MC573/ES5473 MFP

Advanced Manual

About This Manual

This manual describes how to print from mobile terminals and how to use the OKI MFP in various ways.

It also describes advanced features such as security settings and color adjustment. Please read this manual carefully to achieve the maximum performance of the product in various conditions.

This manual uses as an example Windows 7 for Windows, Mac OS X 10.9 for Mac OS X and MC573 for the device.

This manual uses MC573 as an example to illustrate buttons and icons on the operator panel, driver screens, and the method of inputting characters and operating the device.

Depending on your OS, the actual display of the product may differ from the descriptions in this manual. In addition, depending on the model you are using, some functions described in this manual may not be available.

Depending on the device you are using, buttons or the like on the operator panel and the actual operations may differ from the descriptions in this manual. Please read the user's manual for the specific model that comes with your device.

About Descriptions

This section describes the marks, symbols, abbreviations and illustrations used in this manual.

About Marks

This manual uses the following marks.

Mark	Meaning
	Indicates cautions and restrictions for the correct operation of the device. Be sure to read them to avoid misoperation.
	Indicates useful tips and references on how to use the device. We recommend you read them.
	Indicates reference items. Please read them to learn the detailed information.
	Indicates related items. Please read them to learn the relevant information.

About Symbols

This section describes the symbols used in this manual and their meanings.

Symbol	Meaning
Illustration (button name)	Indicates button shapes (button names) on the operator panel of the device.
[ ]	Indicates menu names, item names, options, etc. displayed on the screen of the operator panel. Indicates menus, windows and dialog box names displayed on the computer screen. They can be clearly distinguished in the description and procedure illustration.
" "	Indicates messages and input texts on the displayed screen. Indicates file names on the computer. Indicates item titles of link destinations.
< >	Indicates keys on the computer keyboard.
>	Indicates the transition of device or computer menus.

About Illustrations

The illustrations used in this manual are based on MC573.
The displayed screens on the operator panel used in this manual are based on the default settings.

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1

Basic Operations

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JOB MACRO

This section describes basic operations of this machine.

How to Customize the Touch Panel

You can customize home icons and shortcut buttons on the home screen and the top screen of each function to fit your needs.

- Setting a Home Icon on the Home Screen
- Functions That Can be Set to a Home Icon on the Home Screen
- Setting a Shortcut Button of Each Function

Setting a Home Icon on the Home Screen

You can register 16 icons.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ and press [Configure Home Screen].

5 Press the button whose setting you want to change.

The shortcut button setting screen is displayed.

6 Operate the touch panel according to the changes you want to make.
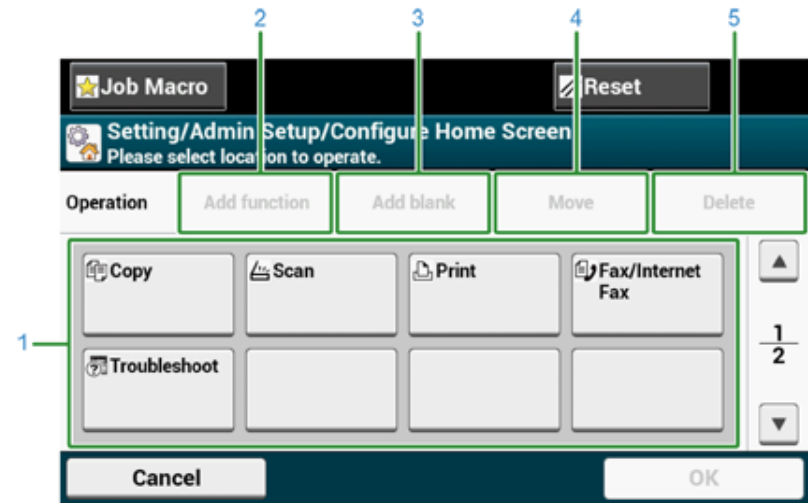
	Item	Description
1	Layout preview area	Displays the locations of the shortcut buttons.
2	Add function	Inserts a function into the layout preview area.
3	Add blank	Inserts an empty button into the layout preview area.

Item	Description
4	Move	Moves the selected button to a specified location.
5	Delete	Deletes the function that is registered to the selected button.

7 Press [OK].

Functions That Can be Set to a Home Icon on the Home Screen

You can register the following functions.

· **Copy***

· **Fax/Internet Fax***

· **Fax**

· **Internet Fax**

· **Scan***

· **Scan To E-mail**

· **Scan To Shared Folder**

· **Scan To USB Memory**

· **Scan To Computer**

· **Remote Scan TWAIN**

· **Remote Scan WSD**

· **Remote Scan AirPrint**

· **Print***

· **Shared Print**

· **Private Print**

· **Print From USB Memory**

· **Job Macro**

· **Google Cloud Print**

· **Troubleshoot***

· **Received Documents**

· **Tx/Rx Journal**

* indicates the factory default setting.

Some functions may not be displayed depending on the settings.

Setting a Shortcut Button of Each Function

The number of shortcut buttons that can be set varies depending on the function.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Follow the procedure in the table below.

Functions whose settings you want to change	Display on the touch panel and operation procedures
Copy	Press [Copy Setup] > [Configure Shortcuts].
Scan To E-mail	Press [Scanner Setup] > [E-mail Setup] > [Configure Shortcuts].
Scan To Shared Folder	Press [Scanner Setup] > [Shared Folder Setup] > [Configure Shortcuts].
Fax Sending	Press [Fax Setup] > [Configure Shortcuts].
Internet Fax Sending	Press [Internet Fax Setup] > [Configure Shortcuts].
Scanning to Fax Server	Press [FaxServer Function] > [Configure Shortcuts].

5 Press the button whose setting you want to change.

6 Select a function to register.

Each shortcut button registered cannot be deleted. It can be replaced by a different shortcut button.

7 Press [OK].

Adjusting Brightness of the Touch Panel

To change the brightness of the touch panel on the operator panel, perform the procedure below.

You can adjust the brightness of screen during operation and in the Power Save mode respectively.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times, and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times, and press [Manage Unit].

5 Press [System Setup].

6 Press ▲ or ▼ several times, and press [Panel Brightness During Operating] or [Panel Brightness While Power Save].

7 Enter value and press [OK].

Available values are 1 to 7 when [Panel Brightness During Operating] is set and 0 to 7 when [Panel Brightness While Power Save] is set. The bigger the number is, the brighter the screen gets.

Adjusting the Touch Position of the Touch Panel

If the response of the touched position is slightly shifted or the response is slow, the detection of the position may not be working correctly.

Follow the procedure below to adjust the touch panel.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times, and then press [Admin Setup].

3 Input the admin name and password, and press [OK].
The default admin name is "admin" and the default admin password is "999999".

4 Press ▲ or ▼ several times, and then press [Manage Unit].

5 Press [System Setup].

6 Press ▲ or ▼ several times, and then press [Panel Calibration].

7 Press "Yes" in the "Would you like to execute?" screen.

8 Touch the cross marks displayed in the "Touchscreen Calibration Utility/Touch crosshair to calibrate" screen in order. (5 positions in total)
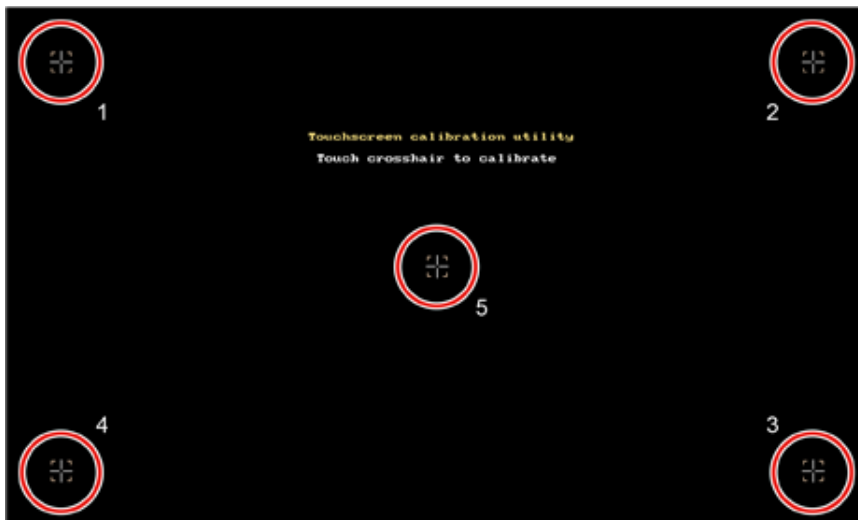
The touch panel is adjusted.

Setting Output Destination

The machine outputs paper to the output tray or rear output tray.

(!)

Do not open or close the output trays during printing. Paper jams may result.

- Output Tray
- Rear Output Tray

Use this output tray when printing on plain paper. Paper is output with the printed side down.

It is not available for envelopes, labels, or long paper.

Check that the rear output tray on the rear side of the machine is closed. If the rear output tray is open, paper is always output to the rear output tray.
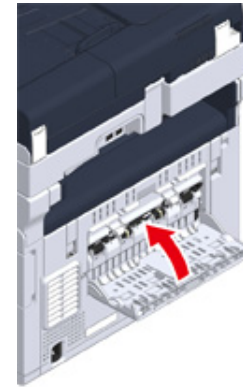
Open the paper support so that outputs do not slip down from the output tray.

Rear Output Tray

Use the rear output tray when printing on envelopes, labels, or long paper.

Paper is output with the printed side up. Plain paper is also available for this output tray.

1 Open the rear output tray (F) on the rear side of the machine.
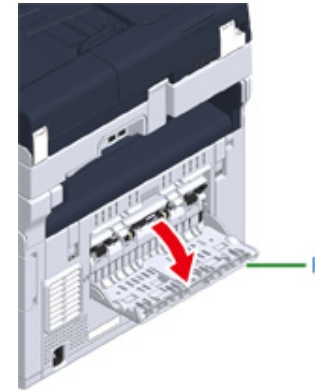
2 Unfold the paper support.
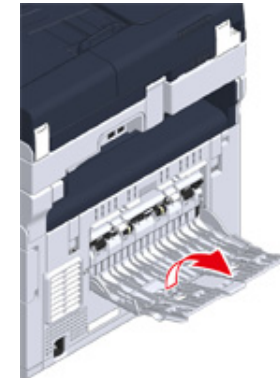
3 Draw the sub support.
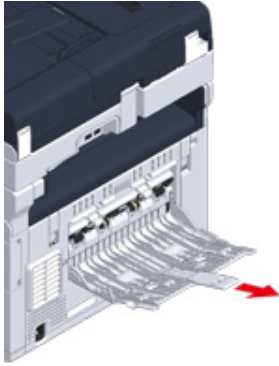
Adjusting Volume

The volume of the sounds which are emitted in the following conditions can be adjusted in four levels.

- **When a button or key on the operator panel is pressed**

- **When copying is complete**

- **Fax communication is complete**

- **When a paper jam occurs**

- **AirPrint Buzzer Volume**

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times and press [Manage Unit].

5 Press [Sound Control].
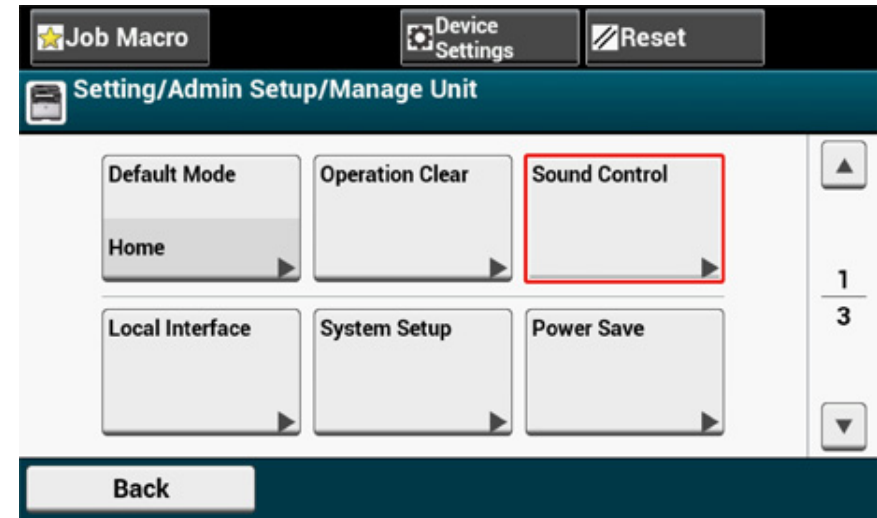
6 Press an item you want to adjust.

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7 Select a volume level.

Key Touch Tone Volume
Please select the Key Touch Tone Volume.

OFF	Low	Middle

High

Back
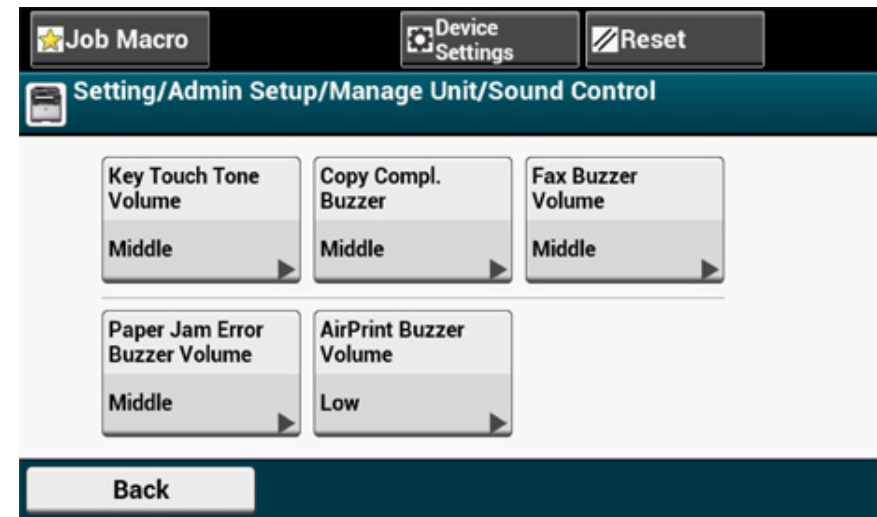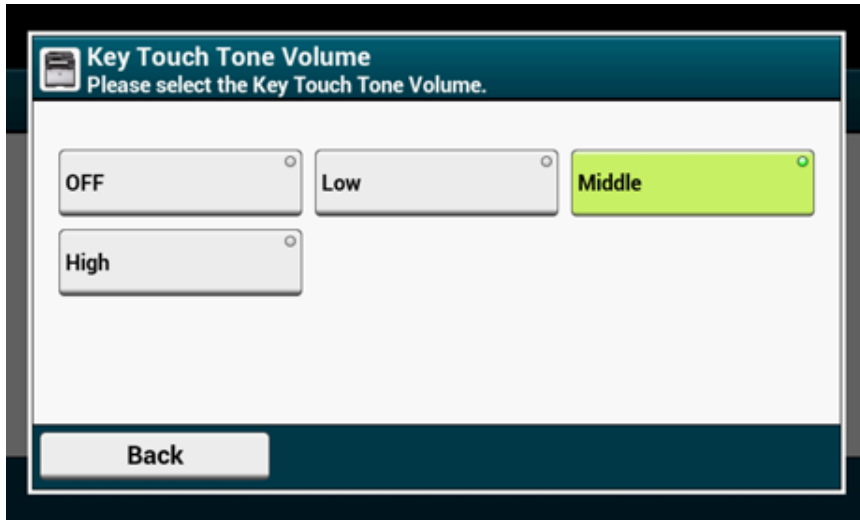
Simultaneous Operation (Multitasking)

This machine can operate several functions simultaneously. For details, refer to the following table.

(!)

- You cannot use the operator panel while the machine reads documents.
- During the simultaneous operation, each operation performance may be deteriorated.
- Depending on the machine condition, such as memory full, simultaneous operation may not be accepted.

✔ : Available   ✘ : Not available

First task	Second task				
	Copy	Fax transmission	Fax reception	Scan To Shared Folder/ Scan To E-mail/Scan To USB Memory	Printing from a computer
Copy	✔ *2	✔	✔ *2	✔	✔ *2
Fax transmission	✔	✔ *1	✘	✔	✔
Fax reception	✔ *2	✔ *1	✘	✔	✔ *2
Scan To Shared Folder	✔	✔	✔	✔	✔
Scan To E-Mail	✔	✔	✔	✔	✔
Scan To USB Memory	✘	✘	✔	✘	✔
Printing from a computer	✔ *2	✔	✔ *2	✔	✔ *2

*1 If the first task is sending, the second task is suspended until the first task is completes.
*2 When the first task completes, the second task starts to be printed.

Checking the Information of the Machine

Print the machine information and check the status. Press the ⬭ (STATUS) button on the operator panel to check the information such as remaining level of consumables.

- Printing a Report to Check
- Checking the Status on the Operator Panel

Printing a Report to Check

You can print and check the configuration or the job logs of this machine.

1 Press [Device Settings] on the touch panel.

2 Press [Reports].
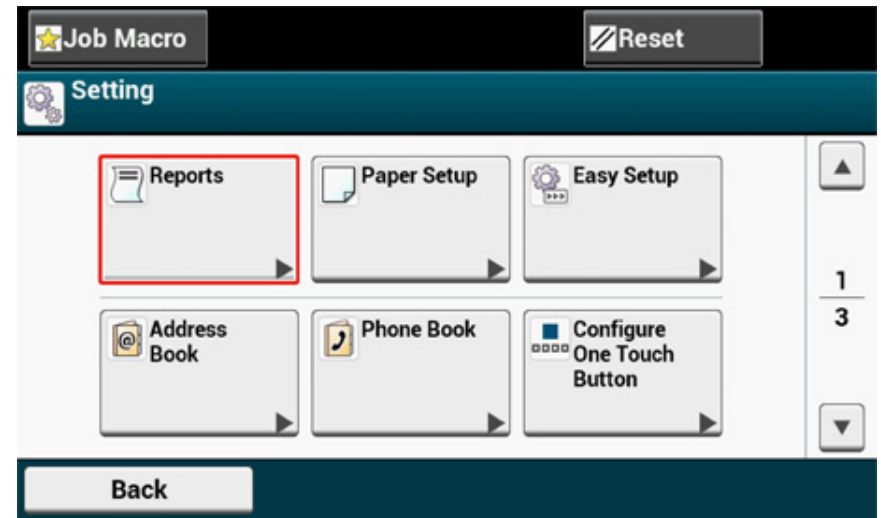
3 Select the category of a report to print.

4 Select a report to print.

If the administrator login screen is displayed,enter administrator name and password.

The factory default administrator name and password are "admin" and "999999" respectively.

5 Press [Yes] on a confirmation screen.

If [Admin Setup] > [Manage Unit] > [System Setup] > [Allow All Reports To Print] on the touch panel is set to [Disable], log in as the administrator to print the following reports.

- Scan To Log
- Speed Dial List
- Group List
- Fax Log
- Address Book

Item		Description
Configuration		Prints detailed settings of this machine.
System	File List	Prints a list of job files.
	Demo Page	Prints a demo page.
	Error Log	Prints an error log.
	Scan To Log	Prints the results of the jobs of Scan To E-mail, Scan To Shared Folder, or Scan To USB Memory.
	Usage Report / Copies	Prints the total of the job logs. Specifies the number of pages to print on the [Copies] screen.
	Network Information	Prints general information on the network.
	Supplies Report	Prints the information about consumables.
	User Counter Report	Prints the user counter report.
	Account Counter Report	Prints the account counter report.
	Job Log	Prints the Job Log.
Fax	Speed Dial List	Prints the list of the fax numbers registered for speed dials.
	Group List	Prints the list of the fax numbers registered in groups.
	Fax Tx Log	Prints the list of the transmission results of the latest 100 fax jobs.
	Fax Rx Log	Prints the list of the reception results of the latest 100 fax jobs.
	Fax Tx/Rx Log	Prints the list of the transmission and reception results of the latest 100 fax jobs.
	Daily Tx/Rx Log Report	Prints Tx/Rx report for communications within 24 hours.
	Fcode Box List	Prints the list of Fcode boxes.
	Block Junk Fax	Prints the address list for Block Junk Fax.

Item		Description
E-mail/Internet Fax	Journal Report	Prints the transmission and reception results of the latest 50 items of Scan To E-mail, Internet Fax, printing e-mail attachment files, and Scan to Fax server.
	Address Book	Prints the registered address list.
Print	PCL Font List	Prints a list of PCL font samples.
	PSE Font List	Prints a list of PSE font samples.
	PPR Font List	Prints a list of IBMPPR font samples.
	FX Font List	Prints a list of EPSON FX font samples.
	Color Tuning Pattern	Prints a color tuning pattern.
	Color Profile List	Prints a color profile list.

Checking the Status on the Operator Panel

You can check the residual life of consumables, the counter information, and the job list from the ⬭ (STATUS) button.

1 Press the ⬭ (STATUS) button.

2 Press [Device Information].

3 Select an item to check.

4 Check the content, and then press [Back].

Easy Setup

In [Easy Setup], you can change the settings of date/time, fax, network, e-mail function by using [Device Settings] on the touch panel.

1 Press [Device Settings] on the touch panel.

2 Press [Easy Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Follow the on screen instructions.

- **Language Setting**

Item	Description
Language Setting	Sets the language that is displayed on the operator panel.

- **Date/Time Setting**

Item		Description
Time Zone		Sets the GMT time zone.
Daylight Saving		Sets daylight saving to ON or OFF.
Server	SNTP Server (Primary)	Sets the SNTP server to use for setting the current date and time. You can enter up to 64 characters.
	SNTP Server (Secondary)	
Manual	Date	Sets the current date and time manually.
	Time	

- **Admin Password**

Item	Description
New Password Enter Password (Verify)	Changes the administrator password. 6 to 12 characters can be used.

- **Fax Setting**

Item	Description
Fax Number	Sets the fax number of this machine. You can enter up to 20 digits.
Sender ID	Sets the sender's information. You can enter up to 22 characters.

- **Network Setting**

Item	Description
Enabling Default Gateway (If wireless LAN module fitted)	Sets which default gateway to be enabled between wired LAN or wireless LAN.

Item				Description
Wireless Setting (If wireless LAN module fitted)	WPS	WPS-PBC		WPS-PBC is executed.
		WPS-PIN		WPS-PIN is executed.
	Search	A list of access point name found in the search		Displays a list of wireless LAN access points' names that are found in a search.
		Manual Setup	SSID	Enter an SSID.
			Security	Selects the security of the wireless LAN function. "WPA-EAP" and "WPA2-EAP" can be set only in Web.
			WEP Key	Enter WEP Key. Displays if [WEP] is selected for [Security].
			WPA Encryption Type	Select a WPA/WPA2-PSK or WPA2-PSK encryption type. Displays if [WPA/WPA2-PSK] or [WPA2-PSK] is selected for [Security].
			WPA Pre-shared Key	Enter the Pre-shared Key. Displays if [WPA/WPA2-PSK] or [WPA2-PSK] is selected for [Security].
	Reconnect			Wireless reconnection is executed.
Obtaining IP address				Sets to obtain the IP address automatically or manually.
IP Address				Sets the IP address. You can enter up to 15 characters.
Subnet Mask				Sets the subnet mask. You can enter up to 15 characters.
Default Gateway				Sets the gateway address. You can enter up to 15 characters.
DNS Server (Primary)				Sets the IP address for a Primary DNS server. You can enter up to 15 characters.
DNS Server (Secondary)				Sets the IP address for a Secondary DNS server. You can enter up to 15 characters.
WINS Server (Primary)				Sets the IP address for the WINS server. You can enter up to 15 characters.
WINS Server (Secondary)				Sets the IP address for the WINS server. You can enter up to 15 characters.

• E-mail Setting

Item	Description
Mail Server Address	Sets the IP address or host name for the SMTP server. You can enter up to 64 characters.
SMTP Port	Sets the SMTP port number.
SMTP Encryption	Sets the encryption SSL/TLS of communication to the SMTP server.
Set Sender's Address (From)	Sets an e-mail address for this machine.
Receive Setting	Sets the protocol to be used for receiving e-mails.

Item	Description
Authentication Method	Sets the authentication method.
SMTP User ID	Sets the login ID to the server used for SMTP authentication. You can enter up to 64 characters.
SMTP Password	Sets the password to the server used for SMTP authentication. You can enter up to 64 characters.
POP3 Server	Sets the IP address or host name for the POP3 server. You can enter up to 64 characters.
POP User ID	Sets the login ID to the server used for POP authentication. You can enter up to 64 characters.
POP Password	Sets the password to the server used for POP authentication. You can enter up to 16 characters.
Test	Sends a test mail to the Mail Server. You can check if communication between your machine and the mail server works normally.

• Test Print

Item	Description
Test Print	Performing test printing allows you to check if the consumables and paper are properly set.

Configuring One Touch Button

You can set frequently used destinations stored in the machine such as the address book to the one-touch buttons. For each function, up to 40 destinations can be set to the one-touch buttons.

1 Press [Device Settings] on the touch panel.

2 Press [Configure One Touch Button].

3 Select a function that you want to set for the one-touch buttons.
- Fax: A fax number can be set to a one-touch button.
- Internet Fax: An E-mail address can be set to a one-touch button.
- Scan To E-mail: An E-mail address can be set to a one-touch button.
- Scan To Shared Folder: A profile can be set to a one-touch button.

4 Select a button to which you want to set a destination from [01:] to [40:].

5 Press [Replace].

A list of destinations that can be registered is displayed.

- If you press [Replace], a destination can be registered or other destination can be replaced by a new one.
- If you press [Delete], a destination will be deleted from the one-touch button.

6 Select a destination.

7 Press [OK] when the setting is finished.

8 Press [Back] until the home screen is displayed.

JOB MACRO

You can register macros for frequently used function settings for copying, scanning, faxing, Internet faxing, and printing in the machine and create shortcuts. This "Job Macro" allows you to perform operations more simply and quickly.

You can create a macro for settings on the following functions.

Copying
Printing from USB Memory
Scanning to e-mail
Scanning to Shared Folder
Scanning to USB Memory
Fax Sending
Internet Fax Sending
Scanning to Fax Server

If the user authentication is enabled, log in to the machine before creating a macro.

You can register up to 16 macros.

- Registering a Frequently-used Setting as a Macro
- Using a Registered Macro
- Editing a Macro Title
- Checking the Macro Content
- Deleting a Registered Macro

Registering a Frequently-used Setting as a Macro

You can create a macro for a frequently-used setting.

1 Press [Copy] on the touch panel.
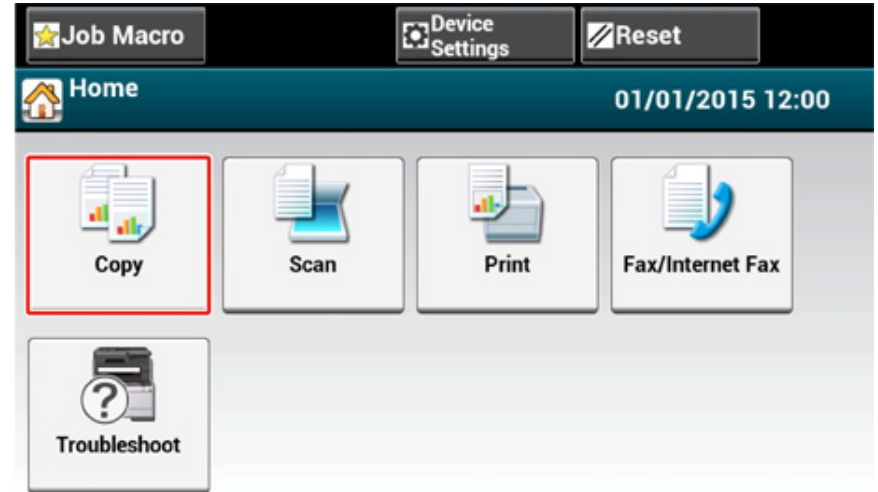
2 Change a setting value to register.
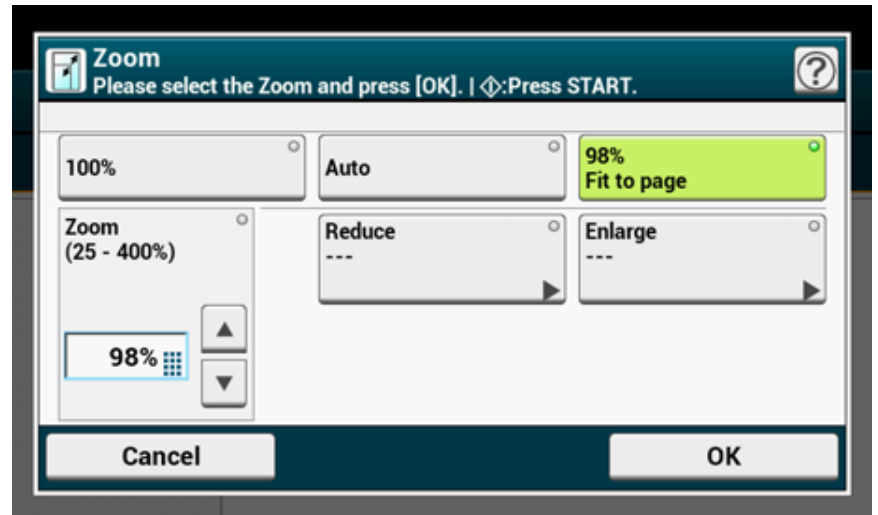
3 Press [Job Macro] on the touch panel.
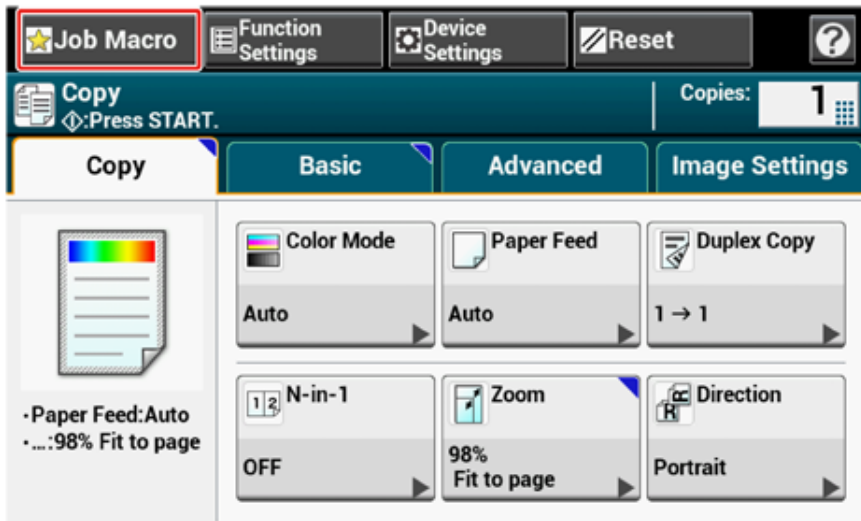
The Job Macro list screen also appears if [Register to Job Macro] is pressed in the following operation procedure. In this case, proceed to step 5.

Function	Display on the touch panel and operation procedures
Copy	[Basic] tab > [Register to Job Macro]
Scan To E-mail	[Basic] tab > [Register to Job Macro]
Scan To USB Memory	[Scan To USB Memory] tab > [Register to Job Macro]
Scan To Shared Folder	[Basic] tab > [Register to Job Macro]
Print from USB Memory	[Register to Job Macro]
Fax Sending	[Basic] tab > [Register to Job Macro]
Internet Fax Sending	[Basic] tab > [Register to Job Macro]
Scanning to Fax Server	[Basic] tab > [Register to Job Macro]

4 Press [Register] in the Job Macro list screen.
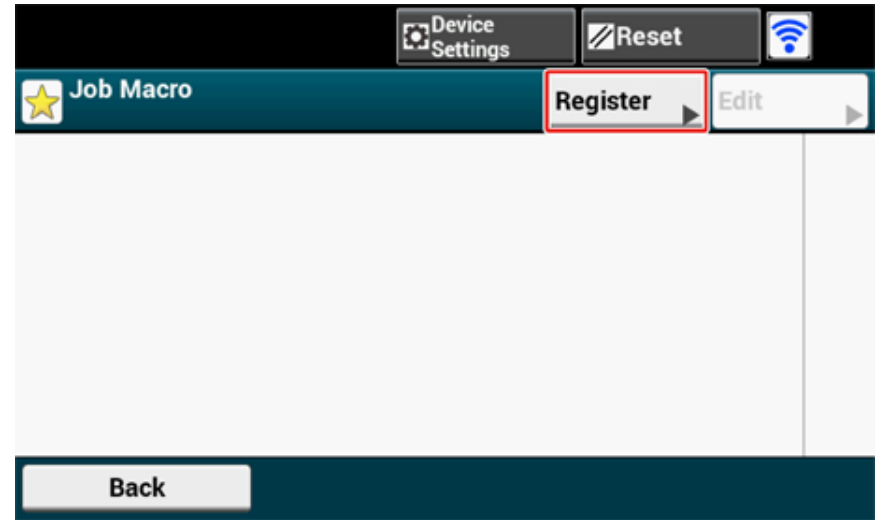
5 Check the setting, and then press [Yes].

6 Enter a new macro name.

Entering Characters (User's Manual)

7 Press [OK].

A confirmation screen is displayed.
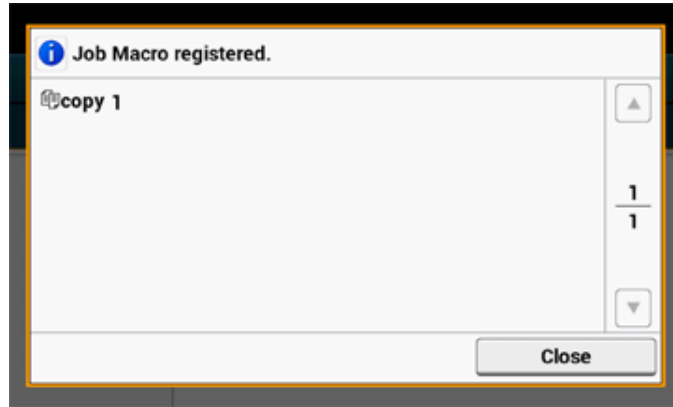
Using a Registered Macro

You can use a macro by reading out it.

1 Press [Job Macro] on the touch panel.

2 Select a macro to use, and then press [Apply].

If the access control is enabled on the functions you want to use, a message is displayed to inform you that you are not permitted to use them, and the screen returns to the JOB MACRO menu.

3 Perform a job.

Editing a Macro Title

You can edit a macro title.

1 Press [Job Macro].

2 Press [Edit].

3 Select a macro, and then press [Title Edit].

4 Enter a new title.

🔗 Entering Characters (User's Manual)

5 Press [OK].

Checking the Macro Content

1 Press [Job Macro].

2 Select a macro, and then press [Description].

3 Check the content, and then press [Back].

If you press [Apply] instead of [Back], the macro is applied.

Deleting a Registered Macro

You can delete a macro.

1 Press [Job Macro].

2 Press [Edit].

3 Select a macro, and then press [Delete].

A confirmation screen is displayed.

4 Press [Yes].

2 Copy

Useful Functions

For a Better Finish

Color Settings

Advanced Copy Settings

Useful Functions

This chapter describes various settings for copying, such as N-in-1 and duplex printing.

Settings on the copy top screen is temporarily enabled. To change the default settings, select [Device Settings] > [Admin Setup] > [Copy Setup] > [Default Settings] on the touch panel.

 Copy Setup

Specifying the Paper Feed Tray (Paper Feed)

Setting the Paper Feed Tray to Tray 1/Tray 2/Tray 3

1 Press [Copy] or the ⬤ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Paper Feed] on the [Copy] or [Basic] tab.

Alternatively, you can set this setting from [Function Settings].
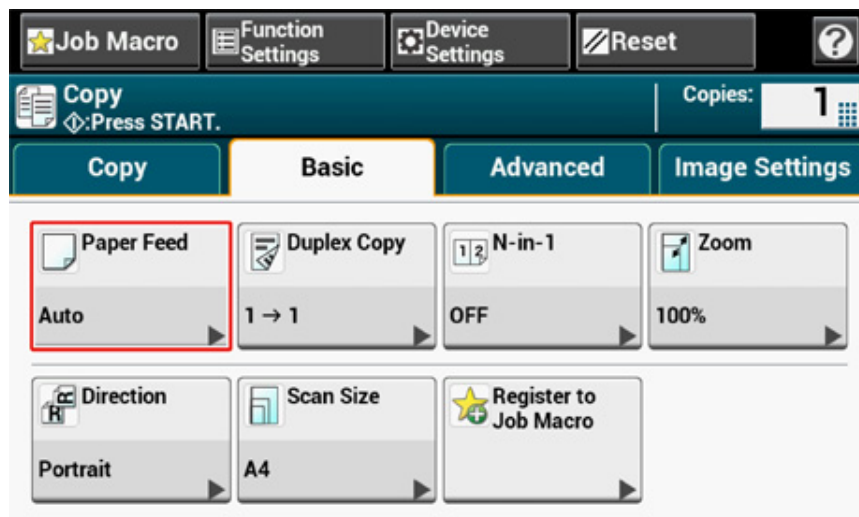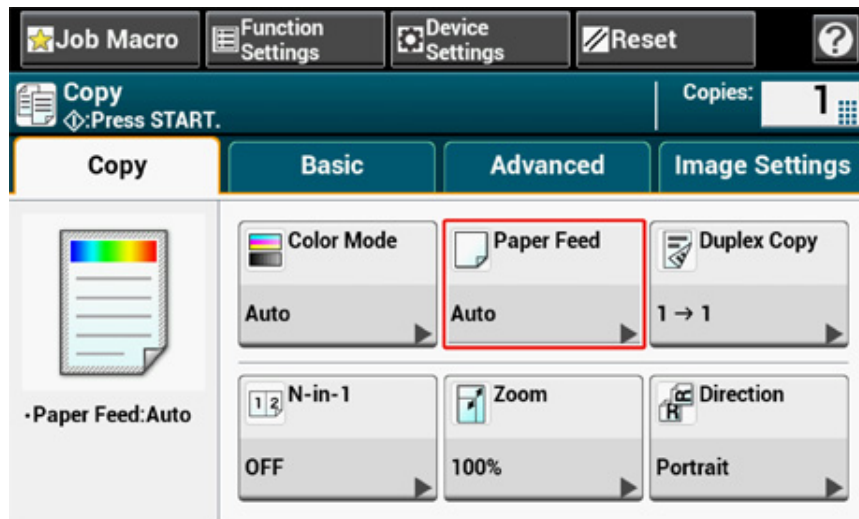
4 Select a tray, and then press [OK].
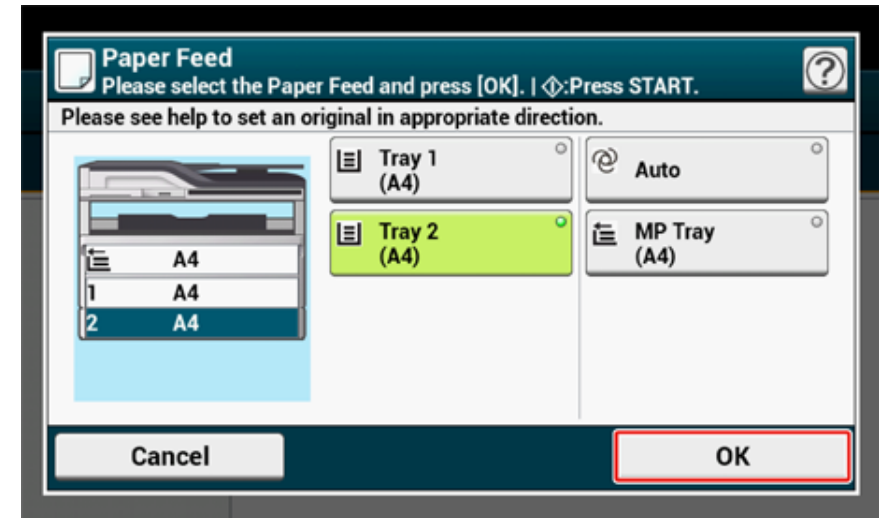
5 Press the ⬤ (START) button.

- To use the MP (Multi-Purpose) tray with [Paper Feed] being set to [Auto], press [Device Settings] on the touch panel, and then select [Paper Setup] > [Select Tray] > [Copy] > [MP Tray] > [ON] or [ON(Prior)].

- [Tray 2]/[Tray 3] are displayed only when the optional tray unit is installed.

- If [Paper Feed] is set to [Auto], you can select a paper tray that holds A4, A5, A6, B5, B6, Letter, Legal13/13.5/14, Executive, Statement, Folio, or 8.5 SQ paper. To use a different paper size, select the paper tray in the [Paper Feed] setting.

Using the MP (Multi-Purpose) Tray

1 Press [Copy] or the ⬤ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Paper Feed] on the [Copy] or [Basic] tab.

Alternatively, you can set this setting from [Function Settings].
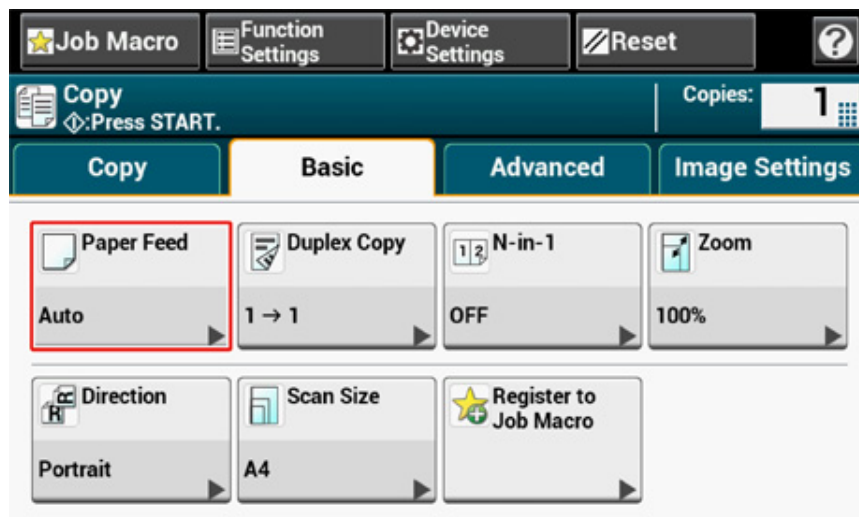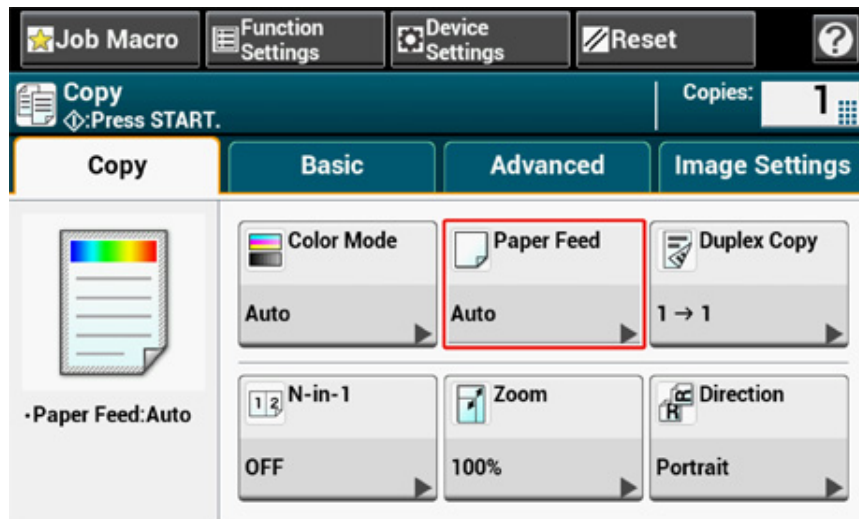
4 Select [MP Tray], and then press [OK].
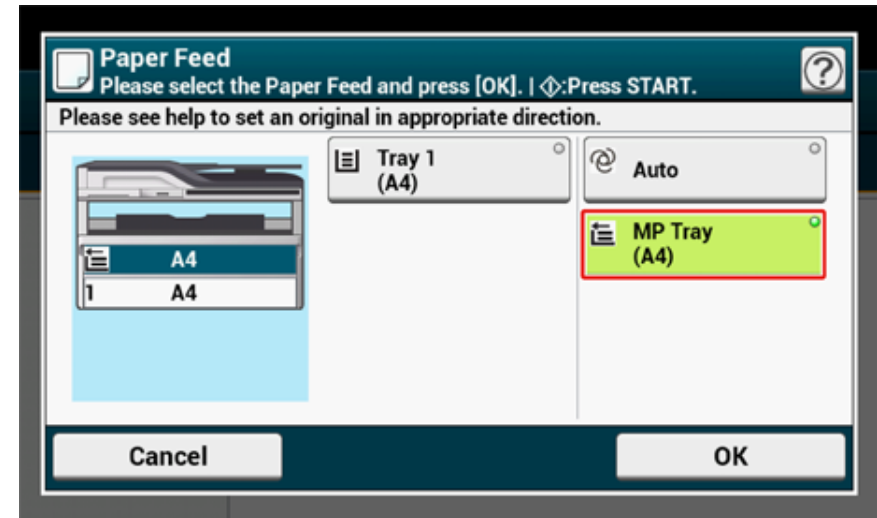
5 Load paper in the MP tray.

🔗 Loading Paper in the MP Tray (User's Manual)

6 Press the ⬤ (START) button.

7 Check the message, and then press [Start].
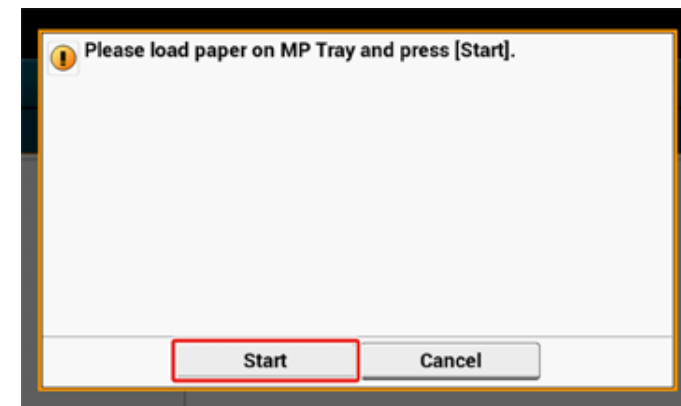
8 Press [OK].

Making Enlarged or Reduced Copies (Zoom)

⊘

You can use [Auto] only if copying on A4, A5, A6, B5, B6, Letter, Legal13/13.5/14, Executive, Statement, Folio, or 8.5 SQ paper.

