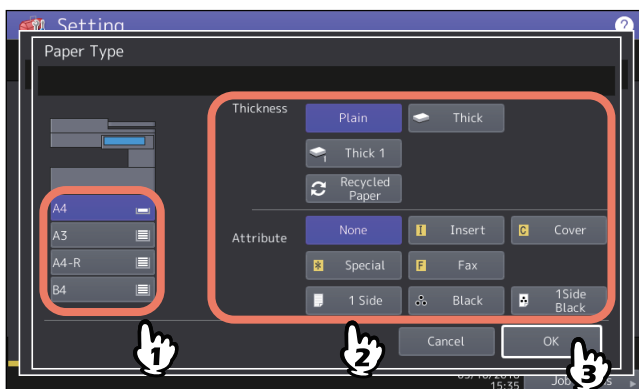
In models that can automatically detect the paper size, selecting [Auto(mm)] or [Auto(inch)] instead of the paper size button allows you to automatically set the size of the paper placed in the trays. Press [Auto(mm)] when using A/B format paper such as A3 and A4, and [Auto(inch)] when using LT format 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 ***Paper Preparation Guide “Chapter 1: LOADING PAPER”***.
- 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 2: HOW TO MAKE COPIES”***.
- 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.77 “Copy”

Address

This menu allows you to perform the following operations:

- P.23 “Managing contacts in address book”
- P.26 “Managing groups in Address Book”

Tip

For instructions on how to display the Address Book menu, see the following page:

- P.10 “Accessing the User Menu”

■ Managing contacts in address book

Contacts registered in the address book can be listed from the screen displayed when [Fax] on the Home screen 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, 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.23 “Creating new contacts”
- P.25 “Editing or deleting contacts”
- P.25 “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.23 “Registering contacts on the Setting screen”
- P.24 “Registering contacts from Log lists”

Registering contacts on the Setting screen

- 1 On the Address Book screen, press an undefined line, then press [Entry], and then register a new contact.**

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.
Index	<p>Press this button to enter the index of the contact. You can enter up to 64 characters.</p> <p>Tip</p> <p>It is recommended to input the index since the address is displayed according to the index when the buttons at the top of the ADDRESS BOOK screen are pressed.</p>
Fax No.	Press this button to enter the fax number of the contact. You can enter a number of up to 128 digits. When you press the favorite button, the registered address is displayed on the favorite tab of the address book.


Item name	Description
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. When you press the favorite button, the registered address is displayed on the favorite tab of the address book.
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.

2 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  P.15 "Fax".

3 Press [OK] to register the contact.

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:

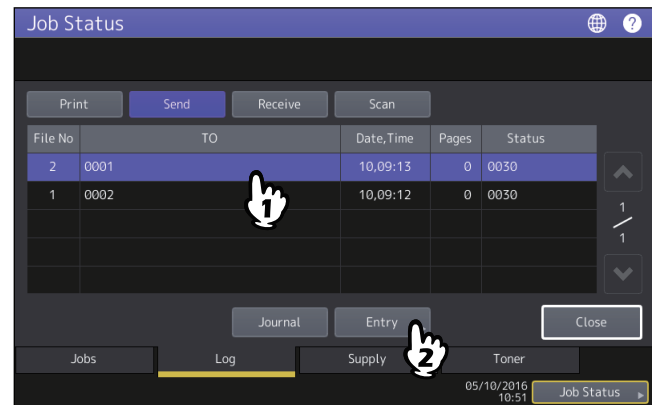
- E-mail addresses that were manually entered

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 on Job Log, Job Status] option from the TopAccess - E-mail menu. If the [BCC Address Display on Job Log, Job Status] 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 on Job Log, Job Status] option, refer to the *TopAccess Guide “Chapter 8: [Administration] Tab Page”*.

4 Edit the contact information.

For the explanation of each item, refer to the following:
 P.23 “Creating new contacts”

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 P.15 “Fax”.

6 Press [OK] to register the contact.

❑ Editing or deleting contacts

To edit contacts, press the contact on the Address Book screen, then press [Edit]. To delete contacts, press the contact on the Address Book screen, the press [Delete].

❑ Searching for contacts

When you press the search icon on the Address Book screen, the search screen is displayed. You can search for contacts by entering the search items.

■ 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. You can register up to 400 members in a group.


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.26 “Creating new groups”

 P.26 “Editing or deleting groups”

 P.26 “Searching for groups”

□ Creating new groups

On the Address Book screen, select the Group tab, then press an undefined line, then press [Entry], and then create a group.

Enter the group name and index, and then select the contacts included in the group. You can also search for contacts by pressing the search icon.



□ Editing or deleting groups

To edit groups, select the Group tab on the Address Book screen, then press the group, and then press [Edit]. You can add or delete contacts included in the group. To delete groups, press the group, and then press [Delete].

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.

Tips

- 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.

□ Searching for groups

When you press the search icon on the Address Book screen, the search screen is displayed. You can search for groups by entering the search items.

□ Confirming the members of a group

You can confirm the contacts registered in a group by pressing [Contents] of the group on the Address Book screen.


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.10 “Accessing the User Menu”
- The equipment can also automatically check for new E-mails (Internet Faxes) on the POP3 server.

Internet Fax

You can make settings for the TTI recording and RTI recording for internet fax jobs.

- TTI
Switch the TTI recording to On or Off.
- RTI
Switch the RTI recording to On or Off.

Print

This menu allows you to change the initial settings for the color mode in USB Direct printing.

Bluetooth Printing

This equipment supports Bluetooth OPP/FTP/HCRP printing. If the Wireless LAN/Bluetooth Module is installed in the equipment, you can print from any devices supporting Bluetooth OPP/FTP/HCRP printing with this equipment. Before using the Bluetooth printing, set the paper size and print type applied to the printing.

- Paper Size
Select the paper size used for the printing.
- Print Type
Select the image size to be printed on a paper.

Notes

- The available formats for OPP/FTP printing are JPEG, PDF, PS, PRN, and TXT. The device supports PRN file that is generated by a OKI printer. The device does not support some file format versions through the file formats listed above. Such file can not be printed.
- Only the image files in the JPEG format can be printed. However, the JPEG format files peculiar to the device may not be printed.
- The specifications for Bluetooth may be different for devices. Not all devices can connect this equipment through Bluetooth.
- More than two or more devices cannot connect to the equipment through Bluetooth at the same time.
- Use one-byte alphanumeric characters for the name of the file to be printed, otherwise printing may not be performed.
- Some MFP devices do not support the OPP/FTP function. For the details, ask the service technician.
- Bluetooth printing is not available from the iOS devices.

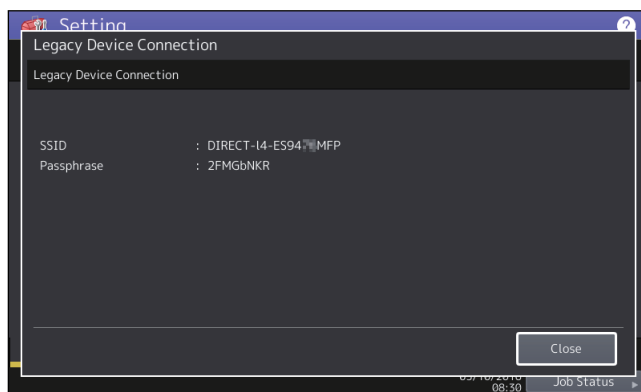
Wi-Fi Direct Setting

If the Wireless LAN/Bluetooth Module is installed in the equipment, you can make settings for Wi-Fi Direct. Wi-Fi Direct is a function that can directly connect devices supporting Wi-Fi Direct by the wireless LAN, without using a wireless access point and so on. This equipment accommodates printing from devices supporting Wi-Fi Direct.

Item name	Description
PBC	Connects with the push button method of WPS.
PIN	Connects with the PIN code method of WPS.
Legacy Device Connection	Displays SSID and Passphrase.
Device Information	Displays the device information of this equipment.
Connection Status	Displays the connection information.

■ Connecting with SSID and Passphrase

- 1 Press [Wi-Fi Direct Setting].
- 2 Press [Legacy Device Connection].
- 3 **SSID and Passphrase are displayed. Select SSID of this equipment in the device to be connected. Once Passphrase is entered, connection starts.**



Note

SSID and Passphrase are changed every time one turns this equipment ON or OFF.

SETTING ITEMS (Admin)

Accessing the Admin Menu	35
General	37
Setting the device information	38
Setting the notification.....	38
Changing the administrator password and resetting the service password	39
Setting the clock	40
Setting the power save modes.....	40
Setting the calibration and registration display level.....	42
Setting the calibration.....	43
Changing the smoothness of print.....	44
Setting the registration.....	44
Setting the status message	45
Setting the auto clear function	45
Managing the option licenses	45
Adding or removing display languages	49
Updating your system.....	52
Creating or installing clone files.....	55
Making power off settings	59
Exporting logs	59
Setting job skip	60
Changing the keyboard settings	60
Setting the pop-up messages.....	60
Setting the ADF noise reduction	61
Setting the self-check interval.....	61
Assigning the functions to the programmable button	61
Network	62
Setting the TCP/IP protocol (IPv4)	63
Setting the TCP/IP protocol (IPv6)	64
Setting the IPX/SPX protocol.....	69
Setting the NetWare settings.....	70
Setting the SMB protocol.....	71
Setting the AppleTalk protocol	72
Setting the HTTP network service.....	73
Setting the Ethernet speed.....	73
Setting the LDAP services, filtering functions and link down detection	74
Setting IPsec (IP security)	75
Checking the network.....	76
Copy.....	77
Fax.....	79
Registering the terminal ID.....	79

Setting the initial setup	80
Setting Rx printing.....	82
Setting recovery transmission	83
Setting 2nd Line for FAX Unit	84
Secure Receive.....	85
File	88
E-mail.....	89
Internet Fax	91
Security	92
Managing certificates	92
Setting secure PDF.....	96
Performing the integrity check	98
List/Report.....	100
Setting the report	100
Printing lists	103
Printer/e-Filing.....	104
Wireless Setting.....	106
Security Mode	106
Settings	107
Bluetooth Settings.....	108
Factory Default.....	109
USB Cable Print	111
Tray.....	112
Change User Password	113
802.1X Settings	114
Setting IEEE 802.1X authentication	115
Error messages	117

Accessing the Admin Menu

Follow the steps below to display the Admin menu in the Setting screen.

Tips

- For details of the on-screen keyboard, see the following page:
P.144 “On-screen keyboard”
- For details of the on-screen numeric keypad, see the following page:
P.145 “On-screen numeric keypad”

1 Press [Setting -User-] on the Home screen to access the Setting menu.

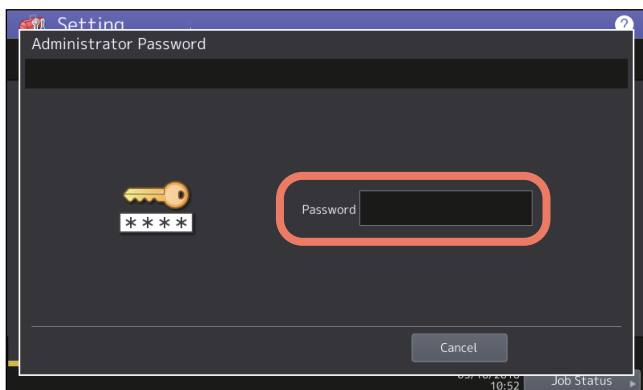
2 Press the [Admin] tab.

- 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 4.

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 Enter the administrator password.

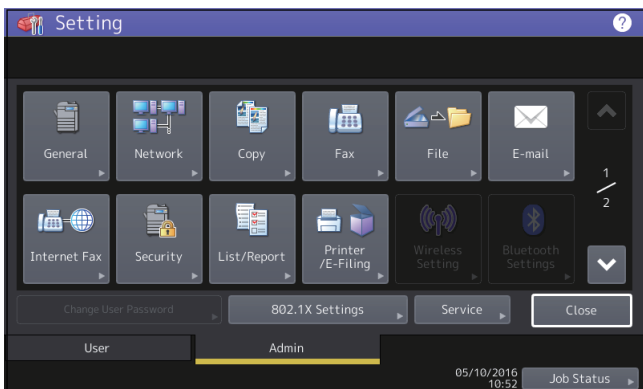


Tip

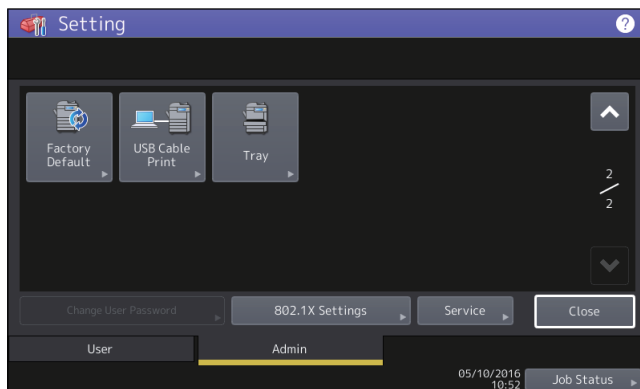
The default administrator password is “123456”.

4 Proceed with the administrative operation that you require.


















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.37 “General”
-  P.62 “Network”
-  P.77 “Copy”
-  P.79 “Fax”
-  P.88 “File”
-  P.89 “E-mail”
-  P.91 “Internet Fax”
-  P.92 “Security”
-  P.100 “List/Report”
-  P.104 “Printer/e-Filing”
-  P.106 “Wireless Setting”
-  P.108 “Bluetooth Settings”
-  P.109 “Factory Default”
-  P.111 “USB Cable Print”
-  P.112 “Tray”
-  P.113 “Change User Password”
-  P.114 “802.1X Settings”

General

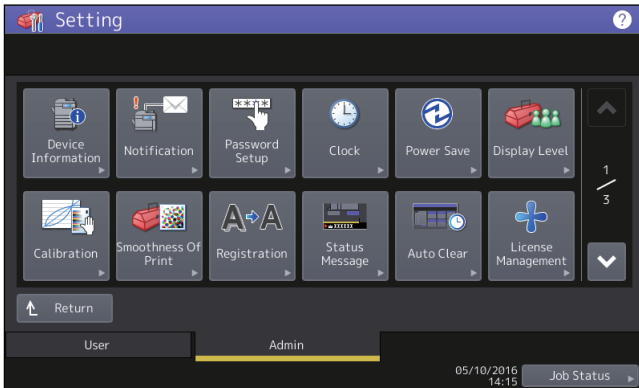
You can change the initial settings (defaults) for the equipment.

Tip

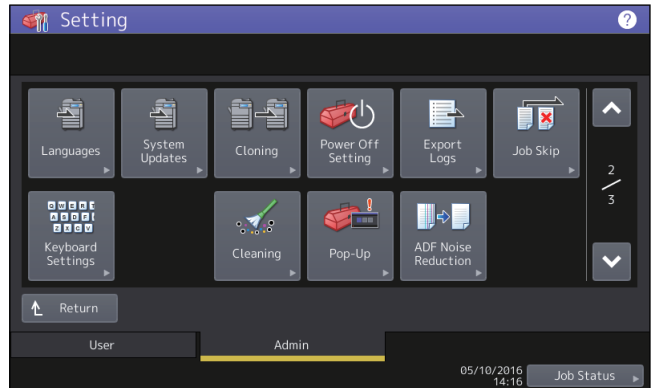
For instructions on how to display the General menu, see the following page:

📖 P.35 “Accessing the Admin Menu”

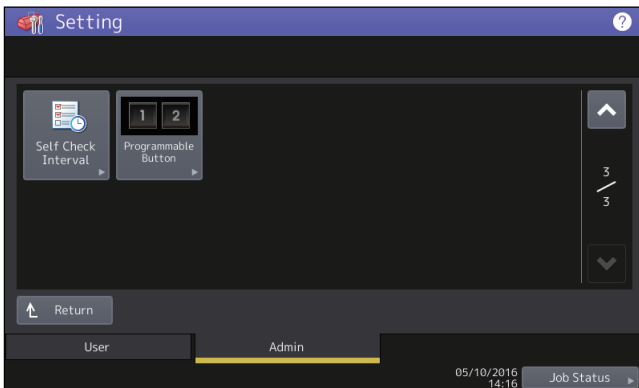
General menu (1/3)



General menu (2/3)




General menu (3/3)



This menu allows you to perform the following operations:

- 📖 P.38 “Setting the device information”
- 📖 P.38 “Setting the notification”
- 📖 P.39 “Changing the administrator password and resetting the service password”
- 📖 P.40 “Setting the clock”
- 📖 P.40 “Setting the power save modes”
- 📖 P.42 “Setting the calibration and registration display level”
- 📖 P.43 “Setting the calibration”
- 📖 P.44 “Changing the smoothness of print”
- 📖 P.44 “Setting the registration”
- 📖 P.45 “Setting the status message”
- 📖 P.45 “Setting the auto clear function”
- 📖 P.45 “Managing the option licenses”
- 📖 P.49 “Adding or removing display languages”
- 📖 P.52 “Updating your system”
- 📖 P.55 “Creating or installing clone files”
- 📖 P.59 “Making power off settings”
- 📖 P.59 “Exporting logs”
- 📖 P.60 “Setting job skip”
- 📖 P.60 “Changing the keyboard settings”
- 📖 P.60 “Setting the pop-up messages”
- 📖 P.61 “Setting the ADF noise reduction”
- 📖 P.61 “Setting the self-check interval”

-  P.61 “Assigning the functions to the programmable button”

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 40 characters.

■ 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.

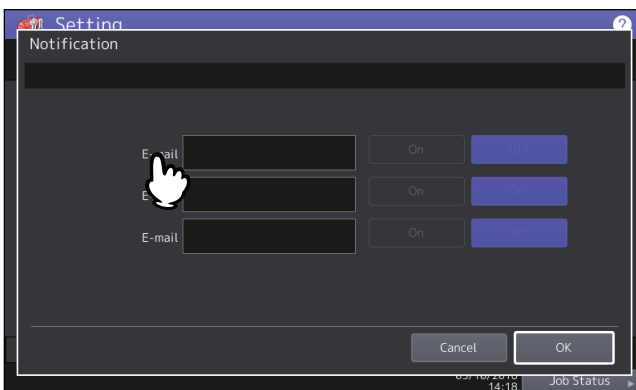
Tip

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.

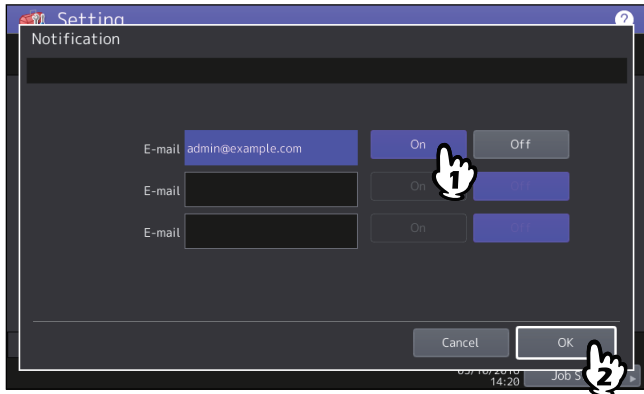
1 On the Notification screen, enter the E-mail address to which the notification is sent.



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.

2 Press [On] for the E-mail address to receive notification, and then press [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].

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

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.

Tip

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

3 Set new password and complete the setting.

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.40 “Changing the date and time”

📖 P.40 “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 Move the box to the position that you want to edit using the arrow buttons, enter the value using the digital keys, and press [OK].

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.

■ Setting the power save modes

You can set the following power save modes.

• 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.

📖 P.41 “Setting the weekly timer”

Tip

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

Note

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

• 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.

📖 P.41 “Setting the Auto Power Save mode”

• Deep Sleep mode

This function puts the equipment into the Sleep or Deep Sleep mode if it is left inactive for a certain period of time. In the Sleep or Deep 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 Deep 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.

📖 P.42 “Setting the Sleep or Deep Sleep mode”

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 [Deep 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].

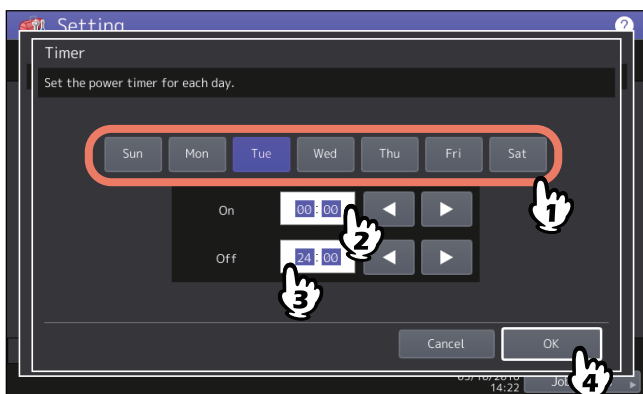
The TIMER screen is displayed.

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. Enter the time the device wakes up from the Sleep or Deep Sleep mode to [On]. Use the arrow buttons to switch the active box between “Hour” and “Minute”.
3. Enter the time to put the device into the Sleep or Deep sleep mode to [Off]. 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 put the equipment into the Sleep or Deep 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 Deep Sleep mode at the [Off] time specified for [Sat]. The Sleep or Deep 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 Deep 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 Deep Sleep mode for an entire day, which is activated by the weekly timer function. However, the equipment automatically goes into the Sleep or Deep Sleep mode according to the time value set for [Deep 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 Deep Sleep mode

1 On the Power Save screen, press [Deep Sleep].

The Deep 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 Deep Sleep mode is activated.
Deep Sleep *	Select whether this equipment enters the Sleep mode or the Deep Sleep mode when a specified period of time has passed. <ul style="list-style-type: none">• Enable — Press this button to make the equipment enter the Deep Sleep mode.• Disable — Press this button to make the equipment enter the Sleep mode.

* The function to switch the Sleep mode and the Deep Sleep mode cannot be used depending on the destinations.

Notes

- The equipment may not enter the Deep Sleep mode at the set timing depending on its operating status.
- This equipment does not enter the Deep Sleep mode even if [Enable] is selected for this setting in the following cases:
 - A particular option is installed. (Wireless LAN/Bluetooth module)
 - 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 [Deep Sleep] cannot be changed.
- Protocol settings for recovering this equipment from the Deep 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.42 “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 Automatic Document Feeder, 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.

Tip

For instructions on how to display the Calibration screen, see the following page:

📖 P.35 “Accessing the Admin Menu”

1 Press the button to calibrate.

Item name	Description
Copy	Press this button to calibrate for copy jobs.
Copy 600dpi Print	Press this button to calibrate for copy jobs and 600 dpi 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].

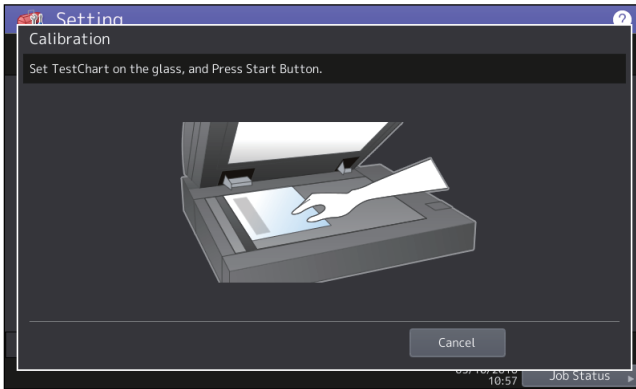
Note

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 situated 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 smoothness 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.

Note

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 deviation occurs, you can align the position of each color.

On the REGISTRATION screen, press [Yes] to start the registration.

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.42 “Setting the calibration and registration display level”

Tip

This button is available only for some models.

■ 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 touch 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 touch panel for any mode including the Settings, 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.45 “Viewing product information”

📖 P.46 “Viewing license information”

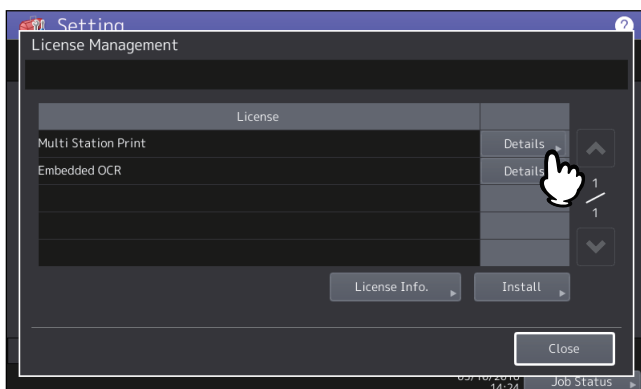
📖 P.47 “Installing an option”

Important

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

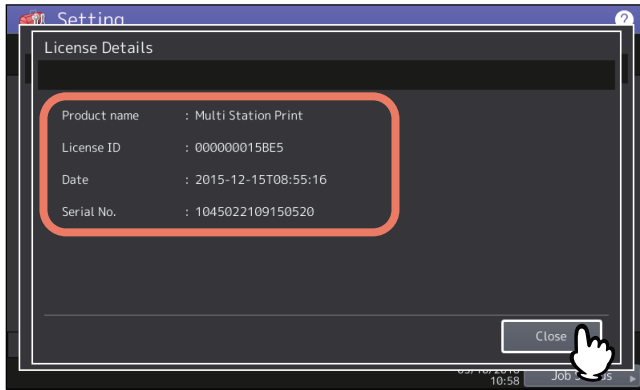
❑ Viewing product information

- 1 On the License Management screen, press [Details] for the option you want to confirm product information.



The License Details screen is displayed.

2 After you confirm the product information, press [Close].



You will be returned to the License Management screen.

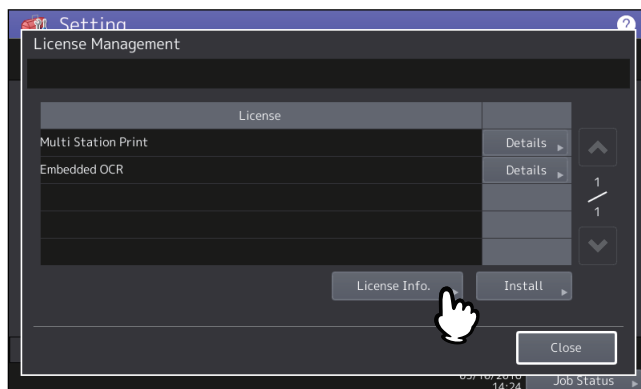
Tip

The following information is displayed.

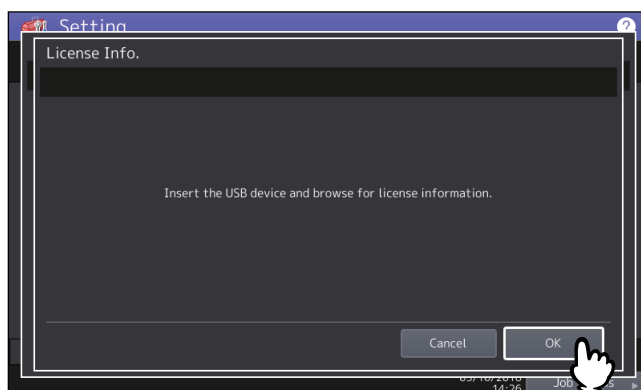
- Product name: Option name
- License ID: License ID
- Date: The date and time of when the option has been installed
- Serial No.: Serial number of option

□ Viewing license information

1 On the License Management screen, press [License Info.].



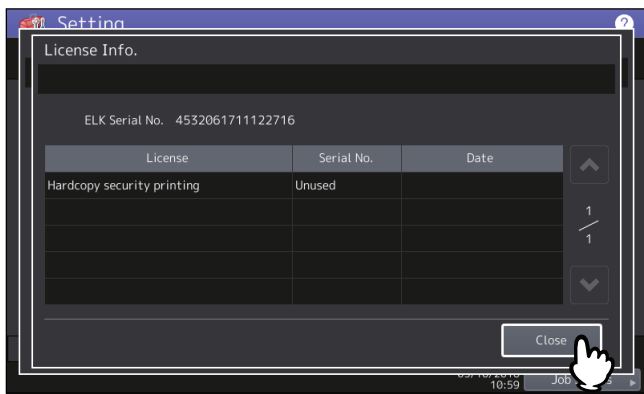
2 Connect your USB storage device to the USB port on the equipment, and press [OK].



Tip

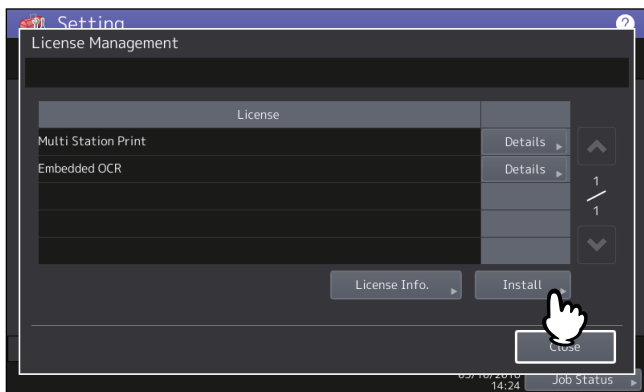
For the location of the USB port on the equipment, refer to the **Quick Start Guide “Chapter 1: PREPARATIONS”**.

3 After you confirm the license information, press [Close].

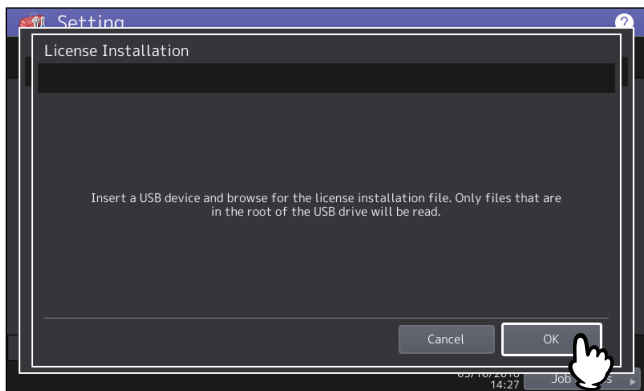


□ Installing an option

1 On the License Management screen, press [Install].



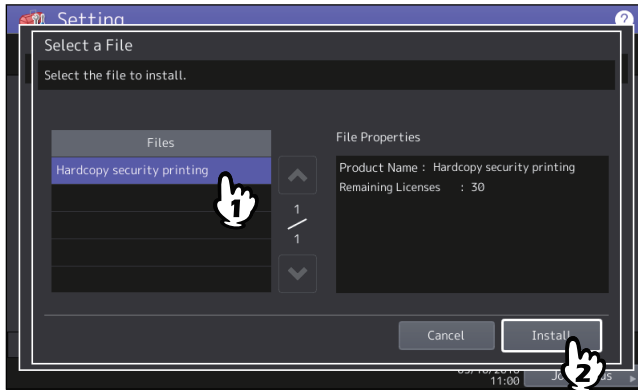
2 Connect your USB storage device to the USB port on the equipment, and press [OK].



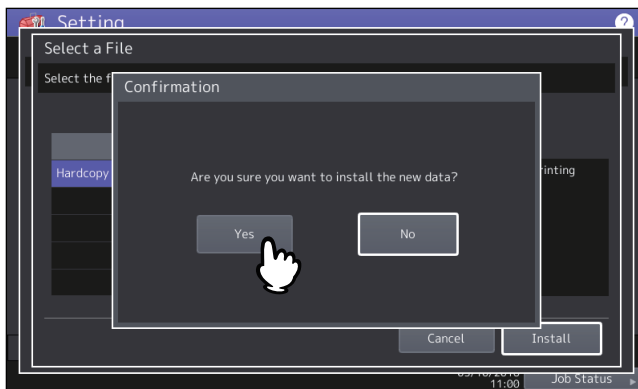
Tip

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].



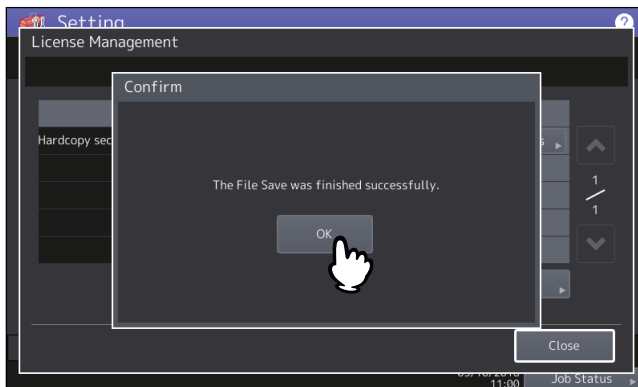
4 Press [Yes].



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].



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.49 “Adding a language”

📖 P.51 “Removing a language”

📖 P.51 “Setting the default language”

Tips

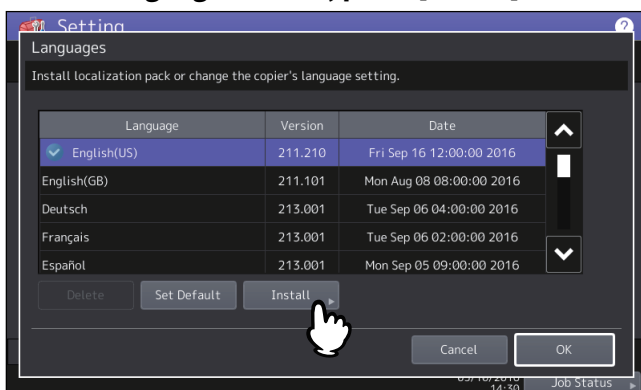
- The following language packs are initially installed on the equipment.

English (UK)	English (US)	French	Italian	German
Spanish	Dutch	Polish	Danish	Finnish
Norwegian	Swedish	Russian	Czech	Portuguese
Hungarian	Turkish	Greek	Brazilian Portuguese	

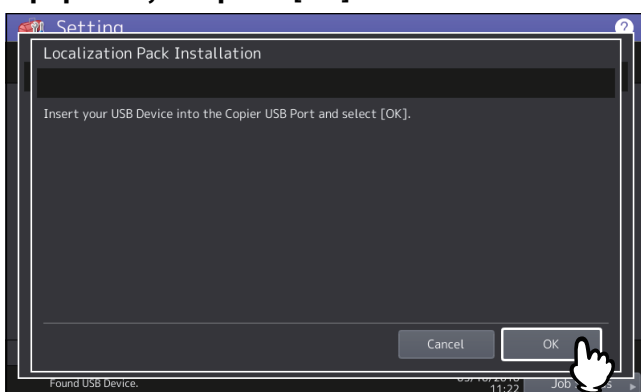
- When adding a language, store the desired language pack in the root directory of your USB storage device in advance.
- For information of languages which can be newly added, contact your service technician.

□ Adding a language

1 On the Languages screen, press [Install].



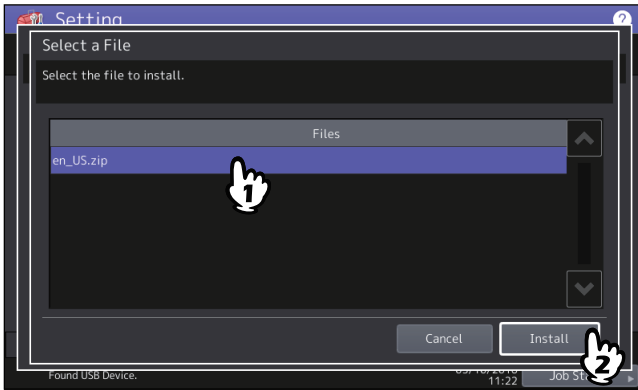
2 Connect your USB storage device in which the language pack is stored to the USB port on the equipment, and press [OK].



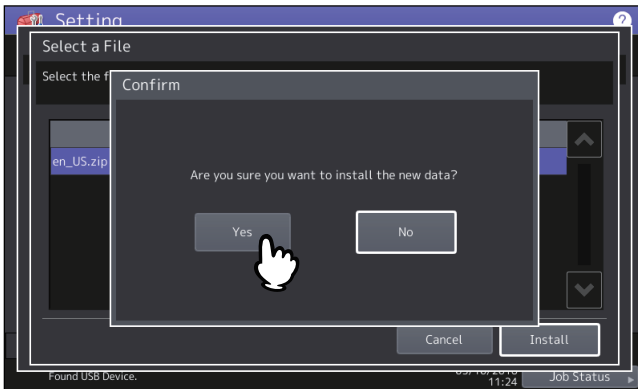
Tip

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].



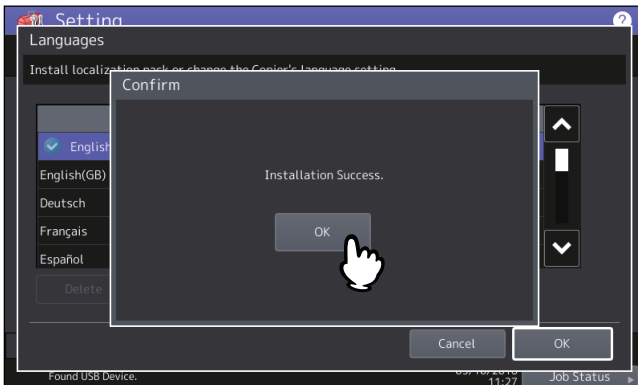
4 Press [Yes].



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].



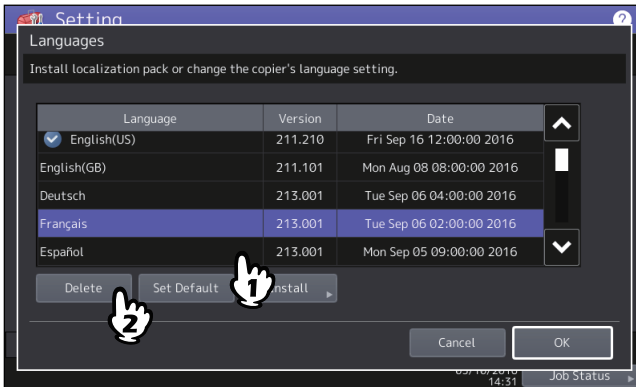
Tip

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

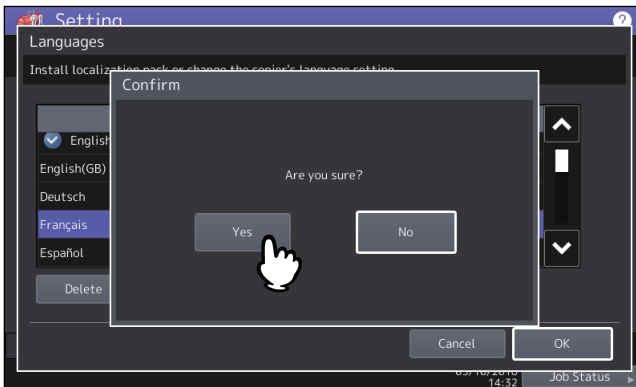
- 1 On the LANGUAGES screen, select the language pack that you want to remove, and press [Delete].



Note

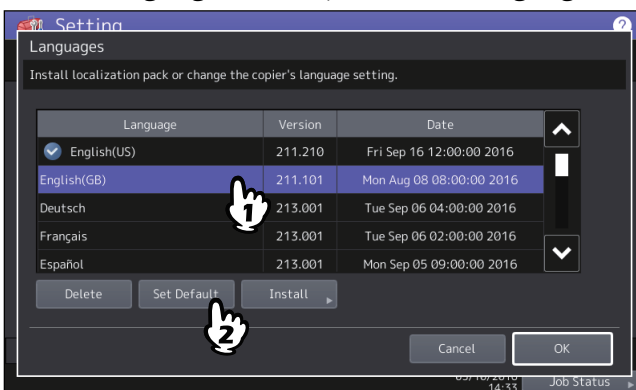
The language packs for English (US), English (UK), and the default language cannot be removed.


- 2 Press [Yes].



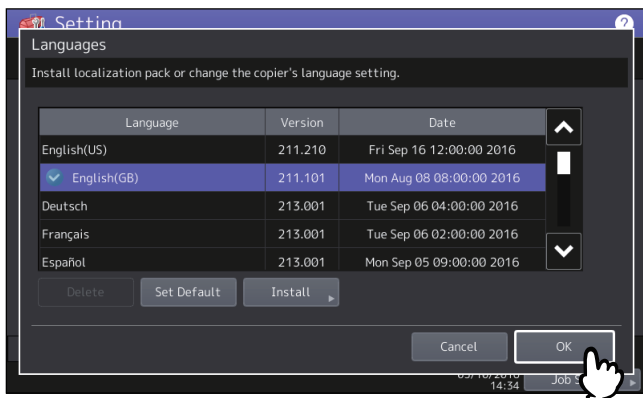
❑ Setting the default language

- 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].



■ Updating your system

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

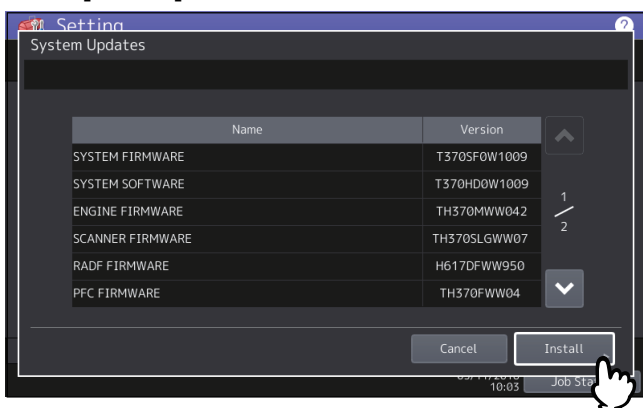
Notes

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

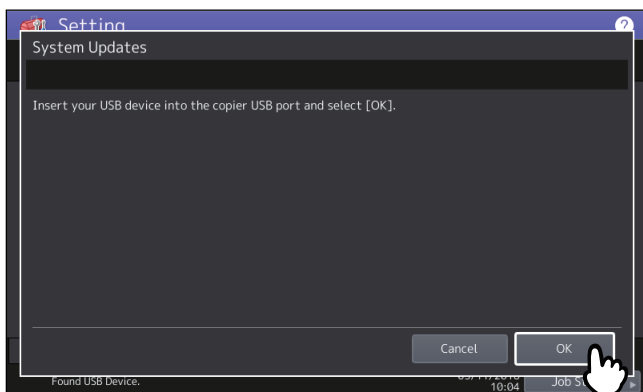
1 Press [System Updates] on the General menu screen.

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

2 Press [Install].



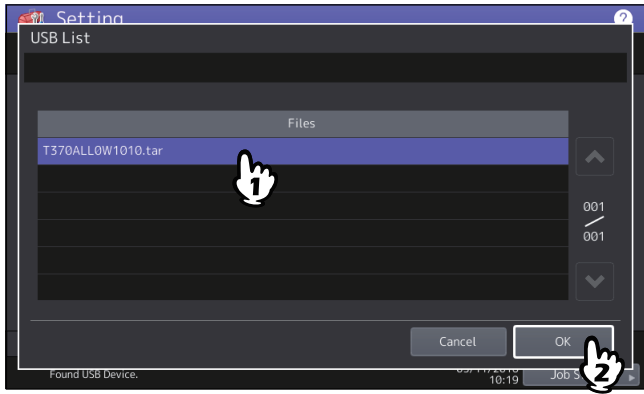
3 Connect your USB storage device in which the files for updating the system are stored to the USB port on the equipment, and press [OK].



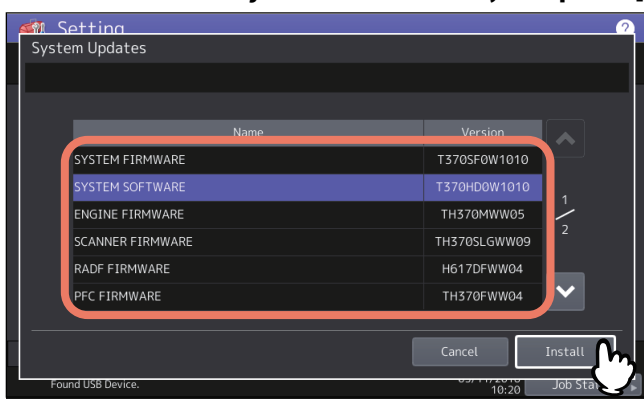
Tip

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

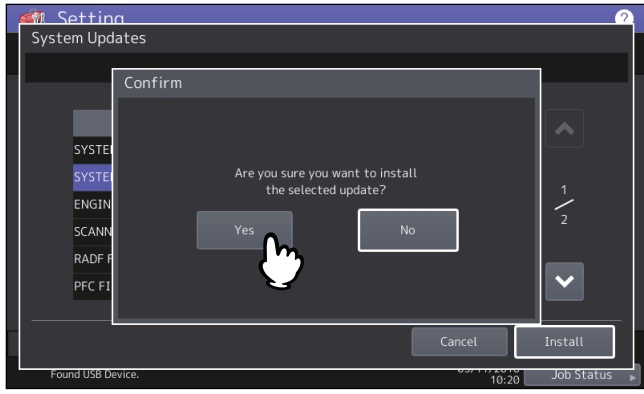
4 Select the file type, and press [OK].



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



6 Press [Yes].

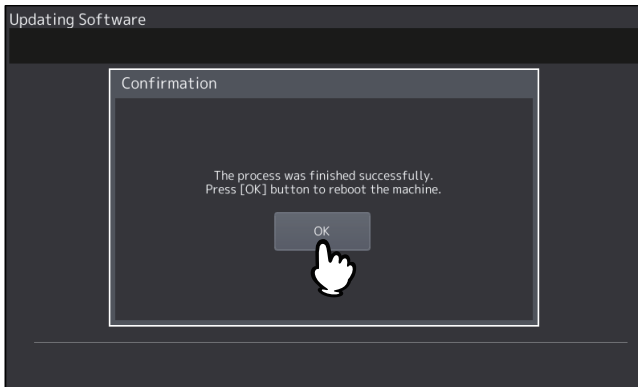


The installation begins.

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.55 “Installing the clone data”

📖 P.57 “Creating clone files”

Notes

- The clone files are compatible with models of the same MFP series but not with those of others.
- Before creating a clone file, be sure to close the applications from the [Application] menu in the [Administration] tab of TopAccess. For details, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.

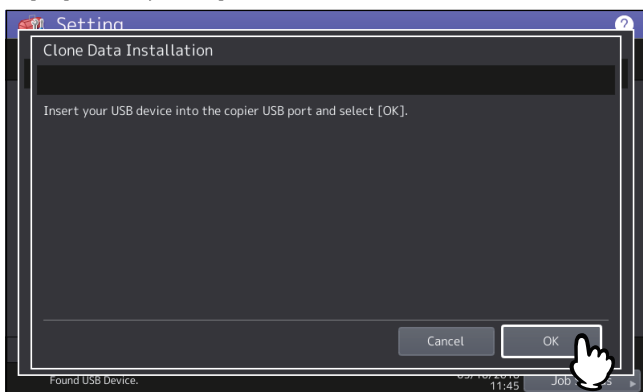
Tip

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

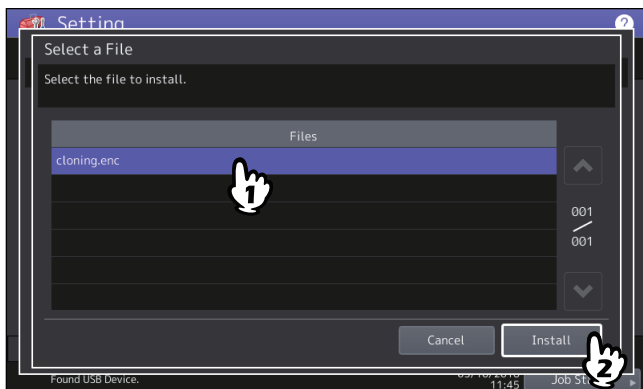
- 1 On the Cloning screen, press [Install Clone Data].
- 2 Connect your USB storage device in which the clone files are stored to the USB port on the equipment, and press [OK].



Tip

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

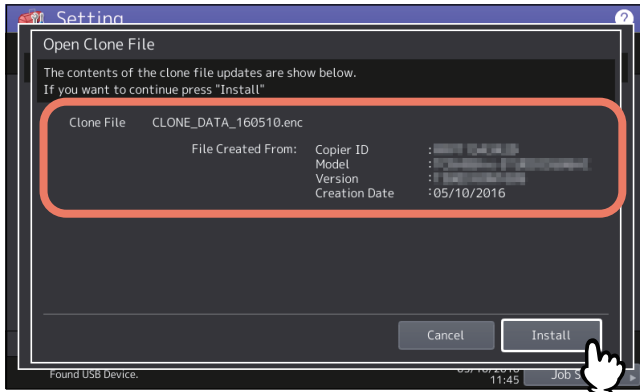
- 3 Select the file that you want to install, and press [Install].



Note

You can select only one file per operation.

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



5 Enter the password and press [OK].

You will be returned to the Password Request screen.

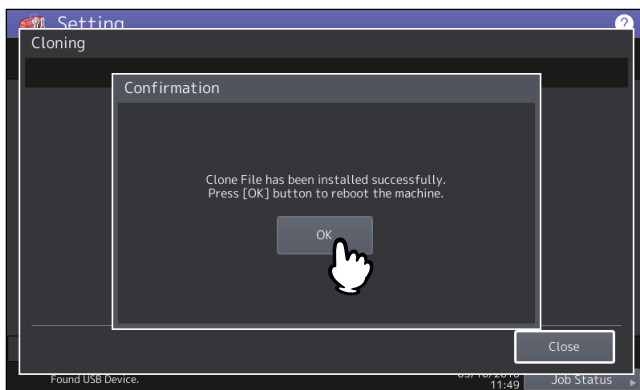
6 Press [Yes].

The installation begins.

Note

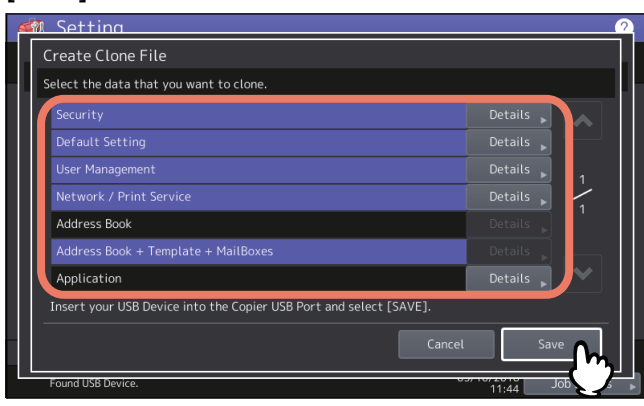
Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

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.



❑ Creating clone files

- 1** On the Cloning screen, press [Create Clone File].
- 2** Connect your USB storage device, select the data that you want to duplicate, and then press [Save].



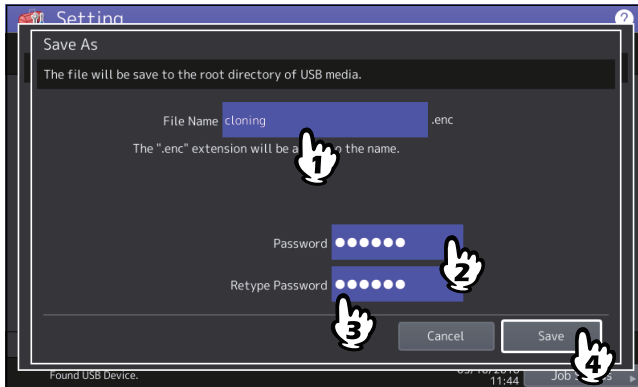
Tips

- 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, Project Code, Home Screen
Network/Print Service	Network settings, Print service, Wireless LAN, Directory Service
Address Book	Address Book
Address Book + Template + MailBoxes	Address Book, Template, Mailboxes
Application	Application Program, Application Settings (except licenses)

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

1. Enter the file name to [File Name].
Enter a file name of up to 128 alphanumeric characters.
2. Enter a password to [Password].
3. Enter the password again to [Retype Password].
4. Press [Save].



Creating of the clone files 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.

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.

■ Making power off settings

You can make settings for the power off screen and the behavior when the power is turned off.

Item name	Description
Power Off Screen	Select whether the selection screen for turning the power off is displayed when the [POWER] button on the control panel is pressed.
Default Power Off Action (Power Off Screen is Disable Case)	Select the method for turning the power off when the [POWER] button on the control panel is press if [Disabled] is selected under [Power Off Screen].

■ 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.

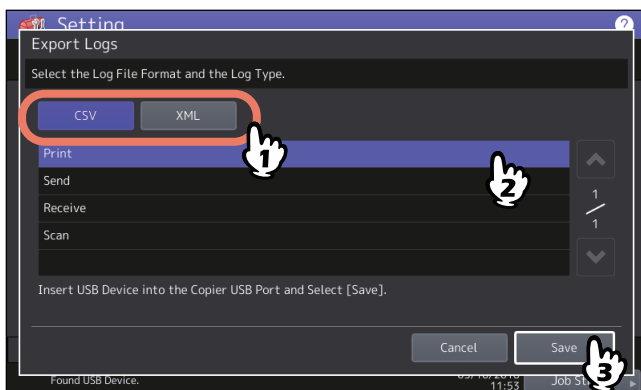
1 Connect your USB storage device to the USB port on the equipment.