1 Press [Copy] or the ⬭ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Zoom] on the [Copy] or [Basic] tab.

Alternatively, you can set this setting from [Function Settings].
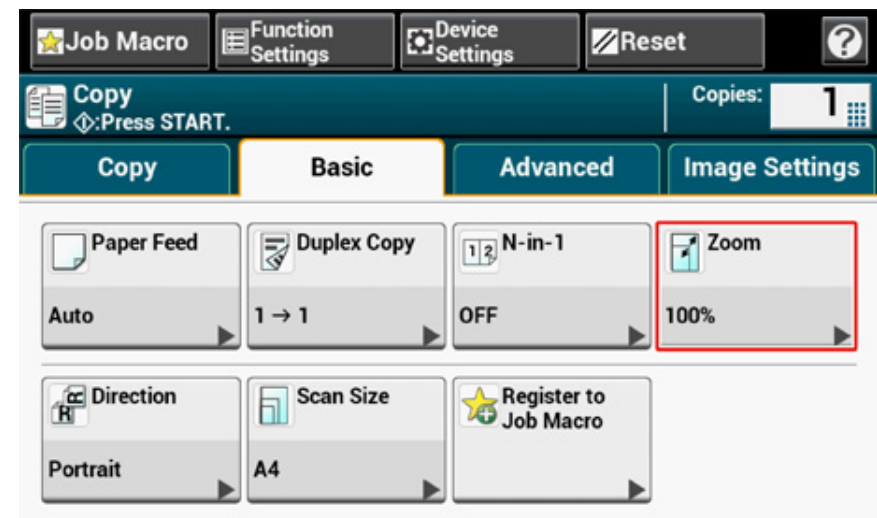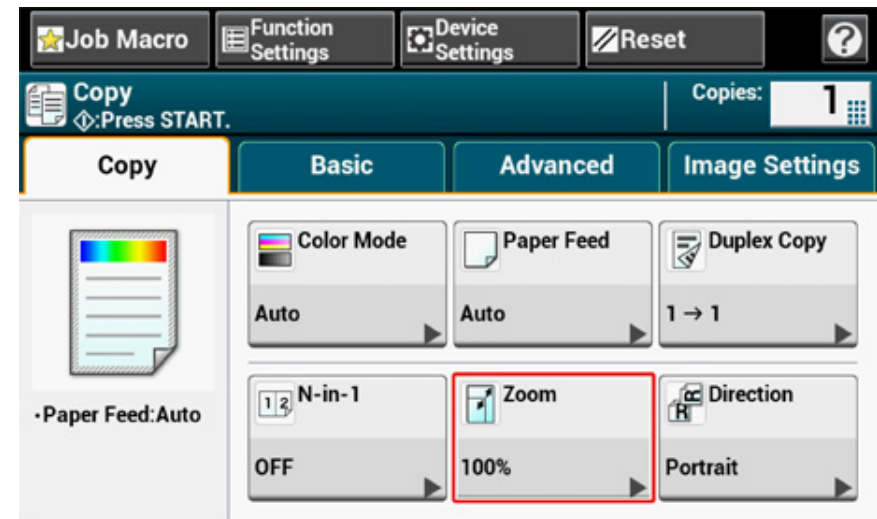
4 Set the zoom rate.

- When using [Auto]

(1) Select [Auto], and then press [OK].

- When selecting a preset zoom rate

(1) Select a zoom value, and then press [OK].

- To set other zoom rate

(1) Press [Reduce] or [Enlarge].

(2) Specify a zoom rate.
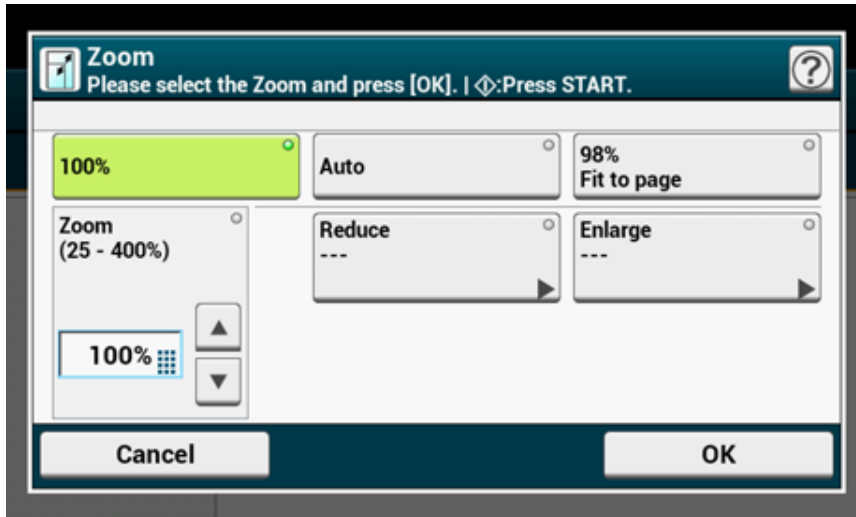
If [Fit to page(98%)] is selected and the size of the document and the paper are the same, the document is reduced to fit the paper.

- When setting the zoom rate by using the numeric keypad

(1) Enter the zoom rate from 25 to 400% by using the numeric keypad or pressing ▲ ▼ on the touch panel, and then press [OK].

- You can set the rate in units of 1%.
- If you enter an incorrect value, press the ⓒ (CLEAR) button, and then enter the correct value.

5 Press the (START) button.

- If [Paper Feed] is set to [Auto], [Zoom] is automatically set to [100%]. To select a different rate, set [Paper Tray], and then set [Zoom].
- If [Paper Feed] is set to [Auto], the paper tray is automatically selected according to the selected zoom rate. To use a specific paper tray, reset [Paper Feed] again.
- Even if [Paper Feed] is set to [Auto], you cannot select a paper tray that holds paper other than A4, A5, A6, B5, B6, Letter, Legal13/13.5/14, Executive, Statement, Folio, or 8.5 SQ paper. In this case, specify from [Paper Feed].
- If [Paper Feed] is set to [Auto], the [Paper Feed] setting automatically changes from [Zoom] to [Auto]. A message is displayed on the touch panel to inform you that the setting has been changed.

Copying on Both Sides of Paper (Duplex Copy)

- Available Printing Methods

⚠

- Use plain paper of a standard size. Use of paper other than paper of standard sizes may cause paper jams.

  🔗 Loading Paper (User's Manual)

- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.

  🔗 Changing the Document Orientation (Direction)

1 Press [Copy] or the ⬭ (COPY) button.

2 Set a document in the ADF or on the document glass.

  ✍

- When printing duplex documents on the both sides of paper or on the single side of paper, set the documents in the ADF.
- When making duplex copies from simplex documents using the document glass, Continuous Scan mode is automatically enabled. Follow the on-screen instructions.

  🔗 Enabling Continuous Scan Mode (Continuous Scan)

3 Press [Duplex Copy] on the [Copy] or [Basic] tab.

✍

Alternatively, you can set this setting from [Function Settings].
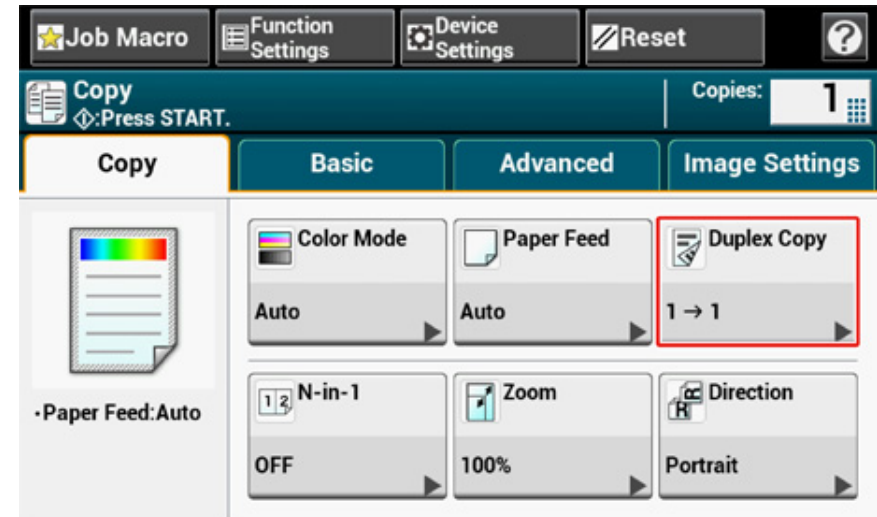
4 Select a duplex copy mode.
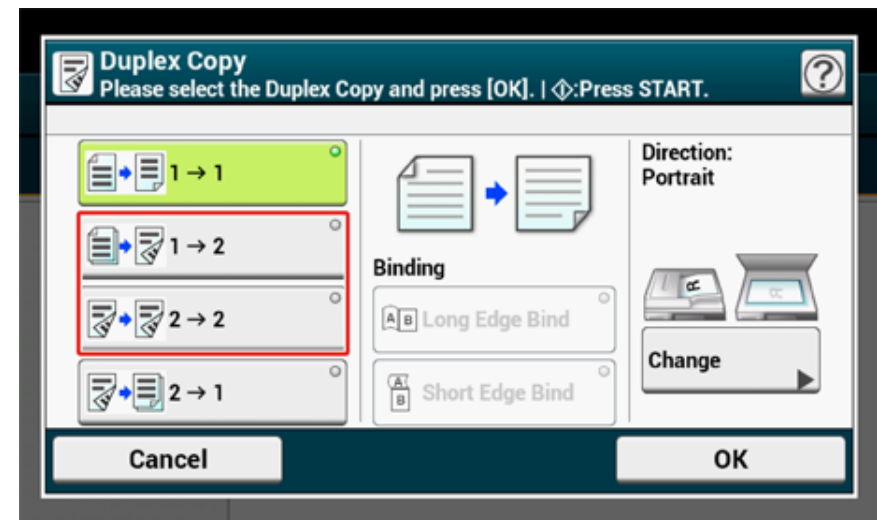
To make simplex copies so that each of the front and back sides of a duplex document can be copied on one side of different sheets of paper, select [2➞1].

5 Select a binding method.
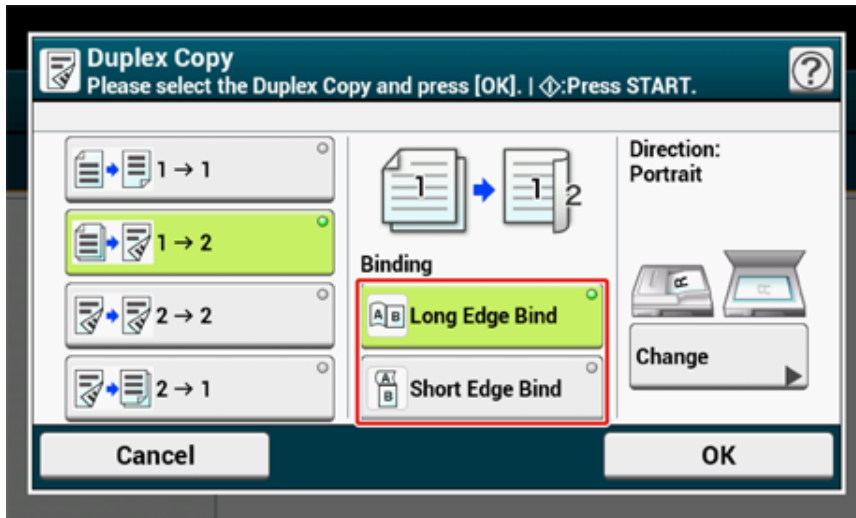
6 To change the document orientation, press [Change].
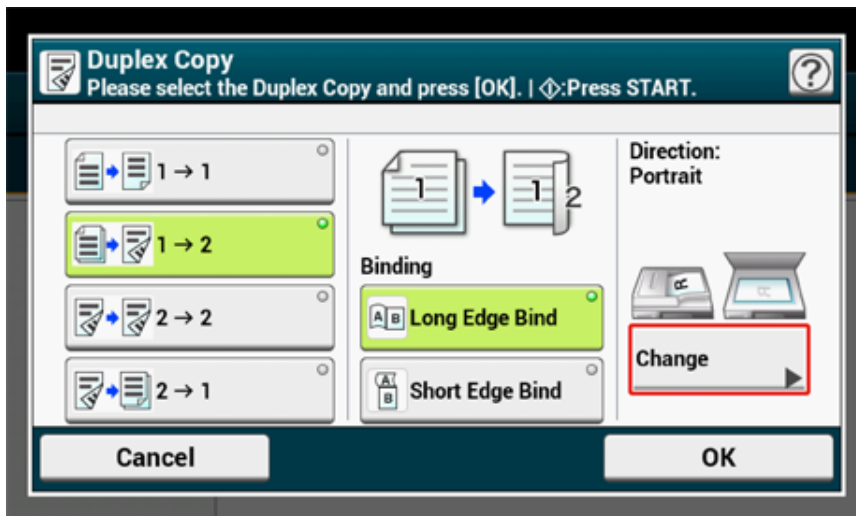
🔗 Changing the Document Orientation (Direction)

7 Press [OK].

8 Press the ⏻ (START) button.

📎

You can change other copy settings.

🔗 Useful Functions

🔗 For a Better Finish

🔗 Color Settings

🔗 Advanced Copy Settings

It is recommended to set a margin when you want to staple or punch holes in duplex copies.

🔗 Setting Margins (Margin)

Available Printing Methods

- **Simplex document → Duplex copies with the long edge bound**

- **Simplex document → Duplex copies with the short edge bound**

- **Duplex documents → Duplex copies with the long edge bound or the short edge bound**
  Set a document in the ADF.
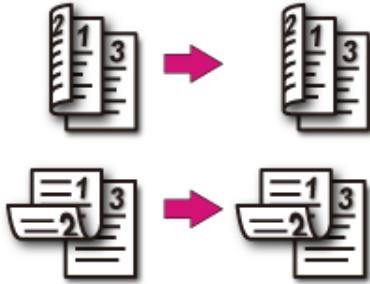
- **Duplex documents with the long edge bound → Simplex copies**
  Set a document in the ADF.

- **Duplex documents with the short edge bound → Simplex copies**
  Set a document in the ADF.

Combining Multiple Pages on One Sheet of Paper (N-in-1)

- Available Printing Methods

You can copy two or four pages of a document into one side of a single sheet of paper.

Setting [Duplex Copy] at the same time can save more sheets of paper.

- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.

  🔗 Changing the Document Orientation (Direction)

- If [N-in-1] is enabled, [Zoom] is automatically set to [Auto]. To specify a zoom rate, set [N-in-1], and then [Zoom].

  🔗 Making Enlarged or Reduced Copies (Zoom)

- A part of the document may not be copied properly depending on the paper size, document size or specified rate.

- If [N-in-1] is enabled you cannot select [Auto] for paper feeding source. Select the paper tray to be used.

1 Press [Copy] or the ⬭ (COPY) button.

2 Set a document in the ADF or on the document glass.

- When using the document glass, Continuous Scan mode is automatically enabled. Follow the on-screen instructions.
- Continuous Scan mode enables you to copy multiple documents at once. You can use both the ADF and document glass for copying multiple documents as a single job.

  🔗 Enabling Continuous Scan Mode (Continuous Scan)

3 Press [N-in-1] on the [Copy] or [Basic] tab.

Alternatively, you can set this setting from [Function Settings].
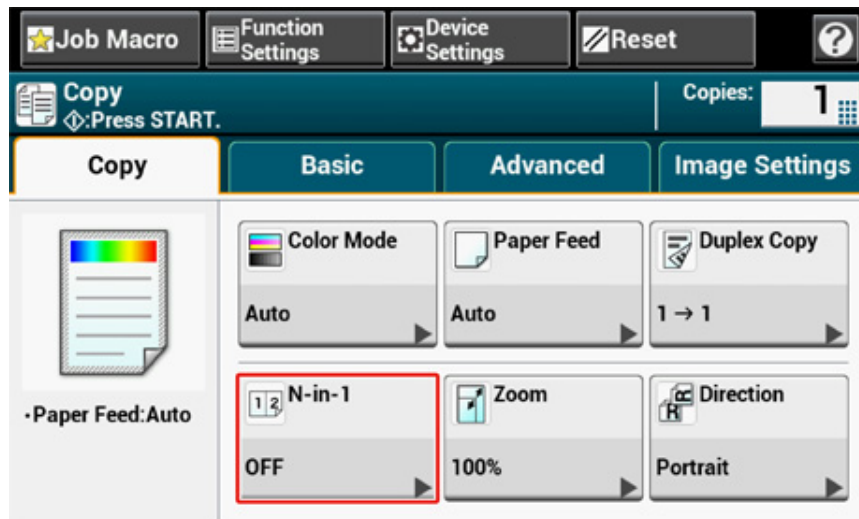
4 Select an N-in-1 method.
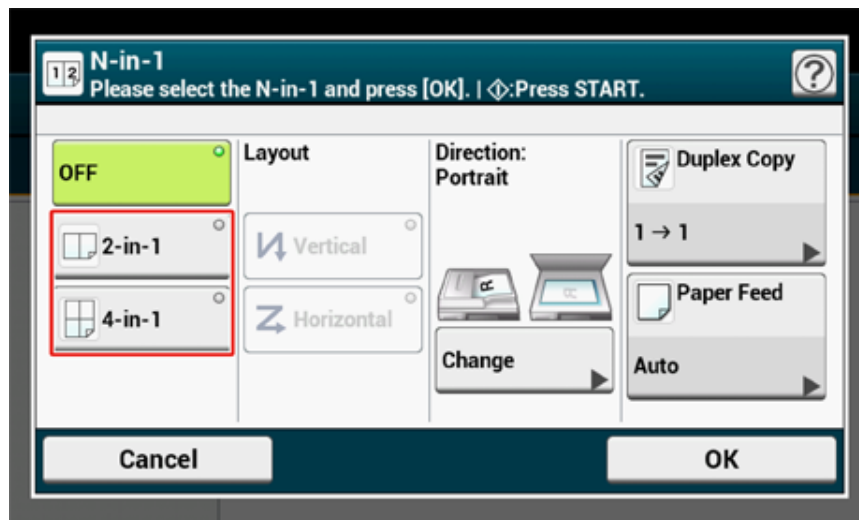
5 Select a layout.
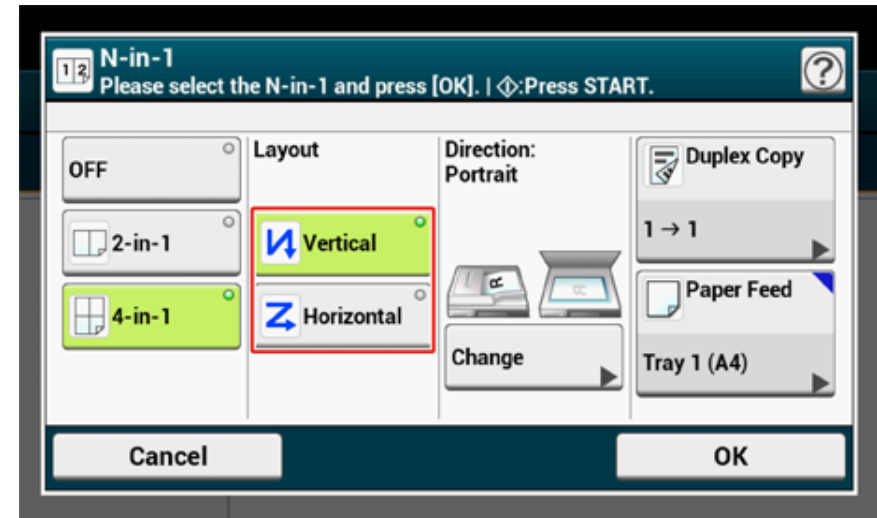
6 To change the document orientation, press [Change].
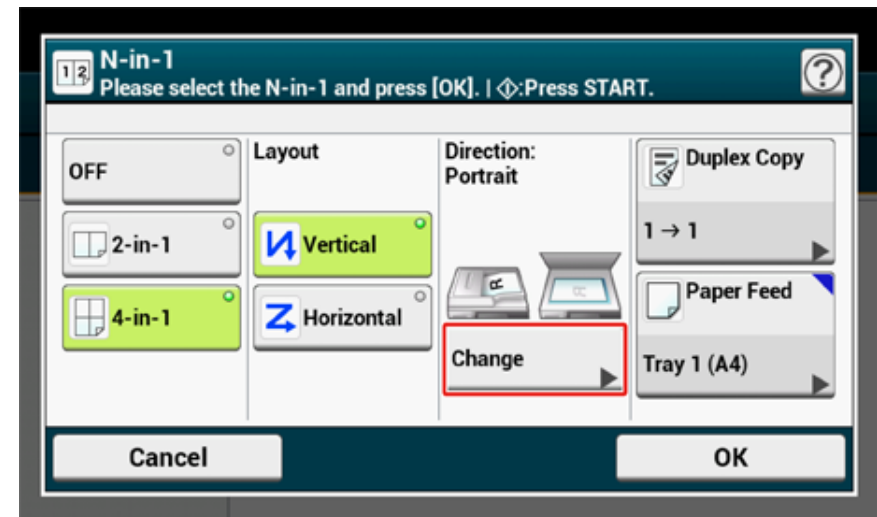
🔗 Changing the Document Orientation (Direction)

7 Change other settings if necessary, and then press [OK].

8 Press the (START) button.

Available Printing Methods

- **Two sheets → One side of a sheet**
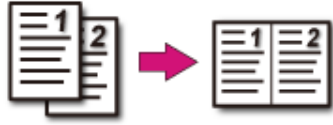
- **Four sheets → One side of a sheet**
  - Vertical
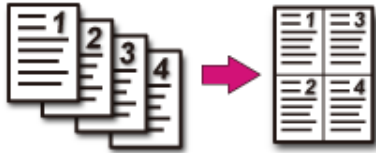
  - Horizontal
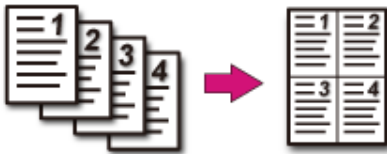
Changing the Scan Size (Scan Size)

You can select the appropriate size of the document to be scanned.

1 Press [Copy] or the (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Scan Size] on the [Basic] tab.

Alternatively, you can set this setting from [Function Settings].
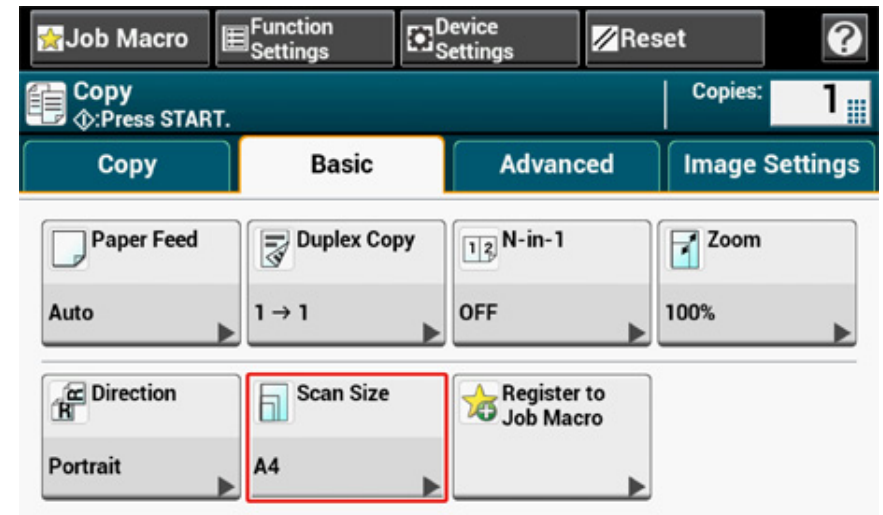
4 Select a size.
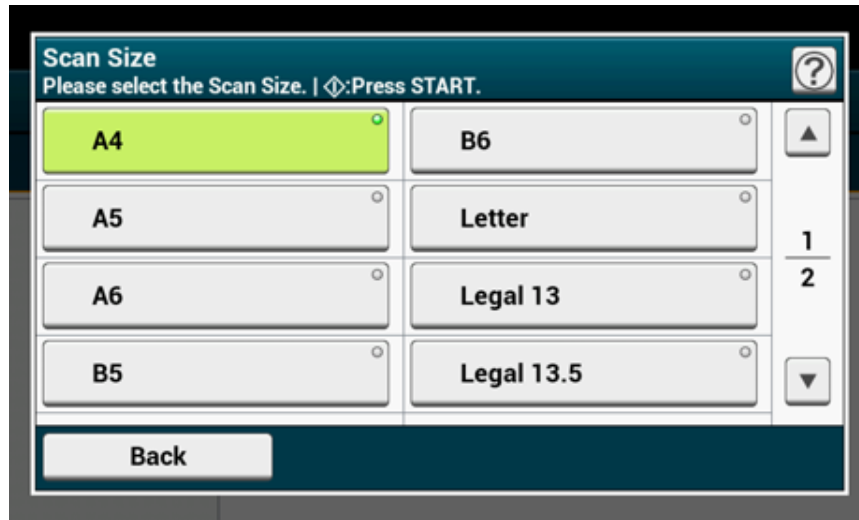
5 Press the ⬤ (START) button.

Sorting Each Set in Page Order (Sort)

The sort function is enabled by factory default.

1 Press [Copy] or the ⬤ (COPY) button.

2 Set a document in the ADF or on the document glass.

> 🖉
> • Continuous Scan mode enables you to copy multiple documents at once.
> • You can use both the ADF and document glass for copying multiple documents as a single job.
> 🔗 Enabling Continuous Scan Mode (Continuous Scan)

3 Check that [Sort] on the [Advanced] tab is set to [ON].

> 🖉
> Pressing [Sort] switches between [ON] and [OFF].
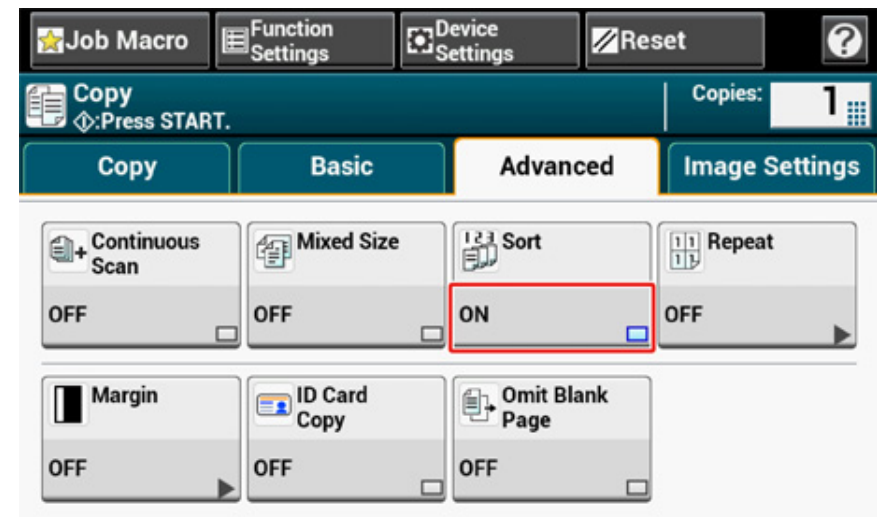
4 Enter the number of copies.

5 Press the ⬤ (START) button.

Enabling Continuous Scan Mode (Continuous Scan)

This function is useful when you want to copy multiple books.

To scan multiple sets of documents and make copies as a single job, enable the Continuous Scan mode. This mode is useful when using the [Sort], [N-in-1], or [Duplex Copy] function.

In Continuous Scan mode, you can copy your documents from the ADF, document glass, or both of them.

🔗 Sorting Each Set in Page Order (Sort)

🔗 Combining Multiple Pages on One Sheet of Paper (N-in-1)

🔗 Copying on Both Sides of Paper (Duplex Copy)

🔗 Cancelling Copying (User's Manual)

1 Press [Copy] or the ⬤ (COPY) button.

2 Set the first sheet of a document in the ADF or on the document glass.

> When making N-in-1 and/or duplex copies by using the document glass, the [Please set next document] screen is displayed after scanning the documents even if [Continuous Scan] is set to [OFF].

3 Press [Continuous Scan] on the [Advanced] tab.

[Continuous Scan] is set to [ON].

Pressing [Continuous Scan] switches between [ON] and [OFF].
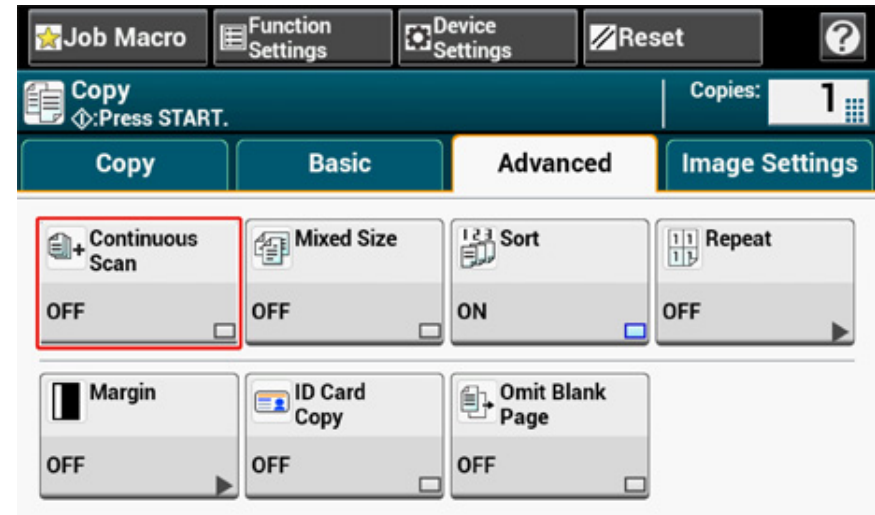
4 Enter the number of copies by using the numeric keypad.

5 Press the ⬤ (START) button.

6 When the [Please set next document.] screen is displayed, set the next document in the ADF or on the document glass.

> When changing the place to set the next document, be sure to remove the document from the place you used first.

7 Press [Start Scan].
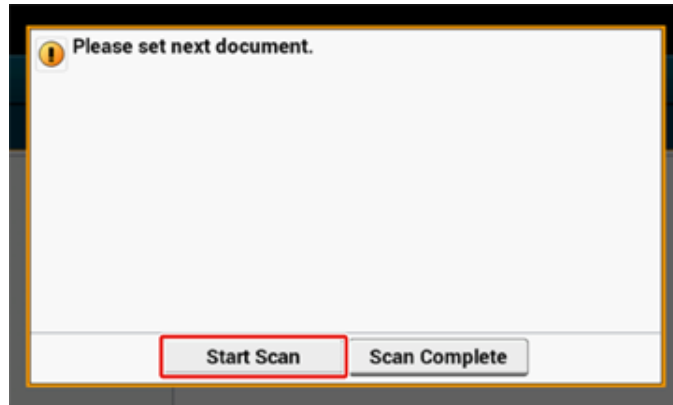
8 When scanning all sets of the documents is complete, press [Scan Complete].

If you press [Scan Complete] after scanning all the documents with multiple copies (2 or more) being set for [Copies], the remaining number of copies is copied.

Copying Different Size Documents (Mixed Size)

You can set multiple documents having the same width but different lengths in the ADF so that they can be copied on their respective paper sizes.

Documents can be set at the same time are as follows.

Specify the size of the larger document (size with *mark) for the document size.

- **A4 and Folio***

- **Letter and Legal 13***

- **Letter and Legal 13.5***

- **Letter and Legal 14***

- If [Mixed Size] is enabled, [Paper Feed] cannot be selected. The paper tray that matches the document is automatically selected to feed the paper.

- [Mixed Size] is available only if [Zoom] is set to [98% (Fit To Page)] or [100%].

- You cannot set [Edge Erase] and [Mixed Size] at the same time.

- To use the mixed size function with the MP tray, press [Device Settings] on the touch panel, and then select [Paper Setup] > [Select Tray] > [Copy] to enable [MP tray].

- When you use the MP tray, load paper in the MP tray, and then display the [Mixed Size] menu.

This section covers an example of Legal 13 loaded in Tray 1 and Letter loaded in the MP tray.

1 Load Legal 13 paper in Tray 1, and then load Letter paper in the MP tray.

You can use only standard paper for this function.

2 Press [Device Settings] on the touch panel.
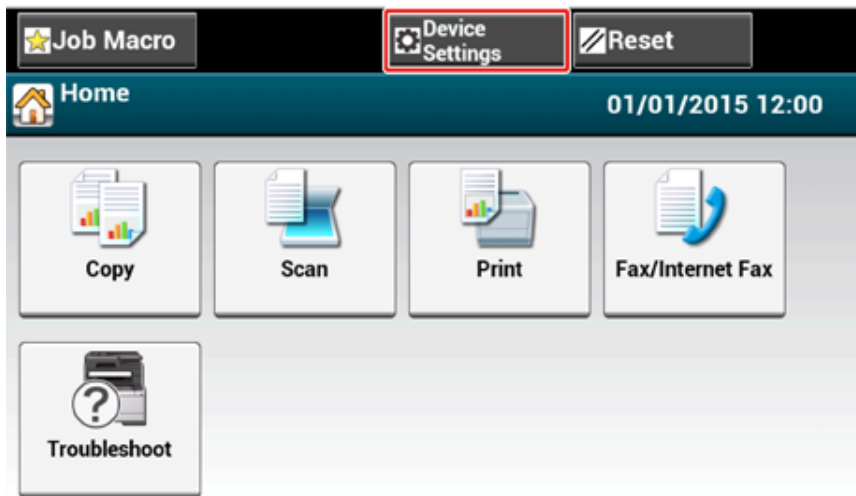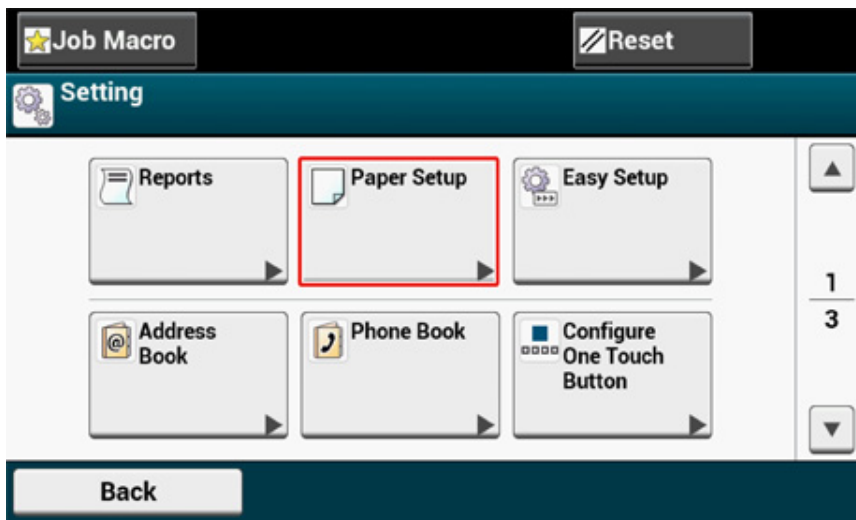
3 Press [Paper Setup].

4 Press [Tray 1] and [Paper Size] in the order, and then select [Legal13].

5 Press [Back] until the [Paper Setup] screen is displayed.

6 Press [MP tray] and [Paper Size] in order, and then select [Letter].

7 Press [Back] until the home screen is displayed.

8 Press [Copy] or the ⬤ (COPY) button.

9 Set a document that is mixed with Legal 13 and Letter sizes in the ADF.

🔗 Setting in the ADF (User's Manual)

10 Press [Mixed Size] on the [Advanced] tab.

[Mixed Size] is set to [ON].

Pressing [Mixed Size] switches between [ON] and [OFF].
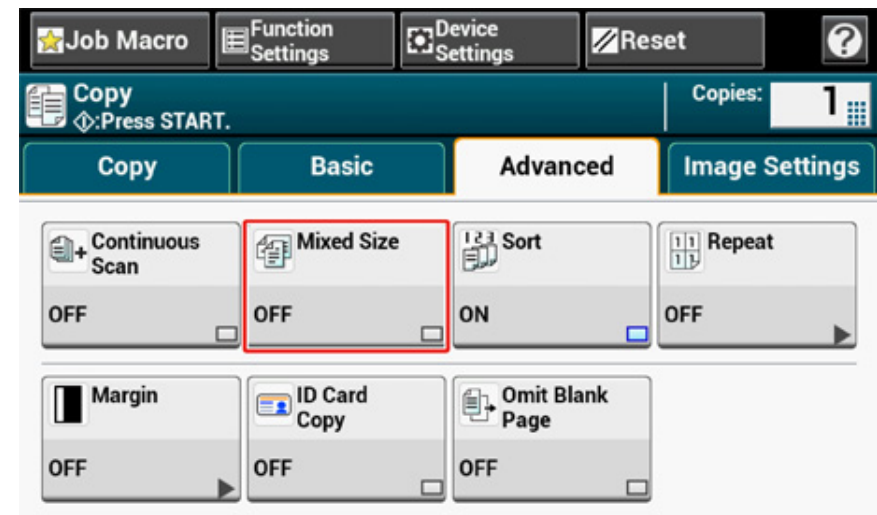
11 Check that the following settings are displayed on the copy start screen.

- [Mixed Size]: ON
- [Paper Feed]: Auto
- [Zoom]: 100%
- [Scan size]: Legal 13

12 Enter the number of copies by using the numeric keypad if necessary.

13 Press the ⬤ (START) button.

⚠️

When using the Mixed Size function, be careful about the binding position of duplex documents.

When copying mixed-size duplex documents, specify the binding position for the bigger documents and bind smaller documents in the same direction as the bigger ones. (Their binding positions may not be the same.)

- For Legal/Letter
    - For Legal documents with long-edge binding, set Letter documents with long-edge binding. (When loading in the ADF, set the documents so that their binding positions align to the top or bottom of the ADF.)
    - For Legal documents with short-edge binding, set Letter documents with short-edge binding. (When loading in the ADF, set the documents so that their binding positions align to the left or right of the ADF.)

Resetting Copy Settings (Reset)

You can reset the copy function you changed to their default settings in the following ways.

- **Auto Reset**

  If you do not perform any operation for a certain period of time, all the copy settings for your copy job return to their default settings. The auto reset time is set to 3 minutes by factory default.

✍️

The auto reset time can be changed from [Device Settings] > [Admin Setup] > [Manage Unit] > [Operation Clear] > [Operation Timeout] on the touch panel.

- **Using [Reset] on the Touch Panel**

  If you press [Reset] on the copy top screen or each setting screen, the settings for your copy job return to their default settings.

✍️
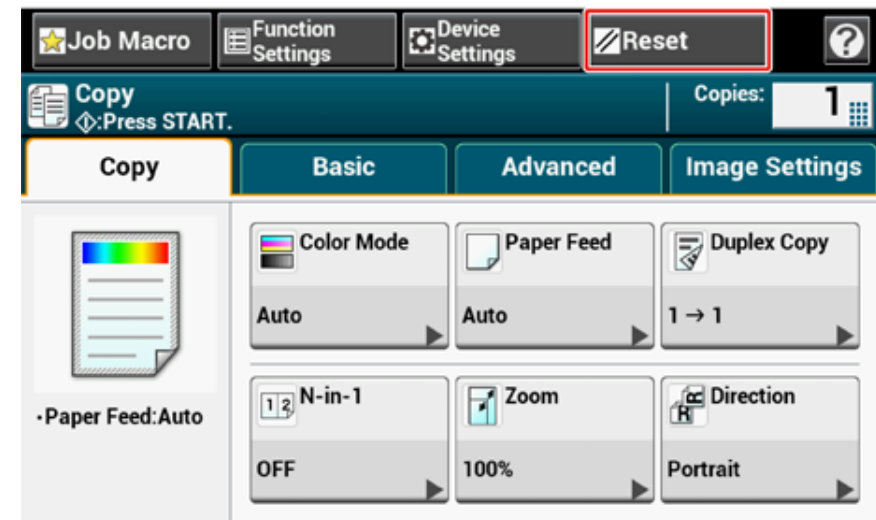
When copying is complete, press [Reset] to reset the default settings for the next user.

Changing the Document Orientation (Direction)

You can select [Portrait] or [Landscape] for the document orientation. Specify the appropriate orientation to get the copy result you want.

1 Press [Copy] or the ⬭ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Direction] on the [Copy] or [Basic] tab.
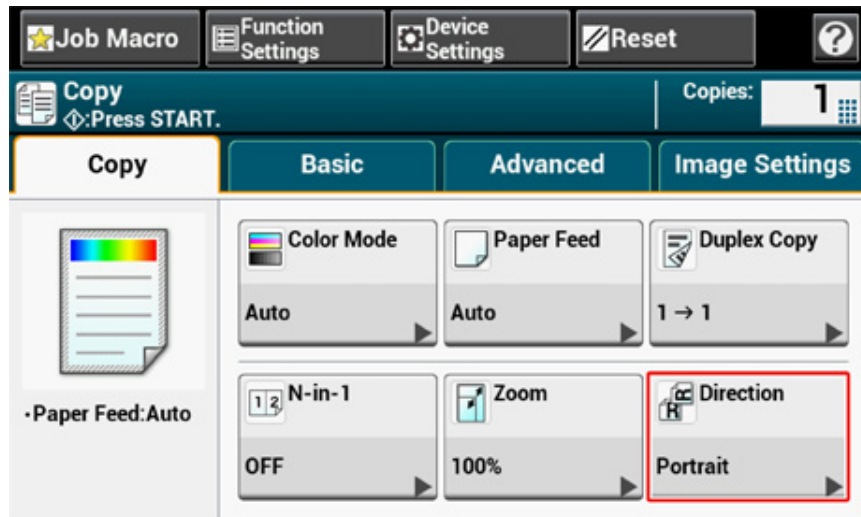
Alternatively, you can set this setting from [Function Settings].

4 Select the document orientation, and then press [OK].
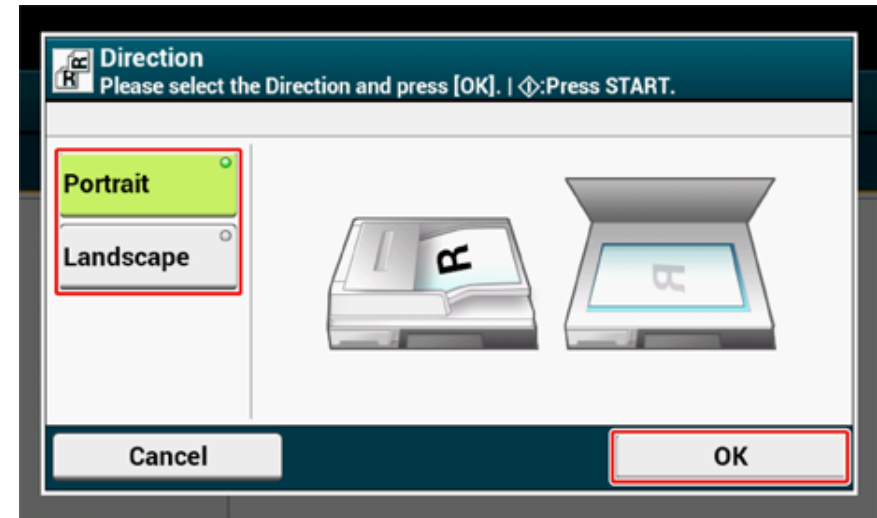
If you press [Cancel], the screen returns to the previous screen without saving the changes.

5 Press the ⬭ (START) button.

For a Better Finish

This section describes how to obtain a better finish.

- Adjusting the Density (Density)
- Selecting the Document Type (Document Type)
- Specifying the Scan Resolution (Resolution)
- Copying a Document with a Colored Background Clearly (Background Removal)
- Erasing Edge Shadows (Edge Erase)
- Removing Show-Through (Show-Through Removal)

Adjusting the Density (Density)

You can adjust the copy density in seven levels.

1 Press [Copy] or the ⬤ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Image settings] on the [Image Settings] tab.

4 Press [Density].
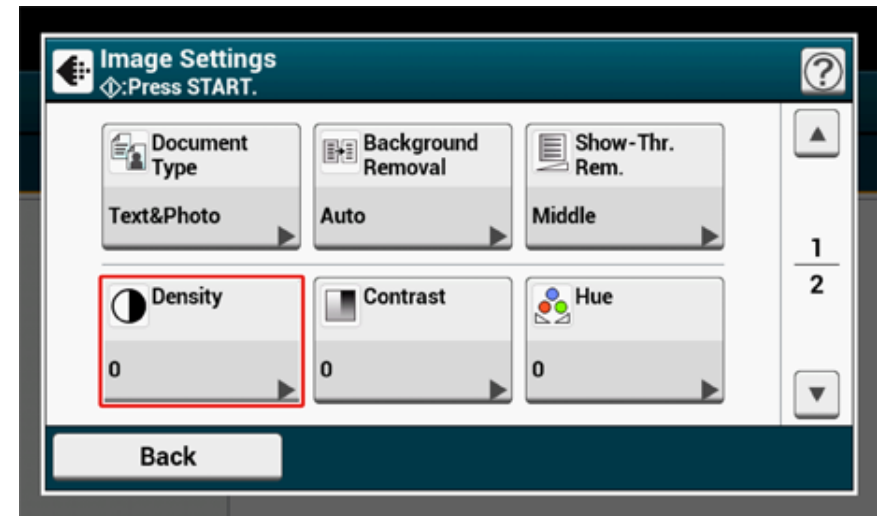
5 Select density.
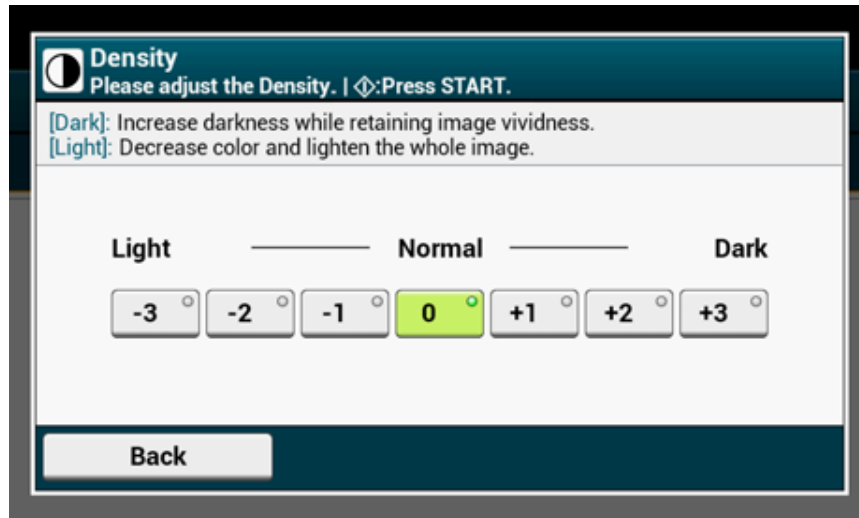
[0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

6 Press the ⬛ (START) button.

Selecting the Document Type (Document Type)

You can select a document type from [Text], [Text&Photo], [Photo], or [Photo (Glossy)] to make copies at the most suitable quality.