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.



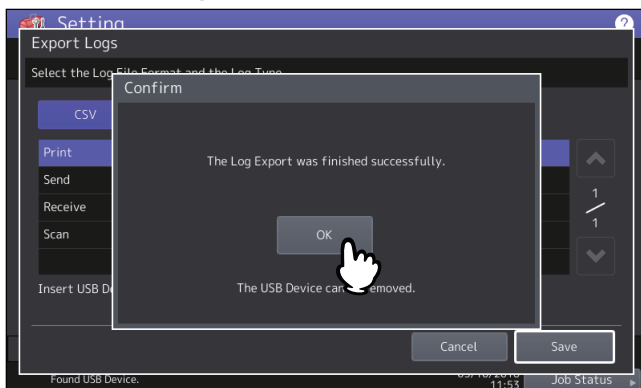
Tip

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	<ul style="list-style-type: none">• On — Press this button to enable the function.• Off — Press this button to disable the function.

Tip

For instructions on how to resolve the cause of a skipped copy or print job, refer to **Software Troubleshooting Guide “Chapter 1: CONFIRMING JOB STATUS ON THE TOUCH PANEL”**.

■ Changing the keyboard settings

□ Changing the software keyboard settings

You can change the settings of the keyboard displayed on the touch panel.

Item name	Description
Display	You can set whether the software keyboard is displayed or not on the touch panel. Note The software keyboard is displayed even if [OFF] is selected depending on the language selected on the touch panel.
Layout	You can select the layout of the keyboard displayed on the touch panel.

□ Making the layout setting for external keyboard

You can select the layout of the connected keyboard as an external keyboard.

Note

The changed setting is applied after restarting the equipment.

■ 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 jam, 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 Jam 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 jam occurred.
Thick Paper Set	Enabling this option displays a message regarding the amount of paper that can be placed in a tray. This message is displayed when thickness is set to [Thick 1] for a tray with different capacity for plain and thick 1 paper (106 to 163 g/m ²), and such tray is opened and then closed.

■ Setting the ADF noise reduction

You can set the scan noise reduction level for scanning originals with the Automatic Document Feeder at copying or scanning. Use this function if scan noise is conspicuous due to fine dust at copying or scanning.


Item name	Description
Copy	<ul style="list-style-type: none"> • None - Select this option to disable the reduction function at copying. • Low, Middle, High - Select this option to use the reduction function at copying. Fine lines other than scan noise may become faint if you set the reduction level higher.
Scan	<ul style="list-style-type: none"> • None - Select this option to disable the reduction function at scanning. • Low, Middle, High - Select this option to use the reduction function at scanning. Fine lines other than scan noise may become faint if you set the reduction level higher.

■ Setting the self-check interval

You can set the self-check interval for maintaining the image quality of this equipment. Setting [Longer] or [Longest] can reduce the number of the times the self-checking is done.

Note

If [Longer] or [Longest] is set, color deviation may occur. When color deviation is conspicuous, return the setting to the original one or carry out registration before performing color printing.

 P.44 "Setting the registration"

■ Assigning the functions to the programmable button

You can assign the functions to the programmable buttons on the control panel. Press [PROGRAMMABLE 1] or [PROGRAMMABLE 2], and then select the function to assign.

Tip

The following functions can be assigned to the programmable button.


Interrupt	Job Status	Setting	Counter	Change Language
Copy	e-Filing	Scan	Print	Fax
Simple Copy	Simple Scan			

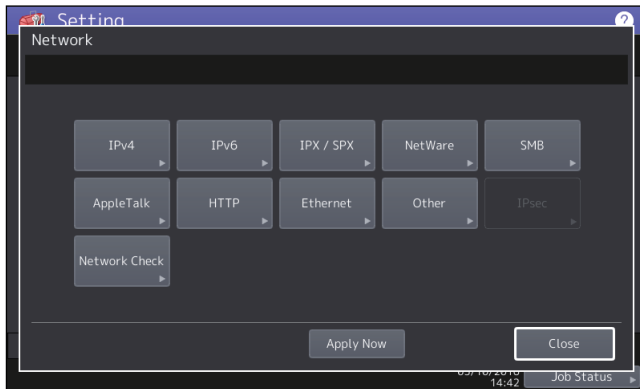
Network












You can set various network functions.

Tip

For instructions on how to display the Network menu, see the following page:

 P.35 “Accessing the Admin Menu”



-  P.63 “Setting the TCP/IP protocol (IPv4)”
-  P.64 “Setting the TCP/IP protocol (IPv6)”
-  P.69 “Setting the IPX/SPX protocol”
-  P.70 “Setting the NetWare settings”
-  P.71 “Setting the SMB protocol”
-  P.72 “Setting the AppleTalk protocol”
-  P.73 “Setting the HTTP network service”
-  P.73 “Setting the Ethernet speed”
-  P.74 “Setting the LDAP services, filtering functions and link down detection”
-  P.75 “Setting IPsec (IP security)”
-  P.76 “Checking the network”

Notes

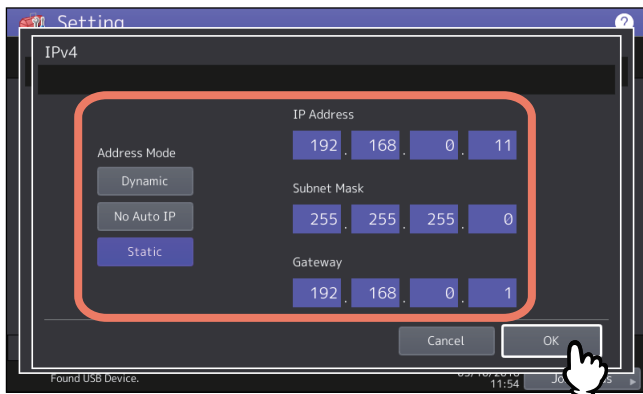
- When performing network settings, you are required to press [Apply Now] after changing the settings to initialize the NIC. Pressing [Apply Now] displays the message “Network Initializing” at the lower left of the screen in a few seconds. The time for this message to appear differs depending on the setting. This message disappears when the setting is complete.
- While “Network Initializing” is being displayed, the [Network], [Security], [Wireless Setting], [802.1X Settings], [Factory Default], [Clock] and [Cloning] buttons cannot be pressed. Perform the operations with these buttons after the message disappears.

■ 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	<ul style="list-style-type: none"> • 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	<p>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.</p> <p>Note This item is enabled only when [Static] is selected for [Address Mode].</p>

■ 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.64 “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.65 “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.

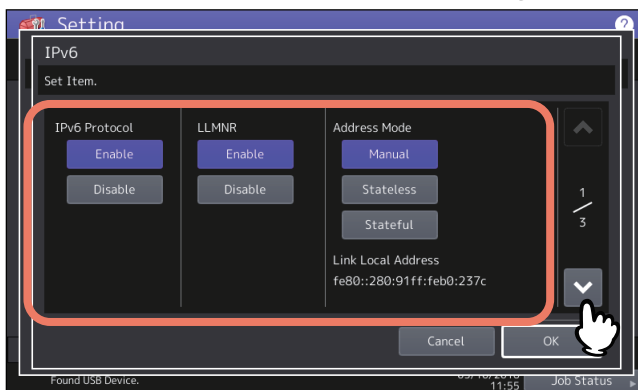
📖 P.67 “Setting the IPv6 protocol automatically (in a stateful network environment)”

Tip

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

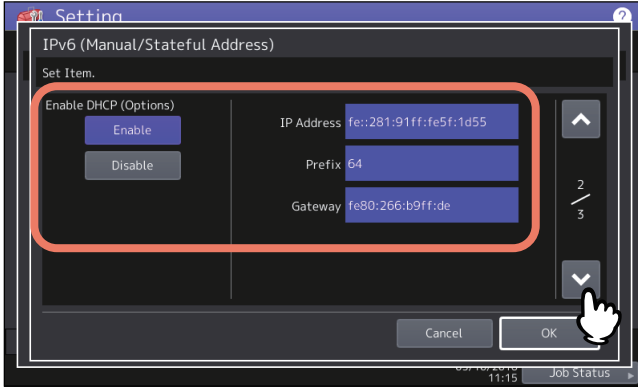
□ Setting the IPv6 protocol manually

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



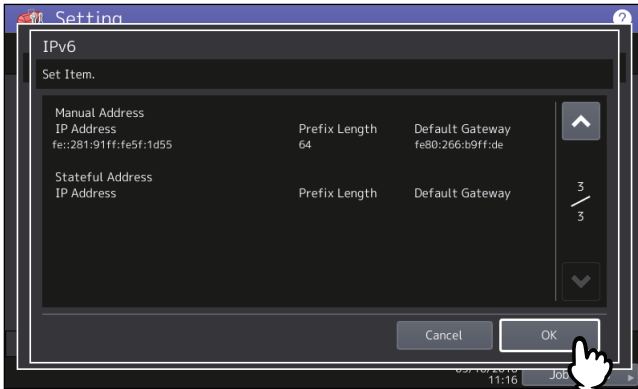
Item name	Description
IPv6 Protocol	<ul style="list-style-type: none"> • Enable — Press this button to enable the IPv6 protocol. • Disable — Press this button to disable the IPv6 protocol.
LLMNR	<ul style="list-style-type: none"> • Enable — Press this button to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • Disable — Press this button 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.

2 Specify the following items as required and press [v].



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. <ul style="list-style-type: none"> • 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.

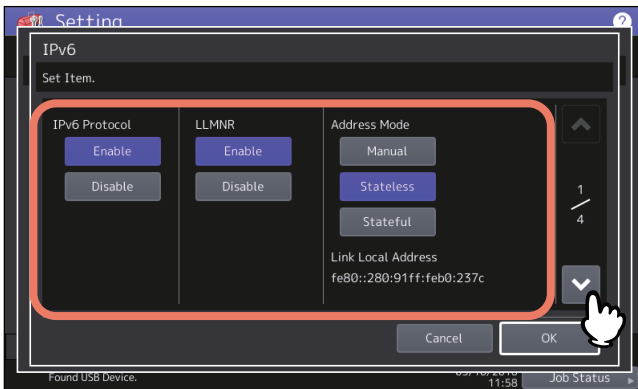
3 Confirm the settings and press [OK].



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 [v].

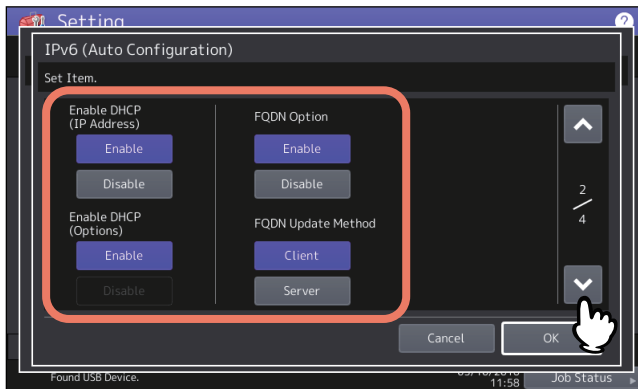


Item name	Description
IPv6 Protocol	<ul style="list-style-type: none"> • Enable — Press this button to enable the IPv6 protocol. • Disable — Press this button to disable the IPv6 protocol.
LLMNR	<ul style="list-style-type: none"> • Enable — Press this button to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • Disable — Press this button to disable the LLMNR protocol.
Address Mode	Select [Stateless] for IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

Note

The link-local address cannot be used to connect to network places across a router.

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

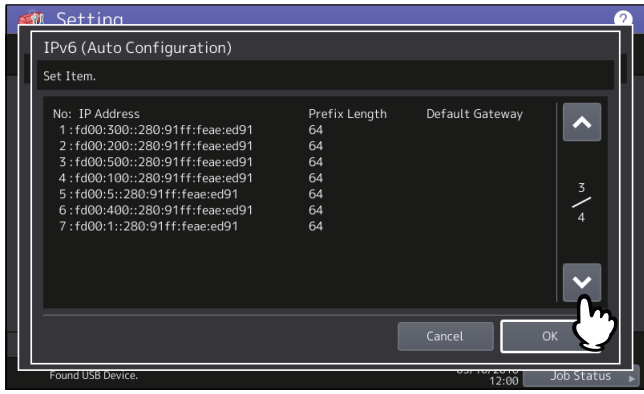


Item name	Description
Enable DHCP (IP Address)	<ul style="list-style-type: none"> • Enable — Press this button to use the IPv6 address issued by the DHCPv6 server. • Disable — Press this button to disable the IPv6 address issued by the DHCPv6 server.
Enable DHCP (Options)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 [OK].



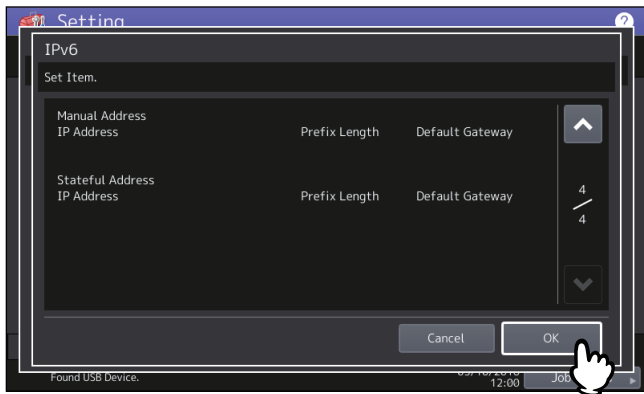
Tip

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].



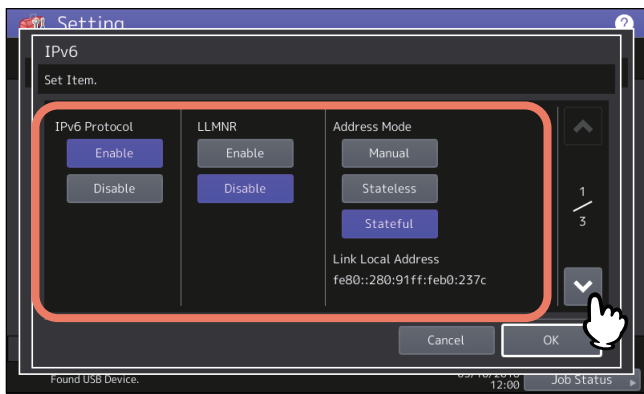
You will be returned to the Network menu.

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 [OK].

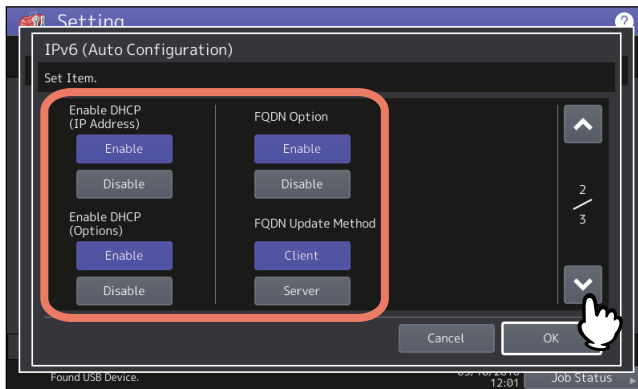


Item name	Description
IPv6 Protocol	<ul style="list-style-type: none"> • Enable — Press this button to enable the IPv6 protocol. • Disable — Press this button to disable the IPv6 protocol.
LLMNR	<ul style="list-style-type: none"> • Enable — Press this button to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • Disable — Press this button 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.

Note

The link-local address cannot be used to connect to network places across a router.

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

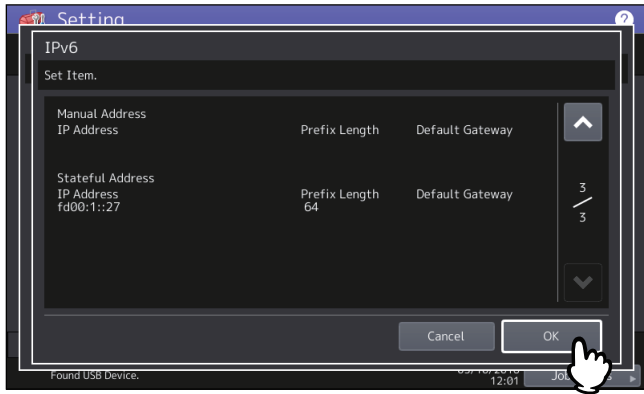


Item name	Description
Enable DHCP (IP Address)	<ul style="list-style-type: none"> • Enable — Press this button to use the IPv6 address issued by the DHCPv6 server. • Disable — Press this button to disable the IPv6 address issued by the DHCPv6 server.
Enable DHCP (Options)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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].



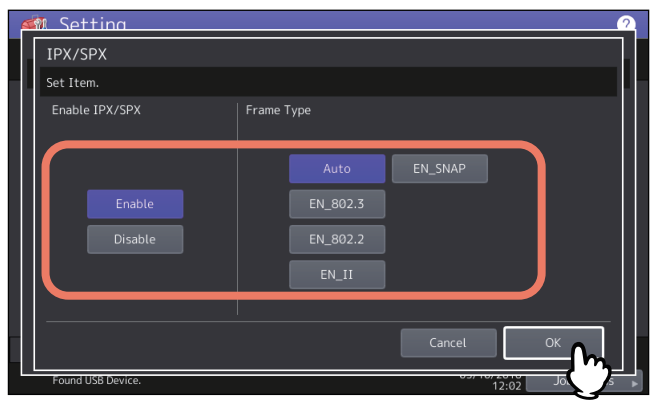
You will be returned to the Network menu.

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.



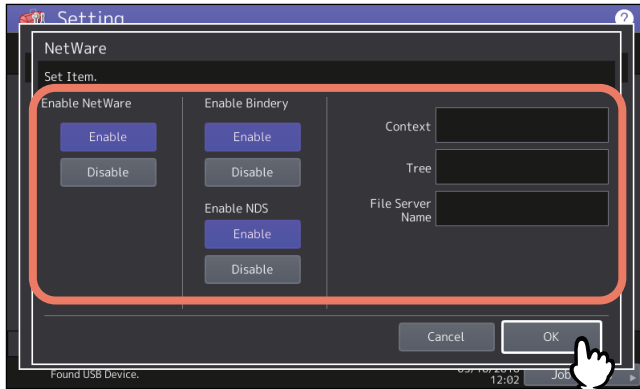
Item name	Description
Enable IPX/SPX	<ul style="list-style-type: none"> Enable — Press this button to use the IPX/SPX protocol in this equipment. Disable — Press this button to disable the IPX/SPX protocol.
Frame Type	Press [Auto] to automatically detect the appropriate frame type, or press a specific 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.



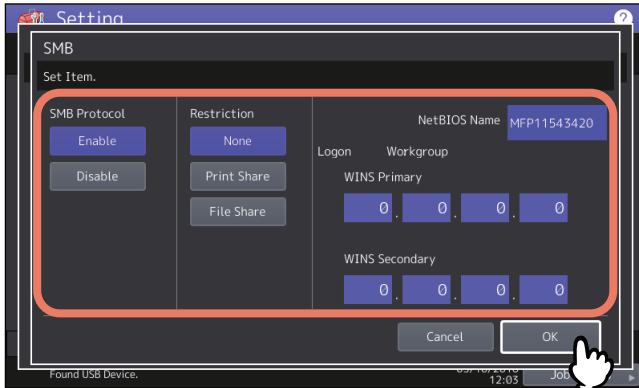
Item name	Description
Enable Netware	<ul style="list-style-type: none">• Enable — Press this button to use the NetWare protocol.• Disable — Press this button to disable the NetWare protocol.
Enable Bindery	<ul style="list-style-type: none">• Enable — Press this button to enable communication with the NetWare file server in bindery mode.• Disable — Press this button to disable communication with the NetWare file server in bindery mode.
Enable NDS	<ul style="list-style-type: none">• 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	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	Enter the NDS tree. This must be entered when you connect the NetWare file server in the NDS mode.
File Server Name	Enter the NetWare file server name. It is recommended that this be entered when you connect the NetWare file server in bindery mode.

Tip

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.



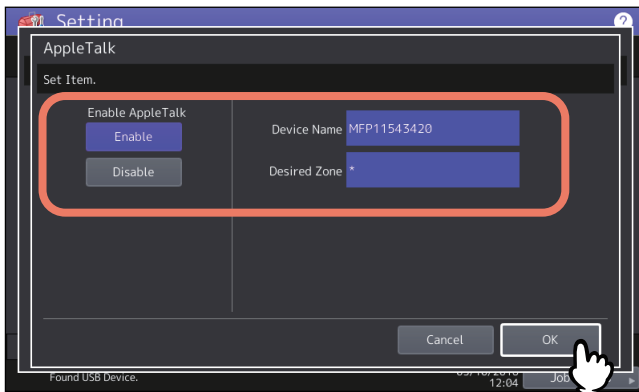
Item name	Description
SMB Protocol	<ul style="list-style-type: none"> • Enable — Press this button to use the SMB protocol. • Disable — Press this button to disable the SMB protocol. <p>When you select [Enable], select the function that you want to disable in [Restriction].</p>
Restriction	<p>Select whether to disable the printer sharing or file sharing function. You can select one of the following:</p> <ul style="list-style-type: none"> • 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.
NetBIOS Name	<p>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.</p>
Logon	<p>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 <i>TopAccess Guide “Chapter 8: [Administration] Tab Page”</i>.</p>
WINS Primary	<p>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.</p>
WINS Secondary	<p>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.</p>

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

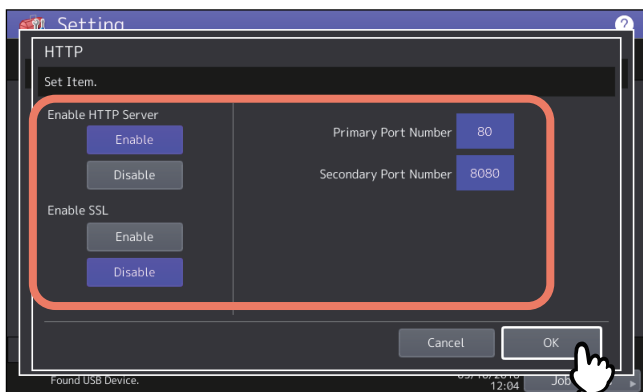
The AppleTalk protocol must be enabled and properly set to enable AppleTalk printing from a Mac computer.



Item name	Description
Enable Appletalk	<ul style="list-style-type: none">• Enable — Press this button to use the AppleTalk protocol.• Disable — Press this button to disable the AppleTalk protocol.
Device Name	Enter the device name of this equipment.
Desired Zone	Enter the AppleTalk zone name. If your AppleTalk network has not been configured with a zone, enter the default zone name “*”.

■ Setting the HTTP network service

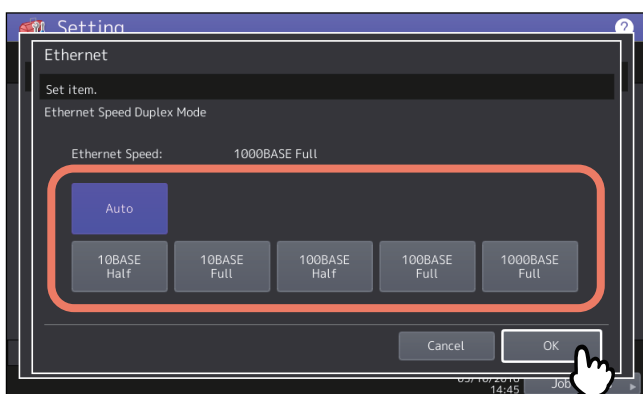
You can enable or disable the HTTP network server service that provides web-based utilities on this equipment, such as TopAccess and e-Filing.



Item name	Description
Enable HTTP Server	<ul style="list-style-type: none"> • Enable — Press this button to use the HTTP network server service. • Disable — Press this button to disable the HTTP network server service. <p>This option must be enabled for TopAccess and the e-Filing web utility.</p>
Enable SSL	<p>Select whether or not to use SSL (Secure Sockets Layer).</p> <ul style="list-style-type: none"> • 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	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	Enter the secondary port number to be used to access TopAccess and the e-Filing web utility. Normally use the default port number “8080”.

■ Setting the Ethernet speed

You can specify the Ethernet speed.



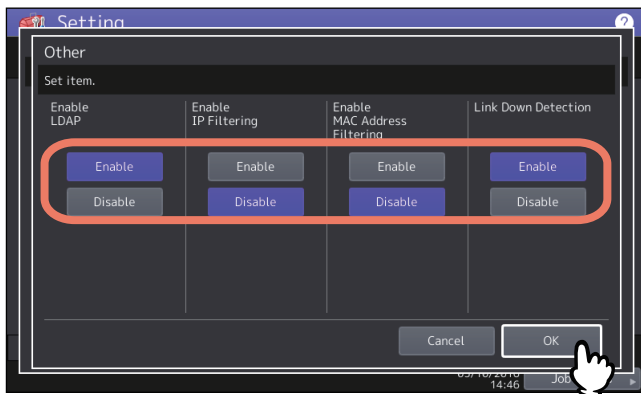
Item name	Description
Ethernet Speed Duplex Mode	Select the desired combination of communication speed and transmission method.

Notes

- The options vary depending on the model.
- 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, filtering functions and link down detection

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 and the link-down detection function.



Item name	Description
Enable LDAP	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Enable — Press this button to use IP filtering.• Disable — Press this button to disable IP filtering.
Enable MAC Address Filtering	<ul style="list-style-type: none">• Enable — Press this button to use MAC address filtering.• Disable — Press this button to disable MAC address filtering.
Link Down Detection	<ul style="list-style-type: none">• Enable — Press this button to use the link down detection.• Disable — Press this button to disable the link down detection.

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”**.

Notes

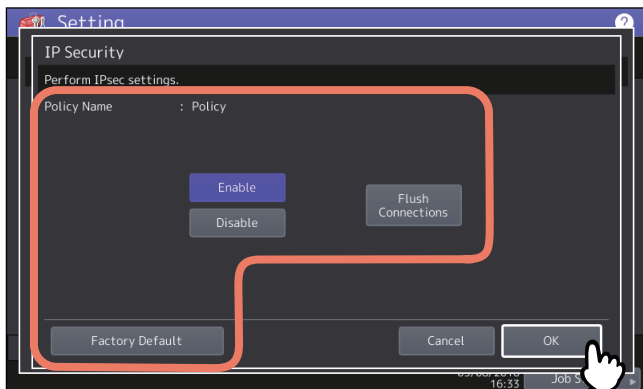
- If the LDAP network service is disabled, you will not be able to acquire the “From Address” from the LDAP server during the User Authentication for Scan to E-mail for transmitting an E-mail.
- If this equipment is not connected to the network, disable the link down detection function.