⊙

- If you select [Text], the gray level may be reduced depending on the document.
- If you select [Photo] or [Photo (Glossy)], fine texts or lines may be blurred depending on the document.
- If you select [Photo (Glossy)], images may be bright.

1 Press [Copy] or the ⬛ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Image settings] on the [Image Settings] tab.

4 Press [Document Type].
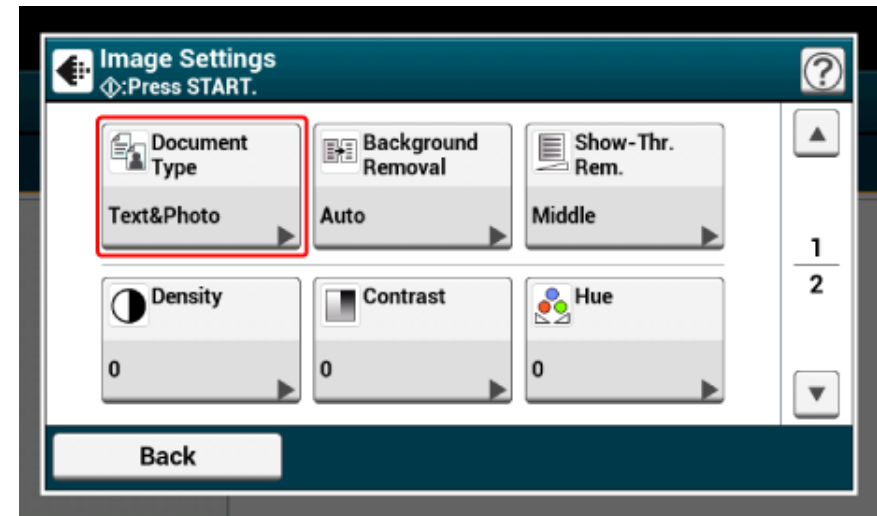
5 Select a document type.
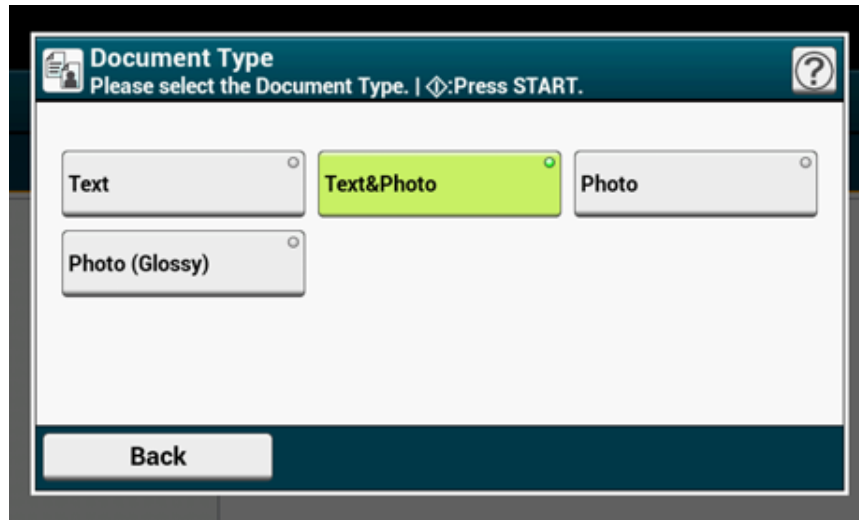
- [Text]: Set when copying a text document.
- [Text&Photo]: Set when copying a document having texts and photos. The well-balanced text and photo are reproduced on an image.
- [Photo]: Set when copying photos and graphic documents. Images are reproduced with the focus on grayscales.
- [Photo (Glossy)]: Set when copying a glossy photography or photo documents printed on glossy inkjet paper. Images are reproduced with the focus on grayscales in consideration of the glossy.

6 Press the (START) button.

Specifying the Scan Resolution (Resolution)

You can change the resolution to scan a document.

1 Press [Copy] or the (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Resolution] on the [Image Settings] tab.
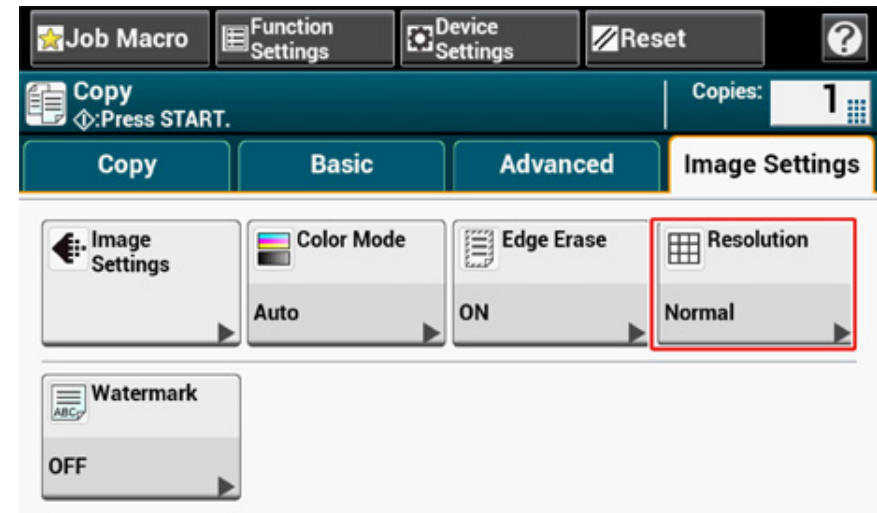
4 Select a resolution.
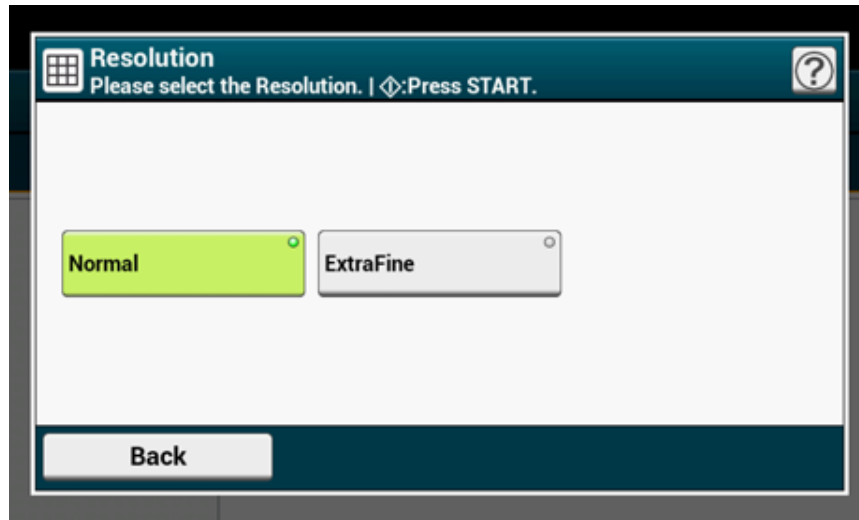
- Resolution setting is available only when the color mode is set to "Auto" or "Color".
- If you select [ExtraFine], the reproducibility and gray level of fine lines or small characters will be improved.

5 Press the 🔵 (START) button.

Copying a Document with a Colored Background Clearly (Background Removal)

To adjust a level of the document background removal, you can select Auto or OFF, or adjust in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

⚠

- If a greater value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.
- In the following cases, background color may not be correctly detected and not be eliminated successfully.
  - When a custom-size document is loaded
  - When a document with the front edge folded is loaded
  - When a document missing the front edge or an oblique document is loaded
  - When a document having a hole near the front edge is loaded
  - When a document is placed without aligning it with the guide on the document glass

1 Press [Copy] or the ⬭ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Image settings] on the [Image Settings] tab.

4 Press [Background Removal].
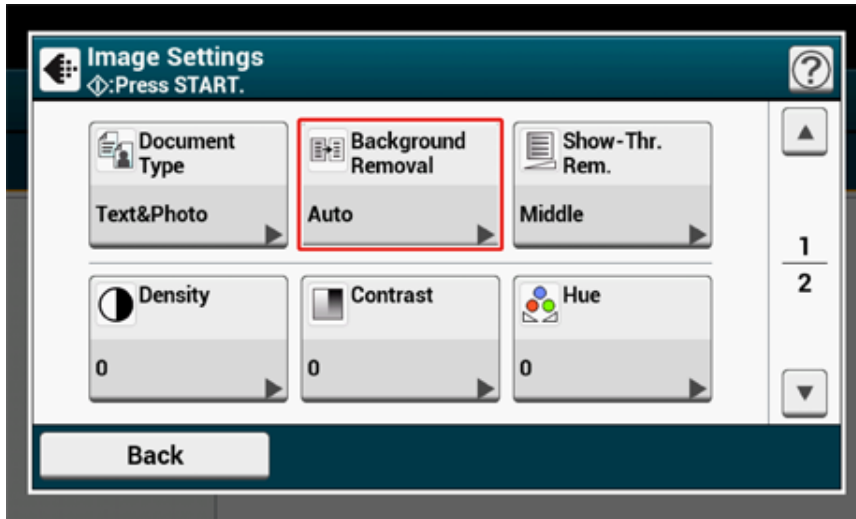
5 Select a value.
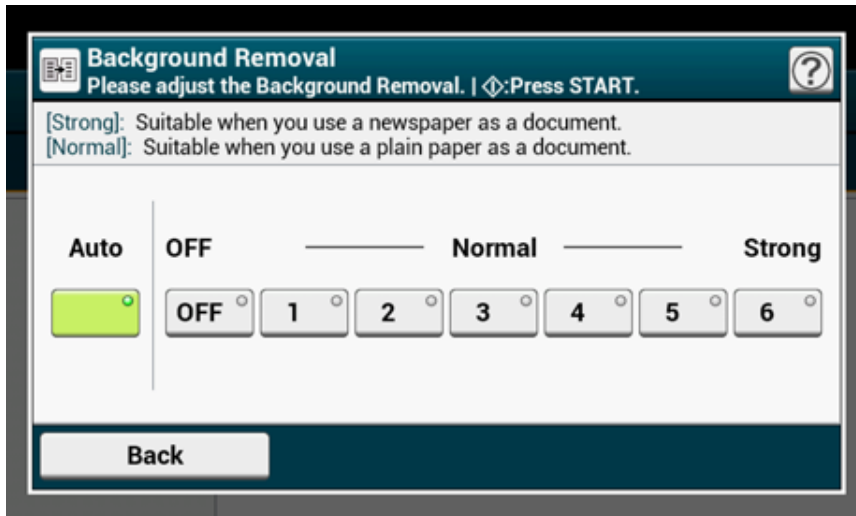
[3] for [Background removal] is the standard level. To increase a level of the document background removal, select [4], [5], or [6]. To decrease a level of the document background removal, select [2], [1], or [OFF] (no removal).

6 Press the (START) button.

Erasing Edge Shadows (Edge Erase)

When you copy a document with the document glass cover opened or when you copy a book, a black shadow may appear around the edges on the printed copy. This function enables you to erase the black shadow.

1 Press [Copy] or the ⬭ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Edge Erase] on the [Image Settings] tab.
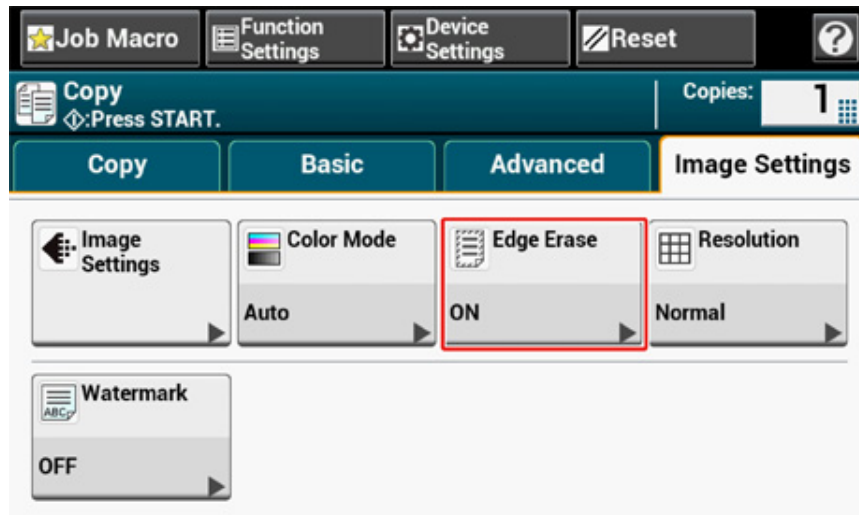
4 Enter a value from 2 to 50 mm (0.1 to 2.0 inches) in [Width] by using the numeric keypad or by pressing ▲ and ▼, and then press [OK].

5 Press the ⬭ (START) button.

Removing Show-Through (Show-Through Removal)

Show-Through Removal removes show-through of text from the reverse side. You can select the removal level from OFF, Low, Middle, or High.

⚠
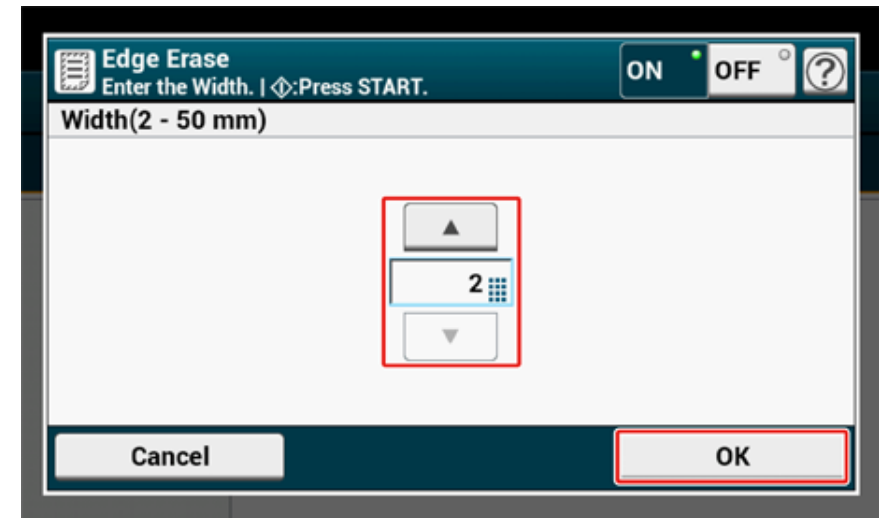
- This function is enabled only when [Background Removal] is set to [Auto].
- This function is enabled only when [Document Type] is set to [Text] or [Text&Photo].

1 Press [Copy] or the ⬤ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Image settings] on the [Image Settings] tab.

4 Press [Show-Thr. Rem.].
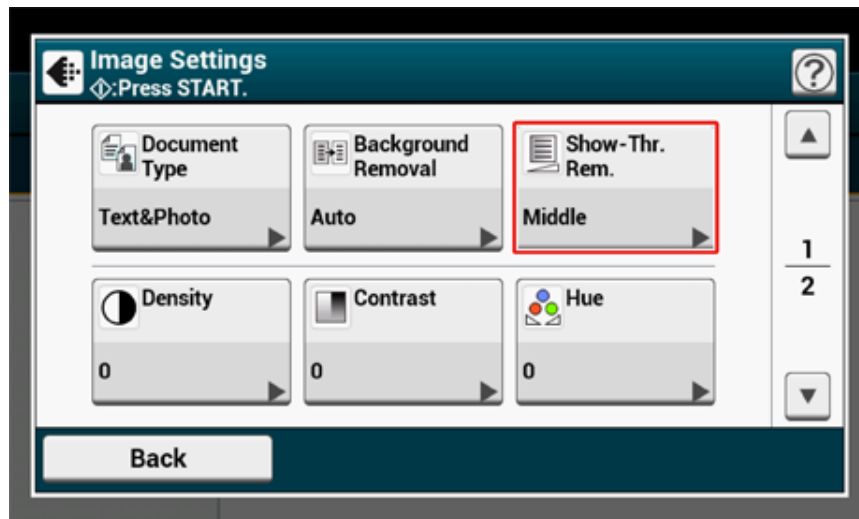
5 Select a value.
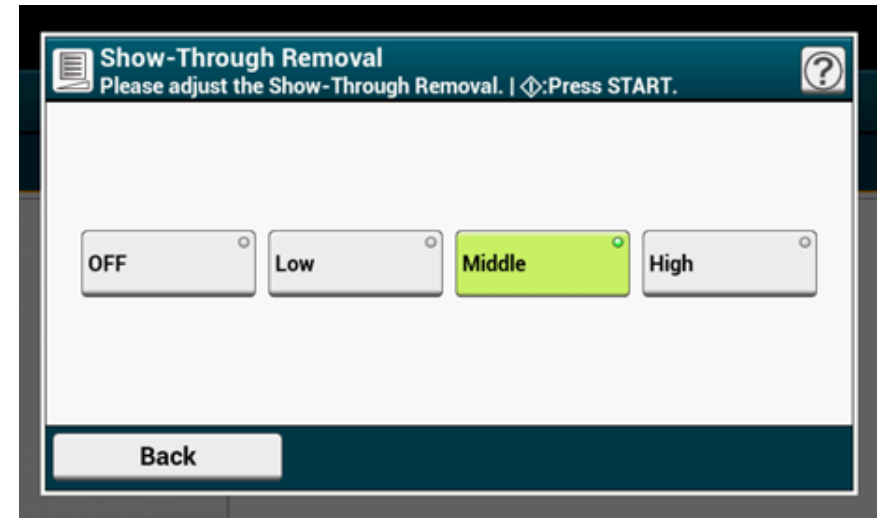
✎

- [Middle] is set by default.
- If light color becomes too faint with Middle (default value), set to [Low] (show-through may not be removed completely).
- If show-through is not completely removed with Middle (default value), set to [High] (light color may not be represented).
- For documents printed only one side or when reproducing light color, set to [OFF]. (For documents printed on two side, show-through remains.)

6 Press the ⬤ (START) button.

Color Settings

This section describes color settings when copying.

Switching Color Modes

Switches the Color Modes. You can use the following three color modes.

- **Color: All documents are copied in full color.**

- **Mono: All documents are copied in black and white.**

- **Auto: This machine detects the color of each page automatically. (Default) Color documents are copied in full color, black and white documents are copied in black and white. Copying becomes slow.**

- When [Auto] is selected, printout's colors may not look as you expected in the following cases. In such a case, set [Color] or [Mono].

  Here are some examples.
  - Documents with extremely small colored part
  - Dark-colored documents
  - Pale documents
  - Yellowish documents
  - Documents with colored background
  - Document with colored part within the range of 5 mm from any edges.

You can change the criteria for determining color document and black and white document from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Scanner Adjust] > [Auto Color Judge Level] on the touch panel.

Scanner Setup

1 Press [Copy] or the ⬭ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Color Mode] on the [Basic] or [Image Settings] tab.

4 Select a color mode.
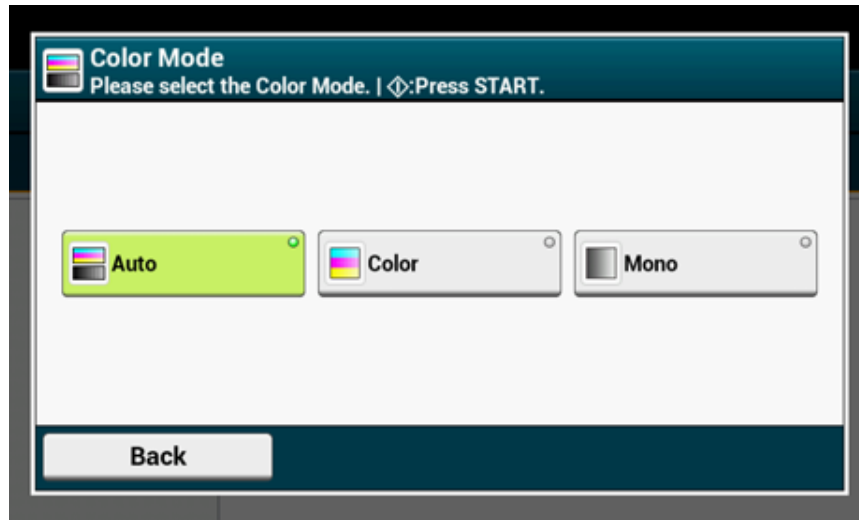
5 Press the ⬤ (START) button.

Adjusting the Contrast (Contrast)

Differences between bright and dark sections on a document are adjusted to make images and texts easier to view and read.

1 Press [Copy] or the ⬜ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Image settings] on the [Image Settings] tab.

4 Press [Contrast].
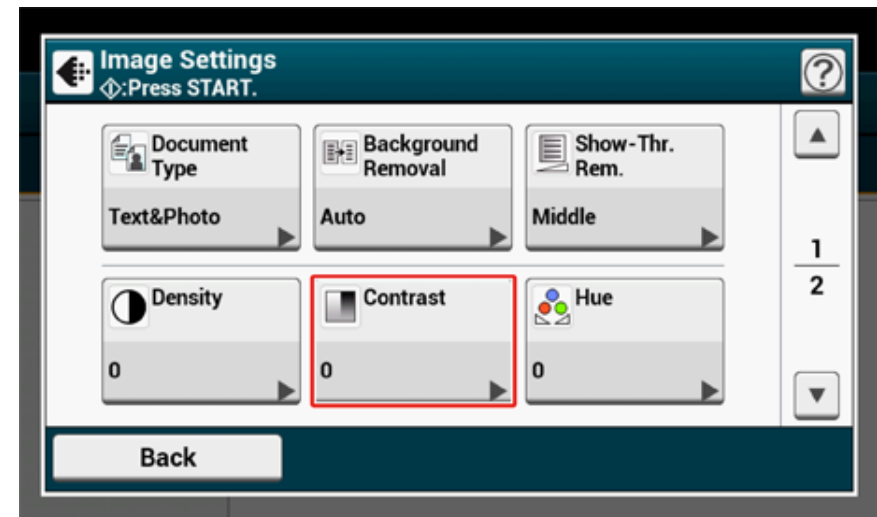
5 Select a value.

6 Press the (START) button.

Adjusting Hue for Color Copy

Red/green balance adjustment. Reddish: Enhance red. Greenish: Enhance green.

1 Press [Copy] or the ⬤ (COPY) button.

2 Press [Image settings] on the [Image Settings] tab.

3 Press [Hue].

4 Select a value.

5 Press the (START) button.

Adjusting Saturation

Saturation setting. Vivid: Enhance image sharpness. Light: Mute color.

1 Press [Copy] or the (COPY) button.

2 Press [Image settings] on the [Image Settings] tab.

3 Press [Saturation].

4 Select a value.
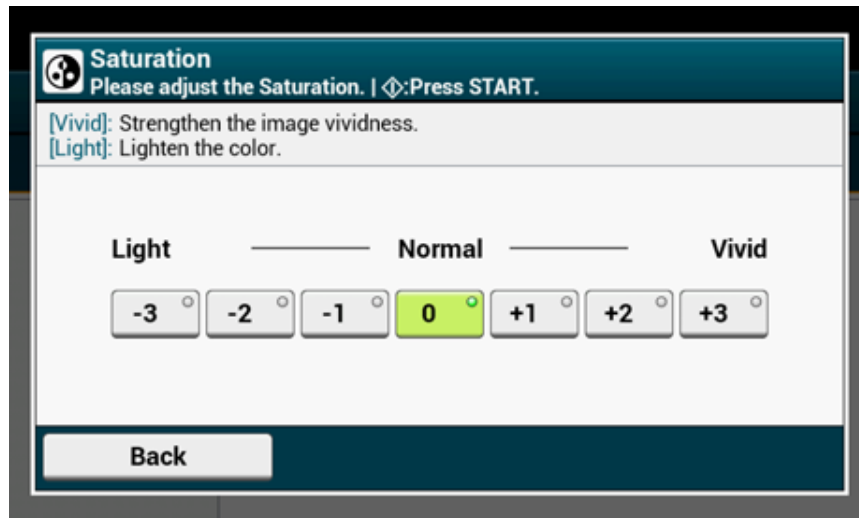
5 Press the (START) button.

Adjusting RGB

Adjust RGB contrast settings.

1 Press [Copy] or the (COPY) button.

2 Press [Image settings] on the [Image Settings] tab.

3 Press [RGB].

4 Select a value each for RGB, and then press [OK].
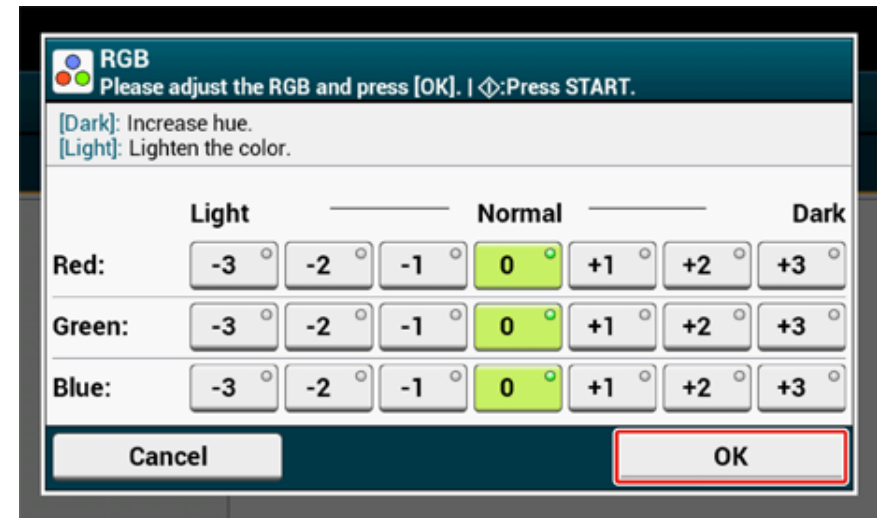
5 Press the (START) button.

Advanced Copy Settings

This section describes advanced settings when copying.

Making Multiple Copies on a Sheet of Paper (Repeat)

This function enables you to repeatedly copy the same document on one side of a sheet of paper. The document can be repeated two or four times.

- **Two repeat**

- **Four repeat**

⚠
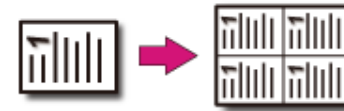
- If [Repeat] is enabled, [Zoom] is automatically set to [Auto]. To specify a zoom rate, enable [Repeat], and then set [Zoom].

- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.

  🔗 Changing the Document Orientation (Direction)

- A part of the document may not be copied depending on the paper, document, or zoom rate.

- If the repeat function is enabled, the paper tray is automatically set. Select the paper tray to be used.

1 Press [Copy] or the ⬤ (COPY) button.

2 Set a document in the ADF or on the document glass.

✍

Continuous Scan mode enables you to copy multiple documents at once.

🔗 Enabling Continuous Scan Mode (Continuous Scan)

3 Press [Repeat] on the [Advanced] tab.
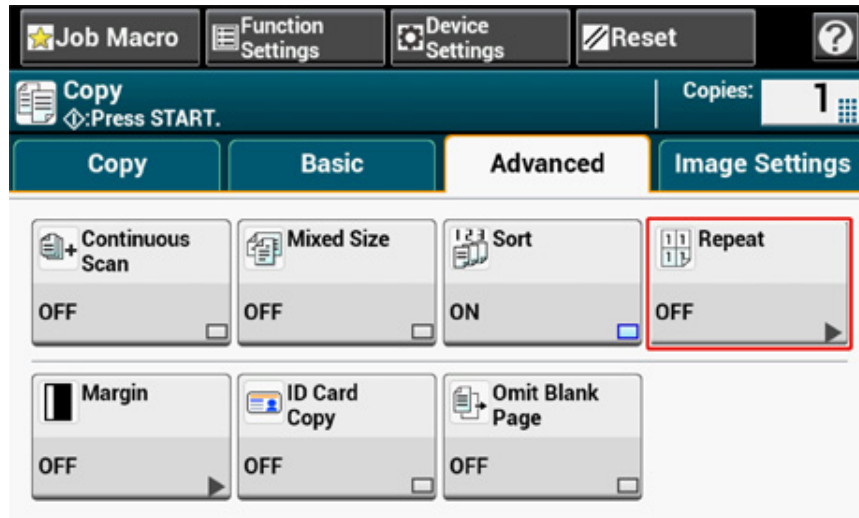
4 Select a repeat method, and then press [OK].
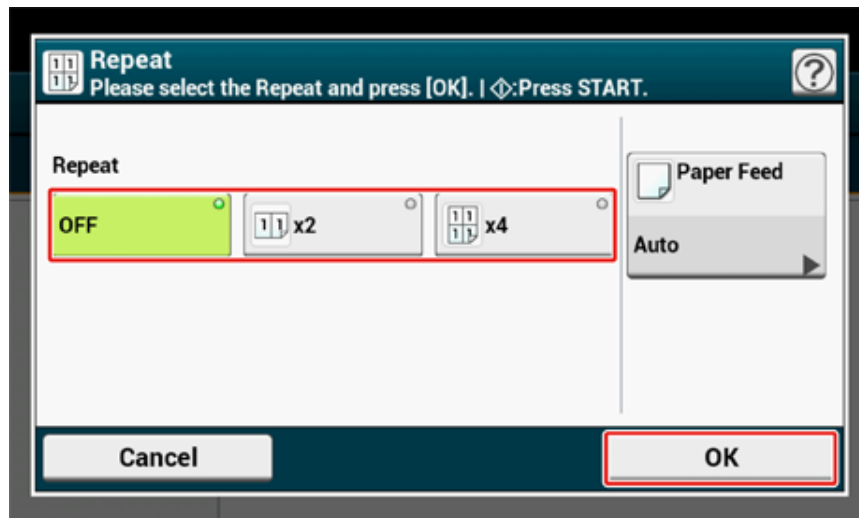
If you press [Paper Feed], you can set a paper feed tray.

🔗 Specifying the Paper Feed Tray (Paper Feed)

5 Press [OK].

6 Press the (START) button.

Adding a Stamp (Watermark)

You can stamp a date, sequential page numbers, or any character string when copying.

- Character strings are printed in black.
- The font Universe Medium is used for character strings.

1 Press [Copy] or the ⬤ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Watermark] on the [Image Settings] tab.

4 Press [Page Number] to set the start page number and printing position.

5 Press [String] to specify the characters and printing position.

6 Press [Font Size] and specify character size.

7 Press the ⬤ (START) button.

Copying Both Sides of a Card to One Side (ID Card Copy)

This function enables you to copy both sides of an ID card, such as a driver's license, on one side of a sheet of paper.

- You cannot use the ADF for this ID Card Copy function.
- Set the ID card with the upper side facing leftward.
- 2 mm from the edge of the document glass is the scan margin.
- The machine scans an area half the size of the specified paper. If the document is more than half the size of the paper size, the excess part is discarded.

1 Press [Copy] or the ⬤ (COPY) button.

2 Press [ID Card Copy] on the [Advanced] tab.

[ID Card Copy] is set to [ON].

Pressing [ID Card Copy] switches between [ON] and [OFF].
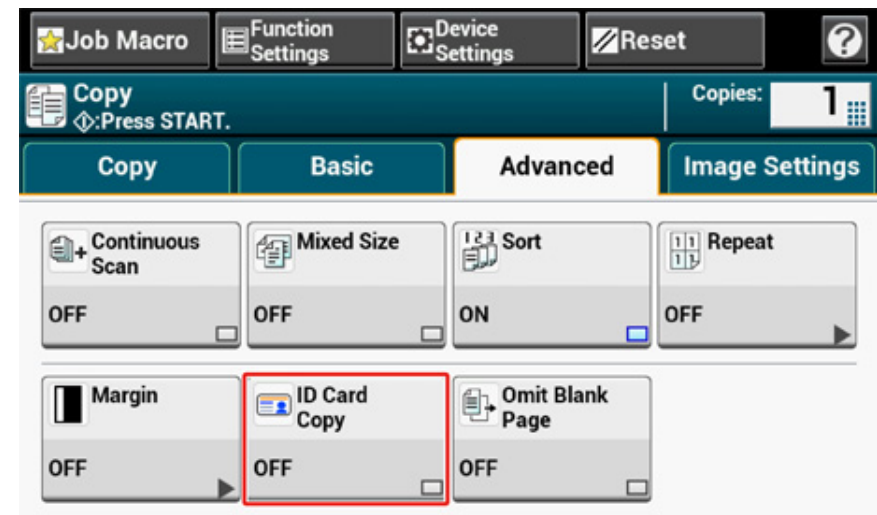
3 Set your card with the front side down on the document glass.
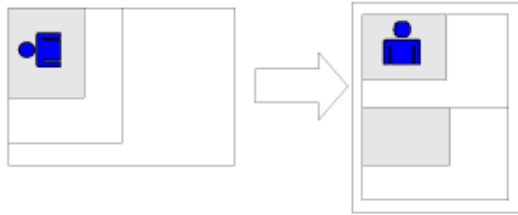
4 Enter the number of copies.

5 Press the (START) button.

6 When the [Please set back side of document.] screen is displayed, place your card with the back side down on the document glass.

If you press [Scan Complete], only the front side is copied without scanning the back side.

7 Press [Start Scan].
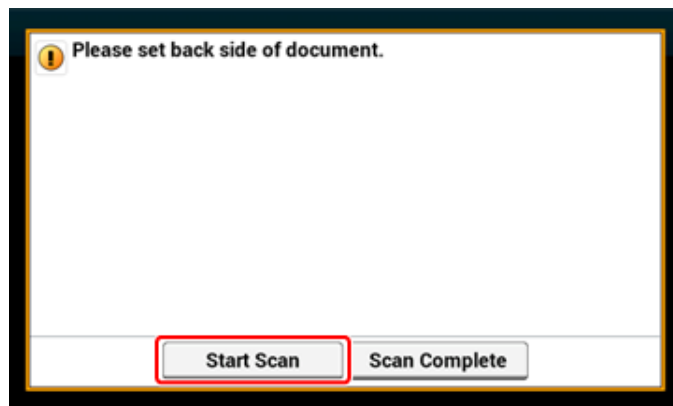
Setting Margins (Margin)

- Copying with Margins on One Side
- Copying with Margins on Both Sides

The margin function enables you to set margins. This function is useful when you want to staple or punch holes in copies. You can set the top, bottom, right, and left margins by specifying the [Top] and [Left] values.

• For Portrait Printing

- Specifying the left margin is suitable for long edge binding printing.
- Specifying the top margin is suitable for short edge binding printing.

• For Landscape Printing

- Specifying the left margin is suitable for short edge binding printing.
- Specifying the top margin is suitable for long edge binding printing.

- A part of a document may not be copied.
- The specified margin values stay active even after you change the zoom rate.
- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.

  Changing the Document Orientation (Direction)

- If all the values are set to [0], [Margin] is disabled.
- You can set [Margin] as default so that you do not have to set margins every time you make copies.
- The value of the margin can be changed from [Device Settings] > [Admin Setup] > [Copy Setup] > [Default Settings] > [Margin] on the touch panel.

Copying with Margins on One Side

Set margins to a simplex document before copying.

Set [Direction] correctly.

🔗 Changing the Document Orientation (Direction)

1 Press [Copy] or the ⬤ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Margin] on the [Advanced] tab.
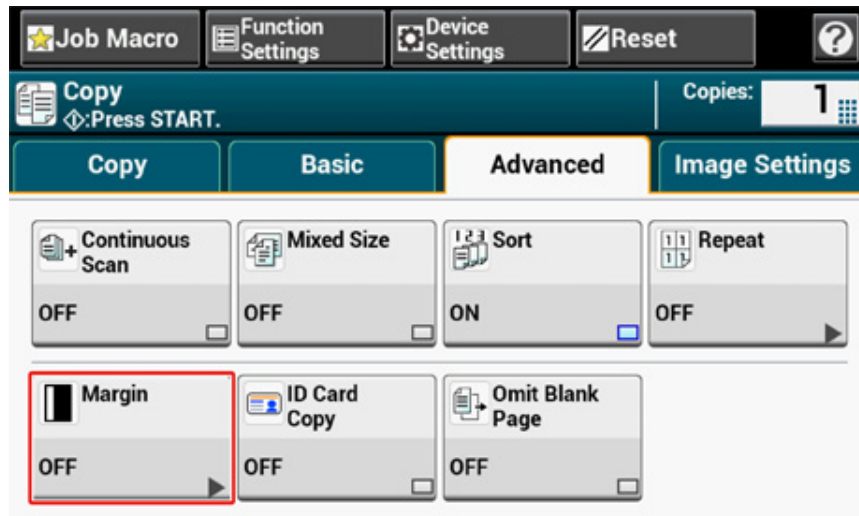
4 To set the left or right margin, specify a margin in [Left] of [Front] by using the numeric keypad or by pressing ▲, ▼, and [+/-].

- To create a margin on the left side of the output, specify a positive value.

- To create a margin on the right side of the output, specify a negative value.
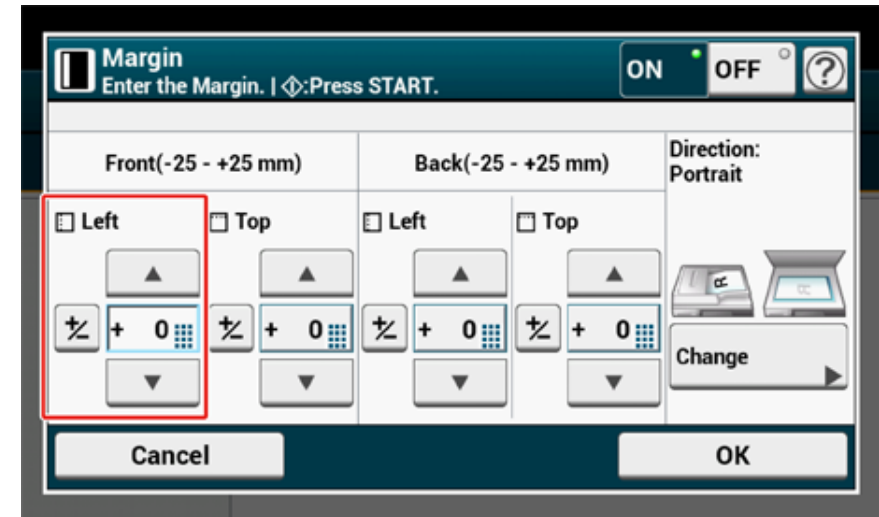
5 To set the top or bottom margin, specify a margin in [Top] of [Front] by using the numeric keypad or by pressing ▲, ▼, and [+/-], and then press [OK].

- To create a margin at the top of the output, specify a positive value.
- To create a margin at the bottom of the output, specify a negative value.
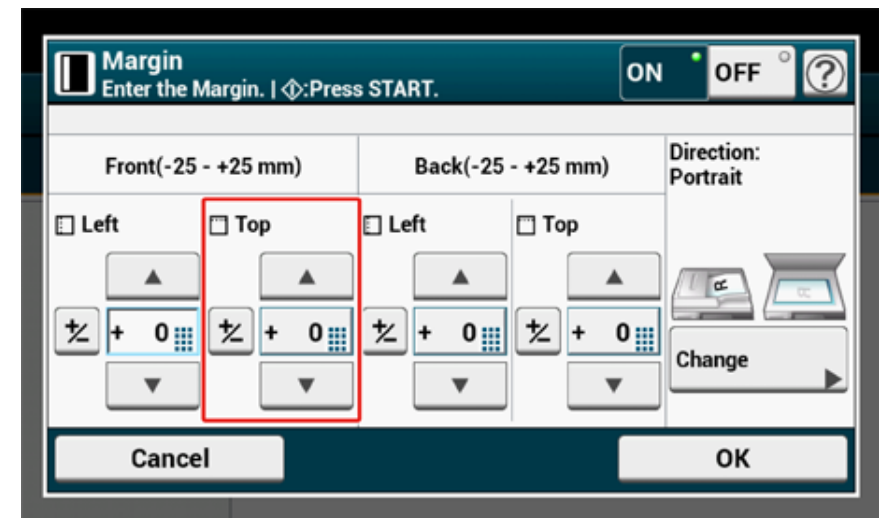
- • You do not need to specify the [Back] margin when copying on a single side.
- • If you press [Cancel], the screen returns to the previous screen without saving the changes.

6 Press the ⊙ (START) button.

Copying with Margins on Both Sides

When you make duplex copies with [Margin] enabled, you must specify the [Back] margin.

Set [Direction] correctly.

🔗 Changing the Document Orientation (Direction)

1 Press [Copy] or the ⬭ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Duplex Copy] on the [Copy] or [Basic] tab.
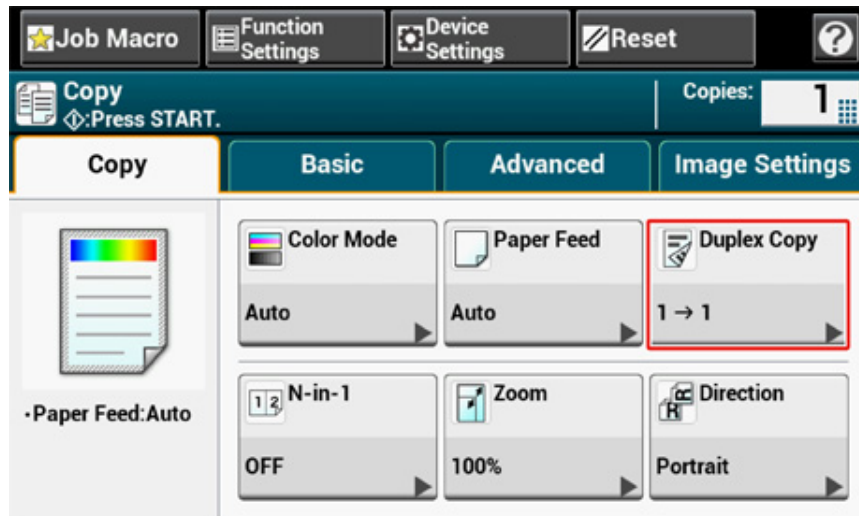
4 Set [Duplex Copy].

🔗 Copying on Both Sides of Paper (Duplex Copy)

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5 Press [Margin] on the [Advanced] tab.
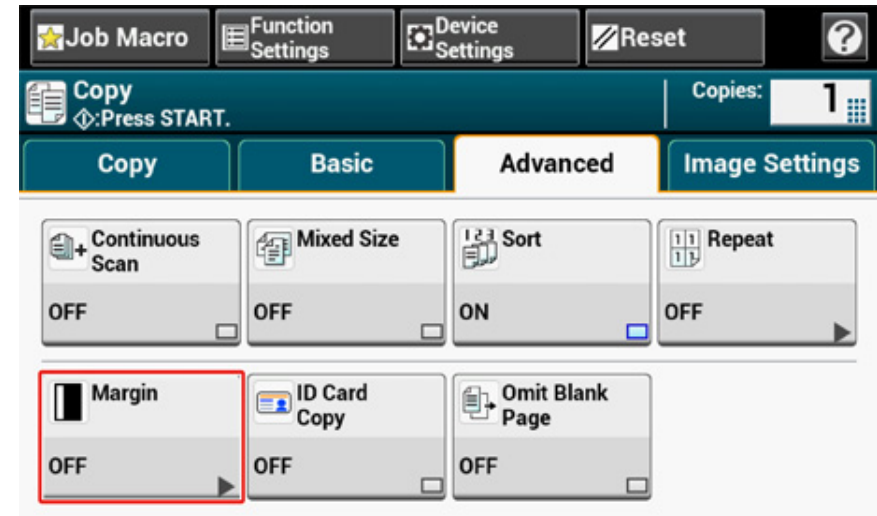
6 Enter the [Left] margin and [Top] margin for [Front] and [Back].

Margins you can enter vary depending on the [Direction] you set. Set referring the below.

- • For portrait documents with long edge binding

(1) Enter values in [Left].

Enter a positive value in [Front].

Enter a negative value in [Back].
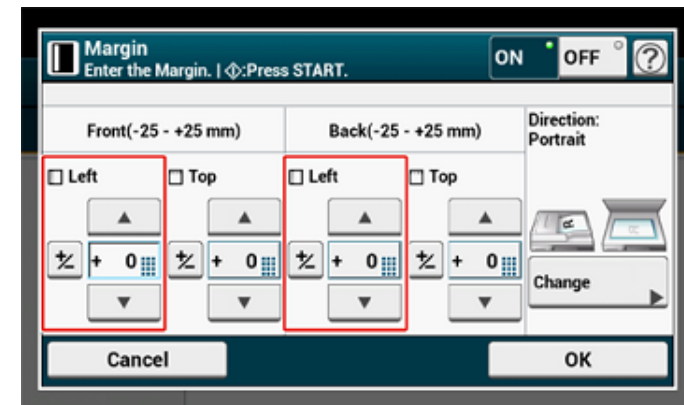
- For portrait documents with short edge binding

(1) Enter values in [Top].

Enter a positive value in [Front].

Enter a negative value in [Back].
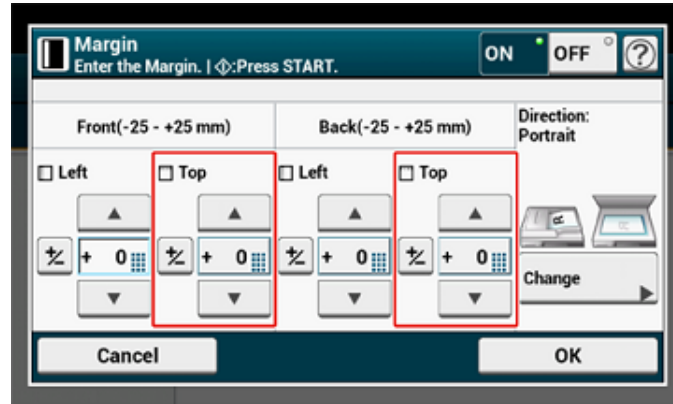
- For landscape documents with long edge binding

(1) Enter values in [Top].