■ 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

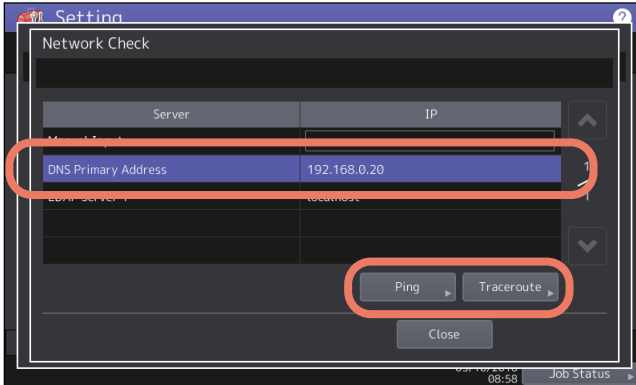
[IPsec] is available only when the IPsec Enabler is installed.

■ 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 SNTTP server (IPv4/IPv6)
- Secondary SNTTP 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.

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].


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 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.35 “Accessing the Admin Menu”

COPY screen (1/4)

Item name	Description
Maximum Copies	Press the button of the desired maximum number of copies to be allowed from [9999]*, [999], [99], and [9].
Auto 2-Side Mode	<p>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 Automatic Document Feeder.</p> <ul style="list-style-type: none"> • 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 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.

* This option may be unavailable depending on the model.

Copy screen (2/4)

Item name	Description
Automatic Change of Paper Source	<p>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.</p> <p>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.</p> <p>Note</p> <p>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.</p> <p>For instructions on how to check and/or change attribute for a tray, see the following page:  P.21 “Tray”</p>
Suspend Printing If Stapler Empty	<p>This option allows you to select whether to stop printing when the stapler is empty during stapling in other than the saddle stitch mode.</p> <ul style="list-style-type: none"> • On — Press this button to stop printing. • Off — Press this button to continue printing without stapling. <p>Note</p> <p>If the stapler is empty in the saddle stitch mode, printing stops.</p>
Paper of Different Direction*	<p>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.</p> <p>Note</p> <p>When envelope or non-standard size paper is used, this function is not available.</p>
Default Mode of Auto Color	It allows you to specify the initial mode for the Auto Color Copy mode.

* For paper feeding when the tray becomes empty during copying, refer to Paper feeding at automatic change of paper source below.

Copy screen (3/4)

Item name	Description
Auto Output Bin Change (Cascade Print)	<ul style="list-style-type: none"> • On — Press this button to continue printing by automatically changing the output bin when the original stacker becomes full. • Off — Press this button to stop printing when the stacker becomes full.
Waste Hole Punch Tray Full	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • On — Press this button to use the original outside erase function. • Off — Press this button to disable the original outside erase function.

Copy screen (4/4)

Item name	Description
Centering Copy	You can set whether the centering copy function is used.

Paper feeding at automatic change of paper source

The following is an example for the automatic change of paper source while copying 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	-	-

If the FAX Unit and the 2nd Line for FAX Unit are not installed, only [Discard] and [Reduction] for [Rx Print] are available.

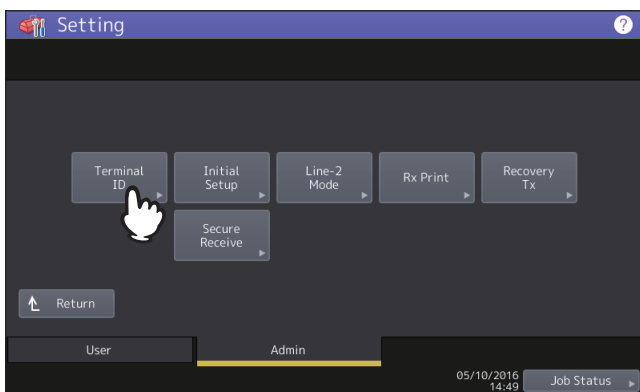
Tips

- 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.35 “Accessing the Admin Menu”

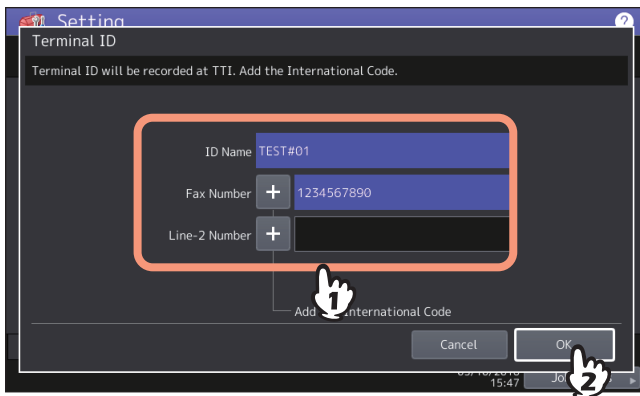
■ Registering the terminal ID

This section describes how to register the terminal ID of this equipment. If the terminal ID is registered in advance, sender information can be printed on the leading edge on the transmitted original, and receiver information on the trailing edge on the received fax.

1 Press [Terminal ID].



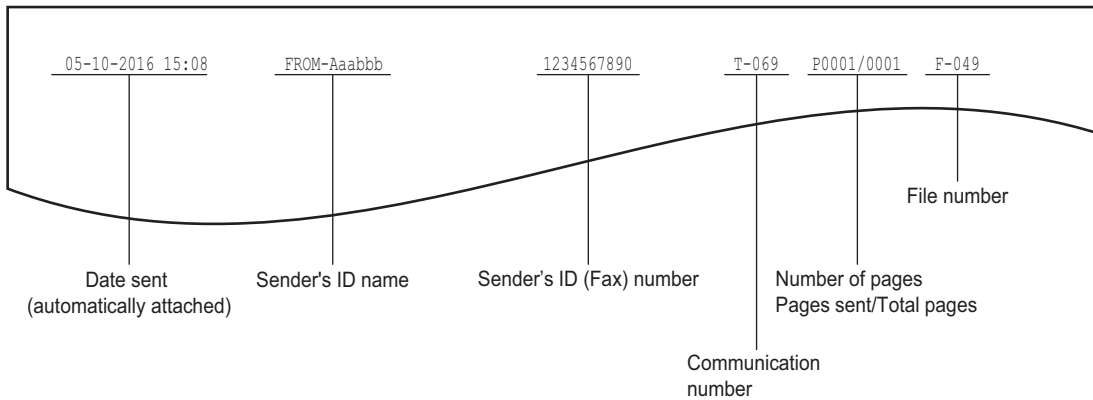
2 Set each setting option, and then press [OK].



- You can enter up to 20 characters in the ID Name, but whether they can all be displayed or not depends on their size.
- When you add an international code, press [+]. To enter a pause “ - ”, press [Pause].
- Line-2 Number is displayed only when the 2nd Line for FAX Unit is installed.

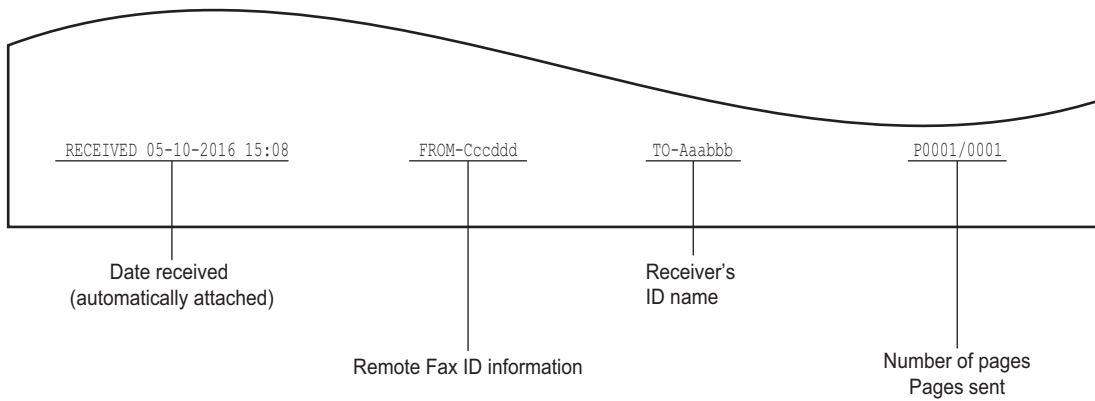
Example of how sender information is printed on paper

Sender information is printed about 5 mm (0.2 inch) from the top edge of the transmitted copy of the original.



Example of how receiver information is printed on originals you receive

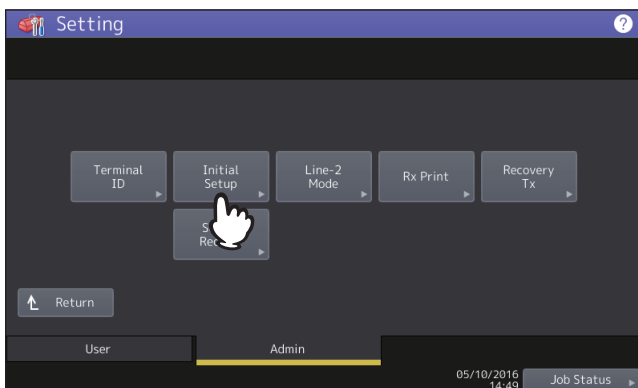
Receiver information is printed about 5 mm (0.2 inch) from the bottom edge of the received copy of the original.



■ Setting the initial setup

You can set the initial settings for the fax functions.

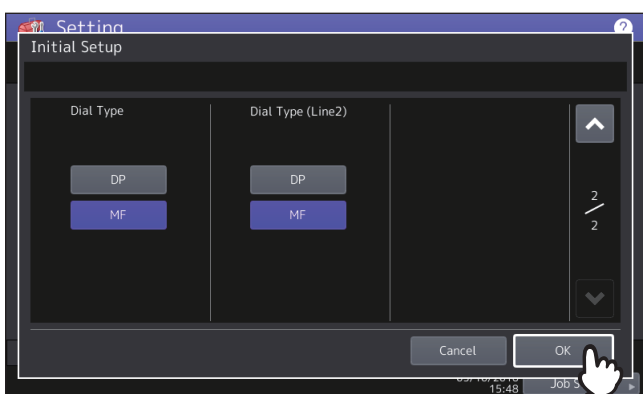
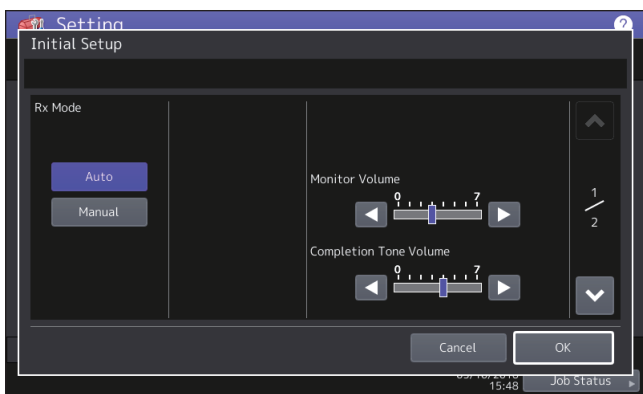
1 Press [Initial Setup].



2 Set each option, and then press [OK].

Tip

Setting these items may not be required since they may not be displayed on the screen (it depends on your country or region).



Rx Mode

Set the fax reception mode.

- Auto: This equipment receives an incoming fax automatically.
- Manual: This equipment receives an incoming fax manually.

Tips

- To receive a fax in the manual mode, an external telephone is required.
- When the 2nd Line for FAX Unit is installed, the reception mode of the 2nd lines limited to “Auto reception”.

Monitor Volume / Completion Tone Volume

Monitor tone volume (line tone when on-hook) and Reception completion tone volume (You hear this tone when reception is completed). Each volume can be set in 8 levels (0: tone Off).

Dial Type / Dial Type (Line2)

There are 2 types of telephone lines. When you first install this equipment or you change the connected telephone line, set this according to the telephone line type.

- DP: Dial pulse lines.
- MF: Multi frequency lines.

Tip

“Dial Type (Line2)” can be set when the 2nd Line for FAX Unit is installed.

■ Setting Rx printing

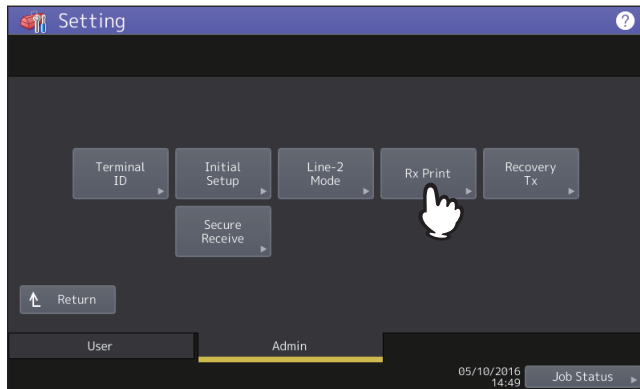
You can set up options to print a received fax.

Tip

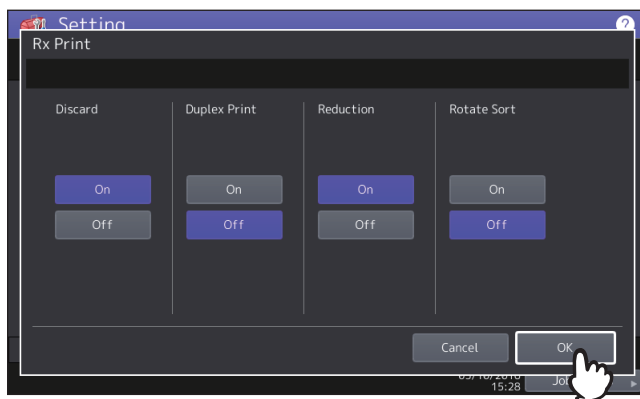
In the Administrator's Function List, you can view the status of the options. For details of the operation to print the list, refer to the following.

📖 P.103 "Printing lists"

1 Press [Rx Print].



2 Set each option, and then press [OK].



Discard

You can switch discard printing ON or OFF. With it being set to ON, if an original is up to 10 mm (0.4 inch) longer than the printing area, the part that exceeds the paper printing area is discarded.

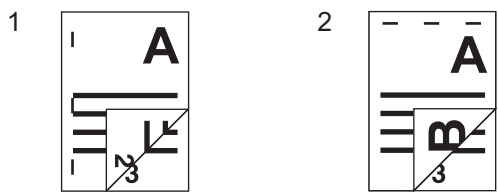
Duplex Print

You can switch duplex printing ON or OFF. With it being set to ON, received documents are printed on both sides of paper.

Tips

- Duplex printing is available only if the received fax sizes and resolution are the same.
- When paper has run out during duplex printing, the rest of the documents are printed on another size paper.
- When the received fax is printed on 2 sheets of paper because it exceeds the printing area, duplex printing is not available.
- Documents received using the batch transmission function are printed on both sides of the paper as one continuous document. Pay attention to the separation of the individual documents particularly those consisting of an odd number of pages.
- Even when duplex printing is set to ON, the document printed using the reception forward function is printed on a single side of paper.
- Duplex printing direction differs depending on the received document size, as shown in the figures below. Received LD, LG, LT, A3, A4, or B4-sized documents are printed so that they can be bound along the long edge of the direction. (Figure 1)

Received ST, A5 or B5-sized documents are printed so that they can be bound along the short edge of the direction. (Figure 2)



Reduction

You can switch Rx reduction printing ON or OFF. With it being set to ON, if an original exceeds the printing area by more than 10 mm (0.4 inch), it is reduced by 75% of the original size when printing.

Rotate Sort

You can switch the rotate sort function ON or OFF. With this being set to ON, received faxes are alternately sorted horizontally and vertically for each fax job.

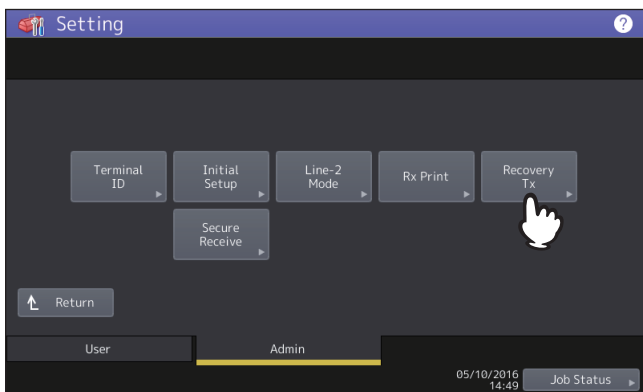
Tips

- Rotate Sort is available only for LT/A4-sized paper. Set the LT and LT-R, or A4 and A4-R trays.
- If paper runs out during Rotate Sort, the rest of the documents are printed on the remaining paper. If no copy paper remains, printing is performed on a larger size than A4/A4-R or LT/LT-R.
- When the rotate sort function is set to ON, the attribute cannot be set to “FAX”.

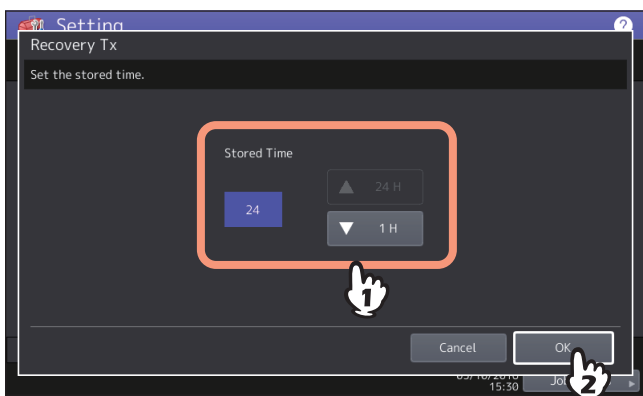
Setting recovery transmission

You can set a period of time to retain original data in the memory for the recovery transmission function, or whether enabling or disabling this function.

1 Press [Recovery Tx].



2 Press [▲24H] or [▼1H] to set the document-stored time, and then press [OK].



Note

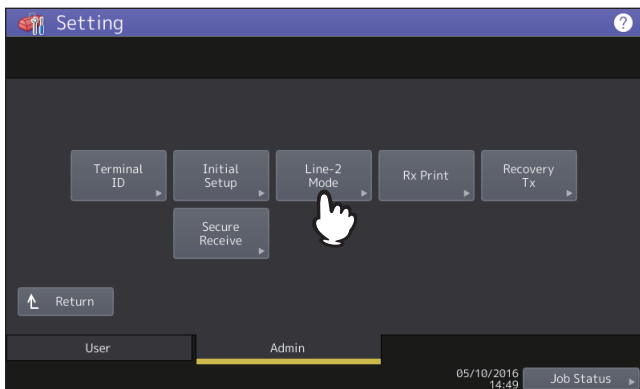
When the screen is returned to the one shown in step 1 above, make sure that an orange line is marked on [RECOVERY Tx]. This line indicates that the recovery transmission function is ON. If you press [RECOVERY Tx] again, the orange line disappears, that is, the function is OFF.

■ Setting 2nd Line for FAX Unit

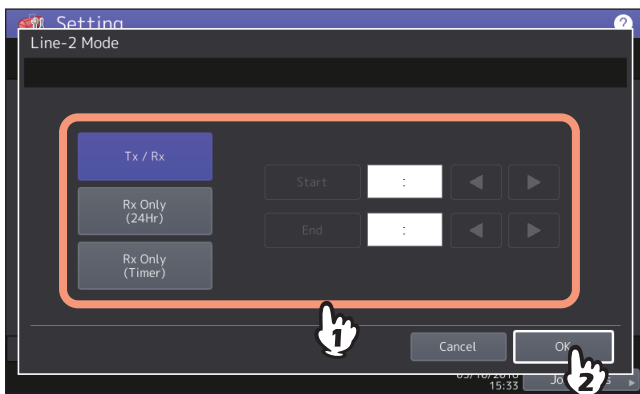
You can make settings so that two lines can be used at the same time using the 2nd Line for FAX Unit installed. In addition to the settings described below, you need to:

- Register the terminal ID.
P.79 “Registering the terminal ID”
- Set the dial type.
P.80 “Setting the initial setup”

1 Press [Line-2 Mode].



2 Set how you want to use the 2nd line, and then press [OK].



Tx / Rx

The 2nd line is used for both transmission and reception.

Rx Only (24HR)

The 2nd line is used only for reception.

Rx Only (Timer)

The 2nd line is used only for reception during a specified period of time. To move the cursor, use ◀ or ▶. Specify the time period on a 24-hour basis.

Tip

The automatic reception is only available for the 2nd line.

■ Secure Receive

The Secure Receive function allows you to store received fax jobs in the equipment without printing them. With this function, you can prevent the leaking of confidential information in a fax received when no people are present in your office, such as nighttime or holidays, or when an unspecified number of people visit your office. The Secure Receive setting consists of a manual ON/OFF setting and a scheduled ON/OFF setting for each day of the week (Weekly Schedule) by administrators. The Secure Receive function can be manually enabled/disabled, or automatically enabled/disabled at a specified time and day of the week.

Notes

- If the equipment is being used in the High Security mode, the Secure Receive function is not available.
- The data lamp does not light when the equipment is in the Deep Sleep mode.

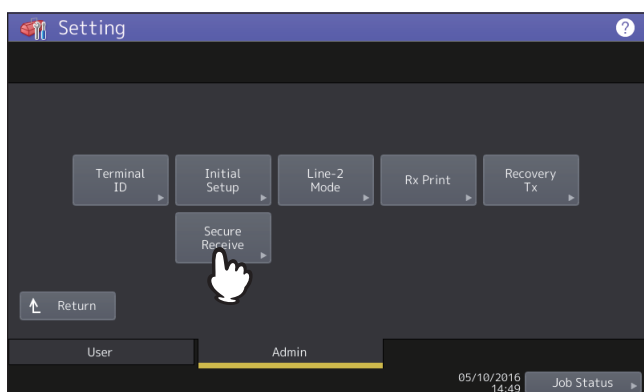
Tip

In [Fax] in the [User] tab, you can enable or disable the Secure Receive function earlier than the time set by Weekly Schedule.

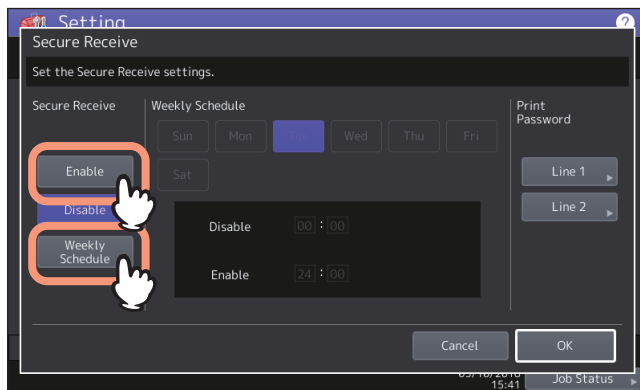
□ Setting Secure Receive

You can set how you receive a Secure Receive fax.

1 Press [Secure Receive].



2 Select [Weekly Schedule] or [Enable] for Secure Receive.

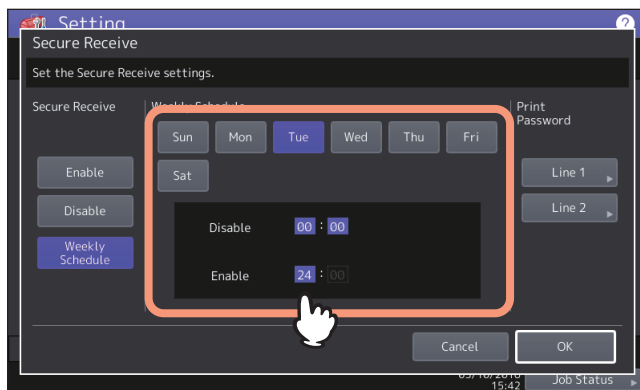


[Enable]

You can enable the Secure Receive function.

[Weekly Schedule]

You can set the time for each day of the week for automatically enabling or disabling the Secure Receive function.

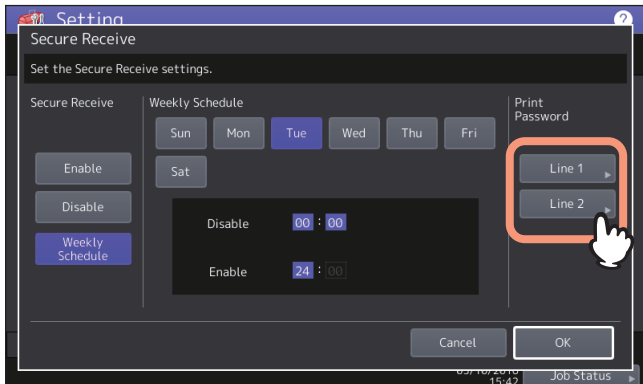


- Time is displayed in 24-hour format.
- To enable the function throughout the day, set [Disable]/[Enable] to 00:00/00:00.
- To disable the function throughout the day, set [Disable]/[Enable] to 00:00/24:00.

❑ Setting a password for printing

You can set a password for printing a received Secure Receive fax.

1 Select [Line 1] or [Line 2].



- A password for printing can be set for each line.

2 Enter the password in [New Password] and [Retype New Password], and then press [OK].

- Up to 20 alphanumeric characters (including the following symbols) can be entered for the password. You can use alphanumerics and the following symbols.
\$ () * + , - . / : ; = ? @ \ ^ _ ` { | } ~


3 Press [OK].

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.

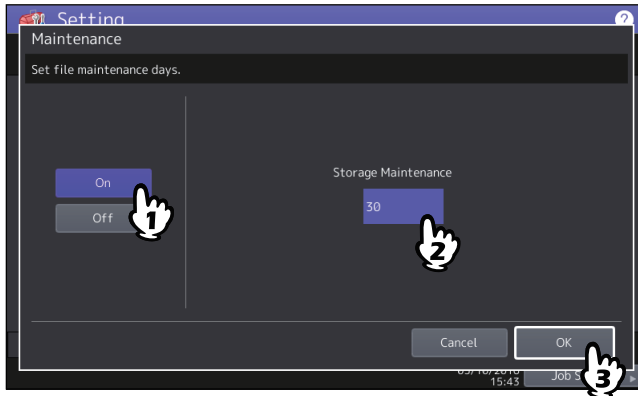
Tip

For instructions on how to display the Maintenance screen, see the following page:

 P.35 “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.
3. Press [OK] to save the settings.



Tip

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

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.

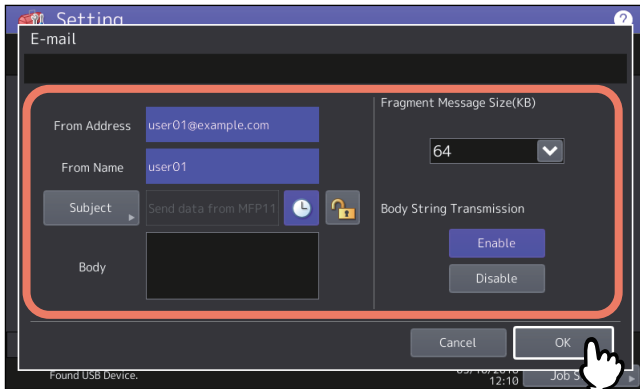
- **E-mail Body String Transmission**

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.35 “Accessing the Admin Menu”



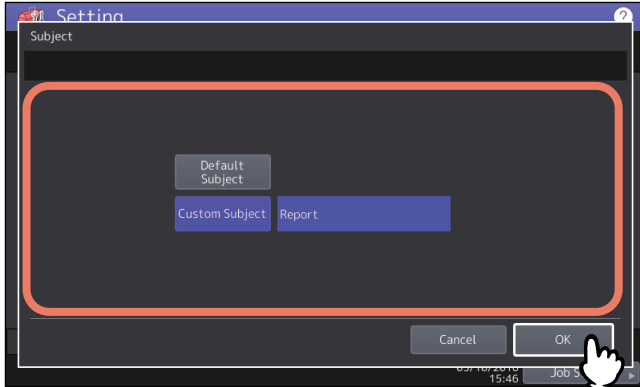
Item name	Description
From Address	Enter the E-mail address of this equipment.
From Name	Enter the name of this equipment.
Subject	Press this button to set the default E-mail subject. Pressing this button displays the Subject screen. For details of this screen, see “Operations in the Subject screen” 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	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	<ul style="list-style-type: none"> • 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.

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.

This menu allows you to set the options below.

Tip

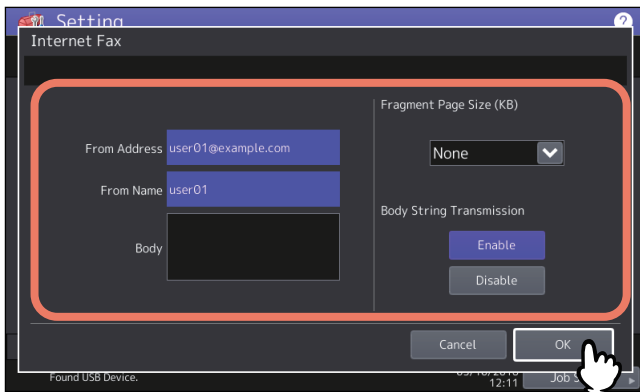
Depending on the model, [Internet Fax] is available only when the Scanner Kit or Printer/Scanner Kit is installed.

- **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.35 "Accessing the Admin Menu"






Item name	Description
From Address	Enter the E-mail address of this equipment.
From Name	Enter the name of this equipment.
Body	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	<ul style="list-style-type: none">• 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.


Security

This menu allows you to perform the following operations:

-  P.92 “Managing certificates”
-  P.96 “Setting secure PDF”
-  P.98 “Performing the integrity check”



Tip

For instructions on how to display the Security screen, see the following page:

-  P.35 “Accessing the Admin Menu”

■ Managing certificates

You can import device certificates and CA certificates, as well as export device certificates.

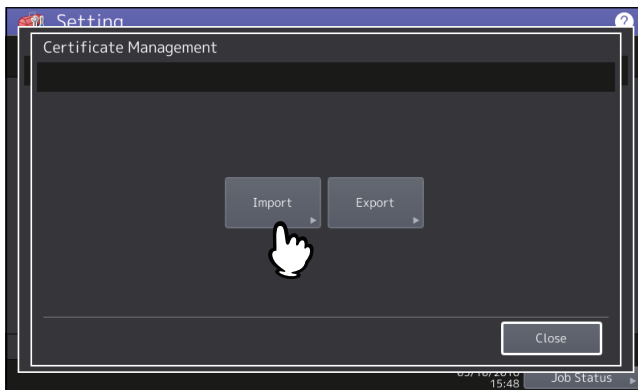
-  P.92 “Importing a certificate”
-  P.95 “Exporting the device certificate”

Tip

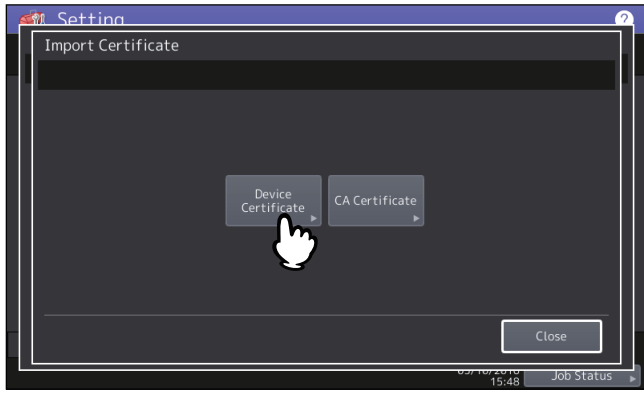
When importing certificates into the equipment, store the files that you want to import in the root directory of your USB storage device in advance.

□ Importing a certificate

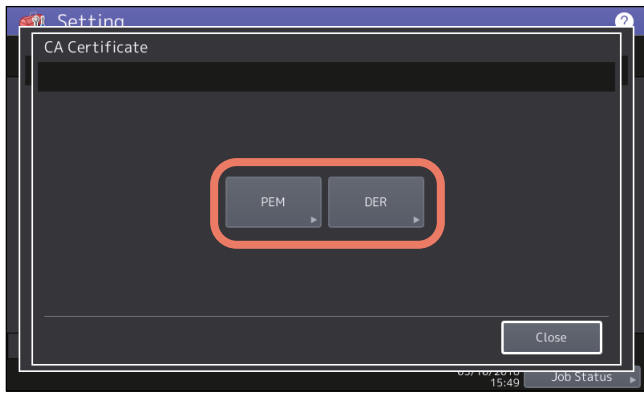
- 1** On the Security screen, press [Certificate Management].
- 2** Press [Import].



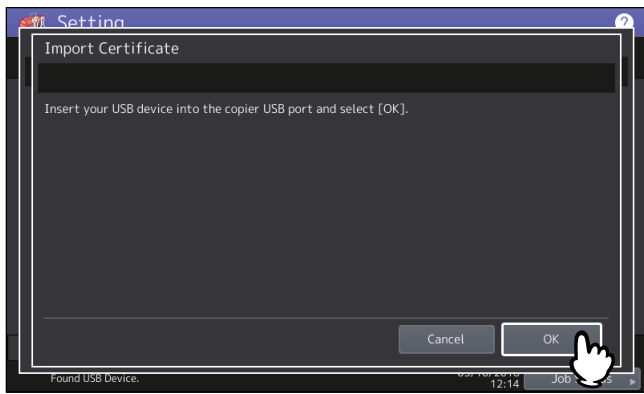
3 Press [Device Certificate] or [CA Certificate].



If you selected [CA Certificate], the CA Certificate screen is displayed. Select the desired encoding method from [PEM] and [DER].



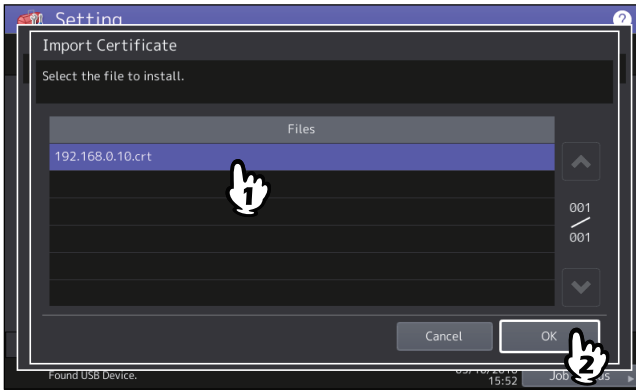
4 Connect the USB storage device in which the certificates are stored to the USB port on the equipment, and press [OK].



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].



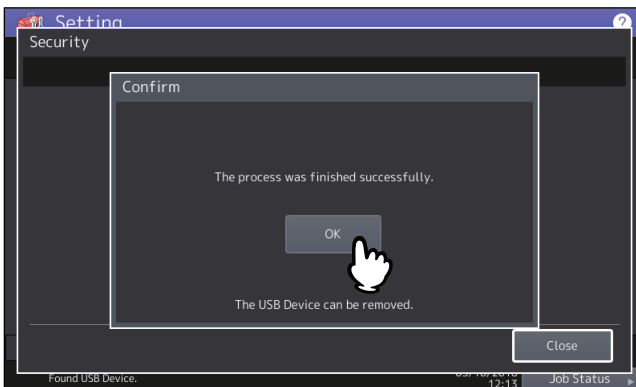
- When the file extension is “.pfx” or “.p12”, the Password Required screen will be displayed. Proceed to the next step.
- When the file extension is any other than above, importing the certificate will begin. Proceed to step 7.

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 Enter the password and press [OK].

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



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

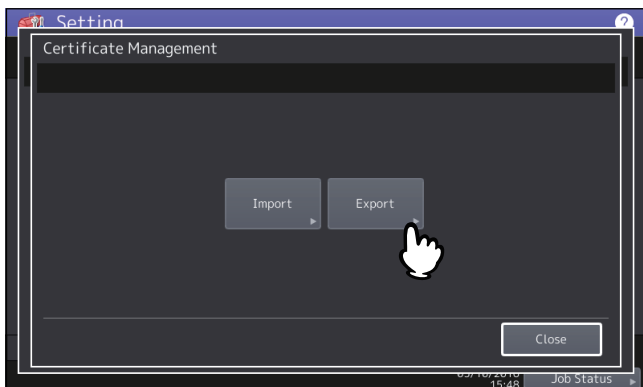
❑ Exporting the device certificate

Tip

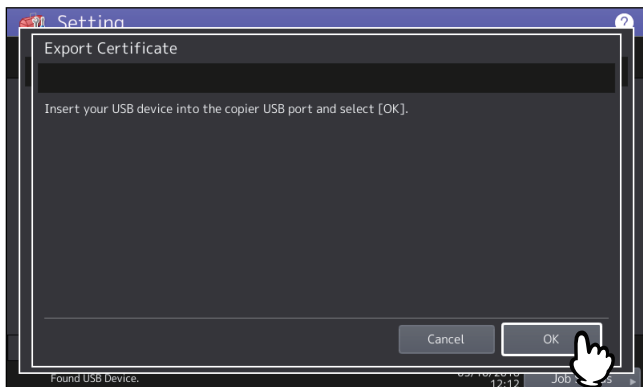
The file format of the exported device certificate will be PEM (extension .crt).

1 On the Security screen, press [Certificate Management].

2 Press [Export].



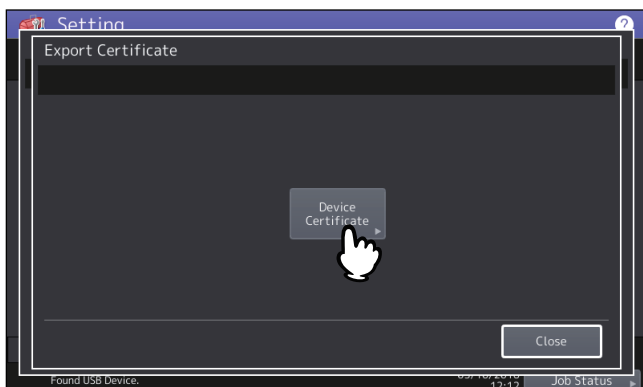
3 Connect your USB storage device to the USB port on the equipment, and press [OK].



Tip

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

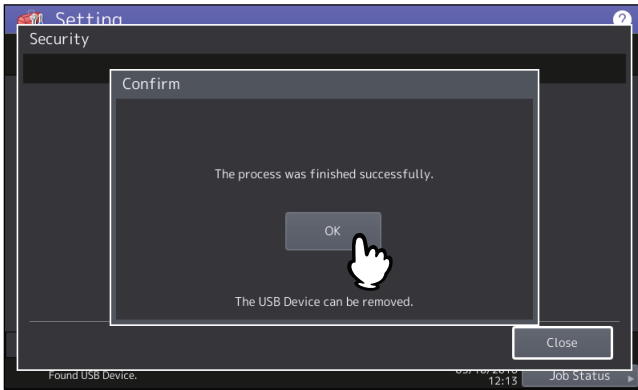
4 Press [Device Certificate].



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].



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.

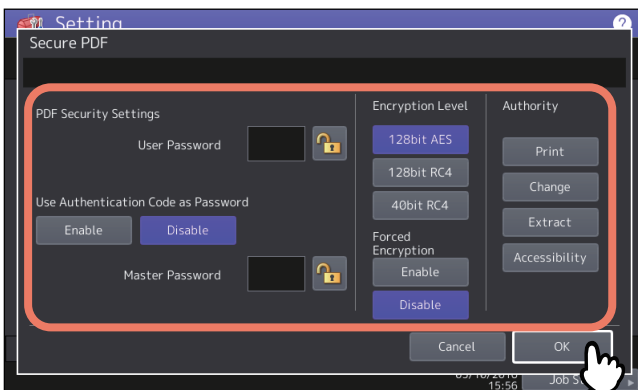
Tip

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	Enter the password required to open a secure PDF file. No user password is initially set.
Use Authentication Code as Password	<ul style="list-style-type: none"> • 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	Enter the password required to change the security setting of a secure PDF file. No master password is initially set.

Item name	Description
Encryption Level	Select the encryption level for the secure PDF files. <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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.

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.
- In this equipment, only ASCII characters are supported as available for a password for the encrypted PDF files. Due to this, if any characters other than ASCII ones are used in the user name and when [Use Authentication Code as Password] is selected, the encrypted PDF files cannot be opened since the password becomes incorrect.
- 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

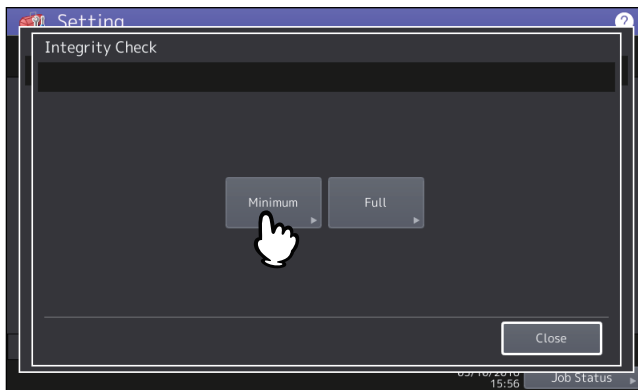
■ Performing the integrity check

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

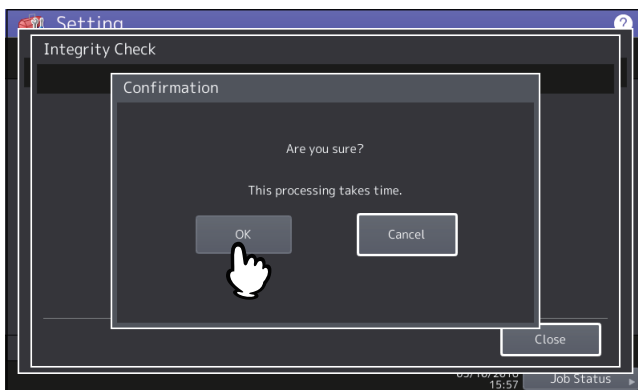
- [Minimum]
Selecting [Minimum] checks the execution code to run the security function and the data to which the security execution code refers.
- [Full]
Selecting [Full] checks all execution codes and the data to which the security execution code refers.

1 On the Security screen, press [Integrity Check].

2 Press [Minimum] or [Full].



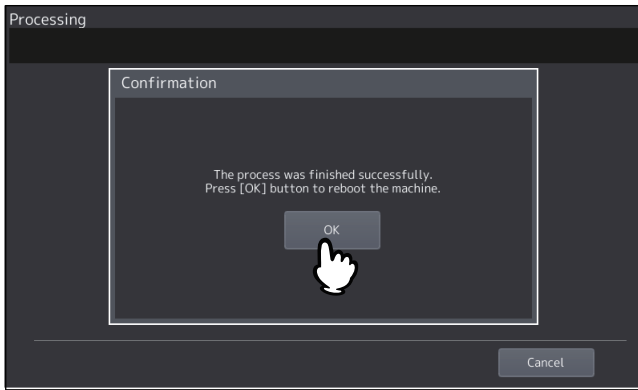
3 Press [OK].



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.
- Periodically perform the integrity check. 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.




List/Report

This menu allows you to perform the following operations:

-  P.100 “Setting the report”
-  P.103 “Printing lists”

Tip

For instructions on how to display the List/Report menu, see the following page:

-  P.35 “Accessing the Admin Menu”

■ Setting the report

□ Report Setting

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

- **Transmission / Reception Journal**


-  P.100 “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 5000 journals can be exported as a file from TopAccess administrator mode.

- **Communication Report**

-  P.101 “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.102 “Setting the reception list”

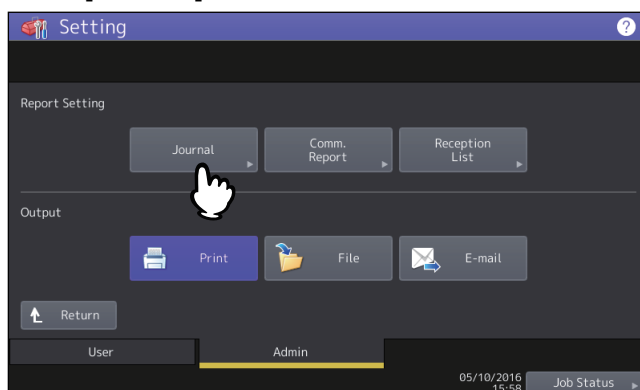
The settings for the reception list allows you to specify whether to print a reception list when the mailbox on this equipment has received a document. This can be set for each the following mailbox transactions:

- **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.

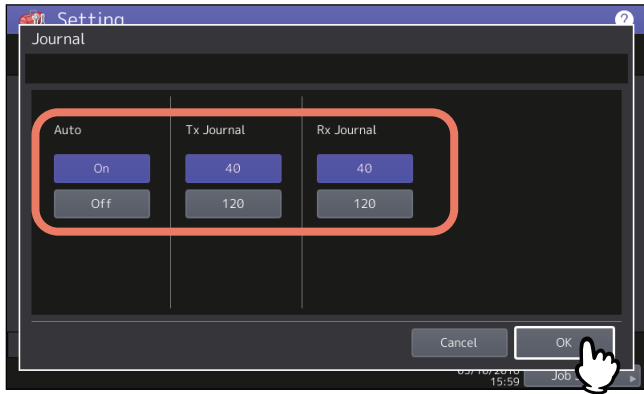
Setting the transmission / reception journal output

1 On the List/Report menu, press [Report Setting].

2 Press [Journal].



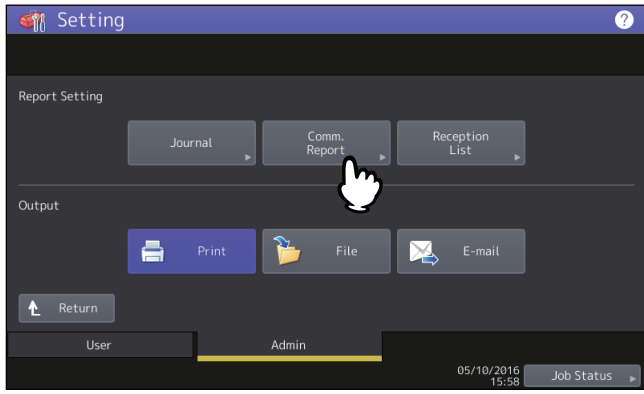
3 Specify the following items as required and press [OK].



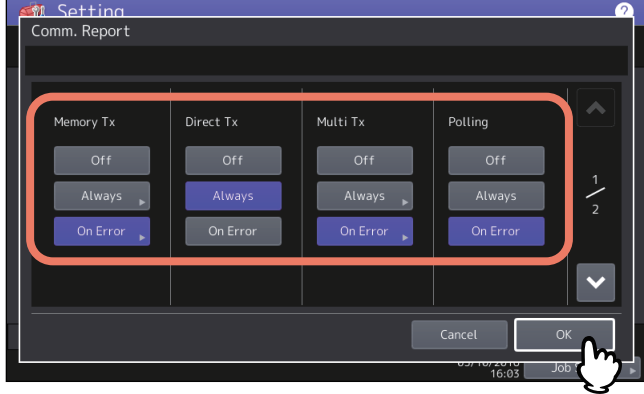
Item name	Description
Auto	Press [On] to enable printing the transmission and reception journals automatically. When you enable this option, the transmission and reception journals will be printed when the specified numbers of transactions are completed.
Tx Journal	Press the number button that specifies 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].**
- 2 Press [Comm. Report].**



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

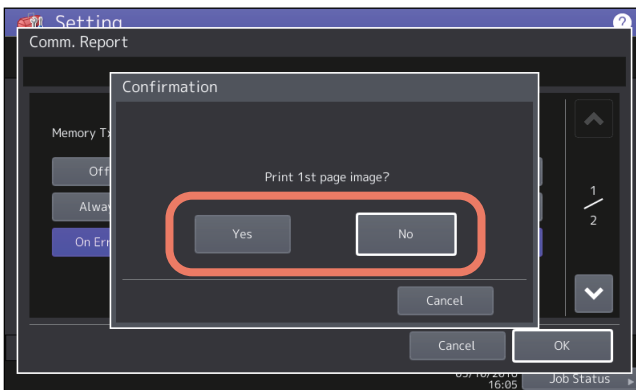


Item name	Description
Memory Tx	<ul style="list-style-type: none"> • Off — Press this button to disable printing of communication report. • Always — Press this button to always print the communication report. • On Error — Press this button to print the communication report in the event of an error.
Direct Tx	
Multi Tx	
Polling	
Relay Originator	
Relay Station	
Relay Destination	

Note

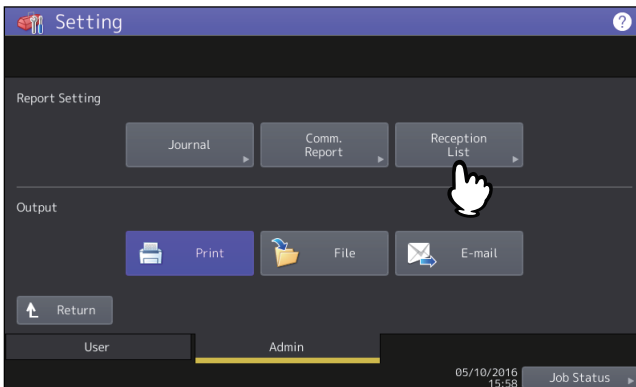
Items other than [Memory Tx] and [Multi Tx] are available only when the FAX Unit is installed.

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.

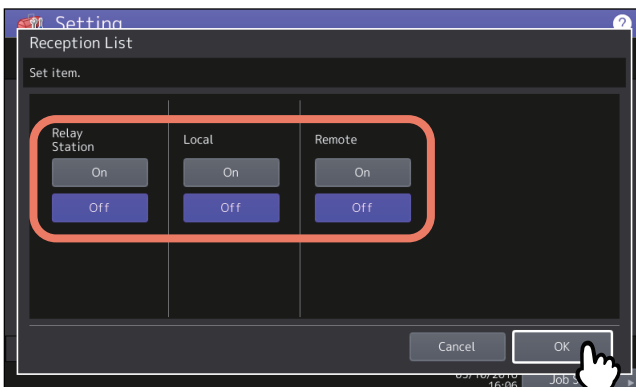


Setting the reception list

- 1 On the List/Report menu, press [Report Setting].
- 2 Press [Reception List].



- 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.

❑ Output

Select the output format of report. When you select [File] or [E-mail], you need to specify the destination for saving file or e-mail address on TopAccess. For details, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.

■ Printing lists

You can print NIC Configuration Page, Function List, PS Font List, and PCL Font List.

Note

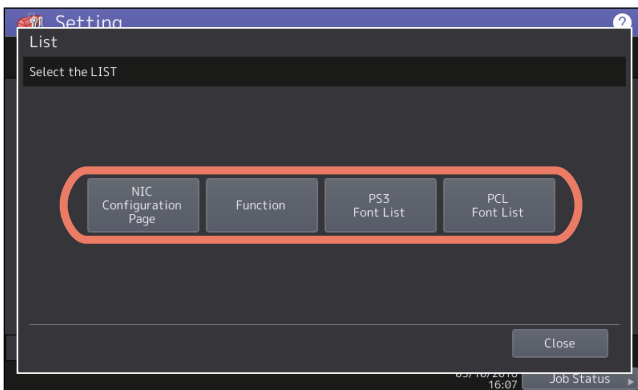
The displayed buttons vary depending on the model.

Tip

For each item printed on “NIC Configuration Page” and “Function”, refer to the following page:

📖 P.146 “List Print”

- 1 On the List/Report menu, press [List].
- 2 Press the button of the list that you want to print.




Printer/e-Filing

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

Tip

For instructions on how to display the Printer / e-Filing screen, see the following page:

 P.35 “Accessing the Admin Menu”

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.
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. Notes <ul style="list-style-type: none">• When envelope or non-standard size paper is used, this function is not available.• When printing with 600 x 1200 dpi, this function is not available.
Suspend Printing If Stapler Empty	Select whether to stop printing when the stapler is empty during stapling in other than the saddle stitch mode. <ul style="list-style-type: none">• On — Press this button to stop printing.• Off — Press this button to continue printing without stapling. Note <p>If the stapler is empty in the saddle stitch mode, printing stops.</p>
Enforcement Continue (Illegal Paper)	Select whether to change the output bin 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. <ul style="list-style-type: none">• On — Press this button to continue printing by automatically changing the output bin.• Off — Press this button to stop printing.

* For paper feeding when the tray becomes empty during printing, refer to Paper feeding of automatic change of paper source below.