Enter a positive value in [Front].

Enter a negative value in [Back].
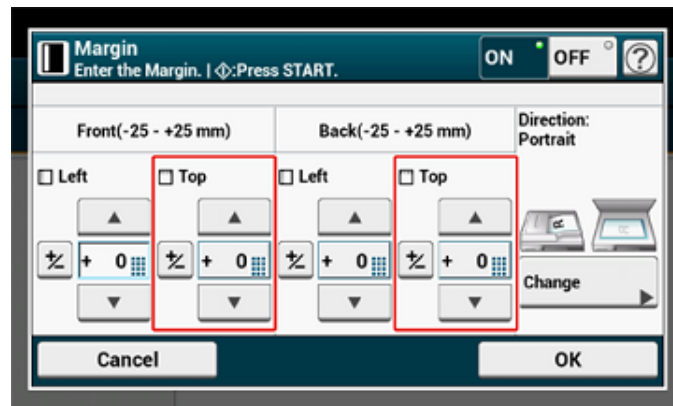
- For landscape documents with short edge binding

(1) Enter values in [Left].

Enter a positive value in [Front].

Enter a negative value in [Back].
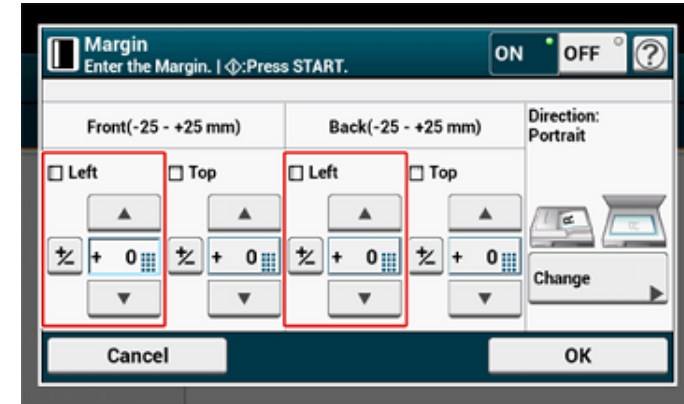
7 Press the ⬤ (START) button.

- The margins' positions conform to [Direction].
- When using the document glass, Continuous Scan mode is automatically enabled. Follow the on-screen instructions.

Skipping White Pages When Copying (Omit Blank Page)

If blank pages are included in the scanned document, you can skip the blank pages when copying.

- Blank pages may not be detected correctly in the following cases.
    - Halftone documents
    - Documents with extremely small printed area (e.g. blank pages with page numbers)
    - Document with printed part within the range of 10 mm from any edges.
- When N-in-1 is applied, pages are moved up if white pages are omitted.
- If you make duplex copies of two-sided documents including blank pages, two sides of copies and originals may not correspond.

You can change the criteria for determining blank pages from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Scanner Adjust] > [Blank Page Skip Level] on the touch panel.

🔗 Scanner Setup

1 Press [Copy] or the ⬭ (COPY) button.

2 Set a document in the ADF or on the document glass.

3 Press [Omit Blank Page] on the [Advanced] tab.

[Omit Blank Page] is set to [ON].

4 Press the ◉ (START) button.

3 Scan

Basic Operations of Scan Functions

Sending Scanned Data as an E-mail Attachment

Saving Scanned Data to a Computer

Saving Scanned Data to USB Memory

Saving Scanned Data in a Shared Folder

Descriptions of Screens for Scan

Basic Operations of Scan Functions

This section describes basic operations when scanning.

Setting to Scan a Document

This section describes how to set image quality when scanning documents.

Specifying a Document Type

If you select a document type, the document can be scanned at the most suitable quality.

1 Press [Scan] or the ⬤ (SCAN) button.

2 Set a document in the ADF or on the document glass.

🔗 Setting a Document (User's Manual)

When scanning a document with the machine, a document in the ADF is given priority. Check that there is no document in the ADF when using the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [Image Settings] on the [Image Settings] tab.

5 Press [Document Type] and press a document type.
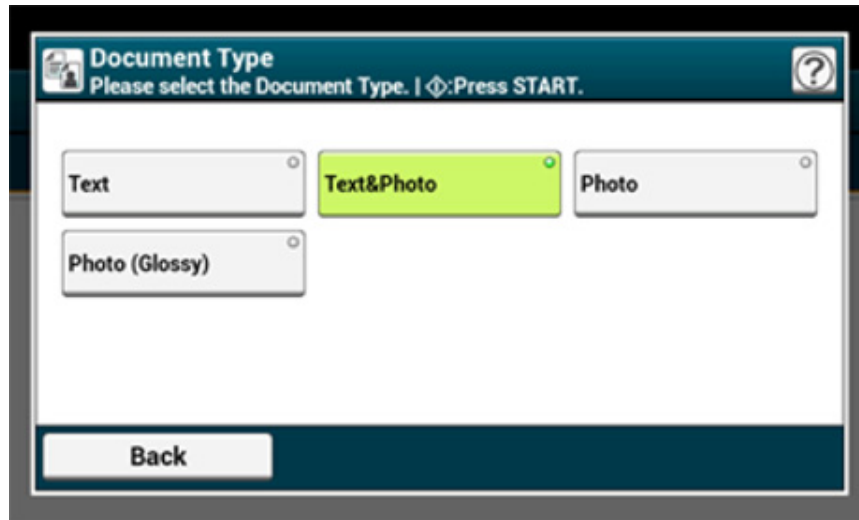
- [Text]: Set when copying a text document.
- [Text/Photo]: Set when copying a document having texts and photos. The well-balanced text and photo are reproduced on an image.
- [Photo]: Set when copying photos and graphic documents. Images are reproduced with the focus on grayscales. In [Photo] mode, it takes longer to scan.
- [Photo (Glossy)]: Set when copying a glossy photography or photo documents printed on glossy inkjet paper. Images are reproduced with the focus on grayscales in consideration of the glossy.

- If you select [Text], the gray level may decrease depending on the document.
- If you select [Photo] or [Photo (Glossy)], fine texts or lines may be blurred depending on the document. It takes longer to scan.
- If you select [Photo (Glossy)], images may be bright.

6 Change other settings if necessary, and then press the ⬤ (START) button.

Specifying a Scan Resolution

Specify a resolution to scan a document to obtain the most suitable quality.

1 Press [Scan] or the ⬜ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [Image Settings] on the [Image Settings] tab.

5 Press [Resolution] and press a resolution.
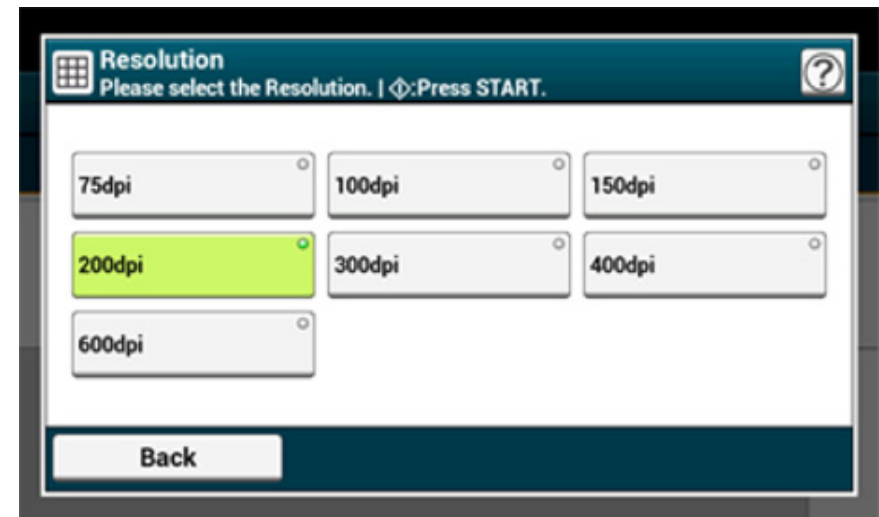
6 Change other settings if necessary, and then press the ⬤ (START) button.

Adjusting the Density

You can adjust the density in seven levels.

1 Press [Scan] or the ⬜ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment

🔗 Saving Scanned Data to USB Memory

🔗 Saving Scanned Data in a Shared Folder

4 Press [Image Settings] on the [Image Settings] tab.

5 Press [Density] and press a density level.
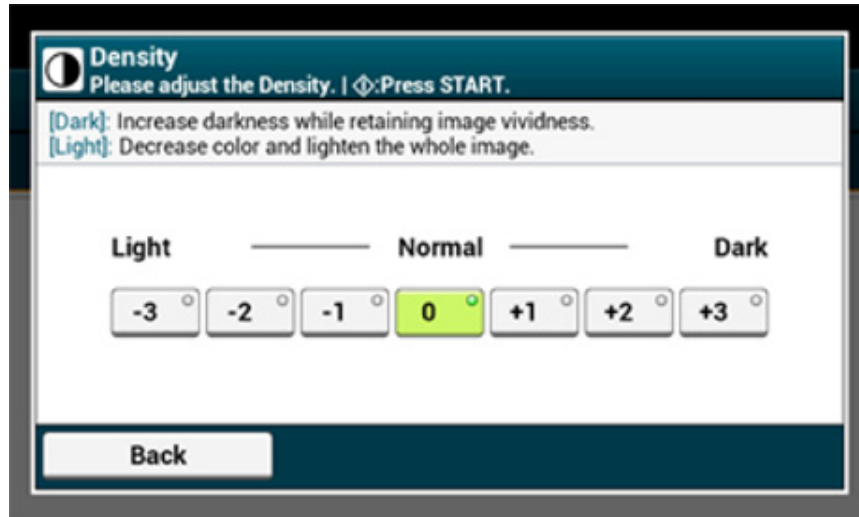
📝

[0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

6 Change other settings if necessary, and then press the (START) button.

Scanning a Document with a Colored Background Clearly (Background Removal)

To adjust a level of the document background removal, you can select Auto or OFF, or adjust in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

⚠

- In the following cases, background color may not be correctly detected and not be eliminated successfully.

  - When a custom-size document is loaded

  - When a document with the front edge folded is loaded

  - When a document missing the front edge or an oblique document is loaded

  - When a document having a hole near the front edge is loaded

  - When a document is placed without aligning it with the guide on the document glass

- If a greater value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment

🔗 Saving Scanned Data to USB Memory

🔗 Saving Scanned Data in a Shared Folder

4 Press [Image Settings] on the [Image Settings] tab.

5 Press [Background Removal] and press a value.
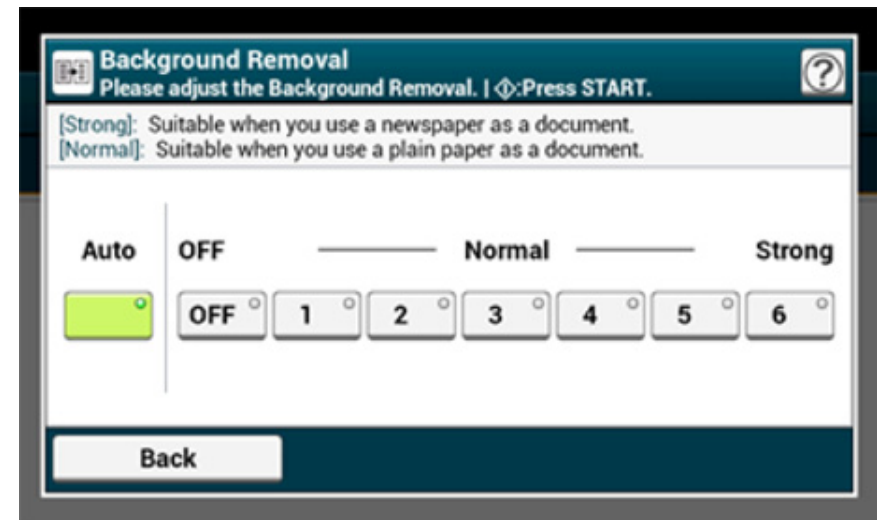
**6** Change other settings if necessary, and then press the (START) button.

Removing Show-Through (Show-Through Removal)

Show-Through Removal removes show-through of text from the reverse side. You can select the removal level from OFF, Low, Middle, or High.

⊘

- This function is enabled only when [Background Removal] is set to [Auto].
- This function is enabled only when [Document Type] is set to [Text] or [Text&Photo].

1 Press [Scan] or the ⬤ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [Image Settings] on the [Image Settings] tab.

5 Press [Show-Thr. Rem.] and press a value.
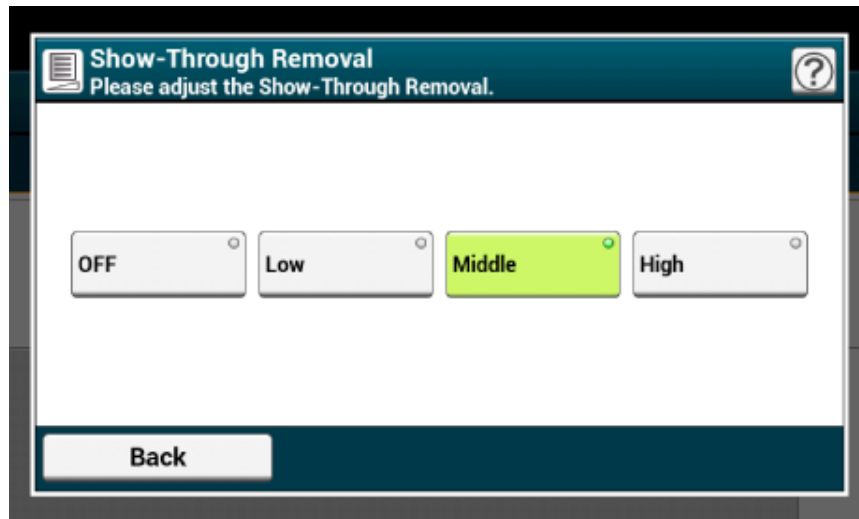
Show-Through Removal
Please adjust the Show-Through Removal.

| OFF | Low | Middle | High |

Back

- [Middle] is set by default.
- If light color becomes too faint with Middle (default value), set to [Low] (show-through may not be removed completely).
- If show-through is not completely removed with Middle (default value), set to [High] (light color may not be represented).
- For documents printed only one side or when reproducing light color, set to [OFF]. (For documents printed on two side, show-through remains.)

6 Change other settings if necessary, and then press the ⬤ (START) button.

Adjusting the Contrast

Differences between bright and dark sections on a document are adjusted to make images and texts easier to view and read.

1 Press [Scan] or the ⬤ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [Image Settings] on the [Image Settings] tab.

5 Press [Contrast] and press a value.
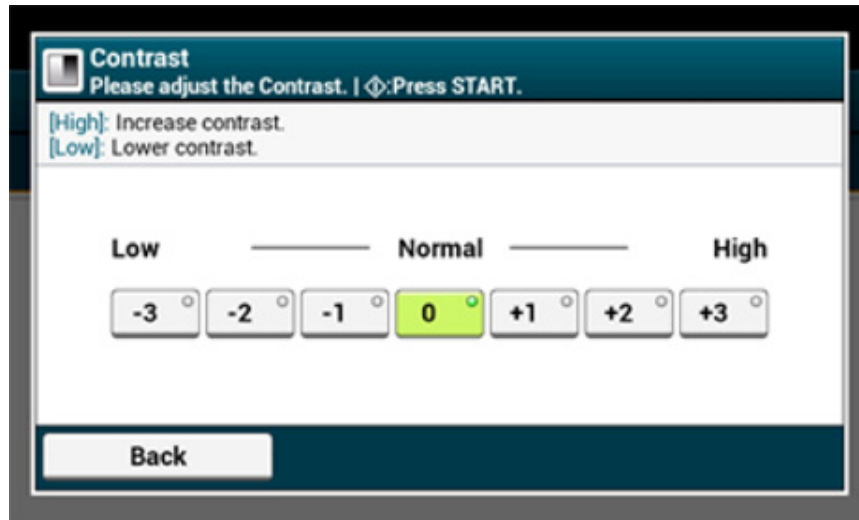
6 Change other settings if necessary, and then press the (START) button.

Adjusting the Hue

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [Image Settings] on the [Image Settings] tab.

5 Press [Hue] and press a value.
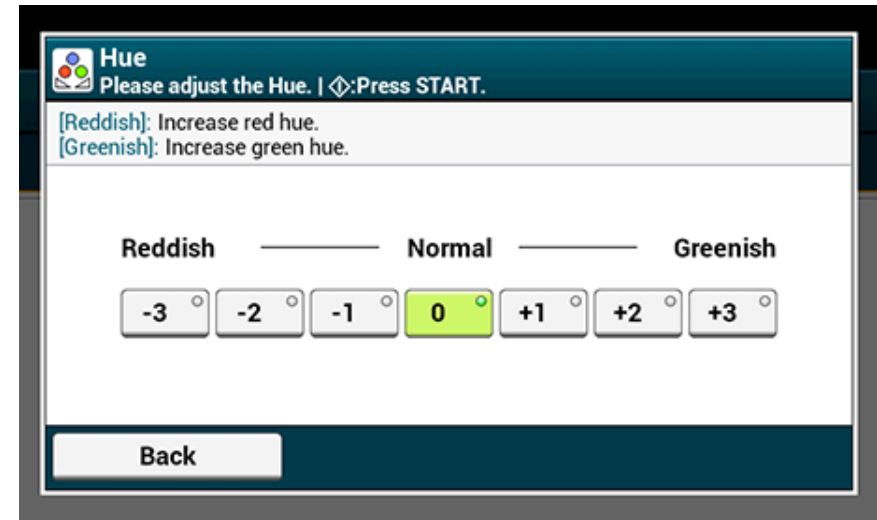
6 Change other settings if necessary, and then press the (START) button.

Adjusting the Saturation

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [Image Settings] on the [Image Settings] tab.

5 Press [Saturation] and press a value.
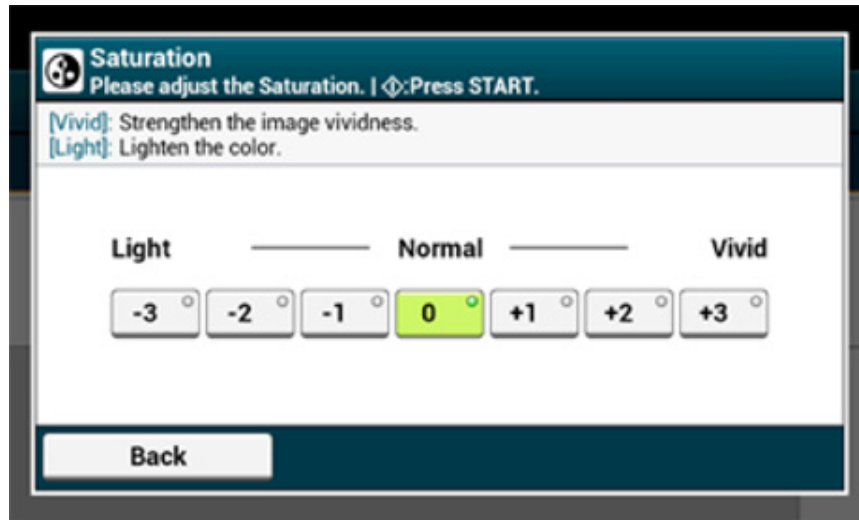
6 Change other settings if necessary, and then press the (START) button.

Adjusting RGB

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

    🔗 Sending Scanned Data as an E-mail Attachment

    🔗 Saving Scanned Data to USB Memory

    🔗 Saving Scanned Data in a Shared Folder

4 Press [Image Settings] on the [Image Settings] tab.

5 Press [RGB] and press a value for Red, Green, Blue respectively, and then press [OK].
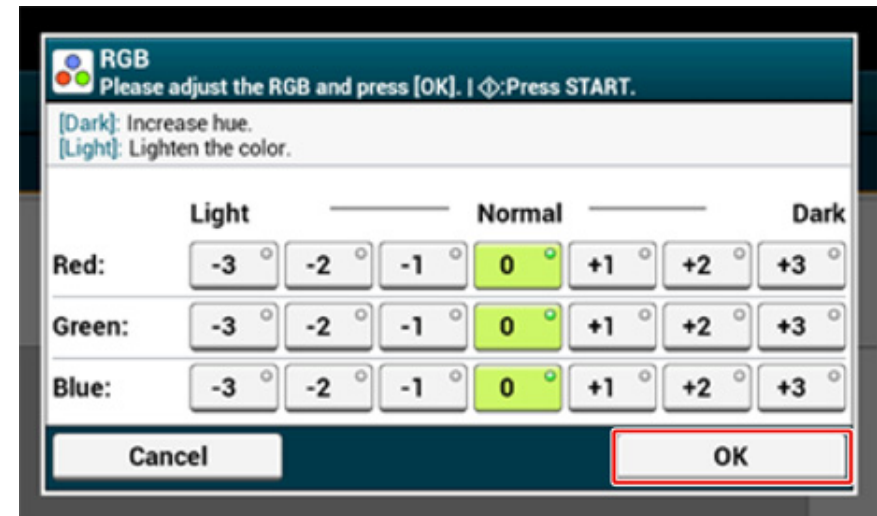
6 Change other settings if necessary, and then press the (START) button.

Erasing Edge Shadows (Edge Erase)

When you scan a document with the document glass cover opened or when you scan a book, a black shadow may appear around the edges on the scanned image. The edge erase function allows you to erase the black shadow.

[Edge Erase] is set to [ON], and [Width] to 5 mm by factory default.

The default value of the edge width to erase can be changed from [Admin Setup] > [Scanner Setup] > [Default Settings] > [Edge Erase] > [ON] > [Width].

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

    🔗 Sending Scanned Data as an E-mail Attachment

    🔗 Saving Scanned Data to USB Memory

🔗 Saving Scanned Data in a Shared Folder

4 Press [Edge Erase] on the [Image Settings] tab.

5 Enter a value from 5 to 50 mm (0.2 to 2.0 inches) in [Width] by using the numeric keypad or pressing ▲ ▼ on the touch panel, and then press [OK].
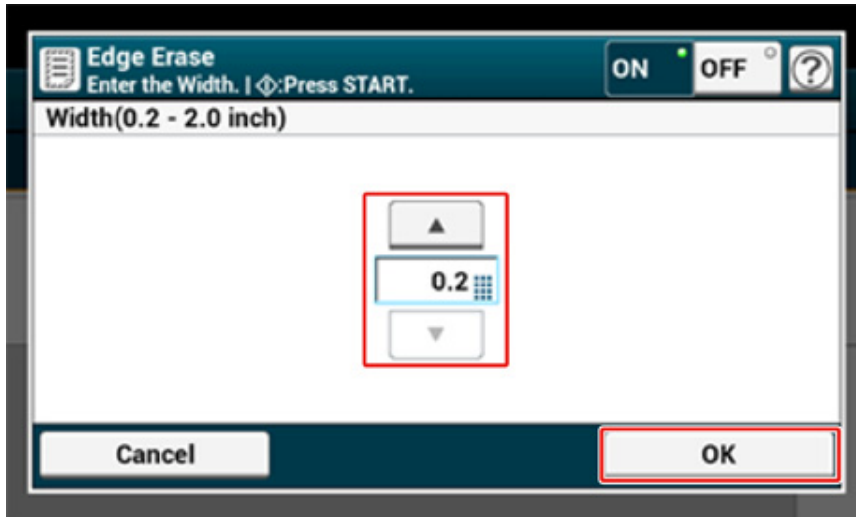
6 Change other settings if necessary, and then press the (START) button.

Displaying a Preview Image

Using the Preview function, you can check the scanned image on the touch panel before saving or sending.

⚠

- The image previewed on the display does not completely match the printout. Use the function to check the content or orientation of scanned documents.
- For the Scan To Computer, Remote Scan, or WSD Scan function, Preview is not available.

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan method.

4 Press [Preview] on the [Advanced] tab to set it to [ON].

✎

Pressing [Preview] switches between [ON] and [OFF].

5 Press the (START) button.

6 When preview image is displayed, check the scanned image.
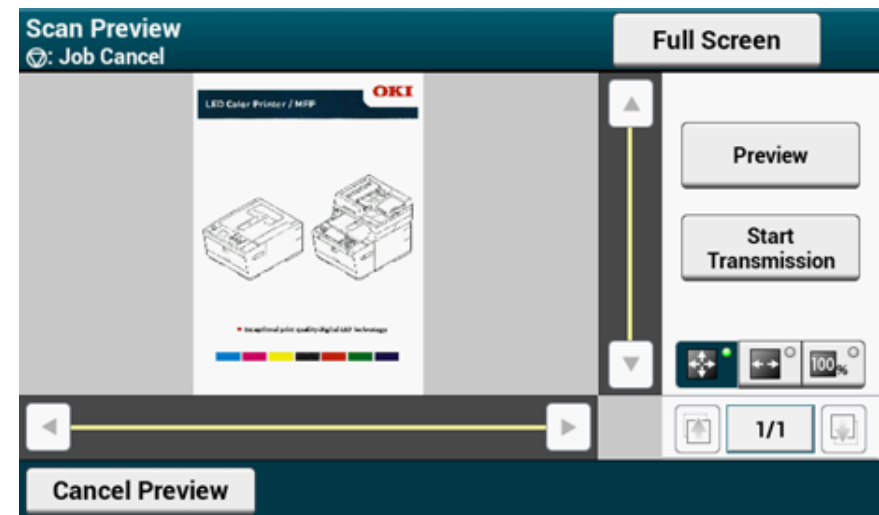
- There are three methods to display preview images.
  - : Displays full page.
  - : Displays across the width of the screen.
  - : Displays the scanned page at the same magnification.
- Press [Full Screen] to display the preview image in full screen.
- Use , , , and to scroll the preview image.
- When scanning multiple pages of documents, use the navigation button to switch between the pages.
  - : Displays the previous page.
  - : Displays the next page.
  - : Displays any page. Press this button and enter page number you want to display.
- If you set the next document on the ADF or document glass and press [Preview], the machine scans the document and displays the scanned document.
- Press [Cancel Preview] to close the preview screen and cancel sending.

7 Press [Start Transmission].

Other Settings to Scan

This section describes how to read documents for the scan function.

Scanning Multiple Documents Continuously (Continuous Scan)

To scan multiple documents as a single job, enable Continuous Scan mode.

In Continuous Scan mode, you can scan your documents from the ADF, document glass, or both of them.

1 Press [Scan] or the (SCAN) button.

2 Set the first sheet of a document in the ADF or on the document glass.

3 Select a scan function.

　🔗 Sending Scanned Data as an E-mail Attachment
　🔗 Saving Scanned Data to USB Memory
　🔗 Saving Scanned Data in a Shared Folder

4 Press [Continuous Scan] on the [Advanced] tab to set it to [ON].

Pressing [Continuous Scan] switches between [ON] and [OFF].

5 Change other settings if necessary, and then press the (START) button.

6 When the [Please set next document] screen is displayed, set the next document in the ADF or on the document glass.

⊘
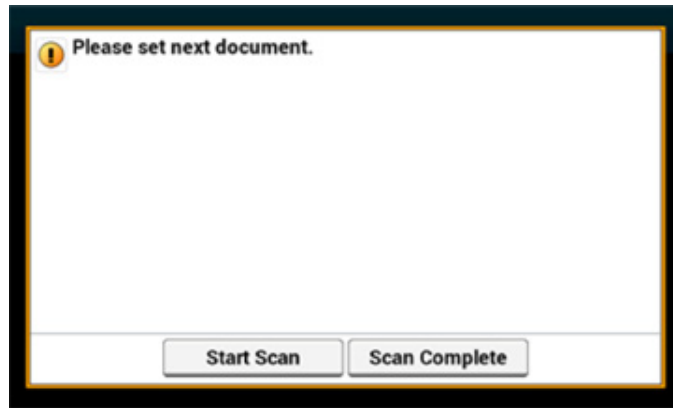
If you set the next document to a different place, remove the document from the place you used first.

7 Press [Start Scan].

8 When scanning all sets of the documents is complete, press [Scan Complete].

Specifying a Scan Size

You can specify the suitable size to scan a document.

1 Press [Scan] or the ▭ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [Scan Size] in the [Basic] tab or [Scan To USB Memory] tab.

5 Select a size.
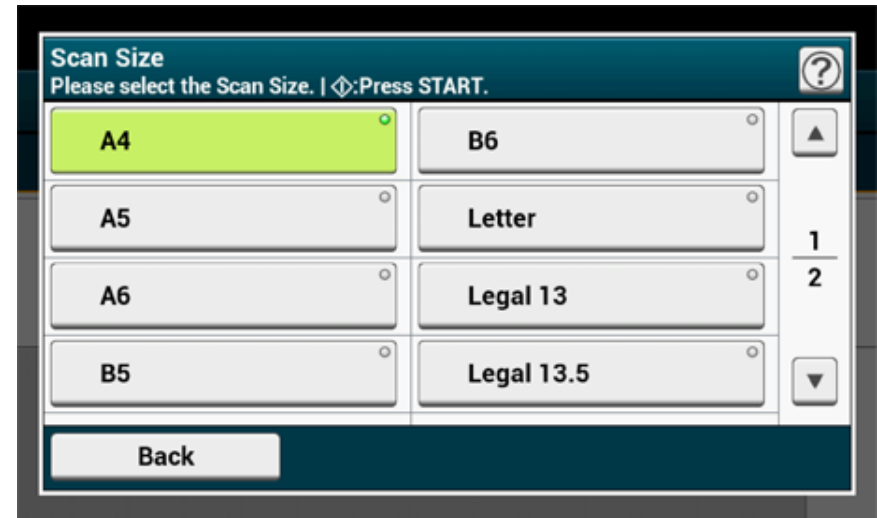
For both of the ADF and document glass, available custom sizes are as follows. Width: 105 to 297 mm / Height: 148 to 432 mm

*For custom sizes of 210 mm or more in height, duplex scanning is available.

6 Change other settings if necessary, and then press the ⬤ (START) button.

Scanning a Duplex Document (Duplex Scan)

This section describes how to scan two-sided documents.

⊘

- Use standard size plain paper. Use of paper other than standard size plain paper may cause paper jams.
- To scan a duplex document, set the document in the ADF.

1 Press [Scan] or the ▭ (SCAN) button.

2 Set a document in the ADF.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment

🔗 Saving Scanned Data to USB Memory

🔗 Saving Scanned Data in a Shared Folder

4 Press [Duplex Scan] in the [Advanced] tab, [Scan To USB Memory] tab, or [Basic] tab.

5 Select a printing method.
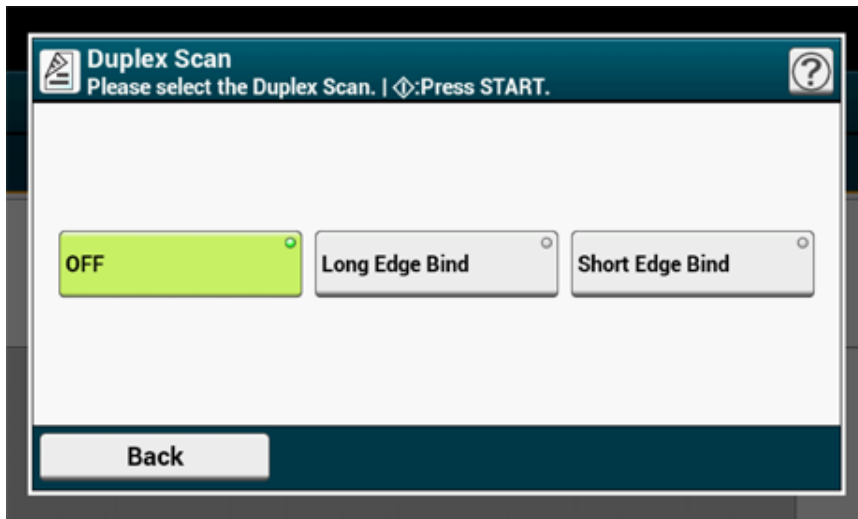
6 Change other settings if necessary, and then press the (START) button.

Skipping White Pages When Scanning (Omit Blank Page)

If blank pages are included in documents, you can skip the blank pages from the scanned results.
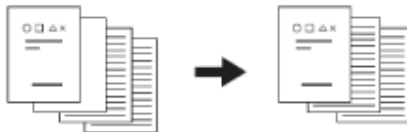
⊘

- Blank pages may not be detected correctly in the following cases.
  - Halftone documents
  - Documents with extremely small printed area (e.g. blank pages with page numbers)
  - Document with printed part within the range of 10 mm from any edges.

📝

You can change the criteria for determining blank pages from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Scanner Adjust] > [Blank Page Skip Level] on the touch panel.

🔗 Scanner Setup

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment

🔗 Saving Scanned Data to USB Memory

🔗 Saving Scanned Data in a Shared Folder

4 Press [Omit Blank Page] on the [Advanced] tab to set it to [ON].

📝

Pressing [Omit Blank Page] switches between [ON] and [OFF].

5 Change other settings if necessary, and then press the (START) button.

Changing the Document Orientation (Direction)

You can specify the orientation of images.

Specify the top edge position of the image.

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment

🔗 Saving Scanned Data to USB Memory

🔗 Saving Scanned Data in a Shared Folder

4 Press [Direction] on the [Image Settings] tab, [Advanced] tab, or [Basic] tab.

5 Select a direction.

6 Change other settings if necessary, and then press the (START) button.

Scanning Documents of Different Sizes (Mixed Size)

You can set multiple documents having the same width but different lengths in the ADF and scan them in their respective paper sizes.

Documents can be set at the same time are as follows.

Specify the size of the larger document (size with *mark) for the document size.

- **A4 and Folio***

- **Letter and Legal 13***

- **Letter and Legal 13.5***

- **Letter and Legal 14***

⚠ For the Scan To Computer, Remote Scan, and WSD Scan function, Mixed Size is not available.

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [Mixed Size] in the [Advanced] tab or [Basic] tab to set it to [ON].

Pressing [Mixed Size] switches between [ON] and [OFF].

5 Change other settings if necessary, and then press the (START) button.

⚠ When using the Mixed Size function, be careful about the binding position of duplex documents.

When scanning mixed-size duplex documents, specify the binding position for the bigger documents and bind smaller documents in the same direction as the bigger ones. (Their binding positions may not be the same.)

- For Legal/Letter

  - For Legal documents with long-edge binding, set Letter documents with long-edge binding. (When loading in the ADF, set the documents so that their binding positions align to the top or bottom of the ADF.)

  - For Legal documents with short-edge binding, set Letter documents with short-edge binding. (When loading in the ADF, set the documents so that their binding positions align to the left or right of the ADF.)

Specifying a File Name

You can specify a name of a scanned data file.

1 Press [Scan] or the (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [File Name] on the [Advanced] tab.

5 Enter a file name, and then press [OK].

You can enter up to 64 characters.

6 Change other settings if necessary, and then press the ⬤ (START) button.

Specifying a Color Mode

1 Press [Scan] or the ⬤ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [Color Mode] in the [Basic] tab or [Scan To USB Memory] tab.

5 Select a color mode.
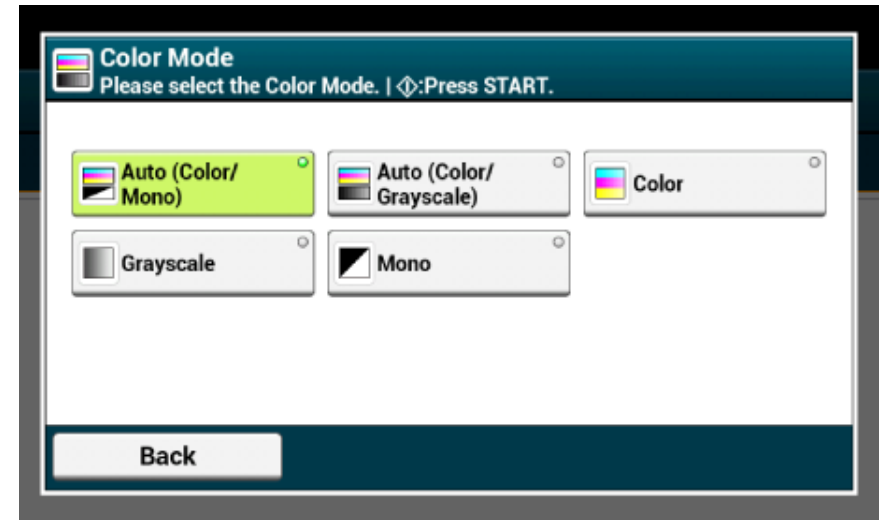
- When [Auto(Color/Grayscale)] is enabled, this machine detects the color of each page automatically. Color documents are scanned in full color; black and white documents are scanned in grayscale.
- When [Auto(Color/Mono)] is enabled, this machine detects the color of each page automatically. Color documents are scanned in full color; black and white documents are scanned in black and white.
- You can change the criteria for determining color document and black and white document from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Scanner Adjust] > [Auto Color Judgement Level] on the touch panel.

🔗 Scanner Setup

When [Auto] is selected, scanned document may not look as you expected in the following cases. In that case, set [Color] or [Mono].

Here are some examples.

- Documents with extremely small colored part
- Dark-colored documents
- Pale documents
- Yellowish documents
- Documents with colored background
- Document with colored part within the range of 5 mm from any edges.

6 Change other settings if necessary, and then press the ⬤ (START) button.

Specifying a File Format

You can specify a file format of a scanned document.

1 Press [Scan] or the ⬤ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment
🔗 Saving Scanned Data to USB Memory
🔗 Saving Scanned Data in a Shared Folder

4 Press [File Format] on the [Image Settings] tab.

5 Select a file format.
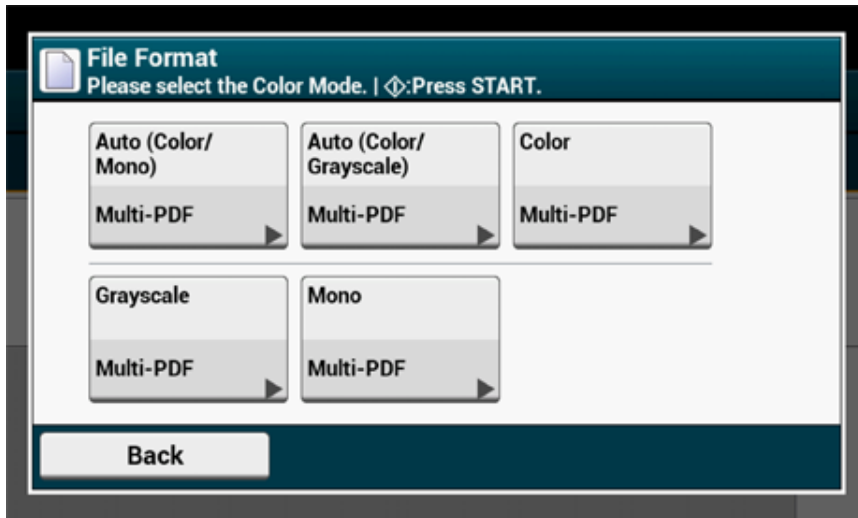
6 Select a file format.

The screen that appears when [Auto (Color/Mono)] is selected is shown as an example.
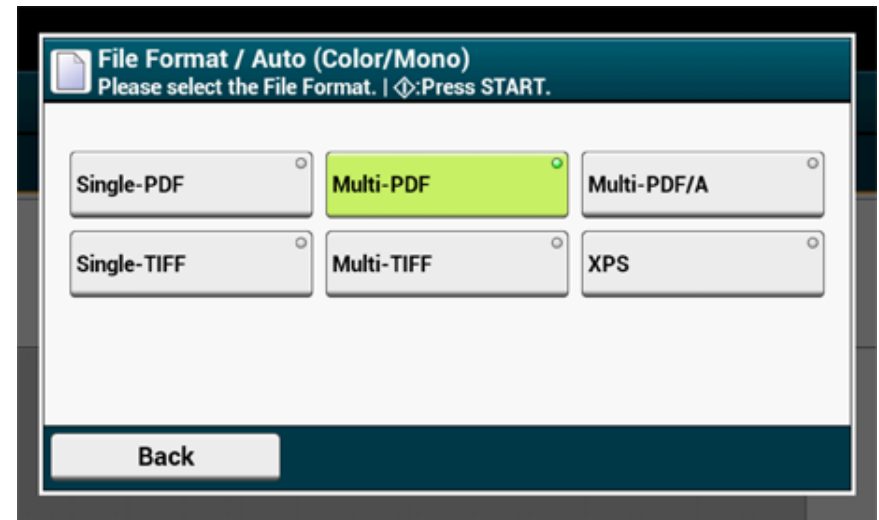
The available file formats vary depending on the selected color type.

Color type	File format
Auto (Color/Grayscale)	Single-PDF, Multi-PDF, Single-HC-PDF, Multi-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG, XPS
Auto (Color/Mono)	Single-PDF, Multi-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, XPS
Color	Single-PDF, Multi-PDF, Single-HC-PDF, Multi-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG, XPS
Grayscale	Single-PDF, Multi-PDF, Single-HC-PDF, Multi-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG, XPS
Mono	Single-PDF, Multi-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, XPS

7 Change other settings if necessary, and then press the ⬤ (START) button.

Specifying a File Compression Rate

1 Press [Scan] or the ⬤ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment

🔗 Saving Scanned Data to USB Memory

🔗 Saving Scanned Data in a Shared Folder

4 Press [Compression Rate] on the [Image Settings] tab.

5 Select a compression rate.
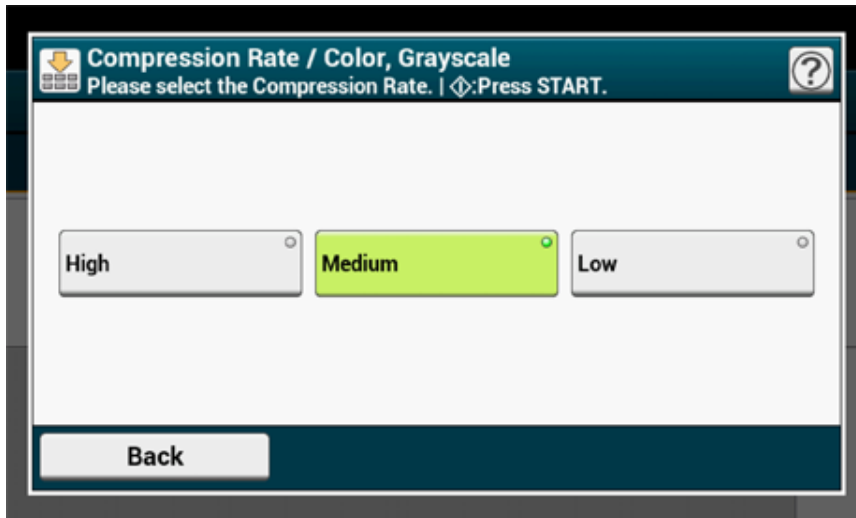
6 Select a color type.

7 Change other settings if necessary, and then press the ⬥ (START) button.

Encrypting a PDF File

When converting a scanned document to a PDF file, you can encrypt the file. You can set an encryption level, a document open password, a permission password, and use permissions for the created PDF file. The higher the encryption level is, the higher the security level is.

A document open password is intended to open an encrypted PDF file. A document open password cannot be the same as a permission password. You can enter up to 32 characters.

A permission password is intended to control printing, extracting, editing, or other operations for encrypted PDF files. A permission password cannot be the same as a document open password. You can enter up to 32 characters.

⊘
- [Encrypted PDF] can be selected only if [File Format] is set to [PDF] or [HC-PDF]. [PDF/A] cannot be selected.
- To encrypt a PDF file, you must set a document open password or permission password.

✍
- The permission setting items for printing and editing a PDF file vary depending on the encryption level.
- A permission to print a document, a permission to extract text and graphic, and a permission to change a document are displayed only if you select [Enable] or [Apply Default Password] for [Permissions Password].

1 Press [Scan] or the ⬤ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Select a scan function.

🔗 Sending Scanned Data as an E-mail Attachment

🔗 Saving Scanned Data to USB Memory

🔗 Saving Scanned Data in a Shared Folder

4 Press [Encrypted PDF] on the [Image Settings] tab.

5 Press [Encrypt], select encryption level, and then press [Next].

6 To set a document open password, press [Enable] or [Apply Default Password].

To select [Apply Default Password], you must register the default password from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] >[Encrypted PDF Setting] on the touch panel in advance.

🔗 Administrator Setup

7 Enter a password, and then press [OK].

You can enter up to 32 characters.

8 Enter the password again, and then press [OK].

9 To set a permission password, press [Enable] or [Apply Default Password].

10 Enter a password, and then press [OK].

A permission password cannot be the same as a document open password. You can enter up to 32 characters.

11 Enter the password again, and then press [OK].

12 Select a permission to print, and then press [Next].

13 Select a permission to extract, and then press [Next].

14 Select a permission to edit, and then press [Next].

15 Check the security setting, and then press [Yes].

16 Change other settings if necessary, and then press the (START) button.
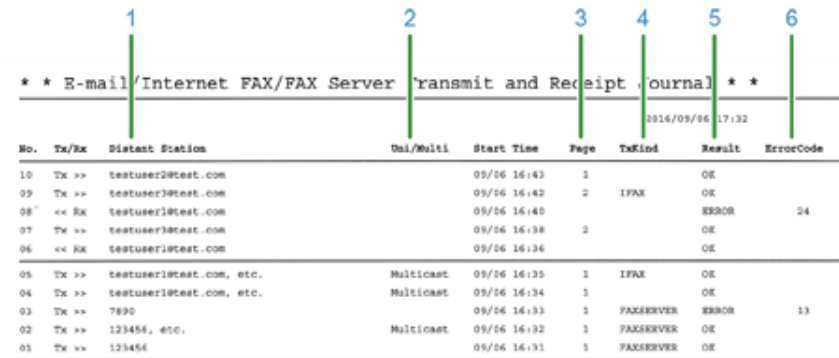
Items on Transmit and Receipt Journal Report (E-mail/Internet fax/FaxServer)

This section describes Items on Transmit and Receipt Journal Report (E-mail/Internet fax/FaxServer).

For instructions on how to print Transmit and Receipt Journal Report, refer to "Checking the Information of the Machine".

To print Transmit and Receipt Journal Report of E-mail/Internet fax/FaxServer automatically, from [Admin Setup] on the touch panel, [Scanner Setup] > [E-mail Setup] > Set [A/R Full Print] to [ON].

🔗 Scanner Setup

	Item	Description
1	Distant Station	• Print Scan To E-mail, Internet Fax Sending, and e-mail attachment files: Indicates an e-mail address of the other party (destination or originator). • Send with Scan To Fax Server: Indicates the destination number.
2	Uni/Multi	When you send to multiple recipients, this indicates "Multicast".
3	Page	Sending: Indicates pages of the scanned document. Receiving: Always blank.
4	TxKind	• IFAX: Send with Internet Fax • FAXSERVER: Send with Scan To Fax Server For Scan To Fax Server and e-mail attachment file printing, it is blank.
5	Result	OK: Communication success ERROR: Communication failure
6	Error Code	Indicates the error code when a communication error occurs. For details, see "E-mail/Internet fax/FaxServer Error Code". When the communication is successful, it is blank.

Transmission history of receiving fax and forwarding received e-mail is not displayed on Transmit and Receipt Journal Report of E-mail/Internet fax/FaxServer.

You can check from the Web page "Transmission Settings" - "Automated Delivery Log".

For details, see "Transmission Settings" in "About Items That Can be Set or Checked".

Sending Scanned Data as an E-mail Attachment

This section describes how to send scanned data as an e-mail attachment.

- Before Using Scan To E-mail (User's Manual)
- Entering E-mail Address to Send E-mail (User's Manual)
- Specifying a Destination from Address Book or Group List
- Specifying a Destination Using One-touch Button
- Specifying a Destination from Transmission History
- Specifying a Destination Searching LDAP Server
- Setting the Sender's Address
- Setting the Reply Address
- Registering an E-mail Template
- Using an E-Mail Template
- Saving Transmission Data
- Checking Results of Scan To E-mail

Specifying a Destination from Address Book or Group List

You can select a destination from the address book or group list. You must register destinations in the address book or group list in advance.

For details on how to add an e-mail address to the address book or group list, refer to "E-mail Address".

1 Press [Scan] on the touch panel or ⬭ (Scan) on the operator panel.

2 Set a document in the ADF or on the document glass.

3 Press [Scan To E-mail].

4 Press [Address Book] or [Group List] on the [Scan To E-mail] or [Basic] tab.

5 Select the transmission destination or group.
You can select multiple items.

6 When you complete the selection of all the destinations, press [OK].

7 Set scan settings if necessary.

8 Press [OK].

9 Press the (START) button.

Specifying a Destination Using One-touch Button

1 Press [Scan] on the touch panel or (Scan) on the operator panel.

2 Set a document in the ADF or on the document glass.

3 Press [Scan To E-mail].

4 Press the One-touch Button you want to specify.

To select the speed dial numbers 09 to 40 that are assigned to one-touch buttons, press ▲ or ▼ to switch between the screens.
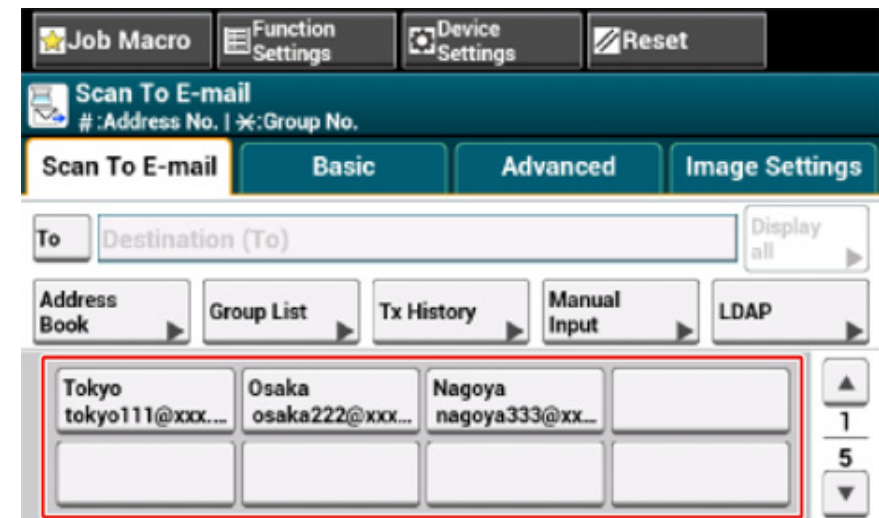
5 Set scan settings if necessary.

6 Press [OK].

7 Press the (START) button.

Specifying a Destination from Transmission History

1 Press [Scan] on the touch panel or ⬤ (Scan) on the operator panel.

2 Set a document in the ADF or on the document glass.

3 Press [Scan To E-mail].

4 Press [Tx History] on the [Scan To E-mail] or [Basic] tab.

5 Select the destination.
You can select multiple items.

6 When you complete the selection of all the destinations, press [OK].

7 Set scan settings if necessary.

8 Press [OK].

9 Press the ⬤ (START) button.

Specifying a Destination Searching LDAP Server

You can search for a destination from a list on the LDAP server. There are two search methods, as shown below.

- **[Simple Search]: You can run a search with only one keyword as a user name. You can only search for character strings included in usernames, and not in e-mail addresses.**

- **[Advanced Search]: You select search conditions to search for items that include all the specified keywords or any of the keywords. You can specify user names or e-mail addresses as search keywords.**

Up to 100 search results are displayed.

For details on setting the LDAP server, refer to "Setting the LDAP Server".

1 Press [Scan] on the touch panel or ⬤ (Scan) on the operator panel.

2 Set a document in the ADF or on the document glass.

3 Press [Scan To E-mail].

4 Press [LDAP] on the [Scan To E-mail] or [Basic] tab.

5 Press [Simple Search] or [Advanced Search].

6 Enter a keyword to search.

7 Press [OK] to start searching.

8 When the search results are displayed, select the destination.
You can select multiple items.

9 When you complete the selection of all the destinations, press [OK].

10 Set scan settings if necessary.

11 Press [OK].

12 Press the ⬤ (START) button.

Setting the Sender's Address

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times to select [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Scanner Setup].

5 Press [E-mail Setup].

6 Press [From/Reply To].

7 Press [From].

8 Enter an e-mail address.

9 Press [OK].

10 Press [Back] until the top screen is displayed.

Setting the Reply Address

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times to select [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Scanner Setup].

5 Press [E-mail Setup].

6 Press [From/Reply To].

7 Press [Reply To].

8 Specify a destination.

9 Press [Back] until the top screen is displayed.

Registering an E-mail Template

You can register up to five templates with a variety of subjects and body text.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times to select [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Scanner Setup].

5 Press [E-mail Setup].

6 Press [Template].

7 Press [Edit Subject] or [Edit Body].

8 Select number you want to register.

9 Enter subject and body texts you want to register.

Up to 80 characters for a subject and up to 256 characters for body text can be entered.

10 Press [OK].

11 Press [Back] until the top screen is displayed.

Using an E-Mail Template

You can use subjects and body texts that are registered as a template in standard e-mails.

1 Press [Scan] or the ⬤ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Press [Scan To E-mail].

4 Press the [Advanced] tab.

5 Press [E-mail Setup].

6 Press [Subject] or [E-mail Body].

7 Press [Select Subject] or [Select Text].

8 Press the subject or body to select.

9 Press the [Scan To E-mail] tab to select an entry method.

10 Specify a destination.

11 Press the ⬤ (START) button.

🔗 Setting the Sender's Address

Saving Transmission Data

You can save data sent via Scan To E-mail, etc. For details, refer to "Saving Sent and Received Data (Transmission Data Save)".

Checking Results of Scan To E-mail

You can check the Scan To E-mail result in Transmit and Receipt Journal Report.

For details, refer to "Items on Transmit and Receipt Journal Report (E-mail/Internet fax/FaxServer)".

Saving Scanned Data to a Computer

This section describes how to save scanned data to a computer.

Use Scan To Computer function of the machine or use software of the computer to scan.

To scan, use one of the following software.

For Windows

ActKey: To be installed if you install software from [Install Optional Software].
WSD: Preinstalled on Windows.

For Mac OS X

Image Capture: Supplied with Mac OS X
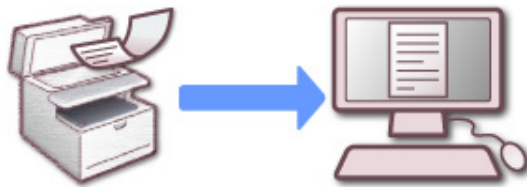
- Changing the Machine Settings
- Using ActKey
- Using WSD Scan
- Using Image Capture (Mac OS X)
- Using a Scanner Supported Application
- Adding Destination for Scan To Computer
- Deleting Destination for Scan To Computer

Changing the Machine Settings

Enabling Network TWAIN

Enable the Network TWAIN function so that you can use the Scan to Computer function on a computer that is connected via a network.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times, and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Scanner Setup].

5 Press [TWAIN Setup].

6 Make sure that [Network TWAIN] is set to [ON].

Pressing [Network TWAIN] switches between [ON] and [OFF].

7 Press [Back] until the home screen is displayed.

Setting PC Scan mode

Set the scan mode when scanning from a computer. This machine has the following three scan modes.

- **Simple Scan mode: You can start scanning anytime if the machine is in standby status.**

- **Manual Scan mode: Turn on the Remote Scan function on the touch panel before starting scanning.**

- **Secure Scan mode: You can just operate from a computer specified when you turn on the remote scan function on the touch panel. Only one computer can be connected at a time.**

If you perform a remote scan via the WSD Scan connection, you can scan from computers that are already registered in this machine, regardless of the Remote Scan modes.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times to select [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Scanner Setup].

5 Press ▲ or ▼ several times to select [PC Scan Mode].

6 Select a scan mode, and then press [OK].
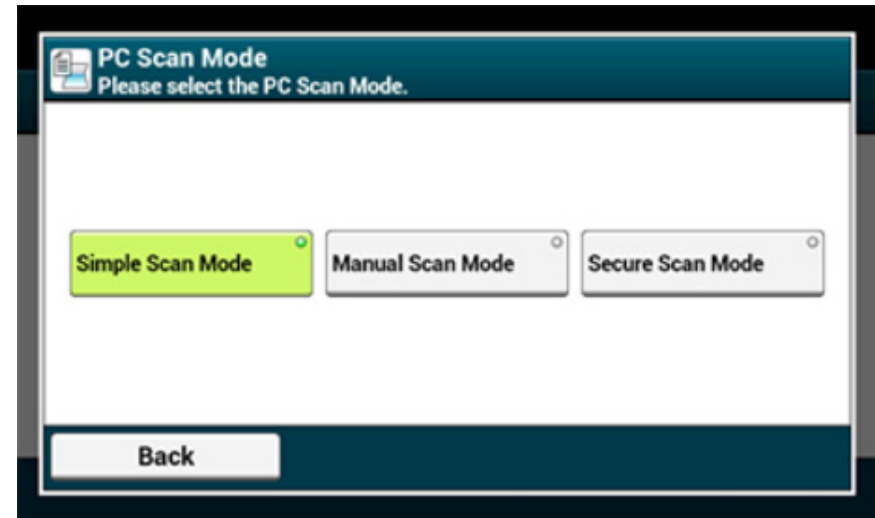
7 Press [Back] until the home screen is displayed.

If [Manual Scan Mode] or [Secure Scan Mode] is selected, remote scan buttons appears on the home screen.
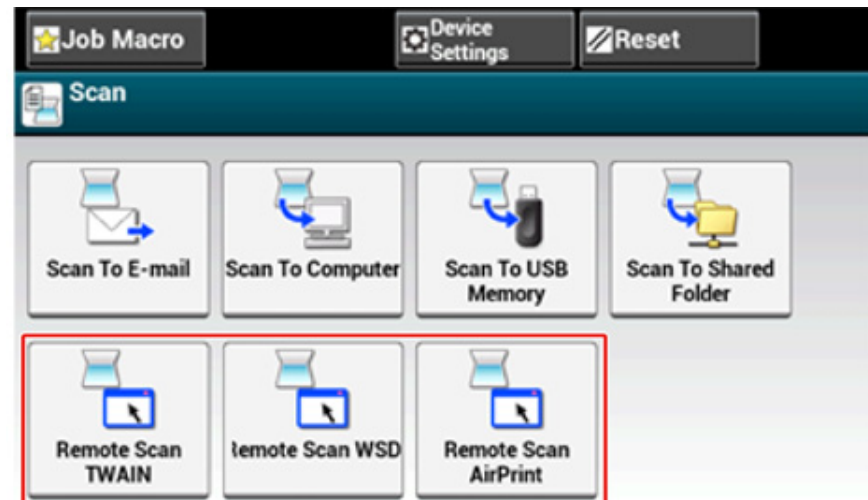
Using ActKey

If you use ActKey, you can start scanning according to the settings you specified just by clicking the button.

ActKey and scanner driver are included in the software DVD-ROM, and will be automatically installed if [Install Optional Software] is selected when installing the software.

Starting Scanning on a Device (ActKey)

1 Press [Scan] or ⬤ (Scan).

2 Set a document in the ADF or on the document glass.

3 Press [Scan To Computer].

4 Press [Select A Connecting PC].

5 Press [From Network] or [From USB Interface] in accordance with the connection method of the machine and computer.

6 For the network connection, select a destination computer to which the data is sent.

If the target computer is not listed in the destination computers, register the computer with Network Configuration.

🔗 Registering the Machine (New Device) to a Computer Using Network Configuration

7 Press [Select An Application].

- If you select [Application], the application that you specify [Application-1] of ActKey or dedicated application for Windows starts, and then the scanned image is displayed on the application.
- If you select [Folder], the scanned document is saved in the specified folder.
- If you select [PC-FAX], a fax transmission application starts. After sending the scanned document, send a fax with the fax transmission application on your computer.

8 Press ⬤ (START).

If the machine is connected via USB and ActKey does not start on the computer even when the ⬤ (START) button is pressed, follow the steps to start ActKey.

1 Click [Start], and then select [Devices and Printers].

2 Right-click [OKI MC573], and then [Scan properties].
If the [User Account Control] dialog is displayed, click [Yes].

3 Click the [Events] tab.

4 Select an event from [Select an event].

5 Select [Start this program], and then select [ActKey].

6 Repeat steps 4 and 5 so that all events are set to [ActKey].

7 Click [OK].

Starting Scanning from a Computer (Remote Scan) (ActKey)

1 Set a document in the ADF or on the document glass.

2 If PC Scan Mode is set to [Manual Scan Mode] or [Secure Scan Mode], press [Remote Scan TWAIN] on the touch panel to make the machine standby.
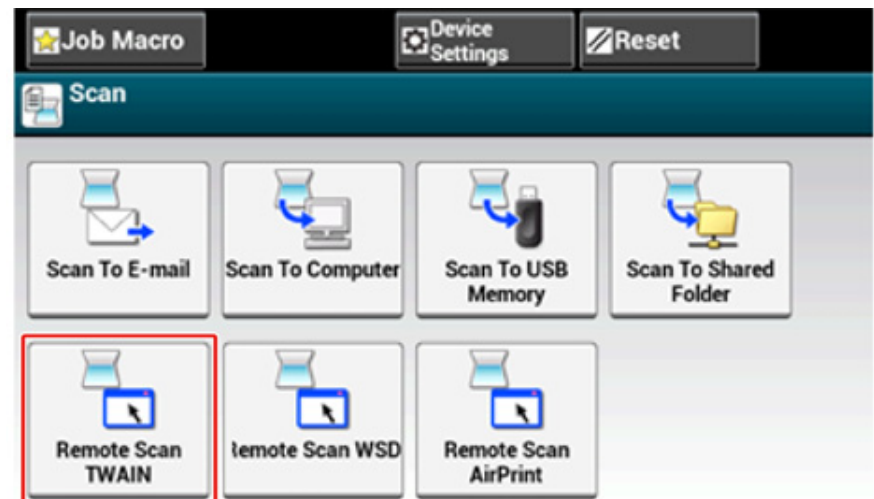
If PC Scan Mode is set to [Simple Scan Mode], go to step 3.

3 Click [Start] on the computer screen, and then select [All Programs] > [Okidata] > [ActKey] > [ActKey].

If the scanner selection screen is displayed, select [OKI Universal Twain USB] for a USB connection or [OKI Universal Twain ****** (*; the last six digits of the MAC address)] for a network connection, and then click [OK].

4 Click the [Folder] button.

Scanning starts and scanned documents are stored in a specified folder.

Sending Scanned Data by Fax (ActKey)

For the PC-FAX transmission function, the resolution is fixed to 200 dpi and the color mode is fixed to black and white.

1 Set a document in the ADF or on the document glass.

2 If PC Scan Mode is set to [Manual Scan Mode] or [Secure Scan Mode], press [Remote Scan TWAIN] on the touch panel to make the machine standby.

3 Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [ActKey].

4 Click [PC-FAX] on a computer.
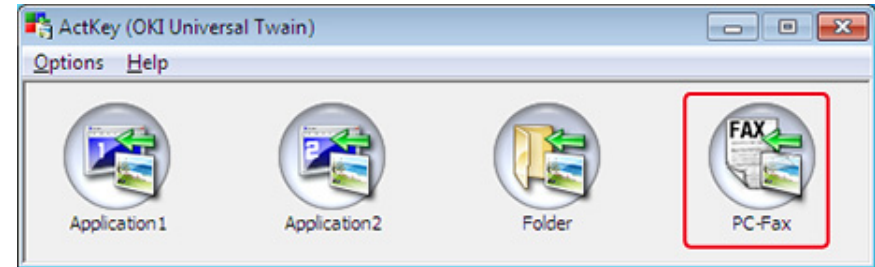
5 Send a fax by following the on-screen instructions.
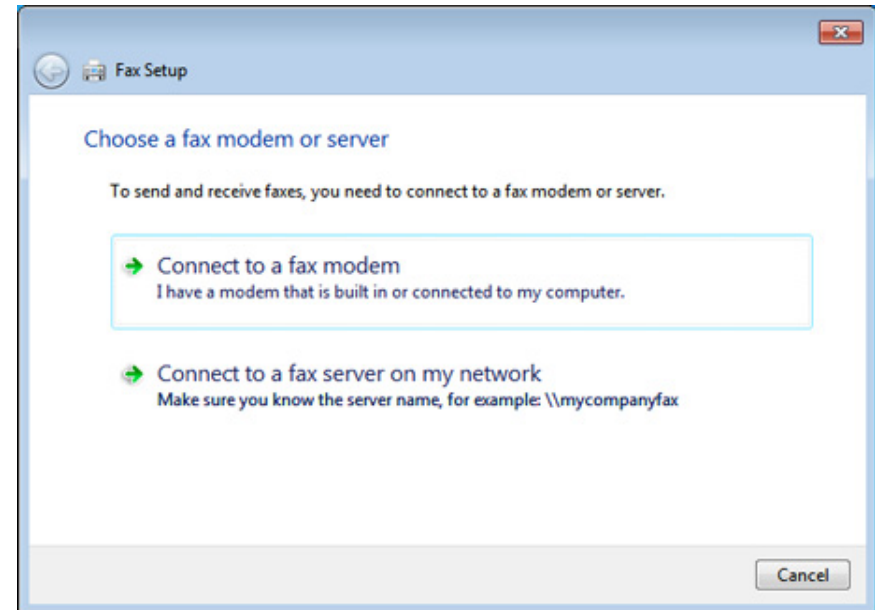
Changing the Setting of Each ActKey Button (ActKey)

You can change the settings of each of four scan buttons.

1 Start ActKey.

2 Select [Button settings] from the [Options] menu.

3 Click a button to set.
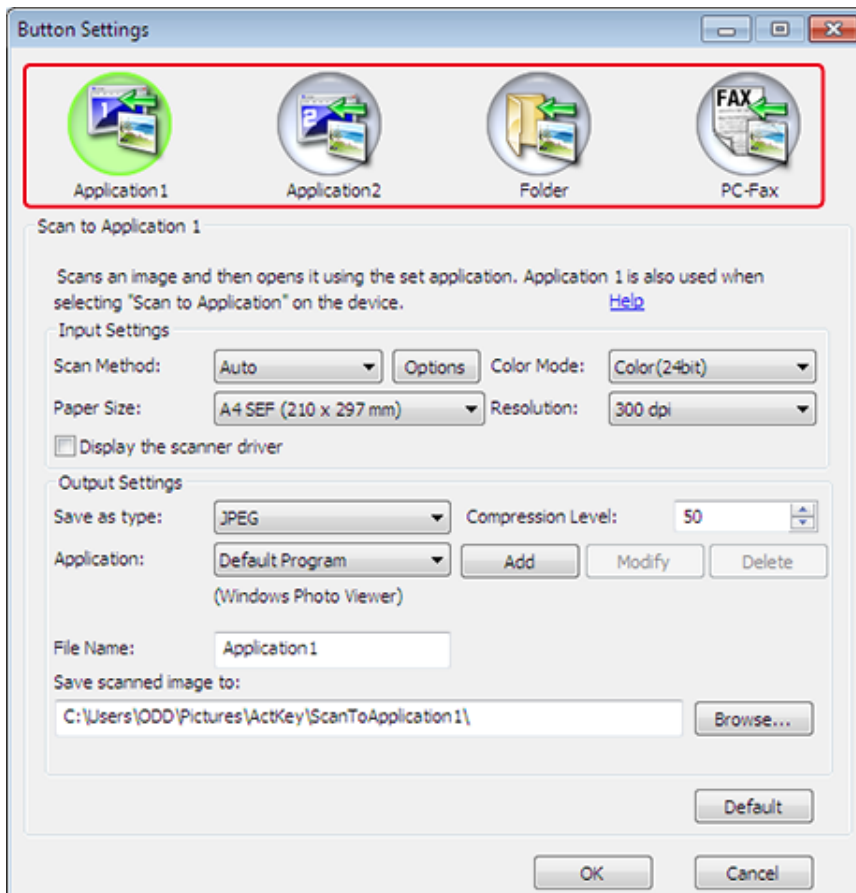
4 Change the setting if necessary.

- The default save destination is automatically created when ActKey is installed.
- The scanned data is saved in the save destination folder with "file name (date) sequential number".

5 Click [OK].

Registering the Machine (New Device) to a Computer Using Network Configuration

You can add the network connected machine (new device) to a computer with the scanner driver of the machine installed using Network Configuration.

Network Configuration is installed at the same time as ActKey is installed, and is automatically included in the task bar when you start a computer.

1 Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].

2 Right-click [Show Network Configuration] in the task tray.
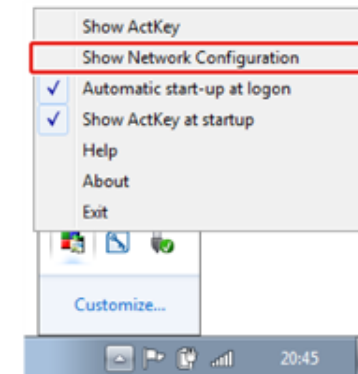
3 Select [Add Scanner] from the [Scanner] menu.

4 Select the scanner driver name to be added.

5 Add the new machine by following the procedure when the installer of the scanner driver starts.

Changing the Setting Information of the Registered Machine Using Network Configuration

Change the address of the machine registered to a computer as a network scanner. Update the address and port number if you cannot scan using ActKey because the address of the machine was changed.

1 Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].

2 Right-click [Show Network Configuration] in the task tray.

3 Select the scanner driver to change and select [Edit Scanner] from the [Scanner] menu.

The setting value that is currently set to the computer is displayed.
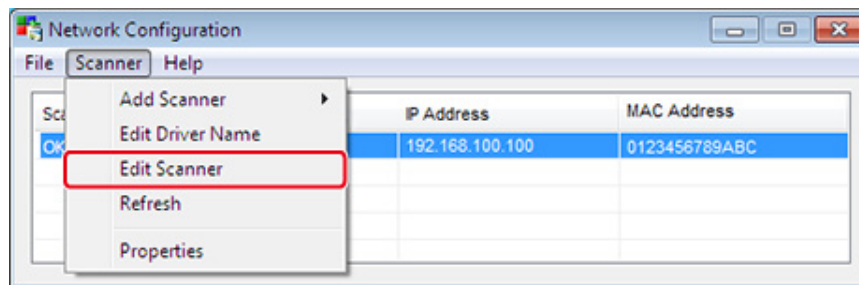
4 Change to the address and port number of the machine. For address, IP address or device short name can be specified.
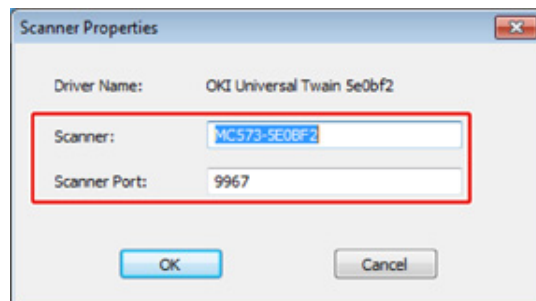
Registering Computer Using Network Configuration

Register your computer using Network Configuration when the computer is not registered to Network Scan Destination of Scan To Computer of the machine.

Your computer may automatically be registered when the scanner driver is installed usually.

1 Check that the machine is turned on.

2 Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tool] > [Network Configuration].

3 Right-click [Show Network Configuration] in the task tray.

4 Select the scanner driver to be used, and then select [Properties] from the [Scanner] menu.

5 Click the [Register] tab.

As the computer information, the computer name, IP address and port number are displayed.

You do not need to set the computer name, because the computer's host name is automatically acquired.

Computer name (host name) is used as default address, but you can clear the "use computer name (host name)" check box and select IP address of the computer.

If multiple network cards are installed in the computer, multiple IP addresses are displayed.

Select the IP address of the network card that is currently used.

Change the current setting for the port number that is displayed if necessary.

6 Click [Register] to register your computer to Network Scan Destination of Scan To Computer of the machine.

Deleting Computer Using Network Configuration

You can delete unnecessary computers from Network Scan Destination of Scan To Computer of the machine.

1 Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].

2 Right-click [Show Network Configuration] in the task tray.

3 Select [Properties] from the [Scanner] menu.

4 Click the [Unregister] tab.

5 Select the computer name to unregister, and then click [Unregister].

Using WSD Scan

You can set WSD Scan from Scan To Computer or Remote Scan via a network.

To use WSD Scan, the machine must be connected to a computer with the following installed via a network: Windows 10/Windows 8.1/Windows 8/Windows Vista/Windows 7/Windows Server 2012/Windows Server 2012 R2/Windows Server 2008/Windows Server 2008 R2

To use the WSD Scan function, follow the steps to install the machine to the computer as a WSD device.

Check the network connection before starting the procedure below.

Enabling WSD Scan

To use the Scan To Computer (WSD Scan) function and the Remote Scan (WSD Scan) function via the WSD Scan connection, follow the procedure below.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times to select [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Scanner Setup].

5 Press [WSD Scan Setup].

6 Check that [WSD Scan] is set to [Enable].

Pressing [WSD Scan] switches between [Enable] and [Disable].

7 Press [Back] until the home screen is displayed.

Installing This Machine as a WSD Device to a Computer

Install this machine as a WSD Scan device with a Windows computer that supports WSD Scan so that you can use the WSD Scan function.

⊙

- If a computer for WSD Scan recognizes this machine and the IP address of this machine is changed, you must register from the beginning. Uninstall this machine, and then install it again.

- Before starting this installation, check that Network Search is enabled.

  From [Control Panel], click [Network and Internet] > [Network and Sharing Center] > [Change advanced sharing settings], select [Turn on network discovery] for [Network discovery], and then click [Save Changes].

You can register up to 50 computers in this machine.

1 Select [Network] from the [Start] menu.

2 Right-click the [OKI MC573] icon under [Multifunction Devices], and then select [Install].

If the [User Account Control] dialog is displayed, click [Yes].

3 When a balloon message is displayed to inform you that the installation is complete on the task bar, click the balloon to check the details, and then click [x (Close)].

4 Press [Scan] or the ⬤ (SCAN) button on the machine.

5 Press [Scan To Computer].

6 Press [Select A Connecting PC].

7 Press [From WSD Scan].

8 Check that a computer is displayed on this machine as a connection destination of WSD Scan.

Setting a Binding Position for Duplex Scanning (WSD)

To set a binding position for duplex scanning with Scan To Computer and Remote Scan via WSD Scan, follow the procedure below.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times to select [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Scanner Setup].

5 Press [WSD Scan Setup].

6 Press [Binding].

7 Select a binding position.
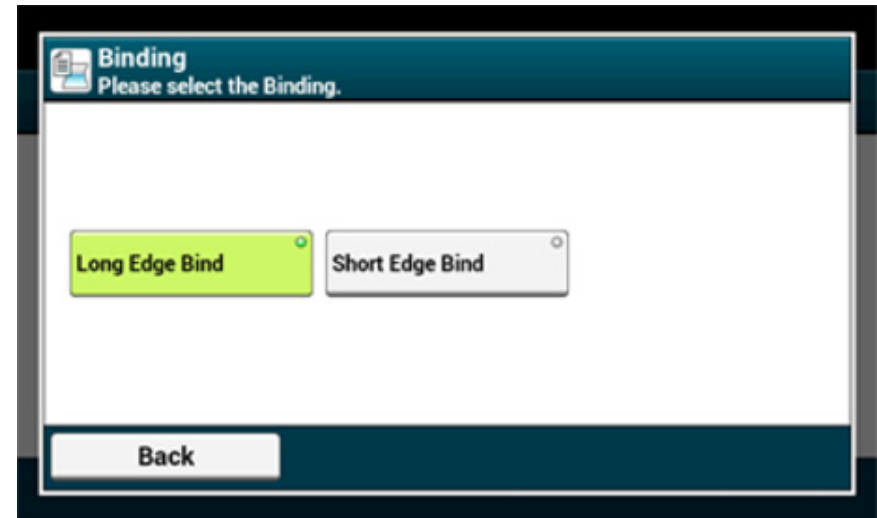
8 Press [Back] until the home screen is displayed.

Starting Scanning from a Device (WSD)

1 Press [Scan] or ⬤ (Scan).

2 Set a document in the ADF or on the document glass.

3 Press [Scan To Computer].

4 Press [Select A Connecting PC].

5 Press [From WSD Scan].

6 Select a destination computer to which the data is sent.
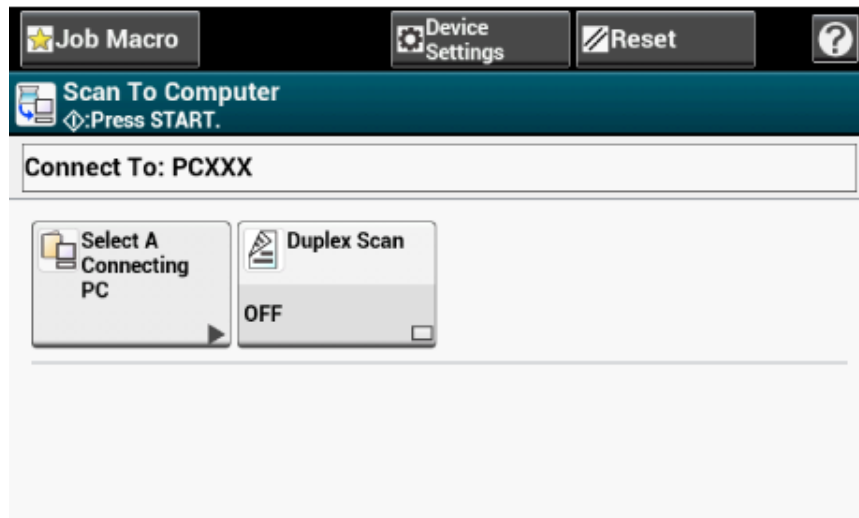
7 Press ⬤ (START).

Operating Scan Function from a Computer (Remote Scan) (WSD)

Select a WSD scanner driver from a scanner supported application and scan.

🔗 Using a Scanner Supported Application

Using Image Capture (Mac OS X)

For Mac OS X, you can use Image Capture to save data to the computer.

Install the scanner driver of the machine.

🔗 Installing a Driver and Software to a Computer (User's Manual)

Starting Scanning from a Device (Image Capture)

⚠

- A document on the document glass can be scanned to the A4 size only.
- A file can be saved only in JPEG.
- Start Image Capture in advance. Select a device from a list that is displayed on the left side of the Image Capture screen.
- Use Image Capture in the standard view. This function cannot be used in the detail view.
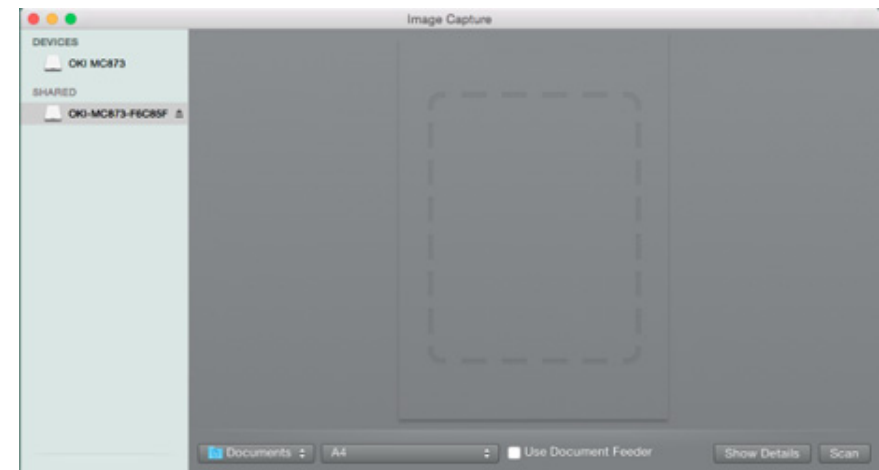
Follow the steps below to register a computer.

1 Select [Application] > [OKIDATA] > [Scanner] > [Network Scanner Setup Tool].

2 Select the machine from the [Scan Settings] dialog, click [Register], register [Name] and Host in the [Register host address], and then click [OK].

3 Press [Scan] or ⬤ (Scan).

4 Set a document on the document glass.

5 Press [Scan To Computer].

If [Select A Connecting PC] does not appear, proceed to step 7.

6 Press [Select A Connecting PC].

7 Press [From Network] or [From USB Interface] in accordance with the connection method of the machine and computer.

8 For the network connection, select a destination computer to which the data is sent.

9 Press [Select An Application].

If you select [Application] or [PC-FAX] on Mac OS X, the same action as when [Folder] is selected takes place.

10 Press (START).

Starting Scanning from a Computer (Image Capture)

1 Set a document in the ADF or on the document glass.

2 Set the scan mode on the touch panel.

For details, refer to "Setting PC Scan mode" in "Changing the Machine Settings"

3 Start Image Capture on the computer.

4 Select the machine from the list on the left side of the Image Capture screen.

5 If you want to change the scan settings, click [Display the detailed information] and then change the settings.

6 Click [Scan].

Using a Scanner Supported Application

For TWAIN Applications

This section describes how to start scanning from a TWAIN application (Adobe Photoshop, etc.) installed on a computer.

The procedure when scanning with Adobe Photoshop on a computer connected via a USB cable to the machine is used as an example.

Scanning

1 Set a document in the ADF or on the document glass.

2 Set the scan mode on the touch panel.

For details, refer to "Setting PC Scan mode" in "Changing the Machine Settings"

3 Start Adobe Photoshop on the computer.

4 Click [Import] from [File], and then select the scanner driver of the machine.

5 Click [Scan].

6 Select [Simple] or [Advanced] from [Mode].

7 Change the setting if necessary. If [Simple] is selected, click [Settings] and change the settings for the scan button.

8 Click a scan button.

The screen image shows the setting screen when [Simple] is selected.

9 Click [Quit].

10 If you do not scan other pages or the back side, click [Quit].

The five buttons ([Scan Photograph], [Scan Magazine], [Scan for OCR], [Scan for Internet], [Customize]) are registered as the default settings.

For WIA Applications

This section describes how to start scanning from a WIA application (Adobe Photoshop, etc.) installed on a computer.

The procedure when scanning with Adobe Photoshop on a computer connected via a USB cable or WSD Scan connection to the machine is used as an example.

• The WIA driver does not support Mac OS X.

• The WIA 2.0 driver supports Windows 10/Windows 8.1/Windows Sever 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Server 2008 R2.

• The WIA 1.0 driver supports Windows Vista/Windows Server 2008.

Scanning

1 Set a document in the ADF or on the document glass.

2 Set the scan mode on the touch panel.

For details, refer to "Setting PC Scan mode" in "Changing the Machine Settings".

3 Start Adobe Photoshop on the computer.

4 Select [Import] from [File], and then select [WIA: OKI Universal WIA] for the USB connection or select [WIA-OKI-XXXXX] for the WSD scan.

5 Click [Scan].

6 Select a paper feed method.

7 Select an image type.

8 Specify the area to scan.

9 Click [Scan].

10 To complete scanning, click [Cancel].

11 If you do not scan other pages or the back side, click [Quit].

Using "Windows FAX and Scan"

"Windows FAX and Scan" is a function available with Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista.

1 Set a document in the ADF or on the document glass.

2 Start Windows Fax and Scan on a computer from.

3 Click [New Scan].

4 Select [OKI Universal WIA] for the USB connection or select [OKI-XXXXX] for the WSD scan, and then click [OK].

5 Set the setting if necessary.

6 Click [Scan].

7 Exit [Windows FAX and Scan].

Adding Destination for Scan To Computer

This section describes how to add or delete destination computers for Scan To Computer when the machine is connected via network.

The computer with the scanner driver installed is registered to the device when it was installed.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times to select [Network Scan Destination].

3 Press [Register] of a registration location.
To edit a registered computer name, select [Edit].

4 Enter a destination in [Destination].

5 Enter a destination.
You can enter up to 16 characters.

6 Press [OK].

7 Press [Destination Address].

8 Enter an IP address, host name, or computer name.
You can enter up to 64 characters.

9 Press [OK].

10 Press [Port No.].

11 Enter a port number, and then press [OK].

12 Press [Close] on a confirmation screen.

13 Press [Back] until the home screen is displayed.

Deleting Destination for Scan To Computer

This section describes how to delete a computer that is registered in this machine as a destination of scanned documents.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times to select [Network Scan Destination].

3 Press [Delete] of an item to delete.

4 Press [Yes] on the confirmation.

5 Press [Back] until the home screen is displayed.

Saving Scanned Data to USB Memory

To save scanned data to USB Memory, follow the procedure below.

⊙

This machine does not support USB 3.0.

1 Press [Scan] or the ⬛ (SCAN) button.

2 Set a document in the ADF or on the document glass.

3 Insert USB Memory into the USB port.

⊙

Insert USB Memory straight into the USB port. Inserting USB Memory at a wrong angle may damage the USB port.

4 Press [Scan To USB Memory].
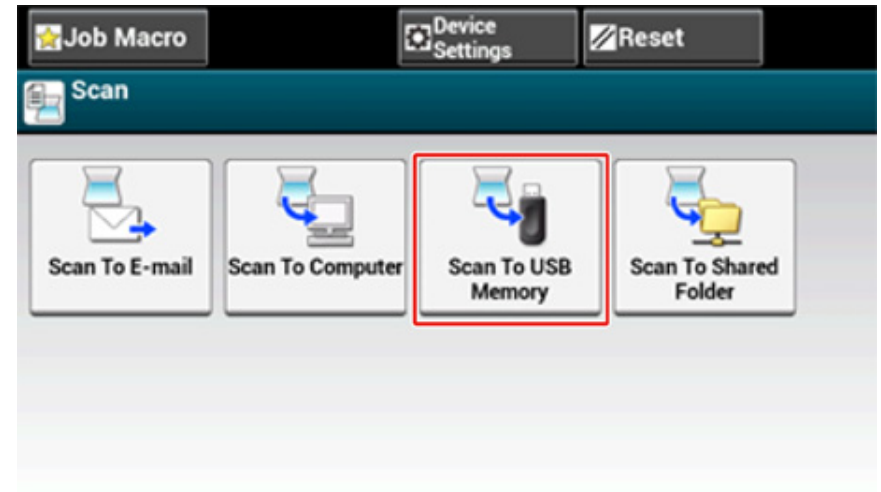
5 Set scan settings if necessary.

Press [Preview] on the [Advanced] tab to preview the scanned image.

6 Press the ⬛ (START) button.

7 When a message is displayed to inform you that you can remove USB Memory from the port, remove it.

Saving Scanned Data in a Shared Folder

This section describes how to save scanned data in a shared folder on a network.

- Creating a Shared Folder in a Computer (User's Manual)
- Registering a Destination (Profile) (User's Manual)
- How to Use Scan To Shared Folder (User's Manual)
- Changing a Destination (Profile) from the Operator Panel
- Deleting a Destination (Profile) from the Operator Panel
- Tables of Profile Setting Items

Changing a Destination (Profile) from the Operator Panel

1 Press [Device Settings] on the touch panel.

2 Press [Profile].

3 Select a number, and then press [Edit].

4 Select an item to change.

5 Change the item, and then press [OK].

6 To change multiple items, repeat steps 4 to 5.

7 Press [Back].

8 Press [OK] to register the setting.

Deleting a Destination (Profile) from the Operator Panel

1 Press [Device Settings] on the touch panel.

2 Press [Profile].

3 Select a number, and then press [Delete].

4 When a confirmation screen is displayed, press [Yes].

🔗 Changing a Destination (Profile) from the Operator Panel

Tables of Profile Setting Items

- **Server Setting**

Item	Factory default setting	Description
No.	-	Displays an item number.
Profile Name	(NULL)	Set a profile name. You can enter up to 16 characters.
Protocol	CIFS	Selects a protocol to use for storing files.
Network Path	(NULL)	Sets a server address and directory to store the scanned data. You can enter up to 144 characters.
User Name	(NULL)	Sets a user name log in to the server. You can enter up to 32 characters.
Password	(NULL)	Sets a password log in to the server. You can enter up to 32 characters.

- **Transmission Option**

Item	Factory default setting	Description
Encode Communication	None	Selects an encryption method for communication. Not available when using CIFS protocol. Choices vary depending on the protocol being selected.
Port No.	445	Sets a port number. Available range: 1 to 65535
PASV Mode	OFF	Sets whether to use a FTP Passive mode. Displayed when FTP is set as a protocol.
CIFS Character Set	UTF-16	Select the character code to use. Displayed when CIFS is set as a protocol.

- **Scan Setting**

Item	Factory default setting	Description
Scan Size	A4 or Letter	Selects a scan size.

Item		Factory default setting	Description
Image Settings	Density	0	Sets the density of images.
	Document Type	Text & Photo	Sets the image quality of documents.
	Background Removal	Auto	Sets the background removal of documents.
	Show-Thr. Rem.	Middle	Sets show-through removal for documents.
	Resolution	200 dpi	Selects a resolution for scanning.
	Contrast	0	Sets the contrast of documents. The default value is the value set on [Admin Setup] menu.
	Hue	0	Sets the red-green color balance. The default value is the value set on [Admin Setup] menu.
	Saturation	0	Sets the color saturation of documents. The default value is the value set on [Admin Setup] menu.
	RGB	Red : 0 Green : 0 Blue : 0	Sets the RGB contrast. The default value is the value set on [Admin Setup] menu.
File Name		(NULL)	Sets a file name. You can enter up to 64 characters. The following options can be set.*1 #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss)
Color Mode		Auto (Color / Mono)	Sets scanning color.
File Format	Auto (Color / Mono)	Multi-PDF	Sets a file format for scanning.
	Auto (Color / Grayscale)	Multi-PDF	
	Color	Multi-PDF	
	Mono (Grayscale)	Multi-PDF	
	Mono (Binary)	Multi-PDF	
Compression Rate / Color, Grayscale		High	Sets a compression rate for scanned images.
Edge Erase	Setting	OFF	Sets whether to erase the edge shadow created in the surrounding of 2-page spread documents.
	Width	5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to 50 mm (0.2 to 2.0 inches)
Omit Blank Page		OFF	Sets whether to enable or disable the white page skip function.

- **Encrypted PDF**

Item		Factory default setting	Description
Encrypted PDF		Not Encrypt	Sets whether to enable PDF encryption.
Encryption Level		Medium	Sets the encryption level.
Document Open Password		Disable	Sets a password to open an encrypted PDF file. A document open password cannot be the same as a permission password. To encrypt a PDF file, you must set a document open password or permission password. You can enter up to 32 characters.
	Password Password (Verify)	(NULL)	Enter a password (twice).
Permissions Password		Disable	Sets a password to control printing, extracting or editing an encrypted PDF file. A permission password cannot be the same as a document open password. To encrypt a PDF file, you must set a document open password or permission password. You can enter up to 32 characters.
	Password Password (Verify)	(NULL)	Enter a password (twice).
Permission	Permission To Print	Not Allowed	Sets the permission settings on an encrypted PDF file. This item is displayed when the permission password is set.
	Permission To Extract	Not Allowed	
	Permission To Edit	Not Allowed	

- **Other Commands**

Item	Factory default setting	Description
Delete		Deletes profiles.
Sort By Name		Sorts profile by alphabetical order.
Sort By Number		Sorts profile by registered numerical order.
Search		Searches for a profile.
Register to Free No.		Registers to an empty.
Jump		Moves to the page that includes the entered number.

*1   For profiles, "#n" or "#d" can be specified for [File Name].

If specifying "#n": 5-digit serial number from 00000 to 99999

If specifying "#d": Date and time when a file is created. 12-digit number in yymmddhhmmss format

yy:	Year created (the last two digits of the Christian Era)	hh:	Hours created (00 to 23)
mm:	Month created (01 to 12)	mm:	Minute created (00 to 59)
dd:	Date created (01 to 31)	ss:	Second created (00 to 59)

* The date and time when a file is created are values of the timer of MC573.

An example of file name specification (if the file format is PDF)

If specifying "Data#n": Saved as file names such as "Data0000.pdf" and "Data00001.pdf".

If specifying "File#d": Saved as file names such as "File090715185045.pdf".

If specifying "Scan": "Scan.pdf" is created first, and then data is saved with the name of "Scan#.pdf".

If nothing is specified: "Image.pdf" is created first, and then data is saved with the name of "Image#d.pdf".

For "#d", refer to the above.

File names registered in profiles are applied when executing Scan To Shared Folder.

When performing auto delivery using profiles with these file names, the above names are not applied.

The file name at auto delivery is fixed to "yymmddhhmmss_xxxxxxxx.pdf". The part of "yymmddhhmmss" is date and time when a file is created for the above "#d", and the part of "_xxxxxxxx" is additional 8-digit alphanumeric characters (meaningless value) so as not to duplicate other files.

Descriptions of Screens for Scan

This section describes the items of the screen.