Printer / e-Filing screen (2/2)

Item name	Description
Auto Output Bin Change (Cascade Print)	<ul style="list-style-type: none"> • On — Press this button to continue printing by automatically changing the output bin when the original stacker becomes full. • Off — Press this button to stop printing when the stacker becomes full.
Waste Hole Punch Tray Full	<ul style="list-style-type: none"> • 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.
Auto Release Private/ Hold Print	<p>Select whether to automatically print Private Print jobs and Hold Print jobs on login to this equipment.</p> <ul style="list-style-type: none"> • 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. <p>For details of Private Print jobs and Hold Print jobs, refer to the following chapters of the Printing Guide.</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px 0;">Tip</div> <p>This option is available when the user authentication is enabled.</p>

Paper feeding of automatic change of paper source

The following is an example for the automatic change of paper source while printing 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	-	-

Wireless Setting

If the Wireless LAN/Bluetooth Module is installed in the equipment, you can make settings for Wireless LAN. The Wireless LAN/Bluetooth Module is compatible with the IEEE Standard 802.11b, 802.11g and 802.11n for wireless LAN. When the Wireless LAN is enabled, users can perform the following printing through the Wireless LAN:

- Raw TCP Printing from Windows computers
- LPR Printing from Windows computers
- LPR Printing from Macintosh computers

Tips

- For the specification of the wireless LAN, refer to the **Specifications Guide** “Chapter 3: SPECIFICATIONS OF OPTIONS”.
- For instructions on how to display the Wireless Setting screen, see the following page:
 P.35 “Accessing the Admin Menu”

■ Security Mode

□ WPS

WPS is a standard to allow easy wireless LAN configurations. This equipment supports Push Button Configuration and PIN methods.

The Push Button Configuration method completes the configuration by transmitting the ESSID and encryption key to the wireless LAN device as you press the button on the Access Point. Whereas the PIN method completes the configuration by transmitting the ESSID and encryption key to the wireless LAN device as you register the PIN generated by the wireless LAN device to the Access Point.

□ WPA/WPA2, WPA2, and 802.1X

Using the WPA/WPA2, WPA2, and 802.1X, you can restrict the access to the wireless network using the RADIUS server. There are two protocols for the WPA/WPA2, WPA2, and 802.1X, EAP-TLS or PEAP.

When using the EAP-TLS authentication, you must install user certification file and CA certification file (must be either DER, BASE64, or PKCS#7 encoding format) in the equipment. This equipment uses the user certification file (must be exported as a private key in PKCS#12 encoding format) to authenticate the access rights to the wireless network, and the RADIUS server authenticates this equipment using the user ID and password.

When using the PEAP, you must install the CA certification file (must be either DER, BASE64, or PKCS#7 encoding format) in the equipment. This equipment uses the user name and password to authenticate the access rights to the wireless network, and the RADIUS server authenticates this equipment using the CA certification file.

Tip

This equipment supports following RADIUS server.

- For EAP-TLS: Windows Server 2008, Windows Server 2012, hostapd v2.0
- For PEAP: Windows Server 2008, Windows Server 2012

□ WPA/WPA2PSK and WPA2PSK

WPA/WPA2PSK and WPA2PSK is an authentication method using the PSK (Pre-Shared Key) between the Access Point and other wireless devices. To access the wireless network using the WPA/WPA2PSK and WPA2PSK authentication, the same PSK Path Phrase must be assigned in both the Access Point and other wireless devices.

Note

When using WPA/WPA2PSK and WPA2PSK, it is recommended to use a strong password.

☐ WEP

The WEP is a data encryption method using the WEP key between the Access Point and other wireless devices. WEP is less secure compared with WPA/WPA2, WPA2, 802.1X, WPA/WPA2PSK and WPA2PSK.

If the wireless network is configured in the Infrastructure Mode and the Access Point supports WPA/WPA2, WPA2, 802.1X or WPA/WPA2PSK and WPA2PSK, it is recommended to use WPA/WPA2, WPA2, and 802.1X or WPA/WPA2PSK and WPA2PSK rather than WEP.

■ Settings

Item name				Description
ON	Infrastructure	WPS	PBC	Select PBC on the touch panel, then press the WPS button on the Access Point within 2 minutes.
			PIN	Register the PIN code generated by this equipment to the Access Point within 2 minutes.
		SSID/Security	WPA/WPA2 WPA2 802.1X (EAP-TLS)	Enter the EAP user name, and then disable the setting for Use Username from Common Name in the User Certificate. Select TKIP or AES (CCMP) for the encryption method of communication. If 802.1X is selected as the security setting, you can also select Dynamic WEP.
			WPA/WPA2 WPA2 802.1X (PEAP)	Enter the EAP user name, EAP password, and password confirmation. Select TKIP or AES (CCMP) for the encryption method of communication. If 802.1X is selected as the security setting, you can also select Dynamic WEP.
			WPA/ WPA2PSK WPA2PSK	Select TKIP or AES (CCMP) for the encryption method of communication, and then enter the PSK Pass Phrase. The PSK Pass Phrase must be between 8 to 63 characters long.
			WEP	Select the items for the WEP encryption and key format, and then enter the WEP key.
	Wi-Fi Direct	Group Owner		Switches ON/OFF of the Group Owner setting. When this setting is turned ON, this equipment works as an access point.
		IP Address		Set the IP address of this equipment if the Group Owner setting is ON.
	OFF			

Notes

- When using the WPA/WPA2, WPA2, and 802.1X with the EAP-TLS protocol, you must install the CA certification file and user certification file in the equipment using TopAccess first. For instructions, refer to **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.
- When using the WPA/WPA2 and WPA2 with the PEAP protocol, you must install the CA certification file in the equipment using TopAccess first. For instructions, refer to **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.
- When the Group Owner setting is ON in the Wi-Fi Direct setting, the IP addresses between “xxx.xxx.xxx.100” to “xxx.xxx.xxx.107” are assigned to the clients which connect to this equipment via Wi-Fi Direct. If the IP address of this equipment is between “xxx.xxx.xxx.100” to “xxx.xxx.xxx.107”, the IP addresses assigned to the clients are between “xxx.xxx.xxx.110” to “xxx.xxx.xxx.117”. For example, if the IP address of this equipment is “192.168.0.50”, the IP addresses between “192.168.0.100” to “192.168.0.107” are assigned to the clients. When the wired LAN and Wi-Fi Direct are used at the same time, or the Infrastructure mode of the wireless LAN and Wi-Fi Direct are used at the same time, assign the IP addresses which belong to different network.
- For instructions on how to connect this equipment and a device supporting Wi-Fi Direct, see the following. [P.31 “Wi-Fi Direct Setting”](#)

Bluetooth Settings

If the Bluetooth module is installed in the equipment, you can make settings for Bluetooth.

Item name	Description
Bluetooth	Select whether enabling or disabling Bluetooth.
Bluetooth Name	Press this to enter the device name that is displayed as the Bluetooth device. As the default, "MFPXXXXXXXX" has already been set for the Bluetooth name. Change this name if required. You can enter up to 32 characters.
Device Address	This displays the Bluetooth address. You cannot change this value.
Discovery Device	Press this to add the Bluetooth device.
Allow Discovery	Select whether all Bluetooth devices can find this equipment or not. When this function is enabled, all Bluetooth devices can find this equipment. When this function is disabled, the Bluetooth devices that have not been connected to this equipment before cannot find this equipment. If there are the Bluetooth devices that have not been connected to this equipment before, enable this function to connect.
Security	Select whether to secure the Bluetooth connection using the PIN code. When you select the [On], enter up to 16-digit alphanumeric characters as PIN code in the [Required PIN] field using the digital keys. When this function is enabled, any Bluetooth devices must specify the PIN code to connect to this equipment. When this function is disabled, all Bluetooth devices do not require the PIN code to connect to this equipment.
Data Encryption	Select whether enabling or disabling the data encryption for the Bluetooth communication.

Notes

- The Bluetooth settings are applied after restarting the equipment.
- Up to 16-digit alphanumeric characters can be entered as PIN code in the [Required PIN] field. The number of digits for the PIN code varies depending on the Bluetooth devices. For more information about the Bluetooth device that you use, refer to the documentation for the Bluetooth device.

Tip

For the specification of the Bluetooth, refer to the **Specifications Guide** "Chapter 3: SPECIFICATIONS OF OPTIONS".

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	

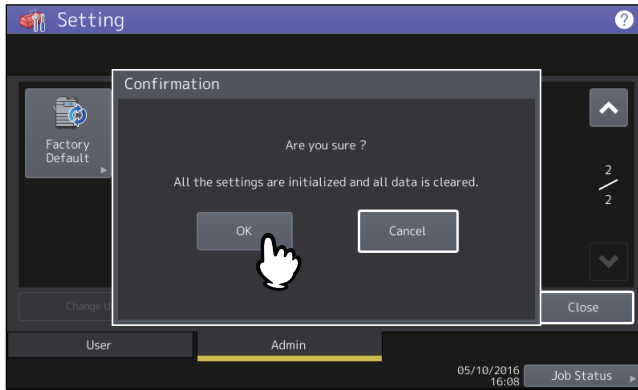
User Data		Remarks
User Management	User Account	When the user management data are cleared, the LDAP mapping information will be also cleared.
	Group Management	
	Role Management	
	Department Management	
	Quota Management	
Counter	User Counter	The data are cleared.
	Department Counter	
Template		
Address 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.35 "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.55 "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.

USB Cable Print

Select the mode used for printing via a USB connection.

Item name	Description
IPP Over USB	Normally use this mode.
Legacy USB (Win)	Use this mode when you are already using Oki MFPs and give priority to the compatibility with them.

Tray

You can set the method for specifying the paper size for trays and type of trays.

Item name	Description
Paper Size Setting	You can set whether the user can specify the paper size for trays.
Envelope Tray	You can set the type of tray. Normally it is detected automatically.

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

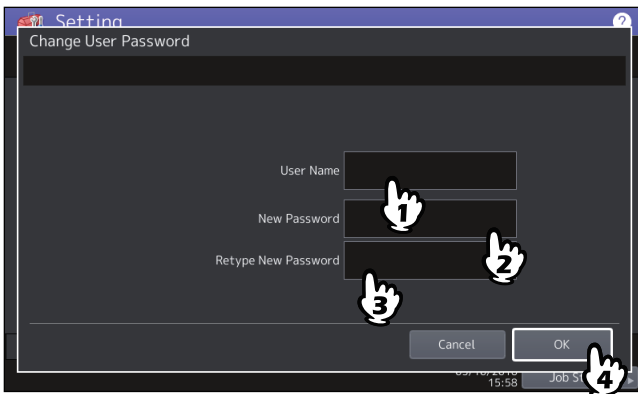
[Change User Password] is available only when the MFP Local Authentication function is enabled. This function can be enabled from TopAccess administrator mode. For details, refer to the *TopAccess Guide* “[Chapter 8: \[Administration\] Tab Page](#)”.

Tip

For instructions on how to display the Change User Password screen, see the following page:
P.35 “Accessing the Admin Menu”

1 On the Change User Password screen, set a new password and complete the setting.

1. Enter the user name for which the password is to be changed in [User Name].
2. Enter the new password in [New Password].
3. Enter the new password again in [Retype New Password].
4. Press [OK].



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.

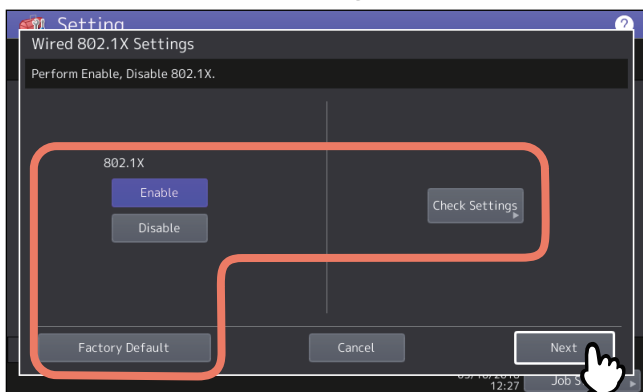
*2 The user certificate must be installed in this equipment before the settings for IEEE 802.1X authentication are performed.

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.35 “Accessing the Admin Menu”

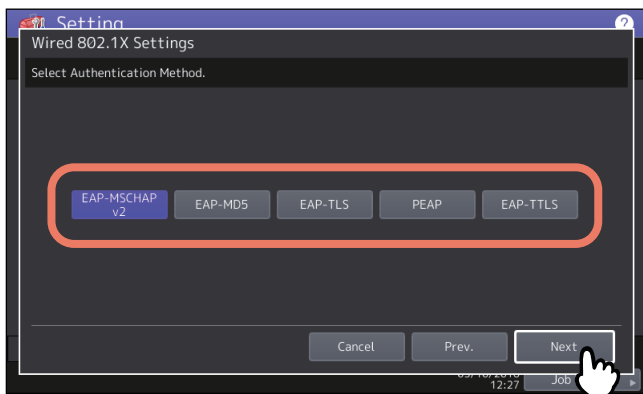
■ Setting IEEE 802.1X authentication

1 On the Wired 802.1X Settings screen, specify the following items as required and press [Next].



Item name	Description
802.1X	<ul style="list-style-type: none"> • Enable — Press this button to use IEEE 802.1X authentication. • Disable — Press this button to disable IEEE 802.1X authentication. <p>Tip</p> <p>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.</p>
Check Settings	<p>Press this button to confirm the options currently selected.</p> <p>Note</p> <p>[Check Settings] is available when you selected [Enable] for 802.1X.</p>
Factory Default	<p>Press this button to reset the IEEE802.1X settings back to the factory defaults.</p>

2 Proceed with the operation that you require.

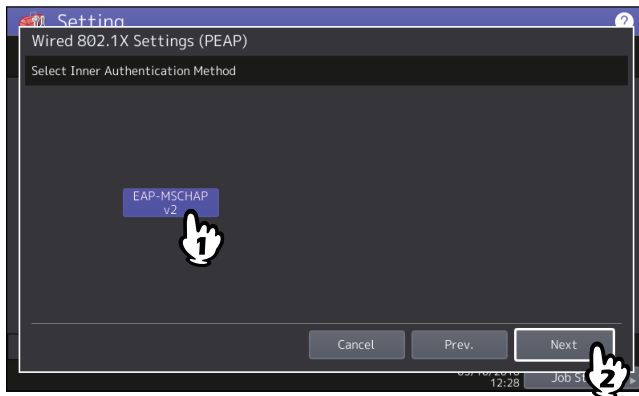


If you selected [EAP-MSCHAPv2], [EAP-MD5] or [EAP-TLS], proceed to step 5.

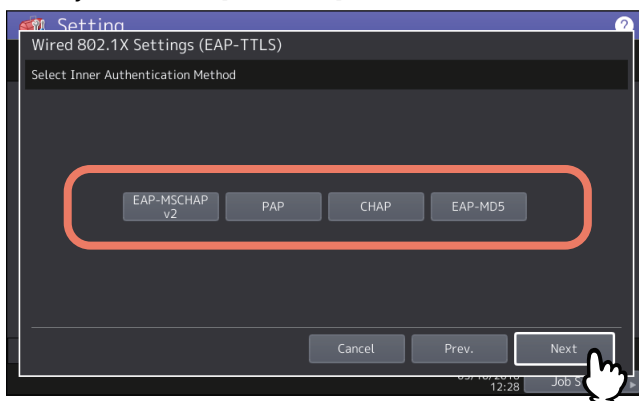
3 Select the inner authentication method and press [Next].

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

- When you selected [PEAP]:

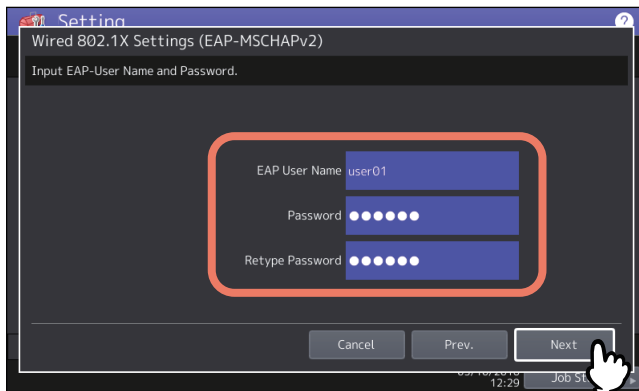


- When you selected [EAP-TTLS]:

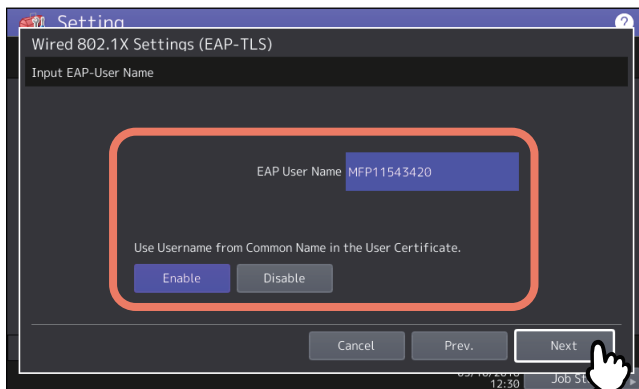


4 Specify the following items as required and press [Next].

- When you selected other than [EAP-TLS]:

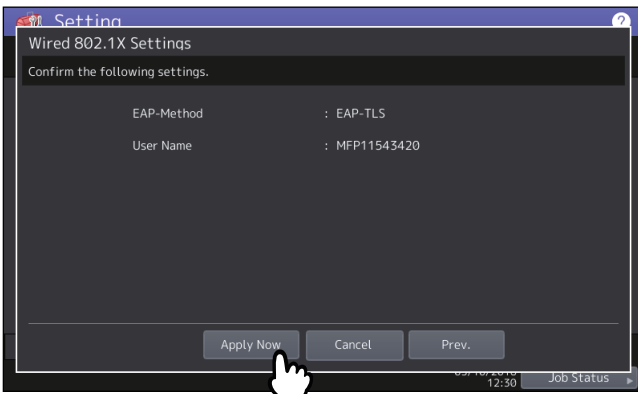


- When you selected [EAP-TLS]:



Item name	Description
EAP User Name	Enter the EAP user name.
Password	Enter the authentication password.
Retype Password	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]. <div style="border: 1px solid black; padding: 2px; width: fit-content;"> Note If you set this item to [Enable], you will not be able to enter [EAP User Name]. </div>

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The username or password that the user entered is not correct. • The certificates uploaded are wrong.
Certificate verification Failure	<ul style="list-style-type: none"> • A CA certificate is not installed in the equipment. • The installed CA certificate is not valid. • The server certificate is invalid.

MANAGING COUNTERS (COUNTER MENU)

Total Counter	120
Displaying print counter	121
Displaying scan counter	122
Print Out Total Counter	123
Department Counter	124
Displaying print counter for department code	125
Displaying scan counter for department code	126
Displaying fax communications counter for department code.....	127
Department Management	128
Logging on as administrator	128
Printing the department code list.....	129
Enabling department codes.....	130
Registering a new department code.....	130
Editing department codes.....	132
Deleting department codes.....	134
Resetting the counters for each department	135
Setting output limitations for all departments	136
Setting the No Limit Black function	137
Setting the registered quota	137
Resetting all department counters	138
Deleting all department codes.....	138
User Counter	139

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:

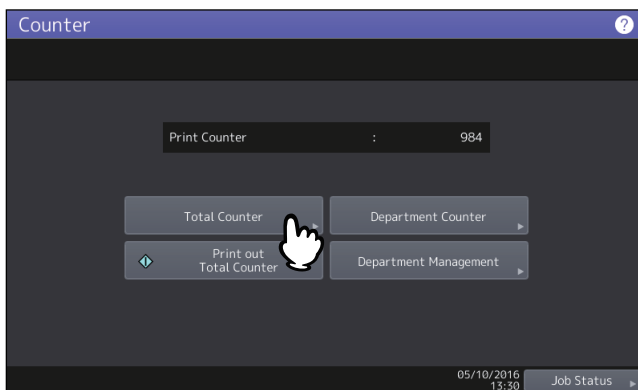
- **Copy Counter** — Indicates the number of originals scanned by copy jobs.
- **Fax Counter** — Indicates the number of originals scanned by fax and Internet Fax transmissions.
- **Network Counter** — Indicates the number of originals scanned by scan jobs.

Note

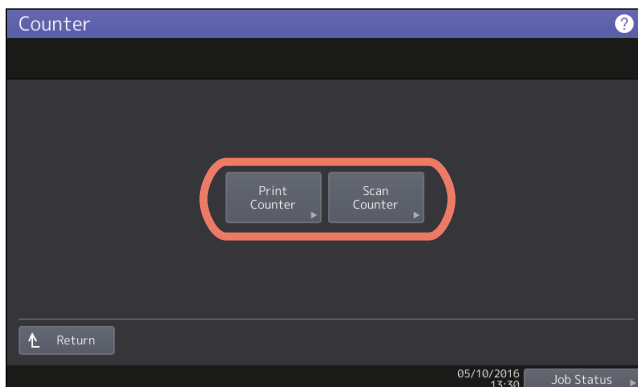
The total counters cannot be cleared.


1 Press [Counter] on the Home screen to access the Counter menu.


2 Press [Total Counter].



3 Continue with the operation that you require.

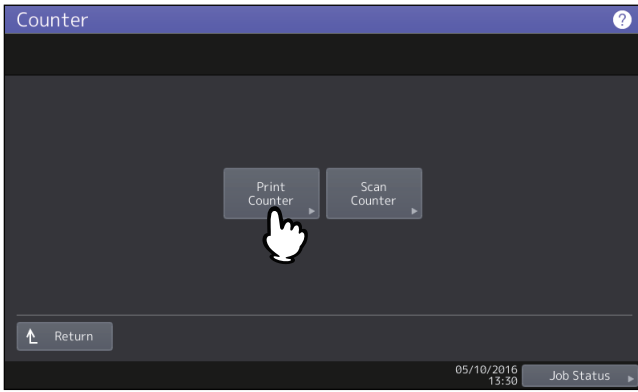


 P.121 "Displaying print counter"

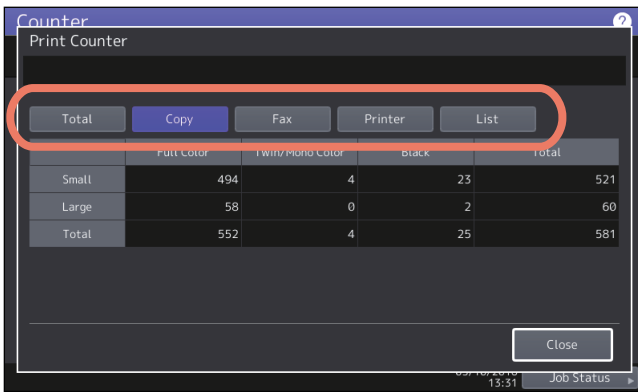
 P.122 "Displaying scan counter"

■ Displaying print counter

1 Press [Print Counter].

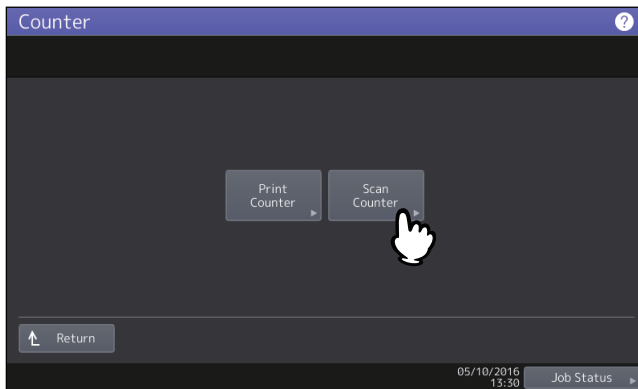


2 Select the button of the counter you want to check.

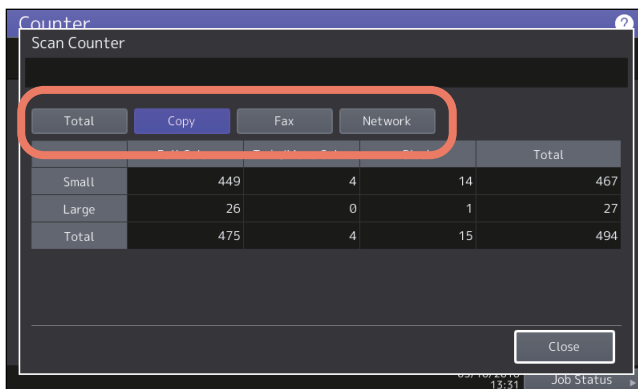


■ Displaying scan counter

1 Press [Scan Counter].



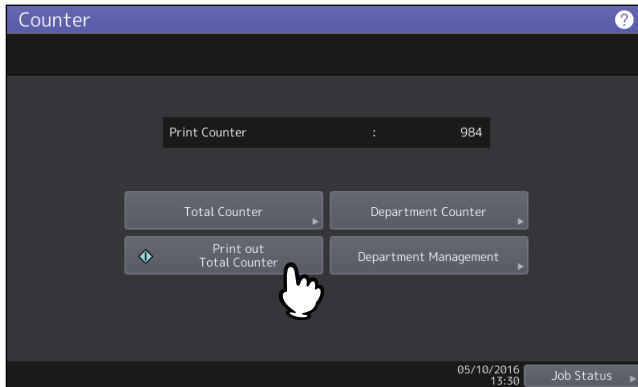
2 Select the button of the counter you want to check.



Print Out Total Counter

This menu allows you to print Total Counter List.

- 1 Press [Counter] on the Home screen 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.

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.132 “Editing 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.

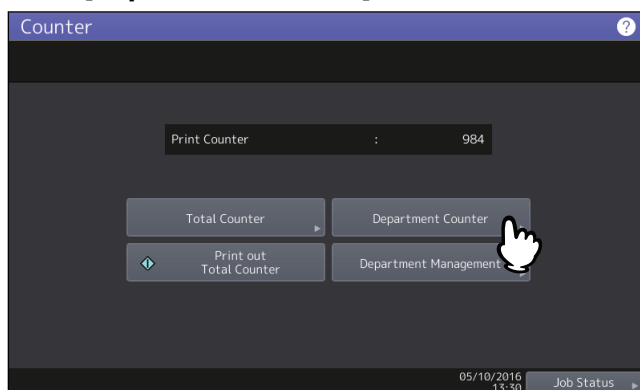
• **Fax communications counter for department code**

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:

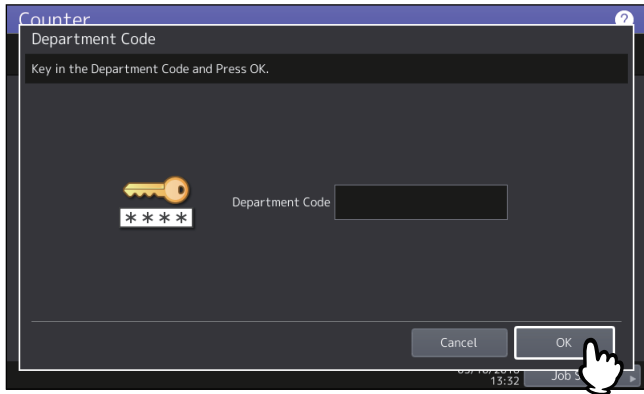
- **Transmit** — Indicates the number of pages sent by Fax transmissions.
- **Reception** — Indicates the number of pages received by polling jobs.