- Scan To E-mail Screen (User's Manual)
- Scan To Shared Folder Screen (User's Manual)
- Scan To Computer Screen
- Scan To USB Memory Screen

Scan To Computer Screen
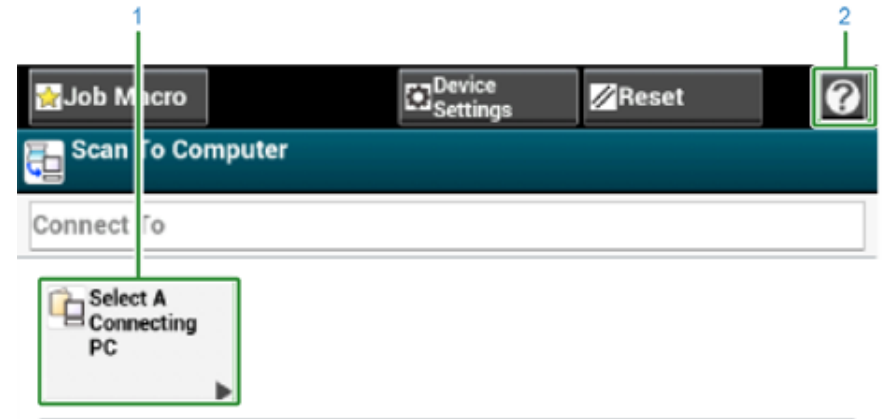
	Item	Description
1	Select A Connecting PC	Specifies a list of computers connected to this machine. Select a computer as a destination.
2		Displays Help topics.

Scan To USB Memory Screen

• **[Scan To USB Memory] Tab**
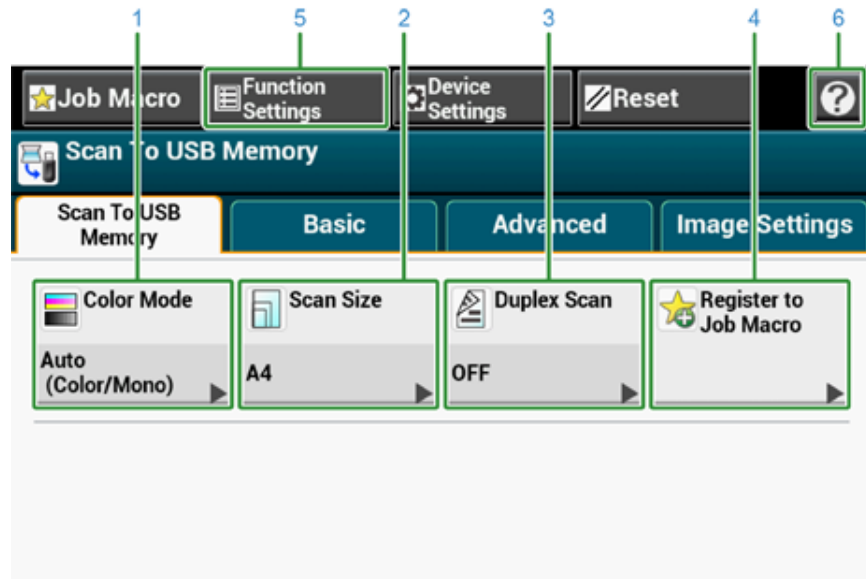
	Item	Description
1	Color Mode	Specifies color mode to scan a document.
2	Scan Size	Specifies the scan size.
3	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
4	Register to Job Macro	Registers current settings to Job Macro.
5	Function Settings	Displays the current settings. The setting can be changed for certain functions.
6		Displays Help topics.

• **[Basic] Tab**
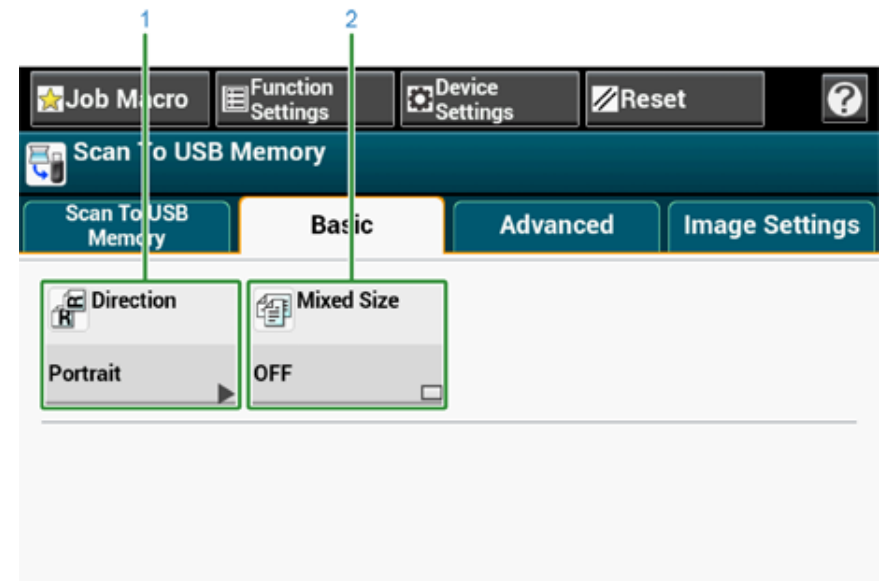
	Item	Description
1	Direction	Specifies the orientation of images.
2	Mixed Size	Scans documents of different sizes.

- **[Advanced] Tab**

	Item	Description
1	File Name	Specifies a file name for the scanned file. If not specified, the file will be named according to the factory default setting. The factory default file name is "Image". Files scanned successively are named "Image" with serial numbers like -001, -002. If a file under the same name is stored, a new file will be stored as "Image" followed by a 12-digit number of the date and serial number.
2	Continuous Scan	Scans multiple documents as a single job.
3	Preview	Specifies whether to preview scanned images.
4	Omit Blank Page	Skips blank pages when scanning.

- **[Image Settings] Tab**
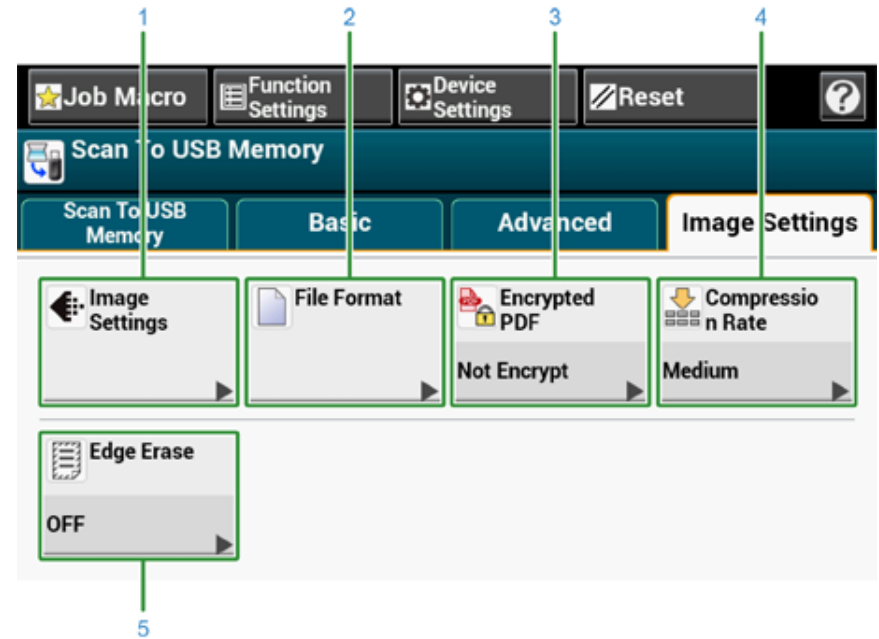
	Item	Description
1	Image Settings	Specifies the following image settings: Density, Document Type, Resolution, Background Removal, Contrast, Hue, Saturation and RGB.
2	File Format	Specifies a file format for the scanned file.
3	Encrypted PDF	Creates an encrypted (password-protected) scanned file. This function is available only when the file format is set to PDF or HC-PDF.
4	Compression Rate	Specifies a compression level for the scanned file.
5	Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned file when scanning, for example, a book.

3. Scan

- **[Function Settings] > [File Name] Tab**

Edit a file name of a scanned document.
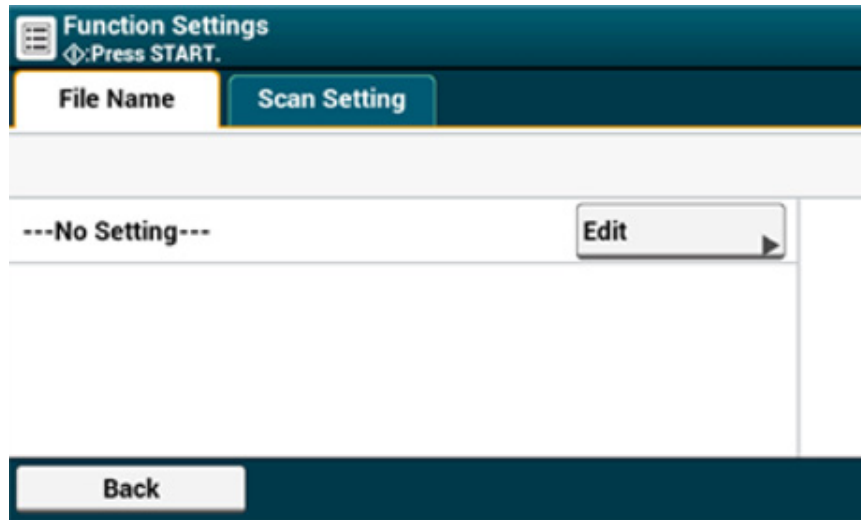
- **[Function Settings] > [Scan Setting] Tab**
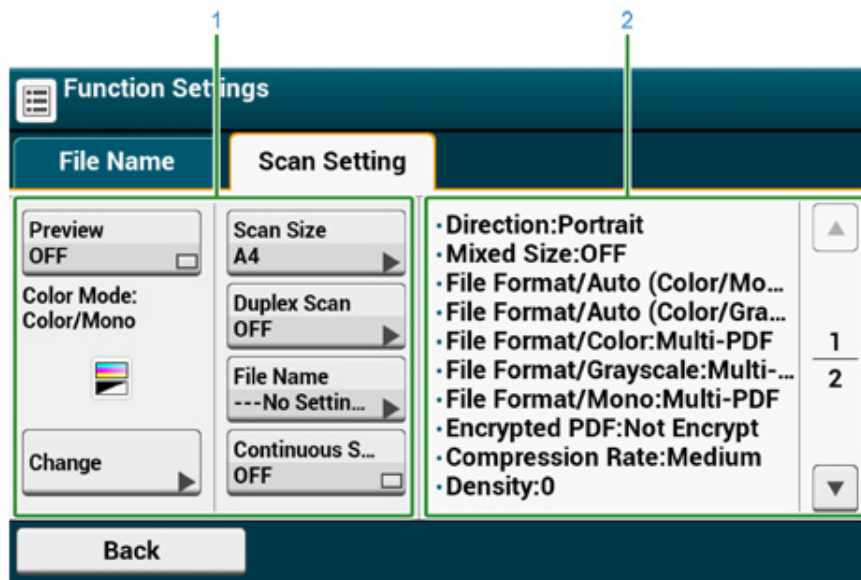
	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

4 Print

Printing on Various Types of Paper

Printing with Various Settings from a Computer

Saving Paper, Saving Toner

Adjusting Color on the Computer

For a Better Finish

Useful Functions

Printing Confidential Document

"WordPad" for Windows and "TextEdit" for Mac OS X are used as examples. The screens and steps may vary depending on the application.

4. Print

Printing on Various Types of Paper

This section describes how to print on various type of paper.

- Printing on Envelopes
- Printing on Labels
- Printing on Long Paper
- Printing on Custom Size Paper

Printing on Envelopes

- Attaching the Envelope Lever
- Loading Envelopes
- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X
- Removing the Envelope Lever

⚠

- Curling or creasing may occur after printing. Be sure to perform a test print to check that no problems exist.
- Load envelopes with the address side up in the direction as described below.
  - If you are using envelopes with the flap (for gluing) on the long edge (Monarch, Com-9, Com-10, DL, C5), load them with the flap folded so that the flap is on the left side when fed.
- Duplex printing is not available for envelopes.

Attaching the Envelope Lever

If a printed envelope is wrinkled, attach the envelope lever to the fuser unit.

1 Remove the envelope lever from the MP tray.

- 114 -

2 Remove the fuser unit from the machine.

For details, see "Replacing the Fuser Unit".

⚠ CAUTION	Possible to get burned.	⚠
Since the fuser unit gets hot, carry out the operation carefully, and when lifting it up you must hold it by the handle. Do not try to hold it whilst it is hot. Wait until it has cooled down and then carry out the operation.		

3 Attach the envelope lever to the fuser unit.

Press the jam release lever, and then insert the envelope lever into the nearby hole.
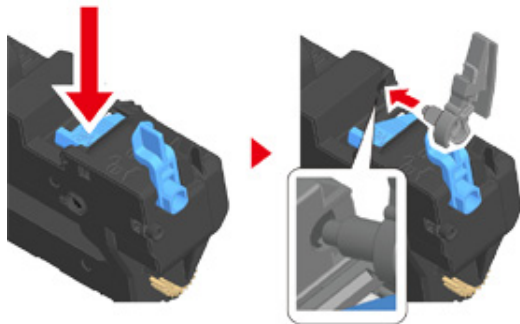
Push the lever to lock.
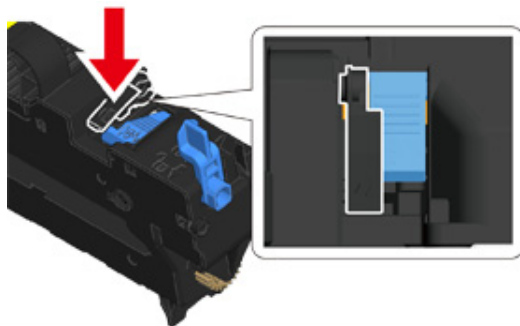
4 Replace the fuser unit to the machine.

For details, see "Replacing the Fuser Unit".

Loading Envelopes

When printing on envelopes, change the paper size setting, and use the MP tray and rear output tray.

1 Load envelopes until their edges touch the paper feed entrance with the print side up.

Com-9, Com-10, DL, C5, Monarch

2 Open the rear output tray.

3 Press [Device Settings] on the touch panel.

4 Press [Paper Setup].

5 Press [MP Tray].

6 Press [Paper Size].

7 Press the size of envelopes you use.

8 Press [Back] until the home screen is displayed.

Available envelope types.

🔗 About Paper Types That Can be Loaded (User's Manual)

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the envelope size from [Size] on the [Setup] tab.

5 Select [Multi Purpose Tray] from [Source].

6 Select [Landscape] from [Orientation].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

9 Open the output tray and remove the fuser unit, and then remove the envelope lever.

For details, see "Removing the Envelope Lever".

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Click [Advanced] on the [Layout] tab and select the envelope size from [Paper Size].

5 Click [OK].

6 Select [Landscape] from [Orientation] on the [Layout] tab.

7 Select [Multi-Purpose Tray] from [Paper Source] on the [Paper/Quality] tab.

8 Change other settings if necessary, and then click [OK].

9 Click [Print] on the [Print] screen.

10 Open the output tray and remove the fuser unit, and then remove the envelope lever.

For details, see "Removing the Envelope Lever".

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select the envelope size from [Paper Size] and select the orientation from [Orientation].

4 Select [Multi-Purpose Tray] for [All Pages From] on the [Paper Feed] panel.

5 Change other settings if necessary, and then click [Print].

6 Open the output tray and remove the fuser unit, and then remove the envelope lever.

For details, see "Removing the Envelope Lever".

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Removing the Envelope Lever

When all the envelopes are printed, remove the envelope lever from the fuser unit.

1 Remove the fuser unit from the machine.

For details, see "Replacing the Fuser Unit".

2 Press the jam release lever and lift the envelope lever, and then remove it.
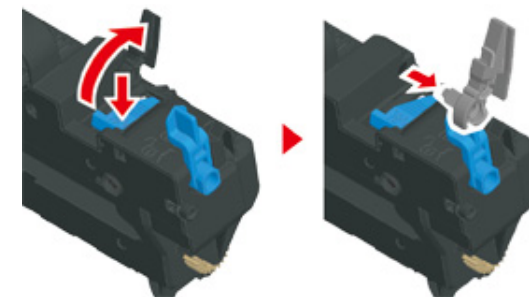
3 Replace the fuser unit to the machine.

For details, see "Replacing the Fuser Unit".

4 Attach the envelope lever to the MP tray.

Printing on Labels

- Loading Labels
- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

Set a paper size and paper type for the MP tray from the touch panel. Then, set a paper size, paper tray, and other printing settings with a printer driver.

Duplex printing is not available for labels.

Loading Labels

When printing on labels, change the paper type and paper size setting, and use the MP tray and rear output tray.

1 Load labels in the MP tray.

2 Open the rear output tray.

3 Press [Device Settings] on the touch panel.

4 Press [Paper Setup].

5 Press [MP Tray].

6 Press [Paper Size].

7 Press [A4] or [Letter].

8 Press [Media Type].

9 Press [Labels].

10 Press [Back] until the home screen is displayed.

Available label type

About Paper Types That Can be Loaded (User's Manual)

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [A4 210x297mm] or [Letter 8.5x11in] from [Size] on the [Setup] tab.

5 Select [Multi Purpose Tray] from [Source].

6 Select [Portrait] or [Landscape] from [Orientation].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Click [Advanced] on the [Layout] tab and select [A4] or [Letter] from [Paper size].

5 Click [OK].

6 Select [Landscape] or [Portrait] from [Orientation] on the [Layout] tab.

7 Select [Multi-Purpose Tray] from [Paper Source] on the [Paper/Quality] tab.

8 Change other settings if necessary, and then click [OK].

9 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Letter] or [A4] from [Paper Size] and select the orientation from [Orientation].

4 Select [Multi-Purpose Tray] for [All Pages From] on the [Paper Feed] panel.

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Printing on Long Paper

- Loading Long Paper
- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

Set a paper size for the MP tray on the touch panel. Then, register a paper size with a printer driver.

Paper sizes of 64 to 216 mm in width and 90 to 1321 mm in length can be registered.

- Register the paper size so that the length is longer than the width. You cannot set the length that is shorter than the width.
- This function may not be available for some applications.
- If the paper length exceeds 356 mm, the print quality may not be guaranteed even if the paper is used under the recommended conditions.

Loading Long Paper

When printing on long paper, change the paper type setting, and use the MP tray and rear output tray.

1 Load paper in the MP tray.

2 Open the rear output tray.

3 Press [Device Settings] on the touch panel.

4 Press [Paper Setup].

5 Press [MP Tray].

6 Press [Paper Size].

7 Select [Custom].

8 Press [Custom] to set a paper size, and then press [OK].

9 Press [Back] until the home screen is displayed.

📎

Available long paper

🔗 About Paper Types That Can be Loaded (User's Manual)

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [User Defined Size] from [Size] on the [Setup] tab.

> 🖋
> - You can select the paper size from [Banner *** x *** mm] if the paper size is set to 210.0 x 900.0 mm, 215.0 x 900.0 mm, or 215.0 x 1200.0 mm.
> - For instructions on how to set custom size, refer to "Printing on Custom Size Paper".

5 Select [Multi Purpose Tray] from [Source].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573 PS] icon, and then select [Printing Preferences].

3 Click [Advanced] on the [Layout] tab.

4 Click [Paper Size], select [PostScript Custom Page Size] from the drop-down list, and then enter values in [Width] and [Height].

5 Click [OK] until the print setting dialog is closed.

6 Open the file to print.

7 Select [Print] from the [File] menu.

8 Click [Advanced].

9 Click [Advanced] on the [Layout] tab and select [PostScript Custom Page Size] from [Paper size].

10 Click [OK].

11 Select [Multi-Purpose Tray] from [Paper Source] on the [Paper/Quality] tab.

12 Change other settings if necessary, and then click [OK].

13 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Manage Custom Sizes] from [Paper Size].

4 Click [+] to add an item to the list of paper sizes.

5 Double-click [Untitled], and then enter a name of the long paper size.

6 Enter values in [Width] and [Height].

7 Click [OK].

8 Select the registered paper size from [Paper Size].

9 Select [Multi-Purpose Tray] for [All Pages From] on the [Paper Feed] panel.

10 Change other settings if necessary, and then click [Print].

🖋

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Printing on Custom Size Paper

- Loading Custom Size Paper
- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

Set a custom paper size and paper type on the operator panel. Then, register a paper size with a printer driver.

Paper sizes of 64 to 216 mm in width and 90 to 1321 mm in length can be registered.

	Width	Length
Tray 1	100 to 216 mm	148 to 356 mm
Tray 2/3	148 to 216 mm	210 to 356 mm
MP Tray	64 to 216 mm	90 to 1321 mm

- Register paper in portrait, and load paper in a tray in portrait.
- If the paper length exceeds 432 mm (17 inches), use the rear output tray.
- This function may not be available for some applications.
- If the paper length exceeds 432 mm (17 inches), the print quality cannot be guaranteed.
- If paper is so long that it exceeds the paper supports of the MP tray, support the paper with your hands.
- It is not recommended to use a paper width of less than 100 mm (3.9 inches), because paper jams may result.
- About available paper sizes for each tray and for duplex printing

    About Paper Types That Can be Loaded (User's Manual)
- The auto tray switch function is set to [ON] by factory default. When a tray runs out of paper during printing, another tray automatically starts feeding paper. To feed custom size paper from a specified tray, set the auto tray switch function to [OFF].
- If images are not correctly printed on large size paper, select [Normal(600x600dpi)] for [Quality] in the PS printer driver. Printing may be improved.

Loading Custom Size Paper

When printing on custom paper size, change the paper type setting, and specify a paper tray.

1 Load paper that can be set to the custom size in the MP tray or tray.

2 Press [Device Settings] on the touch panel.

3 Press [Paper Setup].

4 Select the tray on which paper is loaded in step 1.

5 Press [Paper Size].

6 Select [Custom].

7 Press [Custom], enter the size of paper set in the tray, and then press [OK].

8 Change other settings if necessary.

9 Press [Back] until the home screen is displayed.

For Windows PCL Printer Driver

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573 PCL6] icon, and then select [Printing Preferences].

3 Click [Paper Feed Options] on the [Setup] tab.

4 Click [Custom Size].

5 Enter a name of the new size in [Name].

6 Enter values in [Width] and [Length].

7 Click [Add] to save the custom paper size to the list, and then click [OK].
You can save up to 32 custom sizes.

8 Click [OK] until the [Printing Preferences] dialog is closed.

9 Open the file to print.

10 Select [Print] from the [File] menu.

11 Click [Preferences].

12 Select a registered paper size from [Size] on the [Setup] tab.

13 Change other settings if necessary, and then click [OK].

14 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573 PS] icon, and then select [Printing Preferences].

3 Click [Advanced] on the [Layout] tab.

4 Click [Paper Size], and then select [PostScript Custom Page Size] from the drop-down list.

5 Click [Edit Custom Page Size].

6 Enter values in [Width] and [Length], and then click [OK].

You cannot set [Offsets Relative to Paper Feed Direction].

7 Click [OK] until the [Printing Preferences] dialog is closed.

8 Open the file to print.

9 Select [Print] from the [File] menu.

10 Click [Preferences].

11 Click [Advanced] on the [Layout] tab.

12 Click [Paper Size], and then select [PostScript Custom Page Size] from the drop-down list.

13 Click [OK].

14 Change other settings if necessary, and then click [OK].

15 Click [Print] on the [Print] screen.

For Mac OS X

- On Mac OS X, you can set a paper size out of the available range in the printer driver, resulting in improper printing. Set a paper size within the available range.
- Custom sizes very close to regular sizes may be handled as regular size on the Mac OS X printer driver.

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Manage Custom Sizes] from [Paper Size].

4 Click [+] to add an item to the list of custom paper sizes.

5 Double-click [Untitled], and then enter a name of the custom paper size.

6 Enter values in [Width] and [Height].

7 Click [OK].

8 Select the paper size created from [Paper Size].

9 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Printing with Various Settings from a Computer

This section describes various print settings such as enlarging/reducing document size or making a booklet.

- Printing Manually One by One
- Enlarging or Reducing to Fit the Specified Paper Size
- Printing Only the Cover from a Different Tray
- Making a Booklet
- Dividing a Document to Print on Some Sheets for Making a Poster
- Adding Semi-transparent Text (Watermarks)
- Overlaying Forms or Logos (Overlay)
- Outputting a Document to a File Instead of Printing on Paper
- Storing Frequently-printed Documents in the Printer
- Printing E-mail Attachment Files

Printing Manually One by One

- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

You can print one sheet at a time by loading paper in the MP tray.

The "Paper request on MP Tray." message is displayed on the touch panel every time you print one page. To continue printing, select [Print Resume].

To cancel printing, Select [Cancel].

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [Multi Purpose Tray] from [Source] on the [Setup] tab.

5 Click [Paper Feed Options].

6 Select the [Use MP tray as manual feed] check box, and then click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

9 When a message is displayed on the touch panel, load paper in the MP tray, and then press [Start].

If the message is not displayed, press [Print].

When printing a multiple page document, the same message is displayed every time you print one page.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [Multi-Purpose Tray] from [Paper Source] on the [Paper/Quality] tab.

5 Click [Advanced].

6 Click [Multipurpose tray is handled as manual feed], and then select [Yes].

7 Click [OK].

8 Change other settings if necessary, and then click [OK].

9 Click [Print] on the [Print] screen.

10 When the message is displayed on the touch panel, load paper in the MP tray and press [Start].

If the message is not displayed, press [Print].

When printing a multiple page document, the same message is displayed every time you print one page.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Multi-Purpose Tray] for [All Pages From] on the [Paper Feed] panel.

4 Select [Print Options] from the panel menu.

5 Select [Multipurpose tray is handled as manual feed] check box in the [Feed] tab.

6 Change other settings if necessary, and then click [Print].

7 When the message is displayed on the touch panel, load paper in the MP tray and press [Start].

If the message is not displayed, press [Print].

When printing a multiple page document, the same message is displayed every time you print one page.

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Enlarging or Reducing to Fit the Specified Paper Size

- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

You can print on different paper sizes without changing the print data.

⚠️

This function may not be available for some applications.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select a paper size to edit from [Size] on the [Setup] tab.

5 Select the [Resize document to fit printer page] checkbox, and then select a paper size to print.

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Resize document to fit printer page] checkbox on the [Job Options] tab.

5 Select the paper size to print.

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select the [Scale to fit paper size] check box on the [Paper Handling] panel.

4 Select a paper size to print from [Destination Paper Size].

5 Change other settings if necessary, and then click [Print].

🖉

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Printing Only the Cover from a Different Tray

- For Windows PCL Printer Driver
- For Mac OS X

You can feed the first page of a print job from one tray and the remaining pages from another tray.

⊘

This function is not available with the Windows PS printer driver.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Click [Paper Feed Options] on the [Setup] tab.

5 Select the [Use different source for first page] check box.

6 Select a paper tray from [Source], and then click [OK].
   Select a paper type from [Type] and media weight from [Weight] if necessary.

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Paper Feed] from the panel menu.

4 Select [First Page From], and then select a tray to feed the first page.

5 Select a tray to feed the remaining pages from [Remaining From].

6 Change other settings if necessary, and then click [Print].

✍

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Making a Booklet

- For Windows PCL Printer Driver
- For Windows PS Printer Driver

⓪

- This function may not be available for some applications.
- This function is not available on Mac OS X.
- Watermarks may not be printed properly with this function.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [Booklet] from [Finishing Mode] on the [Setup] tab.

5 Click [Options], and then set booklet printing settings if necessary.
- [Signature]: Specify a unit of pages to be bound.
- [2 pages]: Print two pages on one page.
- [Right to Left]: Print a booklet that is opened from the right.
- [Bind Margin]: Set a margin.

6 Click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

✎

- To make an A5 booklet by using A4 paper, select [A4] from [Size] on the [Setup] tab.
- If this function is not available with the Windows PCL printer driver, select [Start] > [Devices and Printers], right-click the [OKI MC573 PCL6] icon, and then select [Printer properties] > the [Advanced] tab > [Print processor] > [OKX05HPP] > [OK].

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [Booklet] from [Page Format] on the [Layout] tab.

5 Select the [Draw Borders] check box if necessary.

6 Click [Advanced].

7 Click [Booklet Binding Edge], and then set margins.

✎

- To make a right-fold booklet (a booklet with its binding on the right side when the first page is facing up), select [On Right Edge].
- To make an A5 booklet by using A4 paper, select [A4] from [Paper Size].

8 Click [OK] until the print setting dialog is closed.

9 Change other settings if necessary, and then click [OK].

10 Click [Print] on the [Print] screen.

Dividing a Document to Print on Some Sheets for Making a Poster

You can create a poster by printing a document onto multiple sheets of paper, and then combining the sheets afterwards.

⊗

- This function is not available when you are using the IPP network.
- This function is not available with the Windows PS printer driver or on Mac OS X.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu

3 Click [Preference].

4 Click [Poster Print] from [Finishing Mode] on the [Setup] tab.

5 Click [Options].

6 Set values to [Enlarge], [Add Registration Marks], and [Add Overlap] if necessary, and then click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

- To make an A3 poster using two sheets of A4 paper, select [A4] for the paper size, and the select [2] for [Zoom].
- If this function is not available with the Windows PCL printer driver, select [Start] > [Devices and Printers], right-click the [OKI MC573 PCL6] icon, and then select [Printer properties] > the [Advanced] tab > [Print processor] > [OKX05HPP] > [OK].

Adding Semi-transparent Text (Watermarks)

- For Windows PCL Printer Driver
- For Windows PS Printer Driver

⊗

- This function is not available on Mac OS X.
- Watermarks are not printed properly for booklet printing.
- If the [Background] check box is selected on the [Watermark] screen for Windows PS printer driver, a watermark may not be printed depending on the application. In such a case, clear the [Background] check box.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Click [Watermark] on the [Extend] tab.

5 Click [New].

6 Enter text that is printed as a watermark in [Text] in [Watermarks].

7 Set [Font], [Size], or other settings if necessary, and then click [OK].

8 Check that the watermark to print is selected, and then click [OK].

9 Change other settings if necessary, and then click [OK].

10 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Click [Watermark] on the [Job Options] tab.

5 Click [New].

6 Enter text that is printed as a watermark in [Text] in [Watermarks].

7 Set [Font], [Size], or other settings if necessary, and then click [OK].

8 Check that the watermark to print is selected, and then click [OK].

9 Change other settings if necessary, and then click [OK].

10 Click [Print] on the [Print] screen.

Overlaying Forms or Logos (Overlay)

- Registering Forms
- Printing Forms

⚠

This function is not available on Mac OS X.

You can print overlays (such as logos or forms) on a document. An overlay is a group of forms. You can register four forms to an overlay. The forms are overlaid in order of registration and printed. The form that is registered last is printed on the top.

Before printing overlay, create a form and register it in this machine.

Registering Forms

- **For Windows PCL Printer Driver**

1 Click [Start], and then select [Devices and Printers].

2 Right-click the printer icon, and then select the necessary printer driver from [Printer Properties].

3 Select the [Ports] tab, select the [FILE] check box from [Port], and then click [Configure Port].

4 Create a form you want to register to the printer on the application.

5 Select [Print] from the [File] menu.

6 Click [Preferences].

7 Click [Overlays] on the [Extend] tab.

8 Select [Register print document as a new form].

9 Click [OK].

10 Change other settings if necessary, and then click [OK].

11 Click [Print] on the [Print] screen.

12 Enter [Form name] and [ID] you want to register to the printer in [New Form].

The printing position for overlay can be specified.

13 Select the pages of the document on which you want to print the overlay from [Print on Pages] as registration information on the driver.

To apply an overlay by specifying the pages, select [Custom], and then enter the pages to which you want to apply the overlay in [Custom Pages].

14 Click [OK].

- **For Windows PS Printer Driver**

For the instructions, see "Registering Forms (Form Overlay)".

Printing Forms

- **For Windows PCL Printer Driver**

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Extend] tab.

5 Click [Overlays].

6 Select [Overlay Print] and select a form you want to use for an overlay printing from the drop-down list.

If you want to add a form registered using Configuration Tool or apply several forms as a group, click [Edit list...] to add to the list.

When adding a form registered using Configuration Tool: Click [Add a registered form...], enter the form name in [Form name] and ID of the form registered using the Storage Manager plugin of Configuration Tool, select pages on which you want to apply the form from [Print on Pages], and then click [OK].

7 Click [OK].

8 Change other settings if necessary, and then click [OK].

9 Click [Print] on the [Print] screen.

- **For Windows PS Printer Driver**

To use this function with the Windows PS printer driver, you must log in to a computer as the administrator.

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573 PS] icon, and then select [Printing Preferences].

3 Click [Overlays] on the [Job Options] tab.

4 Select [User Overlay] from the drop-down list, and then click [New].

5 Enter the form name that you registered with the Storage Manager plug-in for Configuration Tool in [Form Name], and then click [Add].

6 Enter a name of the overlay in [Overlay Name].

7 Select the pages of the document on which to print the overlay from [Print on Pages].

To apply an overlay by specifying the pages, select [Custom], and then enter the pages to which to apply the overlay in [Custom Pages].

8 Click [OK].

9 Select an overlay to use from [Defined Overlays], and then click [Add].

10 Click [OK].

11 Change other settings if necessary, and then click [OK].

12 Open the file to print.

13 Select [Print] from the [File] menu.

14 Click [Print] on the [Print] screen.

Outputting a Document to a File Instead of Printing on Paper

- For Windows
- For Mac OS X

You can output a document to a file.

⊘

You must log in to a computer as the administrator.

For Windows

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573 *] icon and then select [Printer properties].
* Select a driver type to use.

3 Select the [Ports] tab.

4 Select [FILE:] from the port list, and then click [OK].

5 Open a file.

6 Select [Print] from the [File] menu.

7 Click [Print].

8 Enter the name of a file, and then click [OK].
example: C:\temp\printdata.prn

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [PDF] in the print dialog, and then select a file format.

4 Enter the name of a file, select a save destination, and then click [Save].

Storing Frequently-printed Documents in the Printer

- For Windows PCL Driver
- For Windows PS Driver
- For Mac OS X
- Printing the Stored Document from This Machine

Store a print job in the internal memory of the printer. When printing, select a shared job from the operator panel.

⊘

If you cannot store the spooled data due to insufficient free space in the memory, a message is displayed to inform you that the file system is full, and the print job is not executed.

For Windows PCL Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Select [Shared Print].
You can name a print job from Job Type Options.

6 Set other settings if necessary, and click [OK].

7 Click [Print] on the [Print] Screen.
The print job is only sent to the printer, and it is not printed yet.

For Windows PS Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Click [Shared Print] from [Job Type].

You can name a print job from Job Type Options.

6 Set other settings if necessary, and click [OK].

7 Click [Print] on the [Print] screen.

The print job is only sent to the printer, and it is not printed yet.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Secure Print] from the panel menu.

4 Select [Shared Print] in the [Job Type].

You can name a print job from Job Type Options.

5 Change other settings if necessary, and then click [Print].

The print job is only sent to the printer, and it is not printed yet.

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Printing the Stored Document from This Machine

1 Press [Print] or the ⬤ (PRINT) button.

2 Press [Shared Print].

A job searching starts.

To stop a job search, press ⬤ (STOP).

3 When shared print jobs are listed, press [Print] for the shared jobs you want to print. To print all displayed shared print jobs, press [Print All].

Press [Delete] to delete specified shared jobs.

Press [Delete All] to delete all shared jobs in the list.

Printing E-mail Attachment Files

Print attachment file of received E-mail.PDF (v1.7), JPEG, and TIFF (V6 Baseline) formats can be printed.

To use this function, you must set the e-mail reception settings on a POP server or SMTP server.

🔗 E-mail Setup (Web Page)

- For the number of copies, duplex printing or other printing settings, the current settings on the [Admin Setup] menu are applied.
- Up to 10 files, each of which is a maximum of 8 MB, can be printed.
- You can forward attachment file of received E-mail.

  🔗 Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)

Saving Paper, Saving Toner

This section describes how to print saving paper or toner.

Printing on Both Sides of Paper (Duplex Printing)

You can print on both sides of a sheet of paper.

- **Duplex printing is available for the following paper sizes.**

  A4, A5, B5, Letter, Legal (13 inches), Legal (13.5 inches), Legal (14 inches), Executive, 8.5SQ (8.5in x 8.5in), Folio (210 mm x 330 mm), 16K (197 mm x 273 mm, 195 mm x 270 mm, 184 mm x 260 mm), Custom size

- **Duplex printing is available for the following media weight.**

  64 to 176 g/m^2 (17 to 46.8 lb)

  Do not use media weight other than the above, because paper jams may occur.

  ⊘

  This function may not be available for some applications.

  ✎

  When printing on custom size paper, duplex printing is available for the following width and length ranges.

  - Width: 148 to 216 mm (5.8 to 8.5 inches)
  - Length: 210 to 356 mm (8.3 to 14.0 inches)

For Windows PCL Printer Driver

1 Close the rear output tray.

2 Open the file to print.

3 Select [Print] from the [File] menu.

4 Click [Preferences].

5 Select [Long Edge] or [Short Edge] from [2-Sided Printing] on the [Setup] tab.

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Close the rear output tray.

2 Open the file to print.

3 Select [Print] from the [File] menu.

4 Click [Preferences].

5 Select [Flip on Long Edge] or [Flip on Short Edge] from [Print on Both Sides] on the [Layout] tab.

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Mac OS X

1 Close the rear output tray.

2 Open the file to print.

3 Select [Print] from the [File] menu.

4 Select [Long-Edge binding] or [Short-Edge binding] from [Two-Sided] on the [Layout] panel.

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Saving Toner

- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

Printing is possible with less toner.

The amount of toner can be saved in three levels.

- **[Printer setting]: Conforms to the printer setting.**

- **[Off]: Prints at a normal density without saving toner.**

- **[Save Level Low]: Prints at a somewhat lower density level.**

- **[Save Level Middle]: Prints at a low density.**

- **[Save Level High]: Prints at a very low density.**

If using this function, only [Normal (600x600)] or [Fast (600x600)] can be specified as the print quality.

The density of the image that is printed with this function may vary depending on the printed document.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Setup] tab.

5 Select the amount of toner to save from [Toner saving].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Color] tab.

5 Select the amount of toner to save from [Toner Saving].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Print Options] from the panel menu.

4 Select the amount of toner to save from [Toner Saving] in the [Quality2] tab.

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Combining Multiple Pages onto One Sheet of Paper

- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

You can print multiple pages of a document onto a single side of a sheet of paper.

- This function reduces the page size of your document for printing. The center of the printed image may not be in the center of the paper.
- This function may not be available for some applications.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the number of pages to print on each sheet at [Finishing Mode] on the [Setup] tab.

5 Click [Options].

6 Set each setting at [Page Borders], [Page layout], and [Bind Margin], and then click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [Pages per Sheet] on the [Layout] tab.

5 Select the number of pages to print on each sheet from the drop-down list.

6 Select the [Border] check box to mark off a boundary.

7 Click [Advanced] and select page layout order from [Pages per Sheet Layout].

8 Click [OK].

9 Change other settings if necessary, and then click [OK].

10 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select the number of pages to print on each sheet from [Pages per Sheet] on the [Layout] panel.

4 Set each setting at [Border] and [Layout Direction].

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Adjusting Color on the Computer

This section describes how to adjust color setting when printing from a computer.

Printing Color Data in Grayscale

You can print color documents in grayscale.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 On the [Setup] tab, select [Monochrome].

5 Change other settings if necessary, and then click [OK].

6 Click [Print] on the [Print] screen.

Selecting [Monochrome] on the printer driver enables you to print a color document in grayscale even when the cyan, magenta, and yellow toners are empty.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Color] tab and select [Grayscale].

5 Change other settings if necessary, and then click [OK].

6 Click [Print] on the [Print] screen.

Selecting [Grayscale] on the printer driver enables you to print a color document in grayscale even when the cyan, magenta, and yellow toners are empty.

For Mac OS X

1 Open the file to print.

2 From the [File] menu, select [Print].

3 Select [Color] from the panel menu.

4 Select [Grayscale].

5 Click [Print].

⟦note icon⟧

- Selecting [Grayscale] on the printer driver enables you to print a color document in grayscale even when the cyan, magenta, and yellow toners are empty.
- If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Using Color Matching on Printer Driver

Color Matching means managing and adjusting documents color to keep it consistent between input and output devices.

This section describes the Color Matching function on the printer driver.

- **Automatic:**

  Color matching is applied according to the document. Normally, use this setting as a default setting.

- **Office Color:**

  Use this setting when printing business document using word processing software, spreadsheet software, and presentation software. Color matching is applied when RGB color space print data is converted to CMYK color space for the printer.

- **Graphic Pro:**

  This function is suitable for using the DTP software. You can specify the simulation of printing with the CMYK output devices.

- **No Color Matching:**

  This function is suitable for colors to be matched with an application.

If you use Mac OS X, you can also use [ColorSync] function to do color matching.

⟦warning icon⟧

- If you want to manage CMYK color data, use the Graphic Pro function.
- Link profiles for CMYK cannot be specified with the Windows PCL printer driver.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click on [Preferences].

4 Select [Color] for [Color Setting] on the [Setup] tab.

5 Click [Detail...] in [Color Setting].

6 Select an item and then click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click on [Preferences] or [Properties].

4 Select the [Color] tab.

5 Select an item and then click [OK].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 From the [File] menu, select [Print].

3 Select the [Color] tab.

4 Select an item for [Color].

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Simulating Printing Results for Ink

You can simulate output such as that of an offset printing press by adjusting the CMYK color data.

- For some applications, this function is not available on Mac OS X.
- This function can be used when the [Office Color] or [Graphic Pro] is selected for [Color Mode].
- For Windows PCL driver, this function can be used when [Graphic Pro] is selected for [Color Mode].

- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click on [Preferences].

4 Select [Color] for [Color Setting] on the [Setup] tab.

5 Click [Detail...] in the [Setup] tab and select [Graphic Pro].

6 Select [Printer Simulation].

7 Select an ink feature you want to simulate from [Simulation Target Profile] on [Input Profile] and click [OK].

8 Change other settings if necessary, and then click [OK].

9 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click on [Preferences] or [Properties].

4 Select the [Color] tab and select [Graphic Pro], and then click [Options].

You can do a printer simulation with [Office Color], for business or other documents, then click [Advanced], and select the properties of the ink you want to simulate from [CMYK Ink Simulation].

5 Select the [Printer Simulation] check box.

6 Select an ink feature you want to simulate from [Simulation Target Profile] on [Input] and click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 From the [File] menu, select [Print].

3 Select [Color] from the panel menu.

4 Select [Graphic Pro] in [Color].

5 Click [Options] to select [Printer Simulation].

6 Select an ink feature you want to simulate from [Simulation Target Profile].

7 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Color Separation

You can print by separating each color without using any applications.

- Windows PCL printer driver cannot be used for this function.
- If you are using Adobe Illustrator, use the color separation function of the application. Turn off the color matching function of the printer driver.

- For Windows PS Drivers
- For Mac OS X

For Windows PS Drivers

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click on [Preferences].

4 Select the [Color] tab and click [Advanced].

5 Select the color you want to separate from [Print Color Separations] and then click [OK].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select the [Print Options] panel.

4 Select [Print Color Separations] in the [Quality 2] tab.

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Correcting Color Registration Error Manually

The machine automatically adjusts color registration when the machine turns on or the output tray is opened and closed. You can also manually adjust color registration from the operation panel if necessary.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times and press [Print Setup].
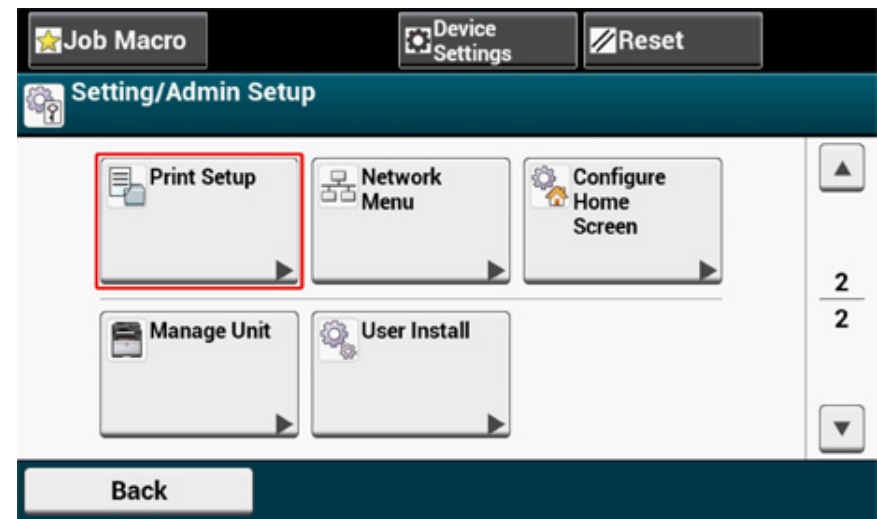
5 Press [Color Menu].
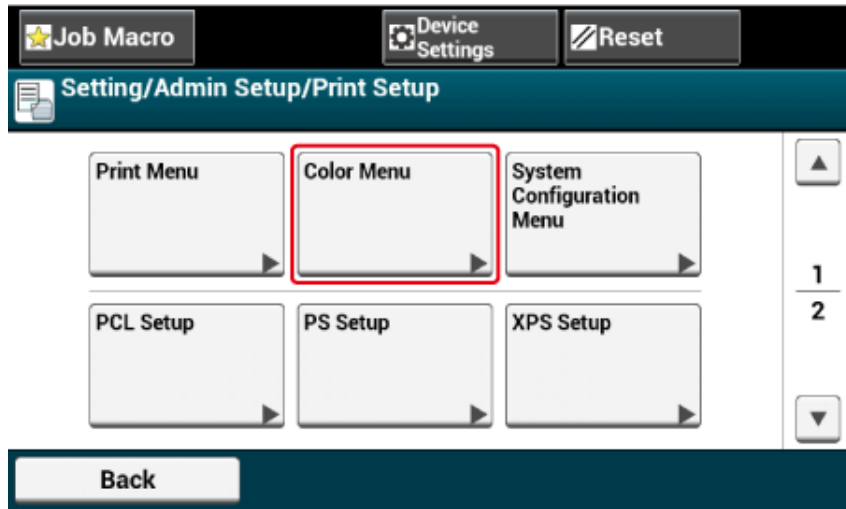
6 Press ▲ or ▼ several times and press [Adjust Registration].
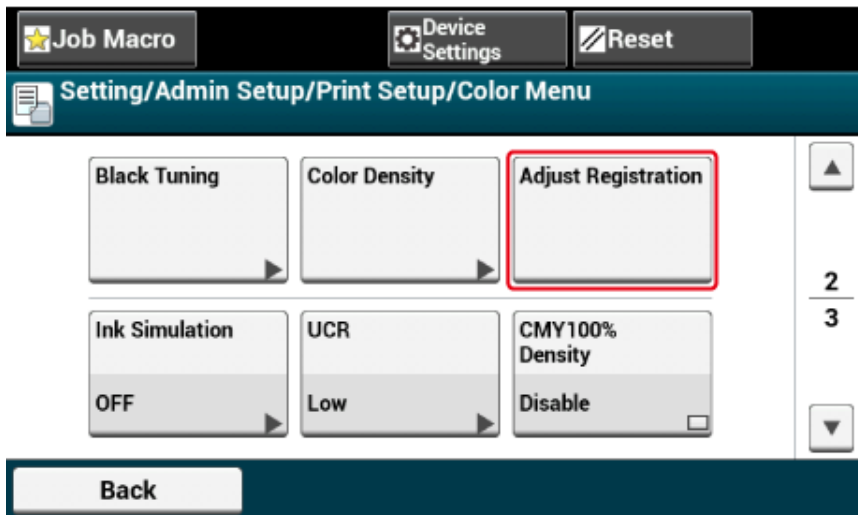
7 Press [Yes].

Correcting Density Manually

This machine automatically adjusts color registration when an image drum cartridge is replaced or when 500 sheets are printed. You can manually adjust color registration from the operation panel if necessary.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times and press [Print Setup].

5 Press [Color Menu].

6 Press [Adjust Density].

7 Press [Yes].

4. Print
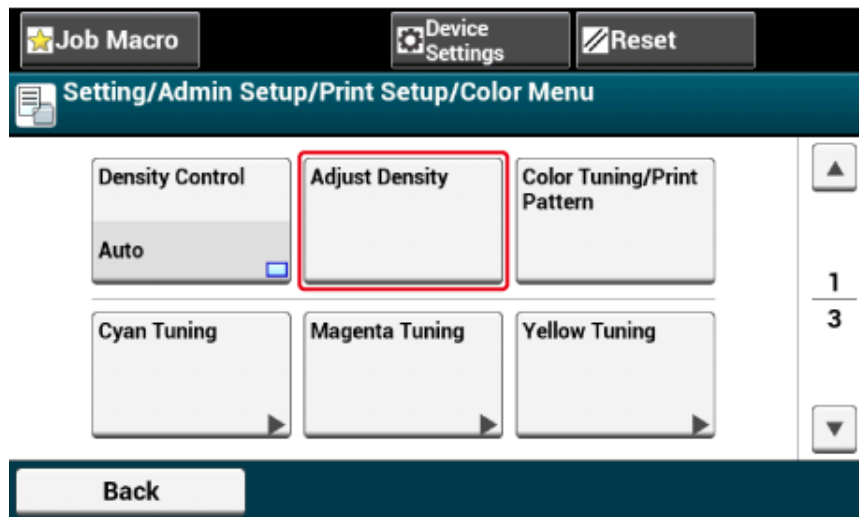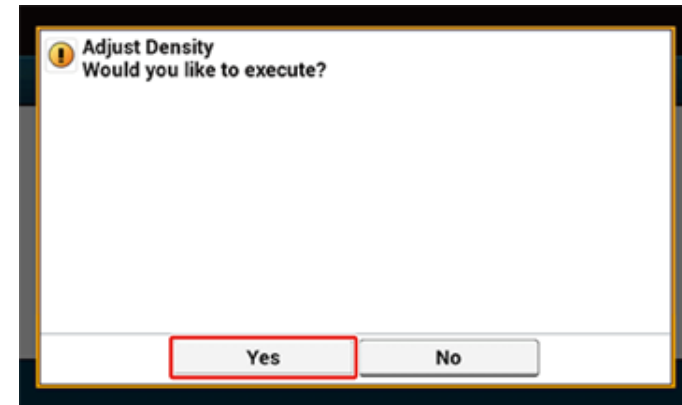
Adjusting Color Balance (Density)

When you adjust the shade to suit your preferences, operate from the operator panel.

To specify, darken or lighten pale part (Highlight), middle tone part (Mid-tone), and dark part (Dark) of each color.

This section describes how to adjust for cyan. When adjusting other colors, perform the same procedure to all colors and parts you want to adjust.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times and press [Print Setup].

5 Press [Color Menu].

6 Press [Color Tuning/Print Pattern] and [Yes] to print color adjustment pattern.

7 Press [Cyan Tuning].

8 The sliders for Highlight, Mid-Tone, and Dark are displayed. Select the values, and then press [OK].
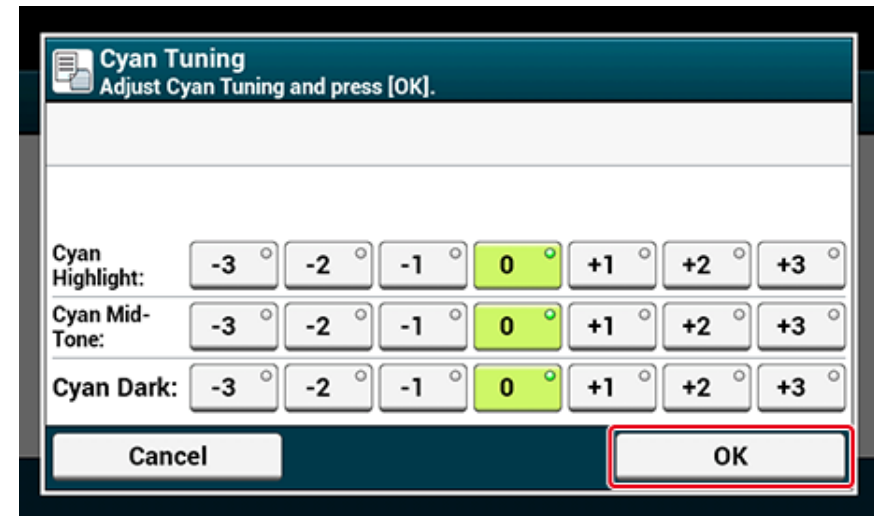
To darken a little, select +1 to +3, to lighten a little, select -1 to -3.

9 Press the ⬤ (HOME) button.

10 Start printing.

Repeat the procedure until the color shade meets your preferences.

Adjusting Color with Software

You can adjust color using utilities. For details, refer to the instruction manuals of the utilities.

- **Color Correct Utility**

- **Color Swatch Utility**

- **PS Gamma Adjuster Utility**

For a Better Finish

This section describes settings to obtain better print results when printing from a computer.

Enhancing Photos

You can print photographs more vividly.

⚠

This function is not available with the Windows PS printer drivers or on Mac OS X.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Select the [Photo Enhance] check box.

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

Printing with a Specified Resolution

- For Windows
- For Mac OS X

You can change the print quality if necessary.

If printing on large-size paper with the Windows PS printer driver or on Mac OS X, using [Normal (600x600)] may improve the print quality.

For Windows

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Select a print quality level from [Quality].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select the [Print Options] panel.

4 Select a desired value from [Quality] in the [Quality 1] tab.

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

4. Print

Emphasizing Fine Lines

- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

To prevent blurry small letters or fine lines, turn on [Adjust ultra fine lines] on the printer driver.

This function is turned on by default.

Bar code gaps or other gaps may be narrower depending on the application. In such a case, turn off this function.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Click [Advanced].

6 Select [Adjust ultra fine lines] and select [On] for [Settings], and then click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Click [Advanced].

6 Check the [Adjust ultra fine lines] check box, and then click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Quality1] from tabs.

4 Check the [Adjust ultra fine lines] check box in the [Quality 1] tab.

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

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Specifying the Font to Use

- Print Using the Printer Fonts
- Print Using the Fonts of Computer

Print Using the Printer Fonts

⚠

- The printer fonts do not exactly duplicate the appearance of the TrueType fonts displayed on the screen.
- This function is not available on Mac OS X.
- This function may not be available for some applications.

- **For Windows PCL Printer Driver**

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Extend] tab.

5 Click [Fonts].

6 Select the [Font Substitution] check box in [TrueType Font Output Type].

7 Specify the printer font to use instead of TrueType fonts in [Font Substitution Table].

8 Click [OK].

9 Change other settings if necessary, and then click [OK].

10 Click [Print] on the [Print] screen.

- **For Windows PS Printer Driver**

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573 PS] icon and then select [Printer properties].

3 Double-click [Font Substitution Table] on the [Device Settings] tab.

4 Click a TrueType font, and then select a printer font to be used to substitute the TrueType font from the list.

5 Click [OK].

6 Open a file to print from a computer.

7 Select [Print] from the [File] menu.

8 Click [Preferences].

9 Click [Advanced] on the [Layout] tab.

10 Click [TrueType Font], and then select [Substitute with Device Font].

11 Click [OK].

12 Change other settings if necessary, and then click [OK].

13 Click [Print] on the [Print] screen.

Print Using the Fonts of Computer

You can print your documents by using TrueType fonts in a computer to reproduce the same font appearance as on the screen.

⚠

This function is not available on Mac OS X.

- **For Windows PCL Printer Driver**

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Extend] tab.

5 Click [Fonts].

6 Clear the [Font Substitution] check box in [TrueType Font Output Type], select one of the following output formats, and then click [OK].

- [Download as outline font]
  Creates font images in the printer.
- [Download as bitmap font]
  Creates font images using the printer drivers.

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

- **For Windows PS Printer Driver**

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Click [Advanced] on the [Layout] tab.

5 Click [TrueType Font], and then select [Download as Softfont].

6 Click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

Changing Black Finish

You can change the black finish when printing in color. The black finish setting can be used when [Office Color] or [Graphic Pro] is selected in the printer driver.

There are two types of black finishes; one is composed of cyan (C), magenta (M), yellow (Y) and black (K) toners, and the other is composed of a black (K) toner only. A black finish using CMYK toners is suitable for printing photographs. A black finish using a black toner only is suitable for printing black text or graphics.

If you use the [Office Color] function, you can also select the auto. If Automatic is selected, the suitable method is selected automatically to print out the document.

- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click on [Preferences].

4 Select [Color] for [Color Setting] on the [Setup] tab.

5 Click [Detail...] in the [Setup] tab and select [Office Color] or [Graphic Pro].

6 Select the method to create black from [Black Finish], and click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click on [Preferences].

4 Select [Color] tab and select [Office Color] or [Graphic Pro] and then click [Options].

5 Select the method to create black from [Black Finish], and click [OK].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 From the [File] menu, select [Print].

3 Select [Color] from the panel menu.

4 Select [Office Color] or [Graphic Pro] and then click [Options].

5 Select the method to create black from [Black Finish].

[Black Finish] of [Graphic Pro] can be found on the [General] tab.

6 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Eliminating White Gap Between Text and Background (Overprinting Black)

Depending on the conditions of use, you can set black to overprint and reduce the white gap between black letters and colored background.

- This function cannot be used with some applications.
- This function can be used when printing only text over a background color.
- If the toner layer is thick, the toner may not be fixed firmly.

- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click on [Preferences] or [Properties].

4 On the [Job Options] tab, Select [Advanced].

5 Set [Overprint Black] to [On] and click [OK].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click on [Preferences] or [Properties].

4 Select the [Color] tab and click [Advanced].

5 Select the [Black Overprint] check box, and click [OK].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 From the [File] menu, select [Print].

3 Select the [Print Options] panel.

4 Select the [Black Overprint] check box in the [Quality 1] tab.

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Useful Functions

This section describes useful functions when printing from a computer.

Collating a Multiple Page Document in Units of Copies

You can print a multiple page document in units of copies.

⊙

This function may not be available for some applications.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Select the number of print copies from [Copies], and then select the [Collate] check box.

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Enter the number of print copies in [Copies], and then select the [Collate] check box on the [Job Options] tab.

5 Change other settings if necessary, and then click [OK].

6 Click [Print] on the [Print] screen.

Turn off the collating pages function on the application.

If the collating pages function is turned on, documents are printed without using the internal memory of the machine.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Enter the number of copies in [Copies].

4 Deselect the [Collate pages] check box in the [Paper Handling] tab.

5 Select [Print Options] on the panel menu, and then click [Collate] check box in the [Paper] tab.

6 Change other settings if necessary, and then click [Print].

- If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.
- If the [Collate pages] check box is selected in the [Paper Handling] panel, the machine prints documents without using the internal memory.

Printing from the Last Page of a Document

- For Windows PS Printer Driver
- For Mac OS X

You can print in forward or reverse page order to suit your needs.

When using the output tray, print in the forward page order to stack printouts in forward page order.

When using the rear output tray, print in the reverse page order to stack printouts in forward page order.

- If the rear output tray is not open, printouts are output to the output tray.
- This function is not available with the Windows PCL printer driver.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [Back to Front] from [Page Order] on the [Layout] tab.

5 Change other settings if necessary, and then click [OK].

6 Click [Print] on the [Print] screen.

If [Page Order] is not displayed, select [Start] > [Devices and Printers], right-click the [OKI MC573 PS] icon, select [Printer properties] > the [Advanced] tab, and the select the [Enable advanced printing features] check box.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Reverse] for [Page Order] on the [Paper Handling] panel.

4 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Selecting a Tray Automatically for the Specified Paper

- Setting the MP Tray
- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

You can automatically select a tray (paper cassette (Tray 1/2/3) or the MP tray) that holds paper of the same size and type that is set with the printer driver. Trays switch in accordance with the [Tray Sequence] setting.

Be sure to set the paper size and weight for paper cassettes and the MP tray on the touch panel.

Loading Paper (User's Manual)

Setting the MP Tray

Set the MP tray as a target of the auto tray selection.

1 Press [Device Settings] on the touch panel.

2 Press [Paper Setup].

3 Press [MP Tray].

4 Press [MP Tray Usage].

5 Press [Normal Tray].

[MP Tray Usage] is set to [Do Not Use] by factory default.

6 Press [Back] until the home screen is displayed.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [Auto] from [Source] on the [Setup] tab.

5 Change other settings if necessary, and then click [OK].

6 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select [Automatically Select] from [Paper Source] on the [Paper/Quality] tab.

5 Change other settings if necessary, and then click [OK].

6 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Auto Select] from [All Pages From] on the [Paper Feed] panel.

4 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Switching to Another Paper Feed Tray Automatically When a Tray Runs Out Of Paper

- Setting Trays for the Auto Tray Switching
- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

When the specified tray runs out of paper, the machine can continue to print from another tray if paper of the same paper size, weight and type is loaded in the paper cassettes (Tray 1/2/3) and the MP tray.

To use this function, enable the auto tray switching function on the touch panel first. Then, set the auto tray switching function with the printer driver.

For the paper settings of each tray used for the auto tray switch function, set the same values to the machine and printer driver.

Loading Paper (User's Manual)

Setting Trays for the Auto Tray Switching

1 Press [Device Settings] on the touch panel.

2 Press [Paper Setup].

3 Check that [Auto Tray Switch] is set to [ON].

- Pressing [Auto Tray Switch] switches between [ON] and [OFF].
- Trays switch in accordance with the [Tray Sequence] setting.

4 Press [Back] until the home screen is displayed.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Click [Paper Feed Options] on the [Setup] tab.

5 Select the [Auto Tray Change] check box, and then click [OK].

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Click [Advanced] on the [Layout] tab.

5 Click [Tray Switch] and then select [ON].

6 Click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select [Print Options] from the panel menu.

4 Check the [Tray Switch] check box in the [Feed] tab.

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

4. Print

Changing the Default Settings with a Printer Driver

You can use frequently-used printing settings as the printer driver's default settings.

⊘

This function is not available on Mac OS X.

For Windows Printer Driver

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573 *] icon, and then select [Printing Preferences].
* Select a driver type to use.

3 Set the printing settings to use as the driver's default settings.

4 Click [OK].

Saving Frequently-Used Settings in the Printer Driver to Use

- Registering Frequently-used Settings
- Printing with Registered Settings

Registering Frequently-used Settings

You can save the printer driver settings.

⊘

This function is not available with the Windows PS printer driver.

✎

You can save up to 14 settings.

- **Registering the Windows PCL Driver Settings**

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573 PCL6] icon, and then select [Printing preferences].

3 Set the printing settings to save.

4 Click [Save] in [Driver Setting] on the [Setup] tab.

5 Enter a name to save the settings, and then click [OK].

6 Click [OK] to close the print setup dialog.

- **Registering the Mac OS X Printer Driver Settings**

⊘

- The default settings on the [Page Setup] dialog cannot be changed.
- The operation of the settings that are saved with a different printer driver cannot be guaranteed. Save the settings with a name that you can distinguish.

1 Open the file to print.

2 Select [Print] from the [File] menu.

- 158 -

3 Set the printing settings to save.

4 Select [Save Current Settings as Preset] from [Presets].

5 Enter a name to save the settings, and then click [OK].

Printing with Registered Settings

⚠ This function is not available with the Windows PS printer driver.

• **For Windows PCL Driver**

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select a setting to use from [Driver Setting] on the [Setup] tab.

5 Click [OK].

6 Click [Print] on the [Print] screen.

• **For Mac OS X**

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select a setting to use from [Presets].

4 Click [Print].

If [Show Presets] is selected from [Preset] and the [Reset Presets Menu to "Default Settings" After Printing check box] check box is deselected, the set preset is always applied.

Storing Print Data in This Machine before Printing

- For Windows PCL Printer Driver
- For Windows PS Printer Driver
- For Mac OS X

You can spool print jobs to the memory that is integrated in this machine. This allows you to finish your work on your computer early, which makes it possible for your computer to process other tasks while this machine is operating in the background.

⚠ If you cannot store the spooled data due to insufficient free space in the internal memory of this machine, a message is displayed to inform you that the file system is full, and the print job is not executed.

For Windows PCL Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Click [Advanced].

6 Select [Job Spool], and select [On] for [Settings], and then click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Click [Advanced].

6 Check the [Job Spool] check box, and then click [OK].

7 Change other settings if necessary, and then click [OK].

8 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 From the [File] menu, select [Print].

3 Select the [Print Options] panel.

4 Check the [Job Spool] check box in the [Quality 2] tab.

5 Change other settings if necessary, and then click [Print].

If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Printing without Opening a PDF File (PDF Print Direct)

You can send a PDF file to this machine to directly print it. With PDF Print Direct, you can omit opening the PDF file with an application, such as Adobe Reader.

- For Windows
- For Mac OS X

The paper size depends on the [PDF Paper Size] setting from [Device Settings] > [Admin Setup] > [Print Setup] > [PS Setup] on the touch panel.

For Windows, install PDF Print Direct beforehand.

List of Utility Software

For Windows

1 Right-click a PDF file to print, and then select [PDF Print Direct].

2 Select a printer to use.

To set the user authentication function with the selected printer, select [User Auth] from the [Printer Setting] menu.

3 To print an encrypted file, select the [Setting Password] check box, and then enter the password.

If the same password is to be used again, click [Save Password].

4 Change other settings if necessary, and then click [Print].

For Mac OS X

1 Select [Printers & Scanners] in [System Preferences].

2 Check that the [OKI MC573] icon is listed.

3 Drag the icon of the driver to the desktop or Dock.

4 Drag the file you want to print to the driver icon.

Printing Data in USB Memory

You can connect USB Memory to the printer and print saved data.

⚠

- Not all USB Memory is guaranteed to use. (USB Memory with security functions are not supported.)
- This machine does not support USB 3.0.
- USB hubs and external USB HDDs are not supported.
- Encrypted PDF files are not supported.

- The following file systems are supported: FAT12, FAT16, FAT32.
- Supported file formats: PDF(v1.7), JPEG, PDF, TIFF(v6 baseline), XPS, PRN (PS, PCL, XPS).
- Up to 32 GB USB Memory is supported.
- Up to 100 files in supported file formats that are saved in USB Memory are displayed in the file list.
  - If 100 or more files are saved in USB Memory, the file list is not displayed properly.
  - USB Memory with a directory structure of 20 or more levels may not be read properly.
  - A file path exceeding 240 characters may not be read correctly.
- You can print one file in USB Memory at a time.

1 Insert USB Memory into the USB port.

2 Press [Print] or the ⬜ (PRINT) button.

3 Press [Print From USB Memory].

4 Press [Select Print File].
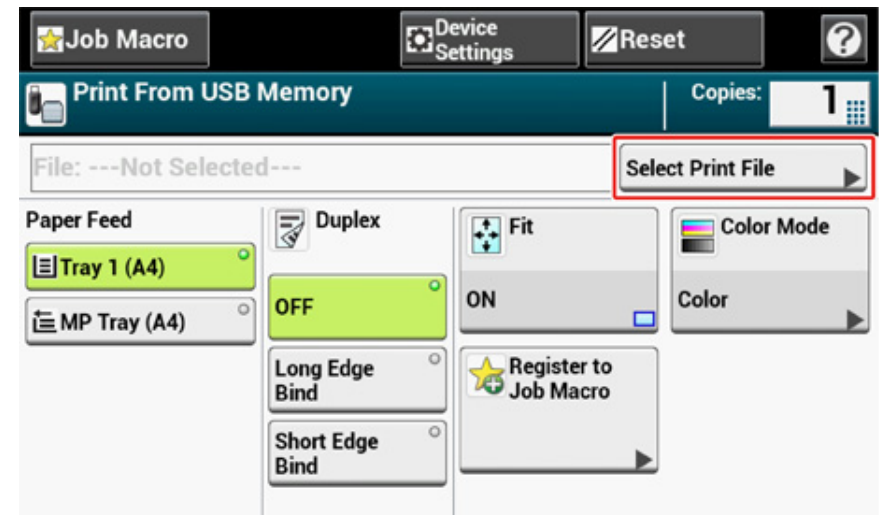
5 Select the folder that has the file you want to print.
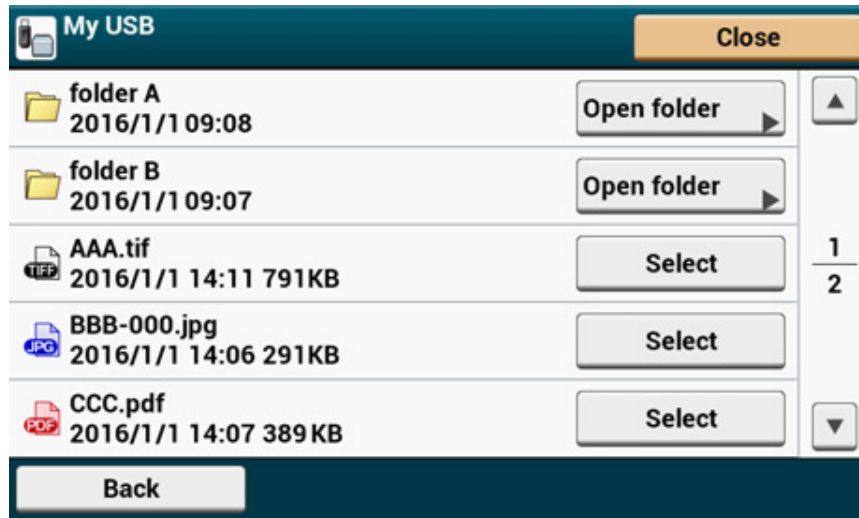
6 Set printing settings if necessary.
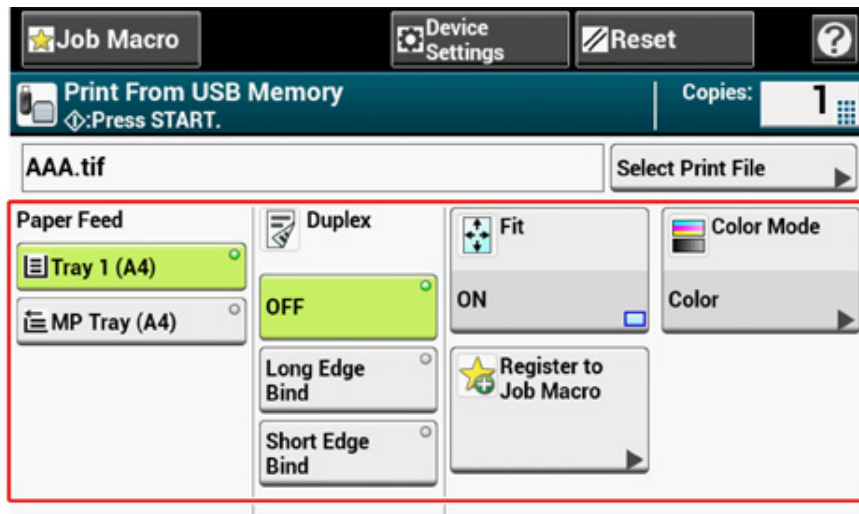
7 Press the (START) button.

8 When a message is displayed to inform you that you can remove USB Memory from the port, remove it.

Cancelling a Print Job

To cancel a print job from USB Memory, press the (STOP) button on the operator panel.

You can cancel a print job until a message is displayed to inform you that printing is complete.

⊘

The pages that are ready to be printed on this machine will be printed without changes.

Printing Confidential Document

This section describes how to obtain print results in a confidential manner.

- Encrypting the Print Data and Setting a Password Before Printing (Private Print)

Encrypting the Print Data and Setting a Password Before Printing (Private Print)

- Encrypting and Setting Password on a Computer
- Printing an Encrypted/Password-protected Document from This Machine

With the private print function, you can encrypt and password-protect private documents or confidential documents and store to the machine to prevent other people from seeing them, and then authenticate on the operator panel before printing them.

Since the print jobs are encrypted before sending, you can protect confidential information from injustice access.

⚠

- If you cannot store the spooled data due to insufficient free space in the internal memory of this machine, a message is displayed to inform you that the file system is full, and the print job is not executed.
- You cannot use this function with the poster printing function and the booklet printing function with the Windows PCL printer driver if you share this machine via the print server.
- When you use this function, clear the [Job Spool] check box.

🔗 Storing Print Data in This Machine before Printing

Encrypting and Setting Password on a Computer

- **For Windows PCL Printer Driver**

1 Open a file.

2 Select [Print] from the [File] menu.

3 Click [Preferences].

4 Select the [Job Options] tab.

5 Select [Private Print] in [Job Type].

6 Enter a password in [Password].

7 Click [OK].

8 Set other settings if necessary, and then click [OK].

9 Click [Print] on the [Print] Screen.

The encrypted and password-protected print job is only sent to this machine, and it is not printed yet.

• For Windows PS Printer Driver

1 Open a file.

2 Select [Print] from the [File] menu.

3 Click [Advanced].

4 Select the [Job Options] tab.

5 Select [Private Print] from [Job Type].

6 Enter a password in [Password].

7 Click [OK].

8 Set other settings if necessary, and then click [OK].

9 Click [Print] on the [Print] screen.
The encrypted and password-protected print job is only sent to this machine, and it is not printed yet.

• For Mac OS X

1 Open a file.

2 From the [File] menu, select [Print].

3 Select [Secure Print] from the panel menu.

4 Select [Private Print] from [Job Type].

5 Enter a password in [Job Password].

6 Change other settings if necessary, and then click [Print].

The encrypted and password-protected print job is only sent to this machine, and it is not printed yet.

- The print job saved in the memory is automatically deleted if the printing is complete or not printed for a certain period of time.If an error occurs while sending the data or the job is altered after being sent, the job is automatically deleted.
- If setting details are not displayed in the print dialog, click [Show Details] at the bottom of the dialog.

Printing an Encrypted/Password-protected Document from This Machine

Print an encrypted and password-protected print job saved in the internal memory of this machine.

1 Press [Print] or the ⬤ (PRINT) button on the machine.

2 Press [Private Print].

3 When the user list is displayed, select the user name of your computer.

4 Enter the password that you set on the computer, and then press [OK].

5 When private print jobs are listed, press [Print] for the private jobs you want to print. To print all displayed print jobs, private press [Print All].
Press [Delete] to delete specified private jobs.
Press [Delete All] to delete all private jobs in the list.

5 Fax

Basic Operations of Fax Functions

Sending a Fax via the Internet

Setting Scanning for Transmission

Settings for Transmission

Setting for Receptions

Performing Confidential Communication and Bulletin Board Communication (Fcode Communication)

Useful Functions

Sending a Fax from a Computer

Sending Data to the Fax Server

Descriptions of Screens for Fax

Basic Operations of Fax Functions

This section describes basic operations when sending and receiving a fax.

- Entering Fax Number to Send a Fax (User's Manual)
- About the Dial Function
- Specifying a Destination from Phone Book
- Specifying a Destination Using One-touch Button
- Specifying a Destination from Transmission History and Reception History
- Deleting a Specified Destination
- Displaying a Preview Image
- Cancelling a Fax Transmission (User's Manual)
- Receiving a Fax
- Paper Size Priority
- Checking the Communication Status/Transmission and Reception History
- Items on Transmit and Receipt Journal Report

About the Dial Function

When entering a destination fax number, you can use the following functions.

- **"-", "Prefix", and "Flash"**

  Enter each sign by pressing its sign displayed on the fax number entry screen.

  - - (Hyphen)

    Inserts a hyphen to the entered fax number.

  - Prefix

    Inserts a prefix number that is registered in advance. "N" is inserted when entering.

    🔗 Adding a Prefix (Prefix)

  - Flash

    Orders your PBX (Private Branch Exchange) to connect you with PSTN (Public Switched Telephone Network). "F" is entered when entering.

- **"Pause", "#"**

  Enter with the < # > key on the numeric keypad. Pressing the < # > key switches between "P" and "#".

  - Pause

    Pauses 2 seconds when dialing. You can enter as many pauses as you want. "P" is inserted when entering.

  - # (Pound)

    Sends "#" to the telephone line if [MF(Tone)/DP(Pulse)] is set to [Tone]. "#" is inserted when entering.

- **"Tone", "*"**

  Enter with the < * > key on the numeric keypad. Pressing the < * > key switches between "T" and "*".

  - Tone

    Switches to tone dialing if [MF(Tone)/DP(Pulse)] is set to [Pulse]. "T" is inserted when entering.

  - * (Asterisk)

    Sends "*" to the telephone line if [MF(Tone)/DP(Pulse)] is set to [Tone]. "*" is inserted when entering.

Specifying a Destination from Phone Book

You can select a destination from numbers that are registered in the speed dial list or the group list. You must register numbers in advance.

🔗 Fax Numbers

- You can enter up to 1000 destinations in the speed dial list.
- You can enter up to 32 groups.

1 Press [Fax/Internet Fax] or ⬜ (Fax).

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Speed Dial] or [Group List] on the [Fax] or [Basic] tab.

5 Press a destination or group.

The check mark on the left side of the destination or group turns on. You can select multiple destinations.

6 When you complete the selection of all the destinations, press [OK].

To delete a Specified Destination.

🔗 Deleting a Specified Destination

7 Press the ⬤ (START) button.

Specifying a Destination Using One-touch Button

You can select a fax number that is registered in the speed dial list with a one-touch button.

1 Press [Fax/Internet Fax] or ⬜ (Fax).

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press the one-touch button to which the destination number is registered.
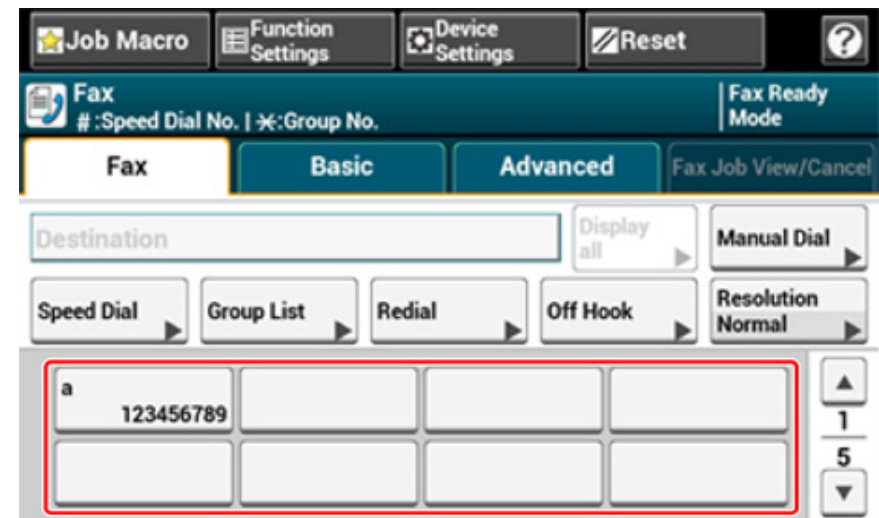
To select the one-touch button 09 to 40 that are assigned to one-touch buttons, press ▲ or ▼ to switch between the screens.

To delete a Specified Destination.

🔗 Deleting a Specified Destination

5 Press the ⬤ (START) button.

Specifying a Destination from Transmission History and Reception History

You can select a destination from the most recent 50 records in the transmission history or reception history.

⚠

The reception history that is displayed on the panel shows receptions with Fcode polling only.

🔗 Performing Confidential Communication and Bulletin Board Communication (Fcode Communication)

1 Press [Fax/Internet Fax] or the ⬭ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Redial] on the [Fax] tab.

5 Press [Tx History] or [Rx History].

6 Select the destination.

The check mark on the left side of the destination turns on. You can select multiple destinations.

7 When you complete the selection of all the destinations, press [OK].

✍

To delete the specified destination.

🔗 Deleting a Specified Destination

8 Press the ⬬ (START) button.

Deleting a Specified Destination

This section describes how to delete set destination before sending a fax (before pressing the ⬬ (Start) button).

1 Press [Display All] on the [Fax] tab.

2 Press [Delete] of a destination to delete.

3 When you complete the selection of all the destinations to delete, press [Back].

If you have deleted all the destinations, the screen automatically returns to the start screen.

Displaying a Preview Image

Using the preview function, you can check the scanned image on the touch panel before sending fax.

⚠

- The image previewed on the display does not completely match the printout. Use the function to check the content or orientation of scanned documents.
- For the real time transmission and manual transmission, preview images cannot be displayed.

1 Press [Fax/Internet Fax] or the ▭ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Specify a destination.

5 Press [Preview] in the [Advanced] tab to set to [ON].

✍

Pressing [Preview] switches [ON] and [OFF].
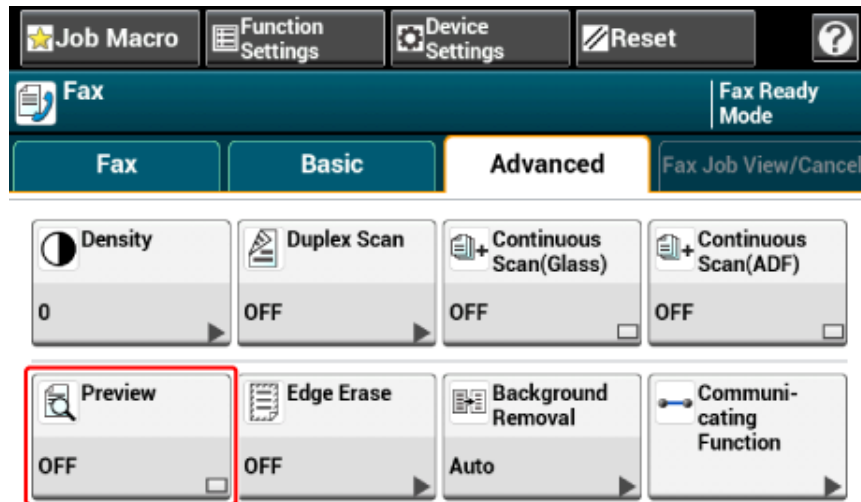
6 Change settings if necessary.

7 Press the ▭ (START) button.

8 Check the image to be faxed on the preview screen. Press [Start Transmission] after checking.
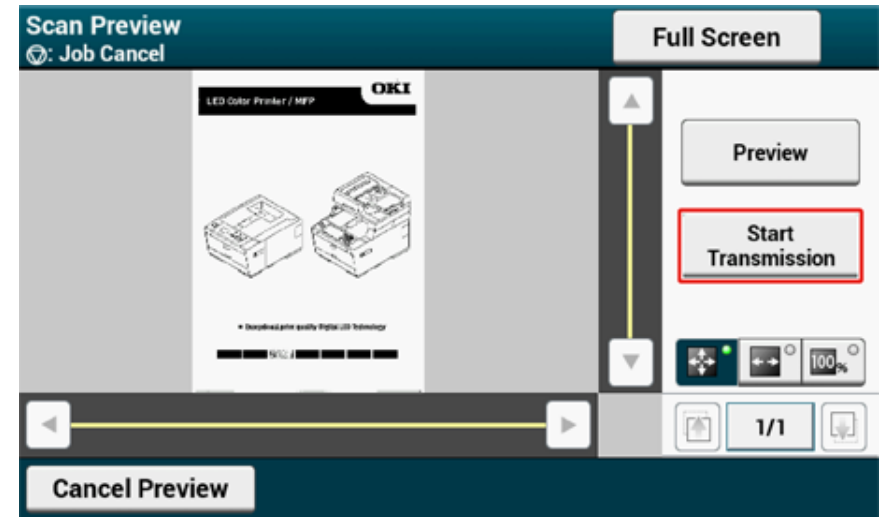
✍

- There are three methods to display preview images.
  - ▭ : Displays full page.
  - ▭ : Displays across the width of the screen.
  - ▭ : Displays the scanned page at the same magnification.
- Press the [Full Screen] to display the preview image in full screen.
- Use ▲ , ▼ , ◄ , and ► to scroll the preview image.
- When scanning multiple pages of documents, use the navigation button to switch between the pages.
  - ▭ : Displays the previous page.
  - ▭ : Displays the next page.
  - 1/1 : Displays any page. Press this button and enter page number you want to display.
- If you set the next document on the ADF or document glass and press [Preview], the document will be scanned and added to the document to be sent.
- Press the [Cancel Preview] to close the preview screen and cancel sending.

Receiving a Fax

This section describes how to check the received fax.

A received fax is automatically printed. You can specify a paper tray to use.

🔗 Setting a Tray to Print Received Documents

🔗 Paper Size Priority

⚠️

- Do not pull the paper tray out during printing.
- Even if the machine cannot print received faxes due to a lack of paper or paper jams, the machine can receive data of up to 8192 sheets. (However, this amount varies depending on the remaining memory space or document content.) If the machine cannot print received faxes due to a lack of paper or paper jams, refer to the following items to solve a problem. If the problem is solved, printing automatically starts.

🔗 Loading Paper (User's Manual)

🔗 If Paper Jams Occur (User's Manual)

- Use plain or recycled paper.
- If a received fax is larger than a specified paper size, the fax is reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings.

  🔗 Setting a Print Method for When a Received Image Exceeds Paper Size

Paper Size Priority

Received images are usually printed on the same size of paper as that of the sender's. If the same-size paper is not loaded on this machine, alternative paper is selected according to the paper size priority as follows.

- **When A4-size document is sent**

  A4 ⟶ B5 ⟶ A5

- **When A5-size document is sent**

  A5 ⟶ B5 ⟶ A4

Checking the Communication Status/Transmission and Reception History

This section describes how to check fax transmission and reception.

- Checking the Communication Status
- Checking the Transmission History and Reception History

Checking the Communication Status

You can check whether a fax is being sent properly when the fax transmission job is in progress.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Press [Fax].

3 Select the [Fax Job View/Cancel] tab.

4 Check the job content.

Checking the Transmission History and Reception History

You can check the transmission history and reception history.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Press [Tx/Rx Journal].

3 Press [Tx Journal] or [Rx Journal].
- Tx Journal: Lists the transmission results.
- Rx Journal: Lists the reception results.

4 Press [Description] to check the detailed information.

The following information can be checked.

Distant Station	Indicates destinations. You can change the display style of [Distant Station] in the [Distant Station Priority] setting of [Admin Setup] > [Fax Setup] > [Other Settings]. **When [Type 1] is set** • For the fax auto transmission/Fcode polling reception The device information (phone number) registered in the destination machine is displayed. If the device information (phone number) is not registered in the destination machine, the destination information ("name" in the "speed dial" or phone number) specified in the machine is displayed. • For the manual transmission (on-hook dial) The device information (phone number) registered in the destination machine is displayed. If the device information (phone number) is not registered in the destination machine, the specified destination (phone number) is displayed. **When [Type 2] is set** • For the fax auto transmission/Fcode polling reception The destination information ("name" in the "speed dial" or phone number) specified in the machine is displayed. • For the manual transmission (on-hook dial) The specified destination (phone number) is displayed. *The display style of "Distant Station" cannot be changed in case of the fax reception, manual transmission using the external telephone, or Fcode polling transmission. The device information (phone number) registered in the destination machine is displayed. If the device information (phone number) is not registered in the destination machine, "Number Unknown" is displayed.
Resolution	Three types of Normal, Fine, Ext-Fine
Start Time	Month/Day Hour:Minute
Time	Minute' Second"
Page	Number of pages

Kind	Tx History Indicates the way of sending fax. Manual Tx: A fax was sent after a telephone call made from the external telephone was finished. Secure Box Tx: A fax was sent to the confidential box of the destination machine. Fcode Polling Tx: A document saved in the bulletin board box of the machine was sent as a fax. Broadcast: A fax was sent to multiple destinations at the same time. PC-FAX: A fax was sent via the fax driver on a computer. Forwarding: A received fax was forwarded to another fax machine. *A blank cell indicates communication other than those categories (such as usual automatic transmission).
	Rx History Manual Rx: Receive a fax after answering with the external telephone. Fcode Polling Rx: A document saved in the bulletin board box of the destination machine was received as a fax. Secure Box Rx: A fax sent to the confidential box of the machine was received. *A blank cell indicates communication other than those categories (such as usual automatic reception).
Result	Displays any of the following six states, "# OK", "* OK", "OK", "# ERROR", "* ERROR", or "ERROR". #: Communicates via Super G3. *: Communicates via G3 ECM. Non: Communicates via Non ECM.
Error Code	Indicates the error code when a communication error occurs. For details about the error code, refer to "Fax Error Code". A blank cell indicates that the communication is successfully completed.

Items on Transmit and Receipt Journal Report

This section describes items on the Transmit and Receipt Journal Report.

For instructions on how to print Transmit and Receipt Journal Report, refer to "Printing a Report to Check".

To print Transmit and Receipt Journal Report automatically, from [Admin Setup] on the touch panel, select [Fax Setup] > [Fax Setting] > set [A/R Full Print] to [ON].

🔗 Fax Setup

	Item	Description
1	Distant Station	Indicates destinations.
		You can change the display style of [Distant Station] in the [Distant Station Priority] setting of [Admin Setup] > [Fax Setup] > [Other Settings].
		When [Type 1] is set
		• For the fax auto transmission/Fcode polling reception The device information (phone number) registered in the destination machine is displayed. If the device information (phone number) is not registered in the destination machine, the destination information ("name" in the "speed dial" or phone number) specified in the machine is displayed. • For the manual transmission (on-hook dial) The device information (phone number) registered in the destination machine is displayed. If the device information (phone number) is not registered in the destination machine, the specified destination (phone number) is displayed.
		When [Type 2] is set • For the fax auto transmission/Fcode polling reception The destination information ("name" in the "speed dial" or phone number) specified in the machine is displayed. • For the manual transmission (on-hook dial) The specified destination (phone number) is displayed.
		*The display style of "Distant Station" cannot be changed in case of the fax reception, manual transmission using the external telephone, or Fcode polling transmission. The device information (phone number) registered in the destination machine is displayed. If the device information (phone number) is not registered in the destination machine, this field is blank.
2	Kind	Indicates the kind of fax. • Manual Tx: Send a fax after a telephone call made from an external telephone is finished. • Secure Box Tx: Send a fax to the confidential box of the destination machine. • Fcode Polling Tx: Send a document saved in the bulletin board box of the machine as a fax. • Broadcast: Send a fax to multiple destinations at the same time. • PC-FAX: Send a fax via the fax driver on a computer. • Forwarding: Forward a received fax to another fax machine. • Manual Rx: Receive a fax after answering with the external telephone. • Fcode Polling Rx: Receive a document saved in the bulletin board box of the destination machine as a fax. • Secure Box Rx: Receive a fax sent to the confidential box of the machine.
		*A blank cell indicates communication other than those categories such as usual automatic transmission and reception.

	Item	Description
3	Result	Indicates fax communication results. • #: Communicates via Super G3. • *: Communicates via G3 ECM. • None: Communicates via G3 Non ECM.
4	Error Code	Indicates the error code when a communication error occurs. • For details about the error code, refer to "Fax Error Codes". • A blank cell indicates that the communication is successfully completed.

Sending a Fax via the Internet

This section describes how to send a fax using the Internet connection.

- About the Internet Fax Function
- Receiving an Internet Fax
- Entering a Destination E-mail Address
- Specifying a Destination from Address Book/Group List
- Selecting a Destination Using One Touch Buttons
- Selecting a Destination from Transmission History
- Searching for a Destination in the LDAP Server
- Checking, Deleting or Changing a Specified Destination
- Setting Scanning for Transmission
- Checking the Transmission History
- Receiving Results of Internet Fax

About the Internet Fax Function

The Internet Fax function allows you to send and receive faxes through an Internet line. When using standard faxes through a standard telephone line, charges are incurred depending on the distance. However, if using the Internet line, charges do not fluctuate regardless of the distance, allowing you to reduce more costs than standard faxes.

If you use the Internet Fax function, the fax data is converted to a TIFF file, and sent as an e-mail attachment file. The data is sent immediately after scanning is complete, and the data is not saved in the memory of this machine. You can specify only e-mail addresses for the destination.

- You can set the following document sizes. Any document that contains different paper sizes cannot be used.
  - Available paper sizes for ADF: A4, A5, A6, B5, B6, Letter, Legal 13/13.5/14, Executive, Statement, Folio
  - Available paper sizes for the document glass: A4, A5, A6, B5, B6, Letter, Executive, Statement
- The document data may not be printed correctly depending on the recipient's machine.
- Before using the Internet Fax function, you must set a server.

  Before Using Scan To E-mail (User's Manual)

Receiving an Internet Fax

A received Internet Fax is automatically printed.

To receive Internet Faxes, you must set the e-mail reception settings in advance.