1 Press [Counter] on the Home screen to access the Counter menu.

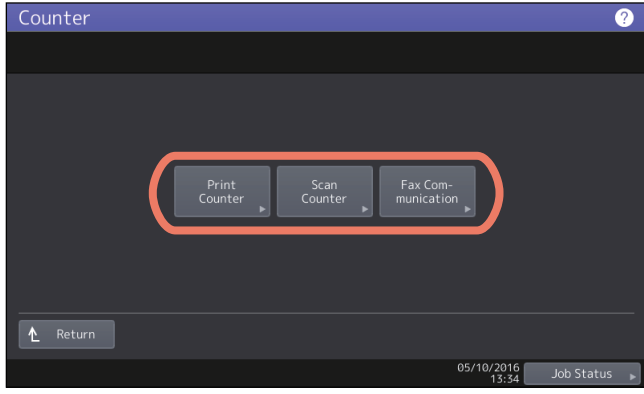
2 Press [Department Counter].



3 Enter the department code and press [OK].



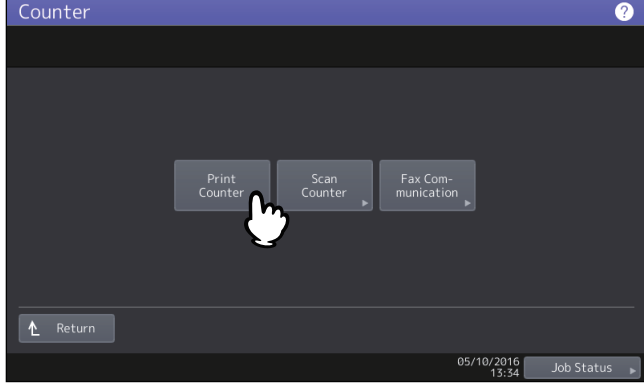
4 Continue with the operation that you require.



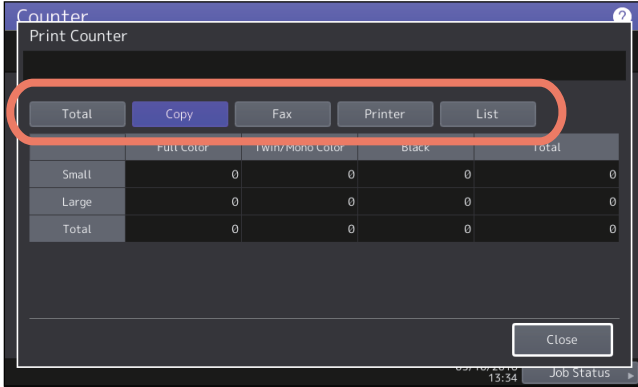
- P.125 "Displaying print counter for department code"
- P.126 "Displaying scan counter for department code"
- P.127 "Displaying fax communications counter for department code"

■ Displaying print counter for department code

1 Press [Print Counter].

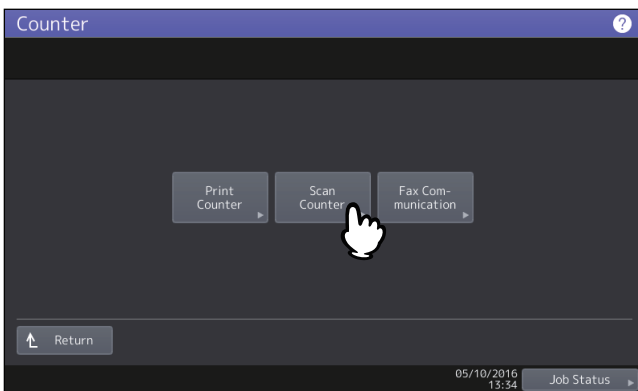


2 Select the button of the counter you want to check.

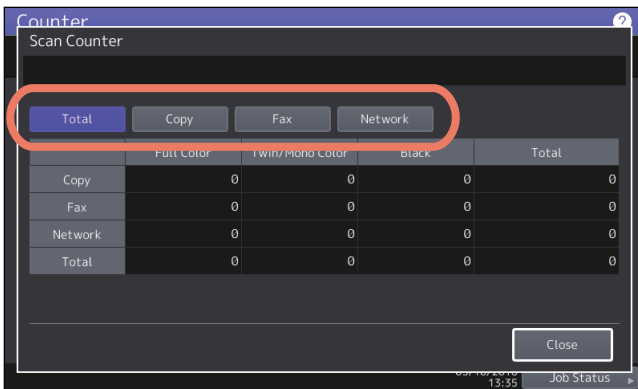


■ Displaying scan counter for department code

1 Press [Scan Counter].

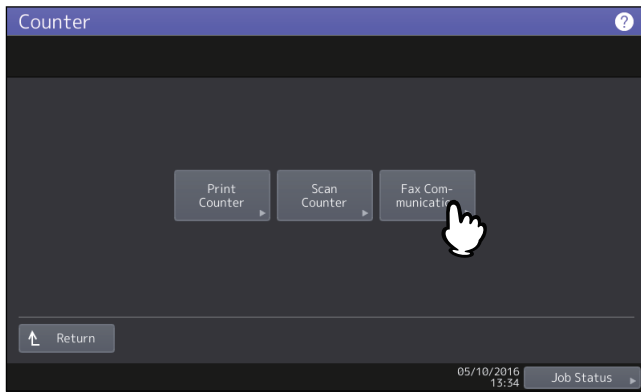


2 Select the button of the counter you want to check.



■ Displaying fax communications counter for department code

Press [Fax Communication].



Department Management

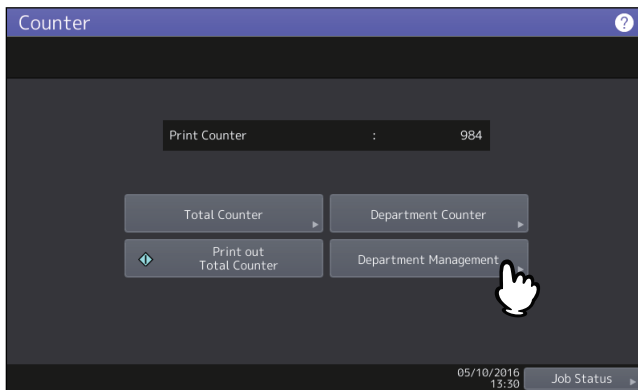
■ Logging on as administrator

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. 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.

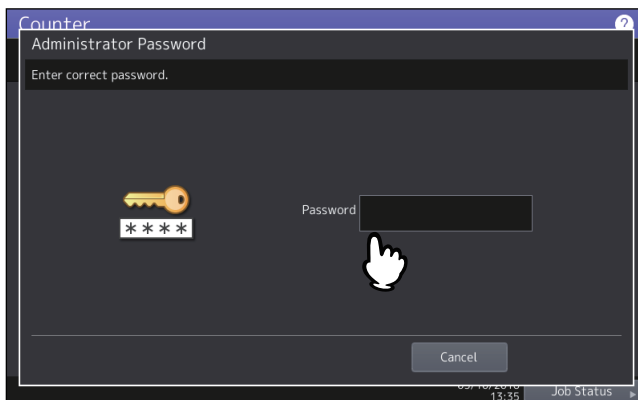
Note

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 [Counter] on the Home screen to access the Counter menu.
- 2 Press [Department Management].



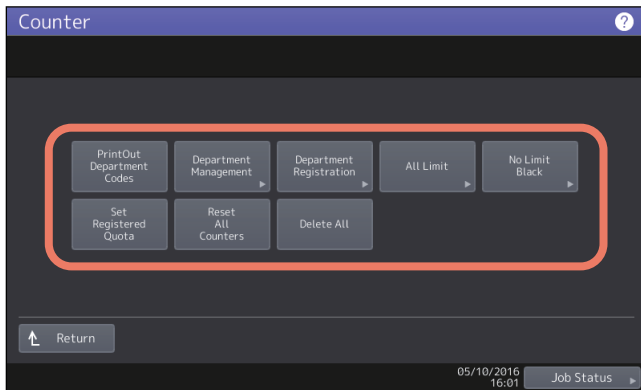
- 3 Enter the administrator password.



Tip

If the administrator password has not been changed before, enter the default administrator password "123456".

4 Continue with the operation that you require.



- 📖 P.129 “Printing the department code list”
- 📖 P.130 “Enabling department codes”
- 📖 P.130 “Registering a new department code”
- 📖 P.132 “Editing department codes”
- 📖 P.134 “Deleting department codes”
- 📖 P.135 “Resetting the counters for each department”
- 📖 P.136 “Setting output limitations for all departments”
- 📖 P.137 “Setting the No Limit Black function”
- 📖 P.137 “Setting the registered quota”
- 📖 P.138 “Resetting all department counters”
- 📖 P.138 “Deleting all department codes”

Note

Menus other than [Department Management] and [Department Registration] will be available after you register a department code and enable the Department Management function.

■ Printing the department code list

You can print out the department code list and counters for each department code. On the Department Management menu screen, press [Print Out Department Codes].

Tips

For instructions on how to display the Department Management menu screen, see the following page:
 📖 P.128 “Logging on as administrator”

■ 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.124 “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.130 “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 Department Management menu screen, press [Department Management].

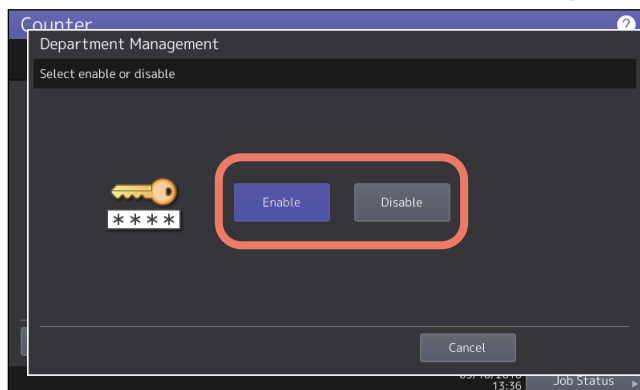
The DEPARTMENT MANAGEMENT screen is displayed.

Tip

For instructions on how to display the Department Management menu screen, see the following page:

📖 P.128 “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.130 “Enabling department codes”

1 On the Department Management menu screen, press [Department Registration].

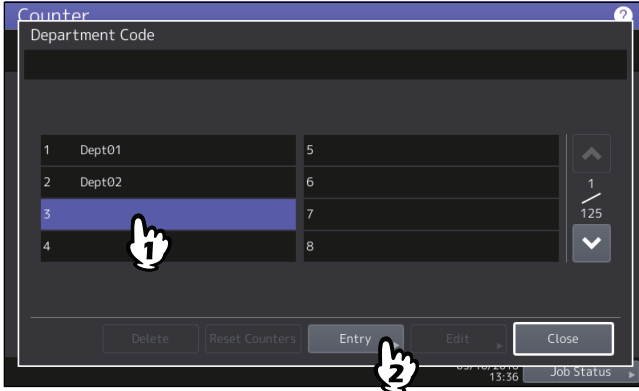
The Department Code screen is displayed.

Tip

For instructions on how to display the Department Management menu screen, see the following page:

📖 P.128 “Logging on as administrator”

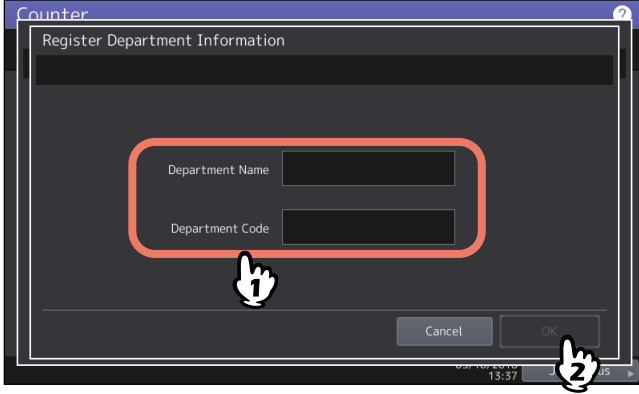
2 Press an undefined button to create a new department, and then [Entry].



Tip

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

3 Enter the department name and department code, and then press [OK].

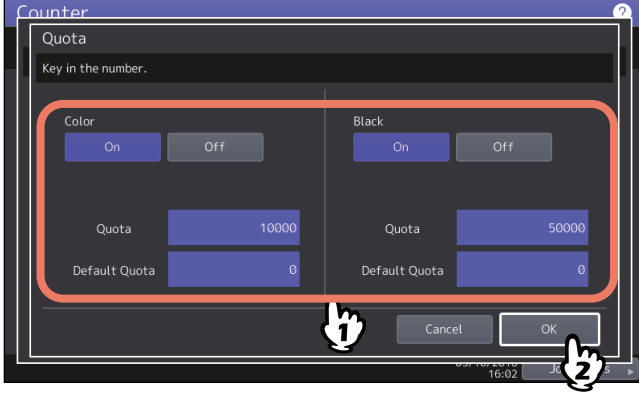


Tip

You can enter a department code of up to 63 characters. Characters you can enter are as follows:

- Alphanumerics, "-", "_", and "."

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



Item name	Description
Quota Management	<p>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. (Set the color and the black quota respectively.)</p> <ul style="list-style-type: none"> • 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”.

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 Department Management menu screen, press [Department Registration].

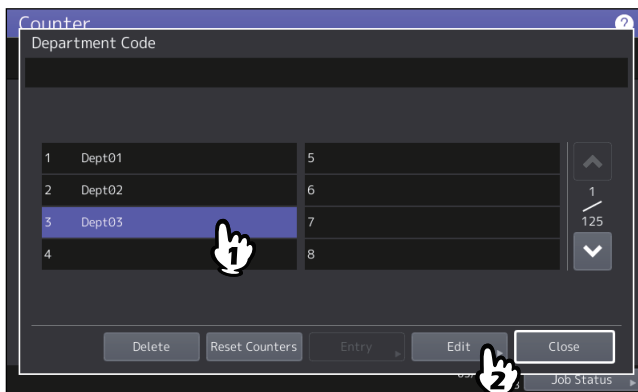
The Department Code screen is displayed.

Tip

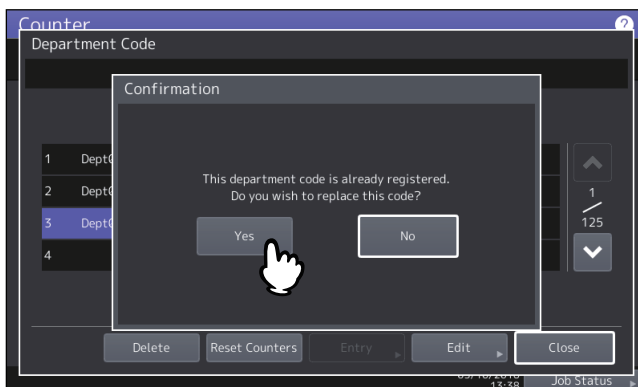
For instructions on how to display the Department Management menu screen, see the following page:

P.128 “Logging on as administrator”

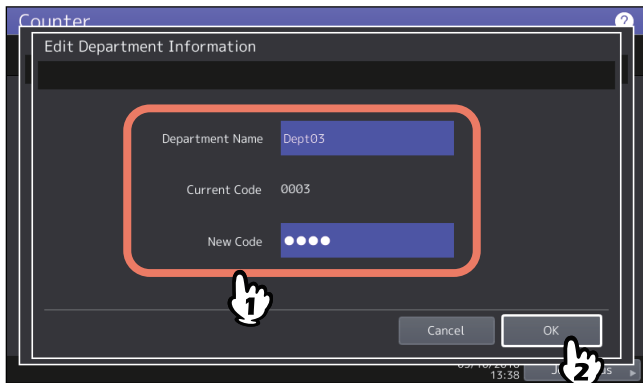
2 Press the department button that you want to edit, and then [Edit].



3 Press [Yes].



4 Enter the department name and new code, and then press [OK].



Tip

You can enter a department code of up to 63 characters. Characters you can enter are as follows:

- Alphanumerics, “-”, “_”, and “.”

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



For the description of each item, see step 7 in the following operation:


P.130 “Registering a new department code”

■ Deleting department codes

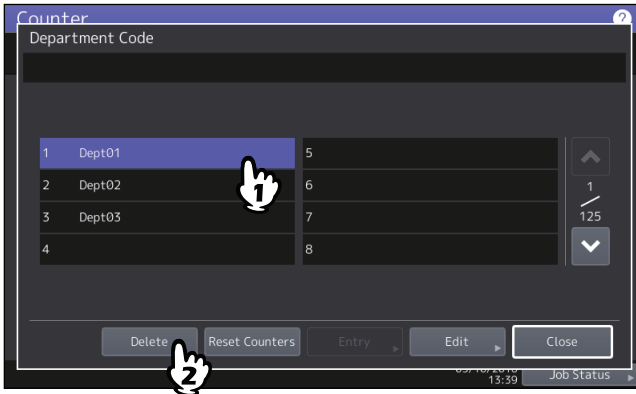
You can delete an existing department code.

- 1 On the Department Management menu screen, press [Department Registration].**
The Department Code screen is displayed.

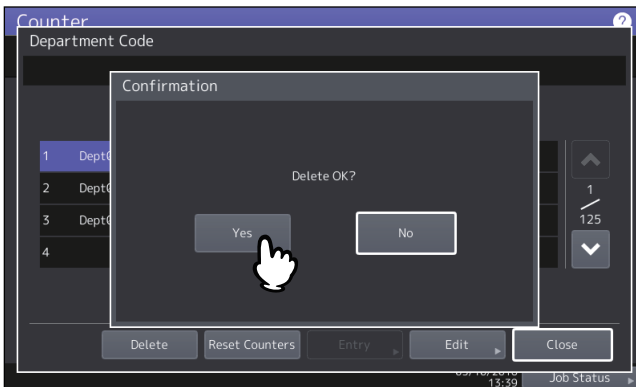
Tip

For instructions on how to display the Department Management menu screen, see the following page:
 P.128 “Logging on as administrator”

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



- 3 Press [Yes].**




■ Resetting the counters for each department

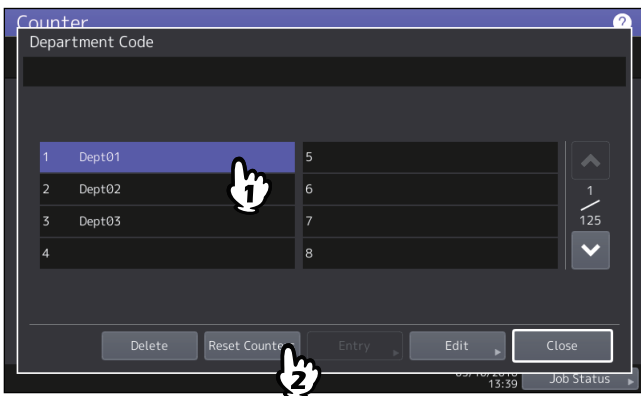
You can reset the counters for the specified department code.

- 1 On the Department Management menu screen, press [Department Registration].**
The Department Code screen is displayed.

Tip

For instructions on how to display the Department Management menu screen, see the following page:
 P.128 “Logging on as administrator”

- 2 Press the department button whose counters you want to reset, and then [Reset Counters].**



- 3 Press [Yes].**



■ 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.132 “Editing department codes”

1 On the Department Management menu screen, press [All Limit].

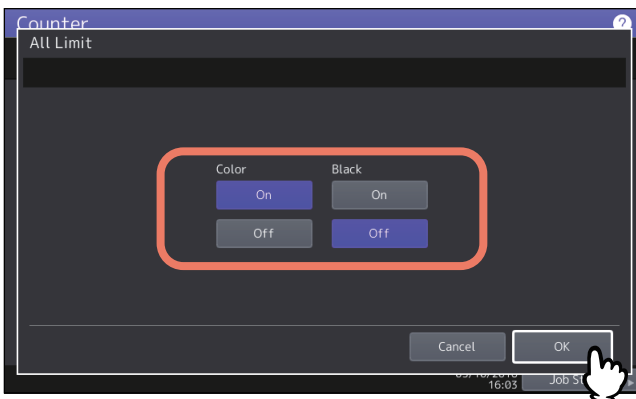
The All Limit screen is displayed.

Tip

For instructions on how to display the Department Management menu screen, see the following page:

📖 P.128 “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]. (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 when the No Limit Black function (📖 P.137) 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.

Tip

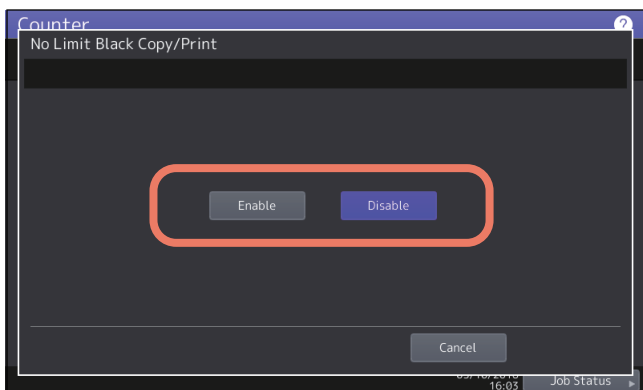
When User Management function is enabled, the No Limit Black function cannot be enabled.

- 1 On the Department Management menu screen, press [No Limit Black].**

Tip

For instructions on how to display the Department Management menu screen, see the following page:
 P.128 “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

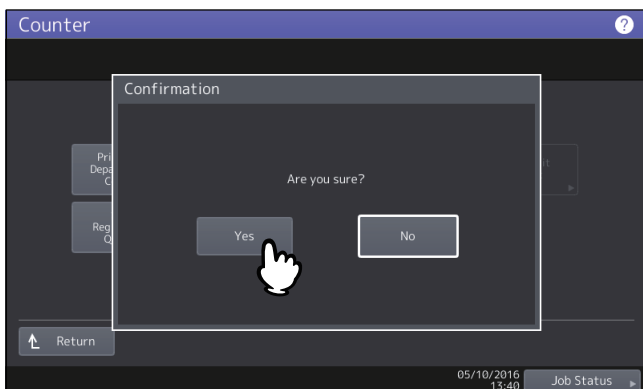
You can return the copy and print quotas for all departments to the default ones in a single operation.

- 1 On the Department Management menu screen, press [Set Registered Quota].**

Tip

For instructions on how to display the Department Management menu screen, see the following page:
 P.128 “Logging on as administrator”

- 2 Press [Yes].**



■ 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 Department Management menu screen, press [Reset All Counters].

Tip

For instructions on how to display the Department Management menu screen, see the following page:
 P.128 “Logging on as administrator”

2 Press [Yes].




■ Deleting all department codes

You can delete all registered department codes.

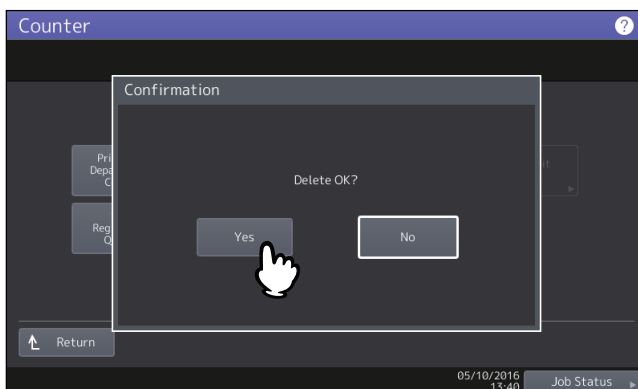
1 On the Department Management menu screen, press [Delete All].

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

Tip

For instructions on how to display the Department Management menu screen, see the following page:
 P.128 “Logging on as administrator”

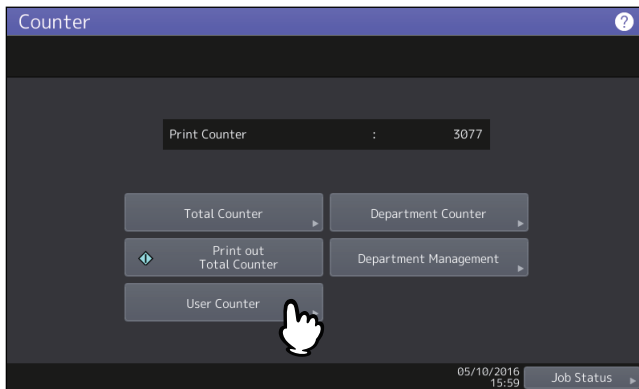
2 Press [Yes].



User Counter

When the user authentication of this equipment is enabled, the counter of each user can be displayed.

- 1 Press [Counter] on the Home screen to access the Counter menu.**
- 2 Press [User Counter].**




- 3 Enter the user name and password.**



APPENDIX

Home Screen Settings	142
Inputting Characters	144
On-screen keyboard	144
External keyboard.....	144
On-screen numeric keypad	145
List Print	146
NIC configuration page.....	146
FUNCTION LIST (Administrator).....	148

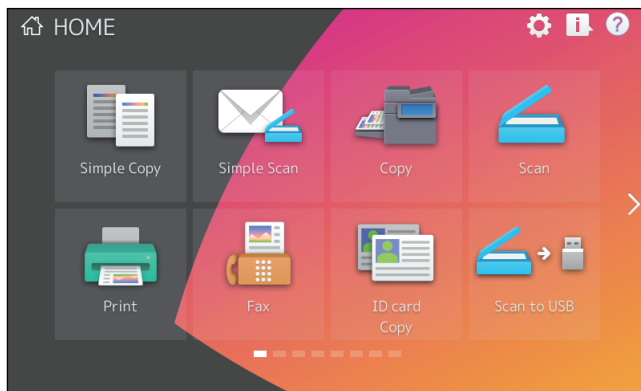
Home Screen Settings

When you press the Home Setting button  placed on the upper right corner, the setting screen is displayed. You can customize the Home screen by adding buttons for the functions to be used in it and letting a favorite image to be displayed in the background.

When the User Management function is not used, the settings of the Home screen common for all users can be changed. (The administrator privilege is required.) When the User Management function is used, the settings of the Home screen for the user who is being logged in can be changed in the initial setting.

Item name	Description
Button Contents	<p>You can add/remove/edit/arrange the buttons. The functions to add to the buttons can be selected from the below.</p> <ul style="list-style-type: none">• Register From Job History• Register From URL List• Register From Recommendation• Register From Function List• Register From Home Screen• Register From Application List <p>Besides the functions, the job settings can also be registered as buttons. For details, refer to the Template Guide “Chapter 1: REGISTERING JOB SETTINGS ONTO THE HOME SCREEN”.</p>
Theme	You can select the theme. The theme is a set of settings for the background image, title bar and the transparency and size of the buttons.
Background Image	You can change the background image.
Button Size	You can change the button size.
Transparency	You can set the transparency of the buttons.
Edit Background Image	<p>You can import the original background images, from the USB device, export them to the USB device. You can also delete the background images. The supported image file is as follows:</p> <ul style="list-style-type: none">• Image size: 800 pixel (horizontal) x 480 pixel (vertical)• File format: PNG (24 bit)• File size: 1.5 MB or less
Edit Icon Image	<p>You can import the original icon images, from the USB device, export them to the USB device. You can also delete the icon images. The supported image file is as follows:</p> <ul style="list-style-type: none">• Image size: 154 pixel (horizontal) x 102 pixel (vertical)• File format: PNG (24 bit)• File size: 50 KB or less
Default Home Screen	You can set the initial conditions of the Home screen.
Home Screen Initializing	You can initialize the Home screen. When initialization is performed, the contents of Default Home Screen are displayed.

Example



If you want to change the settings other than the above of the Home screen, contact your service technician or representative.

Note

You acknowledge and agree that you are solely responsible for any content and/or any type of materials, information or communications which you provide to transmit or display through the User Interface ("Your Content"). You further acknowledge and agree that Oki Data Corporation and/or Oki Data Group affiliated companies are not responsible to you or any third party in connection with use of Your Content, for any damages, losses, costs or expenses arising out of: (i) infringement, violation, or misappropriation of any third-party right, including any copyright, trademark, patent, trade secret, moral right, privacy right, right of publicity, or any other intellectual property or proprietary right, or (ii) slander, defame, libel, or invasion of the right of privacy, publicity or other property rights of any other person.

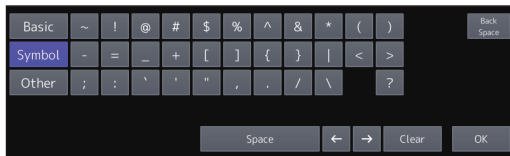
Inputting Characters

Whenever a character string or fax number needs to be entered, an on-screen keyboard is displayed.

Note

This equipment supports special characters of European languages.

■ 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.
Clear	Press this to delete all characters entered.
Close	Press this to close the on-screen keyboard.
Back Space	Press this to delete the character before the cursor.

■ External keyboard

Connecting a commercially available USB keyboard to the USB port on the equipment allows you to enter characters from the USB keyboard. Also, you can use the Bluetooth keyboard by connecting it to the equipment. When using an external keyboard, select the layout of the connected keyboard before using it.

📖 P.60 “Changing the keyboard settings”

For Bluetooth settings, refer to the following:

📖 P.108 “Bluetooth Settings”

Note

There is no guarantee that all keyboards will function properly.

■ On-screen numeric keypad

When 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.



List Print

■ NIC configuration page

You can print the NIC configuration page from the Admin menu. Refer to the following for each printed item and its description.

Interface	Network Interface
Unit Serial No	The serial No. of this equipment
Version	The system version of this equipment
Network Address	The MAC address of this equipment
LAN Standard	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
Wireless LAN Information * ¹	
SSID	SSID of the equipment
Wi-Fi Direct Information * ¹	
MAC Address	MAC address of the equipment
IP Address	IP address of the equipment
Subnet Mask	Subnet mask of the equipment
SSID	SSID of the equipment
Group Owner	Shows whether the Group Owner is enabled.
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

*1 Printed only when the Wireless LAN/Bluetooth Module is installed.

■ FUNCTION LIST (Administrator)

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.

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
PAPER SIZE SETTING - TRAY 1	Shows whether the change of paper size for tray 1 is allowed.	NO
PAPER SIZE SETTING - TRAY 2	Shows whether the change of paper size for tray 2 is allowed.	NO
PAPER SIZE SETTING - TRAY 3 ^{*1}	Shows whether the change of paper size for tray 3 is allowed.	NO
PAPER SIZE SETTING - TRAY 4 ^{*2}	Shows whether the change of paper size for tray 4 is allowed.	NO
ENVELOPE TRAY - TRAY 2	Shows the tray type of tray 2.	NO
ENVELOPE TRAY - TRAY 3 ^{*1}	Shows the tray type of tray 3.	NO
ENVELOPE TRAY - TRAY 4 ^{*2}	Shows the tray type of tray 4.	NO
AUTO CLEAR	Shows the time (in seconds) it takes the touch panel display to clear the previous settings and return to the initial screen.	YES
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 - DEEP SLEEP	Shows whether the Deep Sleep mode is enabled or disabled.	NO
POWER SAVE - MODE AFTER THE TIME [SLEEP TIMER] HAS PASSED	Shows the mode to be entered after the time set in [Sleep Timer] has passed.	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

Function	Description	User
DAYLIGHT SAVINGS TIME - START 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
FUNCTIONS - NETWORK INTERNET FAX	Shows whether the network Internet fax function is enabled or disabled.	NO
LONG FILE NAME SETTING - LONG FILE NAME EXPRESSION (DISPLAY)	Shows the display setting of long file name.	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 - FAX INHIBITION	Shows whether to inhibit faxing the document.	NO

Function	Description	User
CONFIDENTIALLY SETTING - TARGET OF RESTRICTION	Shows the target job to be classified.	NO
CONFIDENTIALLY SETTING - DOCUMENT NAME	Shows whether the document name is classified.	NO
CONFIDENTIALLY SETTING - USER NAME	Shows whether the user name is classified.	NO
CONFIDENTIALLY SETTING - TO	Shows whether the destination address is classified.	NO
CONFIDENTIALLY SETTING - FROM	Shows whether the sender's address is classified.	NO
CONFIDENTIALLY SETTING - AGENT	Shows the agent is classified.	NO
SELF CHECK INTERVAL	Shows the interval for self check.	NO
POP-UP - TRAY	Shows whether the tray set pop-up is enabled or disabled.	NO
POP-UP - PAPER JAM RECOVERY	Shows whether the paper jam 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
HOME SETTING - DEFAULT HOME SCREEN SETTING	Shows the default setting of the Home screen.	NO
OCR SETTING - 1ST LANGUAGE *5	Shows 1st language used in OCR.	NO
OCR SETTING - 2ND LANGUAGE *5	Shows 2nd language used in OCR.	NO
OCR SETTING - AUTO ROTATION *5	Shows whether the auto rotation is enabled in OCR.	NO
OCR SETTING - XLSX SHEET COMPOSITION *5	Shows the xlsx sheet composition method.	NO
KEYBOARD SETTING - EXTERNAL KEYBOARD SETTING	Show the external keyboard setting.	NO
PROGRAMMABLE BUTTON - PROGRAMMABLE BUTTON1	Shows the function assigned to programmable button 1.	NO
PROGRAMMABLE BUTTON - PROGRAMMABLE BUTTON2	Shows the function assigned to programmable button 2.	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.

*5 Printed only when the OCR option is installed.

COPY

Function	Description	User
EXPOSURE FOR COLOR	Shows the default exposure setting for color copies.	YES
EXPOSURE FOR BLACK	Shows the default exposure setting for black copies.	YES
COLOR MODE	Shows the default color mode for copies.	YES
MPT	Shows the default paper type of the MPT.	YES
ORIGINAL MODE FOR COLOR	Shows the default original mode for color copies.	YES
ORIGINAL MODE FOR BLACK	Shows the default original mode for black copies.	YES

Function	Description	User
ORIGINAL MODE FOR AUTO COLOR	Shows the default original mode for auto color copies.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT	Shows the ACS adjustment level.	YES
2IN1/4IN1	Shows the default setting for 2IN1/4IN1 copying.	YES
MAGAZINE SORT	Shows the default setting for magazine sort copying.	YES
BOOK -> 2	Shows the default setting for 2-sided copying from a book-type original.	YES
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	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 OUTPUT BIN CHANGE (CASCADE PRINT)	Shows whether the Auto Output Bin 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
PRINT CONTINUATION AS PUNCH DUST 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
ADF SCAN NOISE REDUCTION	Shows the setting of the ADF scan noise reduction function.	NO
CENTERING COPY	Shows whether the centering copy function is enabled.	NO

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	Shows whether the preview function is enabled or disabled.	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
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
ADF SCAN NOISE REDUCTION	Shows the setting of the ADF scan noise reduction function.	NO

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

Function	Description	User
TTI	Shows whether the TTI is enabled or disabled.	YES
RTI	Shows whether the RTI is enabled or disabled.	YES
ECM ^{*1}	Shows whether the ECM is enabled or disabled.	YES
PREVIEW SETTING	Shows whether the preview function is enabled or disabled.	NO
INITIAL SETUP - RINGER VOLUME ^{*1}	Shows the ringer volume setting.	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 PRINT ^{*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
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
MULTI DESTINATIONS CONFIRMATION	Shows whether multi-destinations confirmation is enabled or disabled.	YES

Function	Description	User
TX SPEED LIMIT	Shows whether transmission speed limit is enabled or disabled.	YES
RX SPEED LIMIT (LINE1)	Shows whether reception speed limit for 1st line is enabled or disabled.	YES
RX SPEED LIMIT (LINE2)	Shows whether reception speed limit for 2nd line is enabled or disabled.	YES

*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.

E-FILING

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

PRINT

Function	Description	User
COLOR MODE FOR USB PRINT	Shows the default color mode for USB print.	YES

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
RECIPIENT DOMAIN NAME	Shows whether the automatic adding of the domain name is enabled or disabled when an address is entered.	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

Function	Description	User
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
DEFAULT SUBJECT	Shows the default subject of the e-mail.	NO
URL TRANSMISSION SETTINGS - URL TRANSMISSION	Shows whether URL transmission is enabled or disabled.	NO
URL TRANSMISSION SETTINGS - THRESHOLD TO SEND ATTACHED FILE	Shows the file size to be available for switching the file attachment to URL transmission when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - PRESERVATION PERIOD FOR DOWNLOAD FILE	Shows the file preservation period when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - SEARCH INTERVAL TO DELETE THE EXPIRED DOWNLOAD FILE	Shows the interval for monitoring the expiration of the file preservation period when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - HOST NAME FORMAT IN URL	Shows the host name format in URL when URL transmission is enabled.	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
TO/BCC DESTINATION	Shows the destination setting of an Internet Fax transmission.	NO
TTI	Shows whether TTI is enabled.	YES
RTI	Shows whether RTI is enabled.	YES
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
RECIPIENT DOMAIN NAME	Shows whether the automatic adding of the domain name is enabled or disabled when an address is entered.	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 ORIGINATOR	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
OUTPUT SETTING - PRINT	Shows the output format of communication report.	NO
OUTPUT SETTING - FILE	Shows the output format of communication report.	NO
OUTPUT SETTING - EMAIL	Shows the output format of communication report.	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 OUTPUT BIN CHANGE (CASCADE PRINT)	Shows whether the Auto output bin Change (Cascade Print) function is enabled or disabled.	NO

Function	Description	User
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO
PRINT CONTINUATION AS PUNCH DUST 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 *1

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

*1 Printed only when the Wireless LAN/Bluetooth Module is installed.

BLUETOOTH SETTINGS *1

Function	Description	User
Bluetooth	Shows whether the Bluetooth function is enabled or disabled.	NO
Bluetooth NAME	Shows the Bluetooth name.	NO
DEVICE ADDRESS	Shows the Bluetooth address.	NO
ALLOW DISCOVERY	Shows whether allowing discovery by Bluetooth devices is enabled or disabled.	NO
SECURITY	Shows whether the communication protection with PIN code is enabled or disabled.	NO
REQUIRED PIN	Shows the PIN code.	NO
DATA ENCRYPTION	Shows whether the encryption of communication is enabled or disabled.	NO

*1 Printed only when the Wireless LAN/Bluetooth 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
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

Function	Description	User
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 - APPLE TALK

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
DOMAIN	Shows the domain name of this equipment.	NO

Function	Description	User
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
AUTHENTICATION OF SMB CLIENT	Shows the authentication method of SMB client.	NO
HOST ANNOUNCEMENT TRANSMISSION DURING DEEP SLEEP MODE	Shows whether the host announcement during Deep Sleep mode is transmitted.	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
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 - SYSLOG SETTING

Function	Description	User
ENABLE SYSLOG	Shows whether syslog is transmitted.	NO
SERVER IP ADDRESS	Shows the IP address of syslog server.	NO
PORT NUMBER	Shows the port number which syslog server uses.	NO
PROTOCOL	Shows the communication protocol.	NO
ENABLE SSL	Shows whether SSL is used.	NO
SEVERITY	Shows the severity of log.	NO
FACILITY	Shows the usage of log.	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
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

NETWORK SETTING - PRINT SERVICE SETTING - USB CABLE PRINT

Function	Description	User
USB CABLE PRINT MODE	Shows the mode for USB cable printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - MULTI STATION PRINT *1

Function	Description	User
ENABLE MULTI STATION PRINT	Shows whether multi station print is enabled.	NO
DOCUMENT EXPIRED TIME	Shows the period for the document is stored.	NO
NUMBER OF DISPLAY JOB	Shows the number of job displayed.	NO
SORT ORDER	Shows the order for display.	NO
PRINT ORDER	Shows the order for printing.	NO
ENABLE PRINTED JOBS	Shows whether the printing of printed jobs is enabled.	NO
CONNECTION MFP1 to 10	Shows the connected MFP 1 to 10.	NO

*1 Printed only when the Multi Station option is installed.

PRINT DATA CONVERTER

Function	Description	User
ENABLE PRINT 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
DEPARTMENT CODE	Shows whether the department code management is enabled or disabled.	NO
DEPARTMENT CODE (COPY)	Shows whether the department code management (copy) is enabled or disabled.	NO
DEPARTMENT CODE (FAX)	Shows whether the department code management (fax) is enabled or disabled.	NO
DEPARTMENT CODE (PRINT)	Shows whether the department code management (print) is enabled or disabled.	NO
DEPARTMENT CODE (SCAN)	Shows whether the department code management (scan) is enabled or disabled.	NO
DEPARTMENT CODE (LIST)	Shows whether the department code management (list) is enabled or disabled.	NO
DEPARTMENT CODE (SETTING)	Shows whether the department code management (setting) is enabled or disabled.	NO
REQUIRE DEPARTMENT NUMBER IN USER REGISTRATION	Shows whether the department number is required or not for user registration.	NO

Function	Description	User
INVALID DEPARTMENT CODE PRINT JOB	Shows the handling method for invalid print jobs.	NO

SECURITY SETTING - AUTHENTICATION - USER AUTHENTICATION SETTING

Function	Description	User
USER AUTHENTICATION	Shows whether the user authentication is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION	Shows whether the user authentication according to function is enabled or disabled.	NO
USER AUTHENTICATION (COPY)	Shows whether the user authentication (copy) is enabled or disabled.	NO
USER AUTHENTICATION (FAX)	Shows whether the user authentication (fax) is enabled or disabled.	NO
USER AUTHENTICATION (PRINT)	Shows whether the user authentication (print) is enabled or disabled.	NO
USER AUTHENTICATION (SCAN)	Shows whether the user authentication (scan) is enabled or disabled.	NO
USER AUTHENTICATION (LIST)	Shows whether the user authentication (list) is enabled or disabled.	NO
USER AUTHENTICATION (SETTING)	Shows whether the user authentication (setting) is enabled or disabled.	NO
USER AUTHENTICATION (EWB)	Shows whether the user authentication (EWB) is enabled or disabled.	NO
AUTHENTICATION METHOD FOR ADMIN	Shows the authentication method for administrator.	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
PROJECT MANAGEMENT	Shows whether the project management is enabled.	NO
PRINT JOB(WITHOUT PROJECT CODE)	Shows how job without project code is processed when the project management is enabled.	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 - AUTHENTICATION - SHARED USER MANAGEMENT SETTING

Function	Description	User
SHARED USER MANAGEMENT	Shows whether the shared user management is enabled.	NO
CONNECTION TIMEOUT	Shows the connection timeout.	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 TO 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

SECURITY SETTING - SECURITY STAMP

Function	Description	User
PRINT - COPY	Shows the addition to copy jobs.	NO
PRINT - PRINTER	Shows the addition to printing jobs.	NO
FAX - TRANSMISSION	Shows the addition to fax transmission jobs.	NO
OPTIONS - DATE & TIME	Shows the addition of date and time.	NO
OPTIONS - CARD ID	Shows the addition of card ID.	NO
OPTIONS - USER NAME	Shows the addition of user name.	NO

ADDRESS BOOK

Function	Description	User
SHARED SETTING - SHARED ADDRESS BOOK	Shows whether the shared address book is enabled.	NO
SHARED SETTING - CONNECTION TIMEOUT	Show the connection timeout.	NO
PRIMARY MFP SETTING - SECONDARY MFP1 to 10	Shows secondary MFP 1 to 10.	NO

INDEX

Numerics

1200 dpi Print	43
2in1/4in1.....	13
2nd Fax	24
2nd Line for FAX Unit.....	84
600 dpi Print	43
802.1X	115
802.1X Settings.....	114

A

Accessing the Admin Menu	35
Accessing the User Menu	10
ACS Adjustment	13, 17
Adding a language	49
Adding or removing display languages.....	49
Address	23
Address Book.....	20
Address Mode	63, 64, 66, 68
Adjusting the display setting.....	11
Admin. Message	38
Assigning the functions to the programmable keys.....	61
Authority.....	97
Auto.....	101
Auto 2-Side Mode	77
Auto Output Bin Change (Cascade Print).....	78, 105
Auto Release Private/Hold Print.....	105
Automatic Change of Paper Source	77, 104

B

B/W Adjustment for Standard	17
Background Adjustment.....	18
Bluetooth Printing	30
Bluetooth Settings	108
Body.....	89, 91
Body String Transmission.....	89, 91
Book->2	13

C

Calibration.....	42, 43
Centering Copy.....	78
Change User Password	113
Changing the administrator password and resetting the service password	39
Changing the date and time	40
Changing the date format	40
Changing the display language	11
Changing the keyboard settings	60
Changing the smoothness of print.....	44
Changing the software keyboard settings.....	60
Check E-mail.....	27
Check Settings.....	115
Checking the network.....	76
Color Mode	13, 17
Completion Tone Volume.....	81
Compress.....	17
Confirming the members of a group.....	26
Contact Information	38
Context	70
Copy	13, 43, 61, 77
Copy 600dpi Print.....	43
Copy MPT.....	13

Corp.....	24
Creating clone files.....	57
Creating new contacts	23
Creating new groups	26
Creating or installing clone files	55
Custom Subject	90

D

Deep Sleep	42
Default.....	43
Default Address Book.....	16, 17
Default Mode of Auto Color.....	77
Default Power Off Action.....	59
Default Subject	90
Default View for Group	16, 18
Default View for Single	16, 17
Deleting all department codes	138
Deleting department codes	134
Department Counter	124
Department Management.....	128
Dept.....	24
Desired Zone.....	72
Device Name	72
Dial Type	81
Dial Type (Line2)	81
Direct Tx	102
Discard	82
Display	60
Displaying fax communications counter for department code.....	127
Displaying print counter	121
Displaying print counter for department code	125
Displaying scan counter	122
Displaying scan counter for department code	126
Displaying the functions of programmable keys.....	12
Duplex Print	82

E

EAP User Name	117
EAP-MD5.....	114
EAP-MSCHAPv2.....	114
EAP-TLS.....	114
EAP-TTLS.....	114
ECM	16
Editing department codes	132
Editing or deleting contacts.....	25
Editing or deleting groups	26
e-Filing	19
E-mail	24, 89
Enable Appletalk	72
Enable Bindery	70
Enable DHCP (IP Address)	66, 68
Enable DHCP (Options)	65, 66, 68
Enable HTTP Server.....	73
Enable IP Filtering	74
Enable IPX/SPX	69
Enable LDAP.....	74
Enable MAC Address Filtering	74
Enable NDS	70
Enable Netware	70
Enable SSL	73

Enabling department codes.....	130	Link Local Address.....	64, 66, 68
Encryption Level	97	List.....	20
Enforcement Continue (Illegal Paper)	104	List Print Format.....	146
Error messages.....	117	List/Report	100
Ethernet Speed Duplex Mode.....	73	LLMNR	64, 66, 68
Exporting logs	59	Local.....	103
Exporting the device certificate	95	Location	38
Exposure.....	15, 18	Logging on as administrator.....	128
Exposure For Black	13	Logon	71
Exposure For Color.....	13		
F		M	
Factory Default.....	75, 109, 115	Magazine Sort.....	14
Fax.....	15, 79	Making power off settings.....	59
Fax No.	23	Making the layout setting for external keyboard.....	60
File	88	Managing certificates.....	92
File Server Name	70	Managing contacts in address book.....	23
First Name	23	Managing groups in address book	26
Flush Connections	75	Managing the option licenses.....	45
Forced Encryption.....	97	Master Password	96
FQDN Option	66, 68	Maximum Copies.....	77
FQDN Update Method.....	66, 68	Memory Tx	102
Fragment Message Size (KB)	89	Monitor Volume	81
Fragment Page Size (KB)	91	Multi Tx.....	102
Frame Type.....	69	Multidest. Confirmation	16
From Address	89, 91		
From Name.....	89, 91	N	
FUNCTION LIST	20	NetBIOS Name.....	71
Administrator.....	148	Network	62
		NIC configuration page	146
G			
Gateway.....	63, 65	O	
General	11, 19, 37	Omit Blank Page Adjustment.....	13, 17
Group Numbers.....	20	On-screen keyboard.....	144
		On-screen numeric keypad.....	145
H		Original Mode	15, 18
Home Screen Settings	142	Original Mode for Auto Color	13
		Original Mode for Black.....	13
I		Original Mode for Color	13
Image Quality for Black in ACS	17	Original Outside Erase.....	78
Importing a certificate	92		
Index	23	P	
Initial setup.....	80	Paper Empty Message	45
Inputting Characters.....	144	Paper Jam Recovery.....	60
Installing an option	47	Paper of Different Direction	77, 104
Installing the clone data	55	[Pause]	79
Internet Fax	91	PEAP	114
IP Address.....	63, 65	Performing the integrity check.....	98
IPv6 Protocol.....	64, 66, 68	Photograph.....	19
ITU Mailbox.....	20	Policy Name	75
		Polling.....	102
J		Power Off Screen.....	59
Job Skip Control.....	60	Prefix	65
		Presentation	19
K		Preview Setting.....	16, 17
Keyword.....	24	Primary Port Number	73
		Print.....	29
L		Print Out Total Counter.....	123
Last Name.....	23	Printer/e-Filing	104
Layout.....	60	Printing lists.....	103
Left Tray (LCF) Paper Empty Message.....	45	Printing the department code list	129
Line Art.....	19		
Link Down Detection.....	74		

Q	
Quota Management	132
R	
Receiver information	79, 80
Recovery transmission	83
Reduction	83
Registering a new department code	130
Registering contacts	23
Registering contacts from Log lists	24
Registration	42
Relay Destination	102
Relay Originator	102
Relay Station	102, 103
Remote	103
Removing a language	51
Resetting all department counters	138
Resetting the counters for each department	135
Resolution	15, 18
Restriction	71
Rotate Sort	83
Rotation	17
RTI	16
Rx Journal	101
Rx Mode	81
Rx Only (24HR)	84
Rx Only (Timer)	84
Rx printing	82
Rx Speed Limit	16
S	
Scan	17, 61
Searching for contacts	25
Searching for groups	26
Secondary Port Number	73
Secure Receive Forced Setting	15
Security	92
Sender information	79, 80
Service Phone Number	38
Setting IEEE 802.1X authentication	115
Setting IPsec (IP security)	75
Setting job skip	60
Setting output limitations for all departments	136
Setting secure PDF	96
Setting the ADF noise reduction	61
Setting the AppleTalk protocol	72
Setting the auto calibration	12
Setting the auto clear function	45
Setting the Auto Power Save mode	41
Setting the calibration	12, 43
Setting the calibration and registration display level	42
Setting the clock	40
Setting the communication report	101
Setting the default language	51
Setting the device information	38
Setting the Ethernet speed	73
Setting the high contrast display	11
Setting the HTTP network service	73
Setting the IPv6 protocol automatically Stateful network environment	67
Stateless network environment	65
Setting the IPv6 protocol manually	64
Setting the IPX/SPX protocol	69
Setting the LDAP services, filtering functions and link down detection	74
Setting the NetWare settings	70
Setting the No Limit Black function	137
Setting the notification	38
Setting the pop-up messages	60
Setting the power save modes	40
Setting the reception list	102
Setting the registered quota	137
Setting the registration	12, 44
Setting the report	100
Setting the self-check interval	61
Setting the Sleep or Deep Sleep mode	42
Setting the SMB protocol	71
Setting the status message	45
Setting the TCP/IP protocol IPv4	63
IPv6	64
Setting the transmission / reception journal output	100
Setting the weekly timer	41
Single/2-Sided Scan	17
Sleep Timer	42
SMB Protocol	71
Sort Mode Priority	77
Subject	89
Subnet Mask	63
Suspend Printing If Stapler Empty	77, 104
T	
Terminal ID	79
Thick Paper Set	60
Toner Near Empty Message	45
Total Counter	120
Tray	21, 112
Tray Set	60
Tree	70
Tx / Rx	84
Tx Journal	101
Tx Speed Limit	16
Tx Type	15
U	
Updating your system	52
USB Cable Print	111
Use Authentication Code as Password	96
Use Username from Common Name in the User Certificate	117
User	20
User Counter	139
User Password	96
V	
Viewing product information	45

W

Waste Hole Punch Tray Full.....	78, 105
Wi-Fi Direct Setting	31
WINS Primary	71
WINS Secondary.....	71
Wireless Setting.....	106

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