🔗 Before Using Scan To E-mail (User's Manual)

If you want to forward an Internet Fax, you can use the auto delivery function.

🔗 Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)

Entering a Destination E-mail Address

1 Press [Fax/Internet Fax] or ⬤ (Fax).

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Check that [To] is selected.

To select [Cc] or [Bcc], press [To] several times.

5 Press [Manual Input].

An e-mail address can be entered by pressing [Destination (To)].

6 Enter an e-mail address.

You can enter up to 80 characters.

🔗 Entering Characters (User's Manual)

7 Press [OK].

8 Set scan settings if necessary.

9 Press the ⬤ (START) button.

📎

Specifying a destination in other methods

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Selecting a Destination from Transmission History

🔗 Searching for a Destination in the LDAP Server

Specifying a Destination from Address Book/Group List

Register destinations in the address book or group list in advance.

If you specify a reply destination of an Internet Fax, you cannot specify a group.

- You can register up to 1000 destinations in the address book.
- You can register up to 32 groups.

1 Press [Fax/Internet Fax] or ⬭ (Fax).

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Check that [To] is selected.

To select [Cc] or [Bcc], press [To] several times.

5 Press [Address Book] or [Group List] on the [Internet Fax] or [Basic] tab.

6 Select the transmission destination or group.

You can select multiple items.

7 When you complete the selection of all the destinations, press [OK].

8 Set scan settings if necessary.

9 Press the ⬭ (START) button.

Specifying a destination in other methods

- Entering a Destination E-mail Address
- Selecting a Destination Using One Touch Buttons
- Selecting a Destination from Transmission History
- Searching for a Destination in the LDAP Server

Selecting a Destination Using One Touch Buttons

1 Press [Fax/Internet Fax] or ⬤ (Fax).

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Check that [To] is selected.

To select [Cc] or [Bcc], press [To] several times.

5 Press a one-touch button which includes the destination.

To select the speed dial numbers 09 to 40 that are assigned to one-touch buttons, press ▲ or ▼ to switch between the screens.
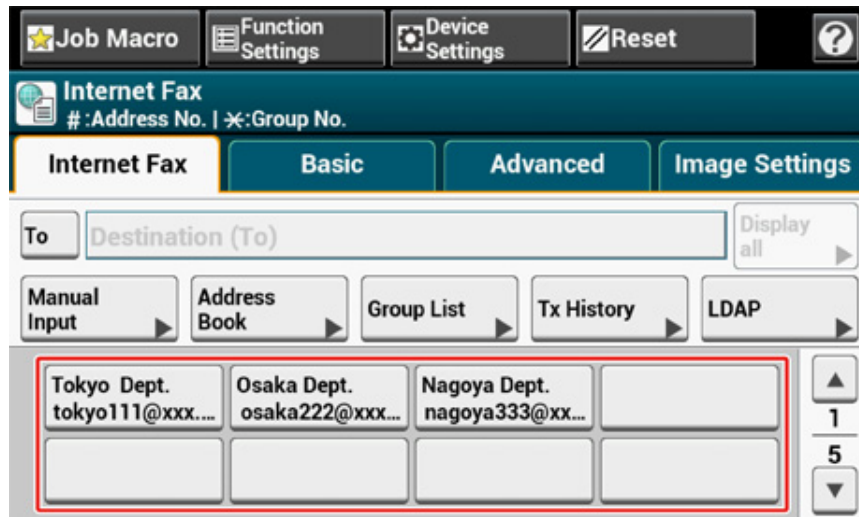
6 Set scan settings if necessary.

7 Press the ⬤ (START) button.

Specifying a destination in other methods

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination from Transmission History

🔗 Searching for a Destination in the LDAP Server

Selecting a Destination from Transmission History

⚠

The transmission history displays only sent faxes whose destinations were directly entered.

1 Press [Fax/Internet Fax] or ⬭ (Fax).

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Check that [To] is selected.

To select [Cc] or [Bcc], press [To] several times.

5 Press [Tx History] on the [Internet Fax] or [Basic] tab.

6 Select the destination, and then press [OK].

You can select multiple items.
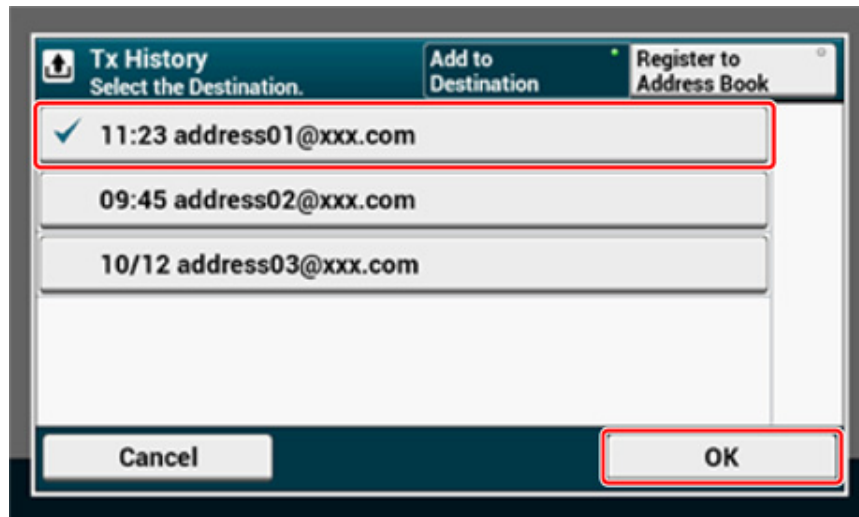
7 Set scan settings if necessary.

8 Press the ⬭ (START) button.

📎

Specifying a destination in other methods

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Searching for a Destination in the LDAP Server

Searching for a Destination in the LDAP Server

You can search for a destination from a list on the LDAP server. There are two search methods, as shown below.

- **[Simple Search]: You can run a search with only one keyword as a user name. You can only search for character strings included in usernames, and not in e-mail addresses.**

- **[Advanced Search]: You select search conditions to search for items that include all the specified keywords or any of the keywords. You can specify user names or e-mail addresses as search keywords.**

Up to 100 search results are displayed.

For details on setting the LDAP server, refer to "Setting the LDAP Server".

1 Press [Fax/Internet Fax] or ⬤ (Fax).

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Check that [To] is selected.
To select [Cc] or [Bcc], press [To] several times.

5 Press [LDAP] on the [Internet Fax] or [Basic] tab.

6 Press [Simple Search] or [Advanced Search].

7 Enter a keyword to search.
🔗 Entering Characters (User's Manual)

8 Press [OK].

9 When the search results are displayed, select the destination.

10 When you complete the selection of all the destinations, press [OK].

11 Set scan settings if necessary.

12 Press the ⬤ (START) button.

📎

Specifying a destination in other methods

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Selecting a Destination from Transmission History

Checking, Deleting or Changing a Specified Destination

- Checking a Destination
- Deleting a Destination
- Changing the Destination Type

Checking a Destination

1 Press [Display all] on the [Internet Fax] tab.

2 Press and hold on the destination to check.

Press [Edit] to change the destination, if necessary.
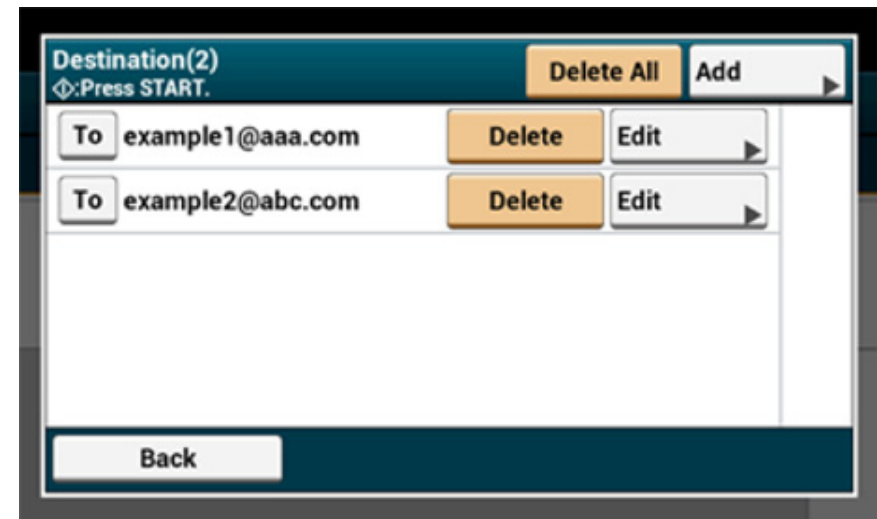
Deleting a Destination

1 Press [Display all] on the [Internet Fax] tab.
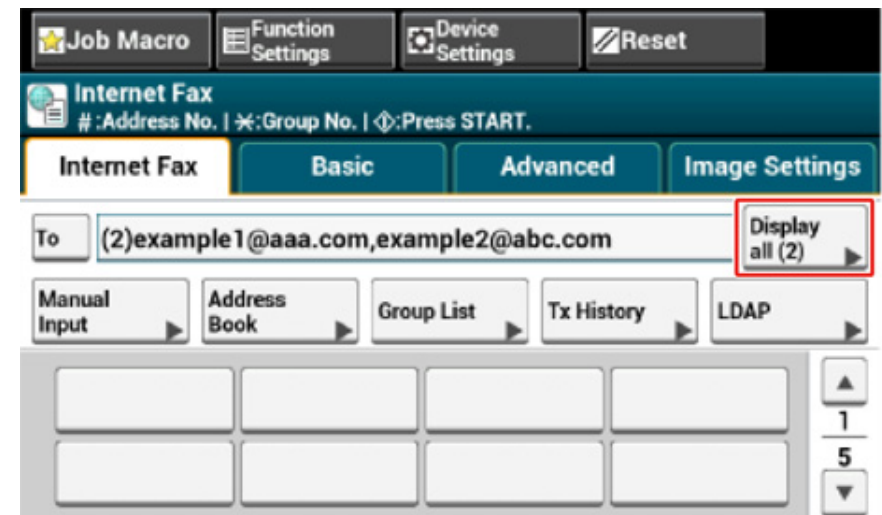
2 Press [Delete] on the destination to delete.

Changing the Destination Type

1 Press [Display all] on the [Internet Fax] tab.
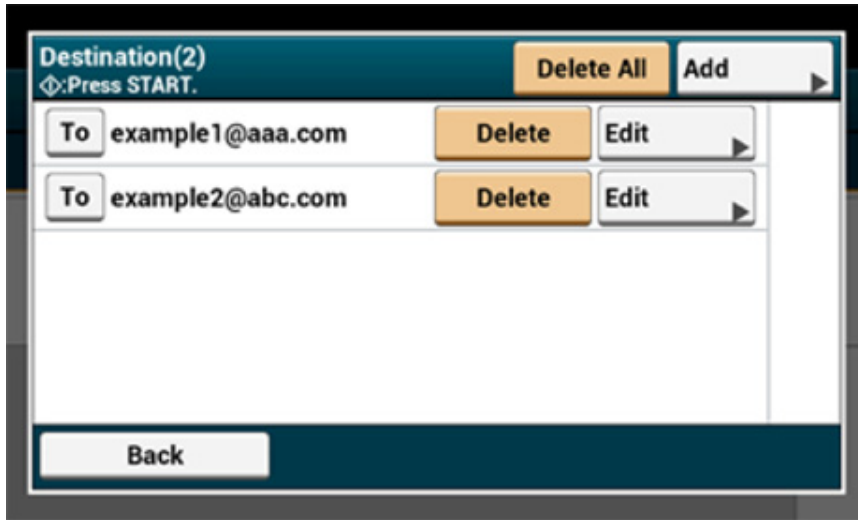
2 Press [To] to change a destination type.
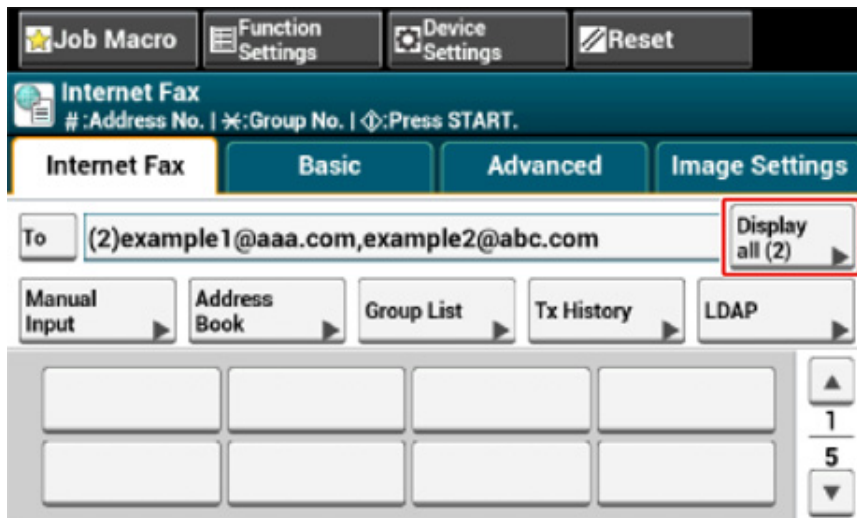
Setting Scanning for Transmission

This section describes the scan settings for Internet Fax transmissions.

If using Scan to Fax Server, the following scan settings are not available.

- Setting a reply destination
- Editing an e-mail
- Specifying a file name (file name)
- Scanning a duplex document (duplex scan)

Scanning Multiple Documents Continuously (Continuous Scan)

You can scan a fax transmission document from the ADF and document glass. For example, you can send a document and a part of a book as a single fax job.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Select the [Advanced] tab.

5 Press [Continuous Scan].

[Continuous Scan] is set to [ON].

Pressing [Continuous Scan] switches between [ON] and [OFF].

6 Specify a destination.

🔗 Entering a Destination E-mail Address
🔗 Specifying a Destination from Address Book/Group List
🔗 Selecting a Destination Using One Touch Buttons
🔗 Selecting a Destination from Transmission History
🔗 Searching for a Destination in the LDAP Server

7 Press the ⬤ (START) button to start scanning the first document.

8 When [Please set next document] is displayed, set the next document.

9 Press [Start Scan].

10 Repeat steps 8 and 9 for each fax transmission document if necessary.

11 When scanning all sets of the documents is complete, press [Scan Complete].

Adjusting the Density (Density)

You can adjust the density in seven levels.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Press [Density] on the [Image Settings] tab.

5 Select density.

- Alternatively, you can set this setting from [Function Settings].
- [0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

6 Specify a destination.

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Selecting a Destination from Transmission History

🔗 Searching for a Destination in the LDAP Server

7 Change other settings if necessary, and then press the ⬤ (START) button.

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Sending a Fax via the Internet

Specifying a Scan Resolution (Resolution)

You can change a resolution to scan a document to the value to obtain the most suitable quality.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Press [Resolution] on the [Image Settings] tab.

5 Select a resolution.

If you select [Photo], it takes long to scan a document.

6 Specify a destination.

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Selecting a Destination from Transmission History

🔗 Searching for a Destination in the LDAP Server

7 Change other settings if necessary, and then press the ⬤ (START) button.

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Sending a Fax via the Internet

Specifying a Scan Size (Scan Size)

You can specify the suitable size to scan a document.

1 Press [Fax/Internet Fax] or the ⬭ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Press [Scan Size] on the [Basic] tab.

✎

Alternatively, you can set this setting from [Function Settings].

5 Select a size.

Scan Size
Please select the Scan Size.

A4	Legal 14
Letter	Folio
Legal 13	
Legal 13.5	

Back

1/1

6 Specify a destination.

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Selecting a Destination from Transmission History

🔗 Searching for a Destination in the LDAP Server

7 Change other settings if necessary, and then press the ⬭ (START) button.

📎

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Sending a Fax via the Internet

Scanning a Document with a Colored Background Clearly (Background Removal)

To adjust a level of the document background removal, you can select Auto, OFF, or adjustments in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

⚠

- If a greater (brighter) value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.
- In the following cases, background color may not be correctly detected and the background may not be eliminated successfully.
  - When a custom-size document is loaded
  - When a document with the front edge folded is loaded
  - When a document missing the front edge or an oblique document is loaded
  - When a document having a hole near the front edge is loaded
  - When a document is placed without aligning it with the guide on the document glass

1 Press [Fax/Internet Fax] or the ⬭ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Press [Background Removal] on the [Image Settings] tab.

5 Select a value.
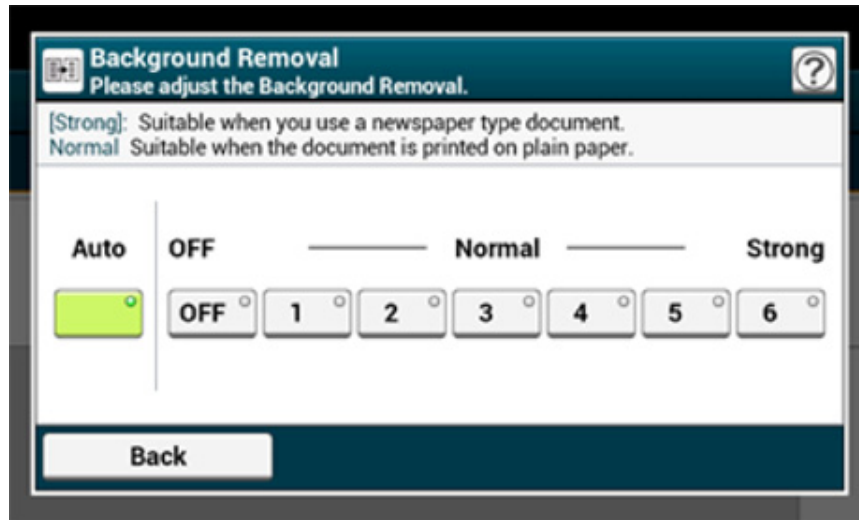
To increase a level of the document background removal, select [4], [5], or [6]. To decrease a level of the document background removal, select [2], [1], or [OFF] (no removal).

6 Specify a destination.

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Selecting a Destination from Transmission History

🔗 Searching for a Destination in the LDAP Server

7 Change other settings if necessary, and then press the (START) button.

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Sending a Fax via the Internet

Setting a Reply Destination

1 Press [Fax/Internet Fax] or the (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Press [Reply To] on the [Advanced] tab.

5 Enter a reply destination, and then press [OK].

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Searching for a Destination in the LDAP Server

6 Specify a destination.

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Selecting a Destination from Transmission History

🔗 Searching for a Destination in the LDAP Server

7 Change other settings if necessary, and then press the (START) button.

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Sending a Fax via the Internet

Editing an E-mail

1 Press [Fax/Internet Fax] or the (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Press [Subject] on the [Advanced] tab.

5 Press [Select Subject].

6 Select a subject.

If you select [Manual Input] in step 5, enter a subject, and then press [OK].

When directly entering, you can enter up to 80 characters.

🔗 Entering Characters (User's Manual)

7 Press [E-mail Body] on the [Advanced] tab.

8 Press [Select Text].

9 Select a text.

If you select [Manual Input] in step 8, enter a text, and then press [OK].

When directly entering, you can enter up to 256 characters.

10 Specify a destination.

🔗 Entering a Destination E-mail Address
🔗 Specifying a Destination from Address Book/Group List
🔗 Selecting a Destination Using One Touch Buttons
🔗 Selecting a Destination from Transmission History
🔗 Searching for a Destination in the LDAP Server

11 Change other settings if necessary, and then press the (START) button.

🔗 Registering an E-mail Template

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Sending a Fax via the Internet

Specifying a File Name (File Name)

You can specify a name of a scanned data file.

1 Press [Fax/Internet Fax] or the (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Press [File Name] on the [Advanced] tab.

5 Enter a file name, and then press [OK].

You can enter up to 64 characters.

🔗 Entering Characters (User's Manual)

If you do not specify a file name, the factory default setting name is used.

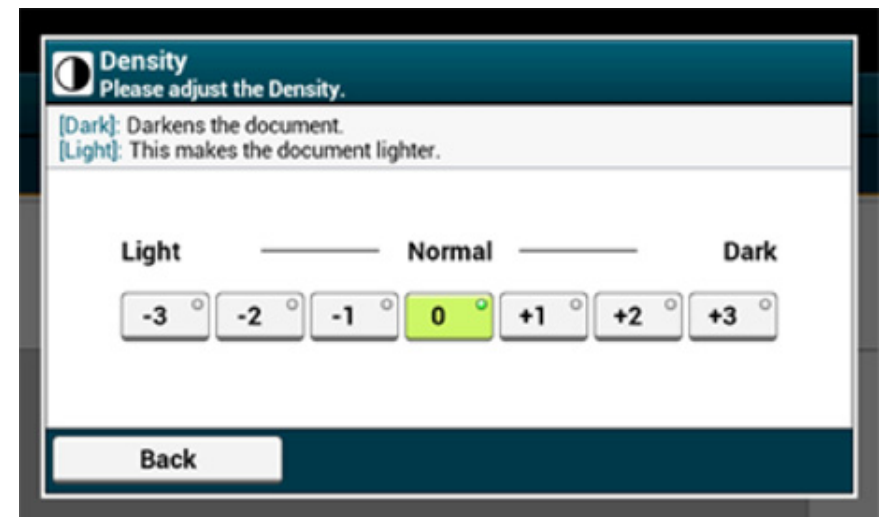**6** Specify a destination.

🔗 Entering a Destination E-mail Address
🔗 Specifying a Destination from Address Book/Group List
🔗 Selecting a Destination Using One Touch Buttons
🔗 Selecting a Destination from Transmission History
🔗 Searching for a Destination in the LDAP Server

7 Change other settings if necessary, and then press the (START) button.

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Sending a Fax via the Internet

Scanning a Duplex Document (Duplex Scan)

You can send a duplex document with the ADF.

When you set a document on the document glass, this function cannot be used.

1 Press [Fax/Internet Fax] or the (FAX) button.

2 Set a document in the ADF.

3 Press [Internet Fax].

4 Press [Duplex Scan] on the [Advanced] tab.

5 Select a setting.

You can specify [Long Edge Bind] or [Short Edge Bind].

6 Specify a destination.

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Selecting a Destination from Transmission History

🔗 Searching for a Destination in the LDAP Server

7 Change other settings if necessary, and then press the (START) button.

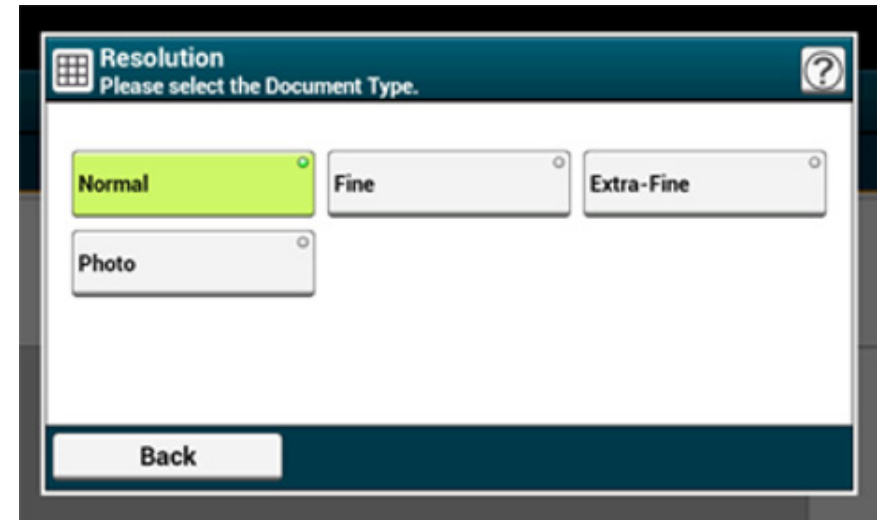You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Sending a Fax via the Internet

Specifying a File Compression Rate (Compression Rate)

You can specify the appropriate compression level.

1 Press [Fax/Internet Fax] or the (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Internet Fax].

4 Press [Compression Rate] on the [Advanced] tab.

5 Select a compression rate.
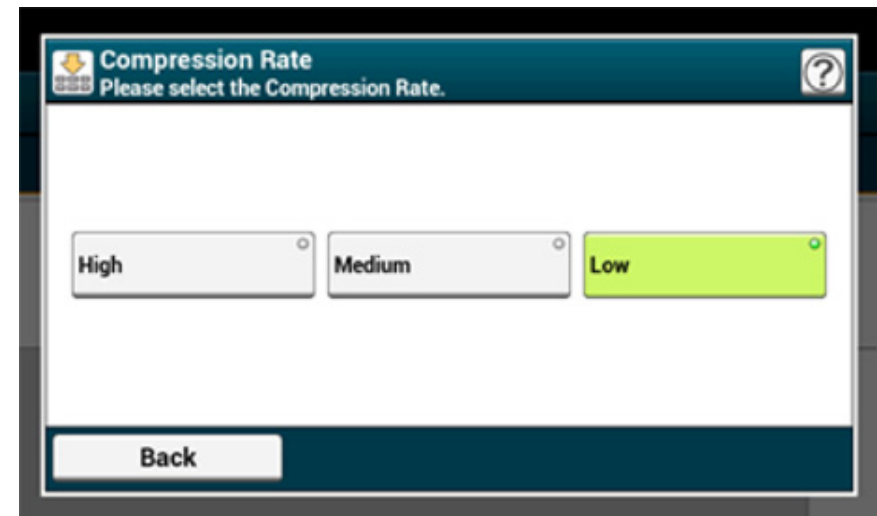
6 Specify a destination.

🔗 Entering a Destination E-mail Address

🔗 Specifying a Destination from Address Book/Group List

🔗 Selecting a Destination Using One Touch Buttons

🔗 Selecting a Destination from Transmission History

🔗 Searching for a Destination in the LDAP Server

7 Change other settings if necessary, and then press the (START) button.

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Sending a Fax via the Internet

Checking the Transmission History

You can check the transmission history.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Press [Internet Fax].

3 Press [Tx History] on the [Internet Fax] or [Basic] tab.

4 Check the transmission history.

Receiving Results of Internet Fax

You can check the Internet Fax result in Transmit and Receipt Journal Report.

For details, refer to "Items on Transmit and Receipt Journal Report (E-mail/Internet fax/ FaxServer)".

Setting Scanning for Transmission

This section describes how to make settings when sending a fax.

Scanning a Duplex Document (Duplex Scan)

You can send a duplex document by fax with the ADF.

⚠

When you set a document on the document glass, this function cannot be used.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Set a document in the ADF.

3 Press [Fax].

4 Press [Duplex Scan] on the [Advanced] tab.

5 Select a setting.

You can specify [Long Edge Bind] or [Short Edge Bind].

6 Specify a destination.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

7 Change other settings if necessary, and then press the (START) button.

Specifying a Scan Resolution (Resolution)

You can select a resolution to obtain the most suitable quality.

1 Press [Fax/Internet Fax] or the (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Resolution] on the [Fax] or [Basic] tab.

Alternatively, you can set this setting on the [Basic] tab or from [Function Settings].

5 Select a resolution.
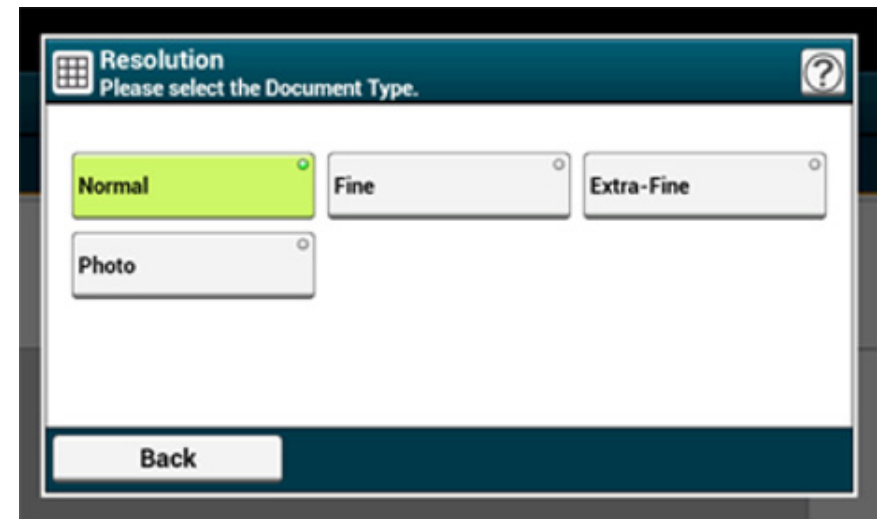
- [Extra-Fine] may not be available depending on the receiver's machine.
- If you select [Fine], [Extra-Fine], or [Photo], it takes long to scan a document.

6 Specify a destination.

Entering Fax Number to Send a Fax (User's Manual)

Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

7 Change other settings if necessary, and then press the ⬤ (START) button.

🔗

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Entering Fax Number to Send a Fax (User's Manual)

Sending a Fax to Multiple Destinations at the Same Time

You can send a fax to multiple destinations. You can specify up to 100 destinations by using the numeric keypad, speed dial, or group list.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Specify a destination.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

5 Repeat step 4 to enter all the destinations.

6 Change other settings if necessary, and then press the ⬤ (START) button.

7 Check the destinations set from the list screen and press the ⬤ (START) button.

🖉

You can delete specified addresses.

🖉

- To cancel operation, press [RESET] on the touch panel.
- A group list is useful when you want to broadcast. Register a group list before sending a fax in advance.

  🔗 Specifying a Destination from Phone Book

- If [Fax Setup] > [Security Function] > [Broadcast Destination] is set to [OFF], the confirmation list screen will not be displayed in step 7.

  🔗 Fax Setup

- You can cancel a fax transmission.

  🔗 Cancelling a Fax Transmission (User's Manual)

Specifying a Scan Size (Scan Size)

You can select the suitable size to scan a document.

1 Press [Fax/Internet Fax] or the ⬜ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Scan Size] on the [Basic] tab.

Alternatively, you can set this setting from [Function Settings].

5 Select a size.

6 Add a destination on the [Fax] tab.

🔗 Entering Fax Number to Send a Fax (User's Manual)
🔗 Specifying a Destination from Phone Book
🔗 Specifying a Destination Using One-touch Button
🔗 Specifying a Destination from Transmission History and Reception History

7 Change other settings if necessary, and then press the ⬤ (START) button.

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission
🔗 Entering Fax Number to Send a Fax (User's Manual)

Adjusting the Density (Density)

You can adjust the scan density in seven levels.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Density] on the [Advanced] tab.

5 Select density.
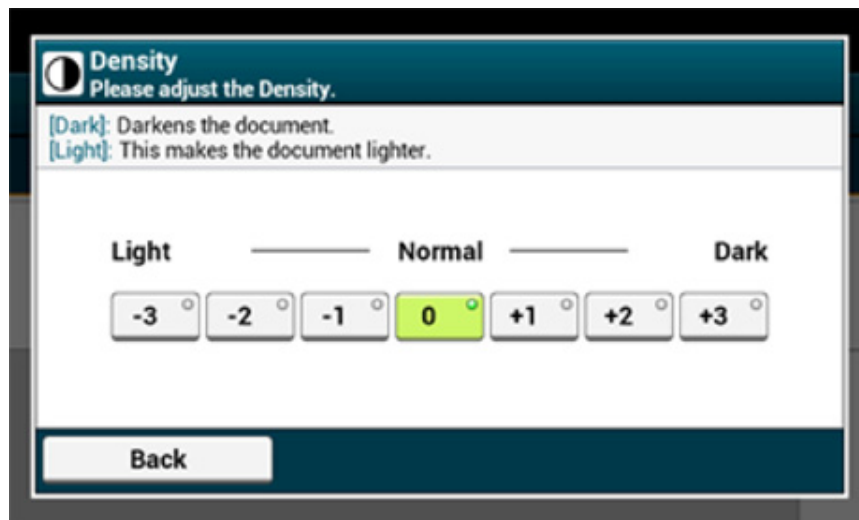
- • Alternatively, you can set this setting from [Function Settings].
- • [0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

6 Add a destination on the [Fax] tab.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

7 Change other settings if necessary, and then press the ⬤ (START) button.

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Entering Fax Number to Send a Fax (User's Manual)

Scanning a Document with a Colored Background Clearly (Background Removal)

To adjust a level of the document background removal, you can select Auto, OFF, or adjustments in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

⚠

- If a greater (brighter) value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.
- In the following cases, background color may not be correctly detected and the background may not be eliminated successfully.
    - When a custom-size document is loaded
    - When a document with the front edge folded is loaded
    - When a document missing the front edge or an oblique document is loaded
    - When a document having a hole near the front edge is loaded
    - When a document is placed without aligning it with the guide on the document glass

1 Press [Fax/Internet Fax] or the ⬭ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Background Removal] on the [Advanced] tab.

5 Select a value.
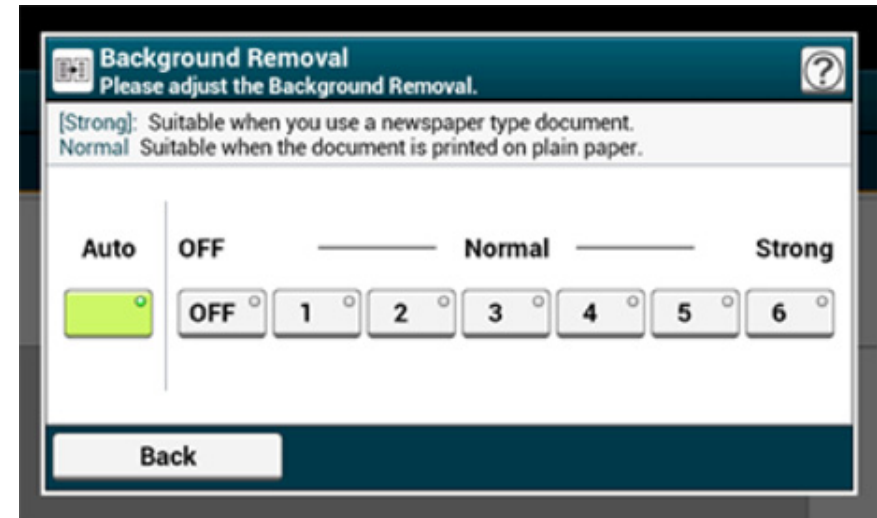
📝

To increase a level of the document background removal, select [4], [5], or [6]. To decrease a level of the document background removal, select [2], [1], or [OFF] (no removal).

6 Add a destination on the [Fax] tab.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

7 Change other settings if necessary, and then press the ⬭ (START) button.

📎

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Entering Fax Number to Send a Fax (User's Manual)

Erasing Edge Shadows When Sending (Edge Erase)

A black shadow may be scanned around the edges of the scanned document. The edge erase function allows you to erase the black shadow.

- [Edge Erase] is set to [OFF] by factory default.
- The default value of the edge width to erase can be changed from [Admin Setup] > [Fax Setup] > [Default Settings] > [Edge Erase] > [ON] > [Width].

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Edge Erase] on the [Advanced] tab.

5 Enter a value from 2 to 50 mm (0.1 to 2.0 inches) in [Width] by using the numeric keypad or pressing ▲ ▼ on the touch panel, and then press [OK].
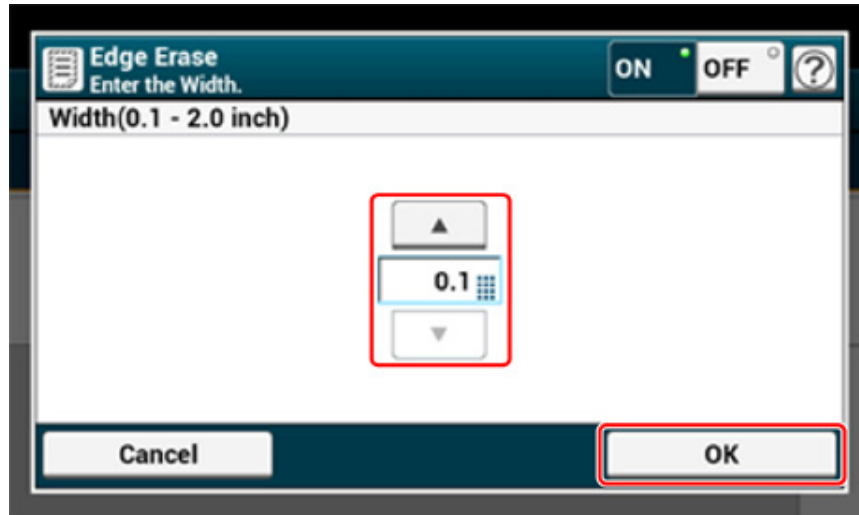
If you press [Cancel], the screen returns to the previous screen without saving the changes.

6 Add a destination on the [Fax] tab.

  🔗 Entering Fax Number to Send a Fax (User's Manual)

  🔗 Specifying a Destination from Phone Book

  🔗 Specifying a Destination Using One-touch Button

  🔗 Specifying a Destination from Transmission History and Reception History

7 Change other settings if necessary, and then press the ⬤ (START) button.

You can change other copy settings.

  🔗 Setting Scanning for Transmission

  🔗 Entering Fax Number to Send a Fax (User's Manual)

Disclosing a Sender Name (Originator) to the Recipient

You can set the machine so that a sender name (originator) can be printed on sent faxes. [TTI] is enabled by factory default, resulting in the name that you specify with [Sender ID] printed.

1 Press [Fax/Internet Fax] or the ⬜ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Communicating Function] on the [Advanced] tab.

5 Check that [TTI] is set to [ON].

🖊 Pressing [TTI] switches between [ON] and [OFF].

You can change the sender name (originator) to use.

🔗 Easy Setup

6 Press [Back].

7 Specify a destination.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

8 Change other settings if necessary, and then press the ⬤ (START) button.

📎

🔗 Changing the Sender Name That is Printed on Faxes

🔗 Registering the Sender Name (Originator)

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Entering Fax Number to Send a Fax (User's Manual)

Changing the Sender Name That is Printed on Faxes

[TTI] is enabled by factory default, resulting in the name that you specify with [Sender ID] printed on faxes as [Standard TTI]. To use any sender name (originator) other than [Standard TTI], follow the procedure below.

1 Press [Fax/Internet Fax] or the ⬛ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Communicating Function] on the [Advanced] tab.

5 Press [TTI Select].

To select an originator, you must register the sender name (originator) in advance.

🔗 Registering the Sender Name (Originator)

6 Select an originator name.

7 Press [Back].

8 Specify a destination.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

9 Change other settings if necessary, and then press the ⬛ (START) button.

🔗 Disclosing a Sender Name (Originator) to the Recipient

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Entering Fax Number to Send a Fax (User's Manual)

Printing Transmission Results Automatically (Transmit Conf. Report)

Set whether to automatically print transmission results.

To change the default value, change it from [Admin Setup] > [Fax Setup] > [Default Settings] > [Transmit Conf. Report].

1 Press [Fax/Internet Fax] or the ⬛ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Communicating Function] on the [Advanced] tab.

5 Press [Transmit Conf. Report].

[Transmit Conf. Report] is set to [ON].
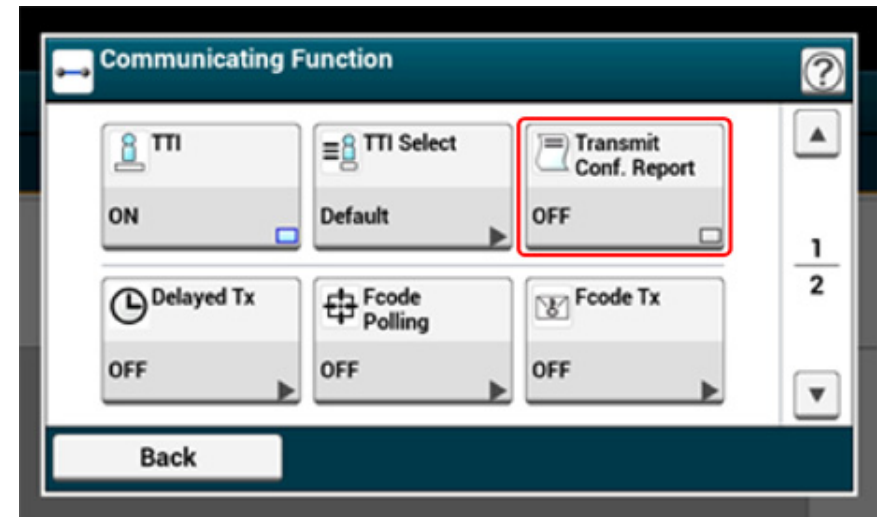
Pressing [Transmit Conf. Report] switches between [ON] and [OFF].

6 Press [Back].

7 Specify a destination.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

8 Change other settings if necessary, and then press the ⬤ (START) button.

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

🔗 Entering Fax Number to Send a Fax (User's Manual)

Registering the Sender Name (Originator)

You can change the sender name (originator) that is printed on a sent fax. To change the name, you must register the originator name in advance.

Before using the following function, check that the [TTI] setting is enabled.

🔗 Disclosing a Sender Name (Originator) to the Recipient

⚠️ Only use alphanumeric characters for [Sender ID].

If you set [Sender ID], the name is automatically registered to [TTI 1].

🔗 Easy Setup

You can register up to three sender names (originators).

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

3 Enter the administrator name and password and press [OK].
The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times and press [User Install].

5 Press ▲ or ▼ several times and press [TTI Register/Edit].

6 Press an originator number to register.

7 Enter a name.
You can enter up to 22 characters.

8 Press [OK].

9 Press [Back] until the home screen is displayed.

🔗 Disclosing a Sender Name (Originator) to the Recipient

🔗 Changing the Sender Name That is Printed on Faxes

Changing the Standard Originator Name

If you have the sender (originator) name that is frequently used, it is recommended to specify the name as the standard originator name.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times and press [User Install].

5 Press ▲ or ▼ several times and press [Standard TTI].

6 Select a sender name (originator) to use.

7 Press [Back] until the home screen is displayed.

📎

🔗 Disclosing a Sender Name (Originator) to the Recipient

🔗 Changing the Sender Name That is Printed on Faxes

Adding a Prefix (Prefix)

- Registering a Prefix
- Using a Prefix When Sending a Fax
- Using a Prefix When Registering a Speed Dial Number

You can add a prefix to a destination number. You can also attach a prefix when registering a number to speed dial.

Registering a Prefix

You must register the prefix to [Prefix] in advance. You can enter up to 40 digits.

You can use symbols, such as "#" or "*".

🔗 Entering Fax Number to Send a Fax (User's Manual)

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Other Settings].

6 Press ▲ or ▼ several times and press [Prefix].

7 Enter a prefix.

8 Press [OK].

9 Press [Back] until the home screen is displayed.

Using a Prefix When Sending a Fax

You can attach a prefix only when you enter a destination number by using the numeric keypad. To specify a destination by using the numeric keypad, follow the procedure below.

⊘ You cannot use the speed dial after entering a prefix.

🔗 Entering Fax Number to Send a Fax (User's Manual)

1 Press [PreFix:N] on the destination entry screen.

The prefix is displayed as "N".

2 Enter a destination number.

3 Press [OK].

Using a Prefix When Registering a Speed Dial Number

You can add a prefix to a speed dial number.

🔗 Fax Numbers

1 Press [PreFix:N] on the fax number entry screen for speed dial registration.

2 Enter a fax number.

🔗 Entering Fax Number to Send a Fax (User's Manual)

3 Press [OK].

Setting the Number of Redial Attempts and Redial Intervals

If the fax transmission fails, the machine automatically redials. If the recipient's line is busy, the recipient's machine does not answer, or a communication error occurs, the sender's machine also automatically redials. You can set the number of redial attempts and the intervals of redial attempts.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Other Settings].

6 Press [Redial Tries].

7 Enter the number of redial tries.

8 Press [OK].

9 Press [Redial Interval].

10 Enter the redial interval.

11 Press [OK].

12 Press [Back] until the home screen is displayed.

If the transmission failed a specified number of times for redial attempts, the document that is stored in memory is erased and an error message is printed out.

🔗 Specifying a Destination from Transmission History and Reception History

Settings for Transmission

This section describes how to send a fax.

Scanning Multiple Documents Continuously on the Document Glass (Continuous Scan (Glass))

⊘ For continuous scanning, the settings related to the image settings, such as resolution, density, and scan size, cannot be changed.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Set a document on the document glass.

3 Press [Fax].

4 Press [Continuous Scan(Glass)] on the [Advanced] tab and set it to [ON].
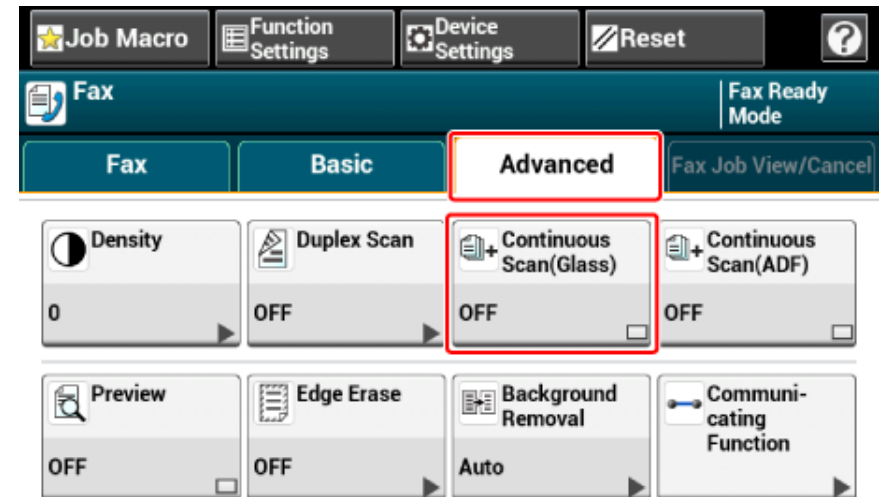
✎ Pressing [Continuous Scan(Glass)] switches between [ON] and [OFF].

5 Select the [Fax] tab.

6 Specify a destination.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

7 Press the ⬤ (START) button to start scanning the first document.

8 When [Please set next document] is displayed, set the next document.

9 Press [Start Scan].

10 Repeat steps 8 and 9 for each fax transmission document if necessary.

11 When scanning all sets of the documents is complete, press [Scan Complete].

Scanning Multiple Documents Continuously with the ADF (Continuous Scan (ADF))

⚠

For continuous scanning, the settings related to the image settings, such as resolution, density, and scan size, cannot be changed.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Set a document in the ADF.

3 Press [Fax].

4 Press [Continuous Scan(ADF)] on the [Advanced] tab and set it to [ON].

📝
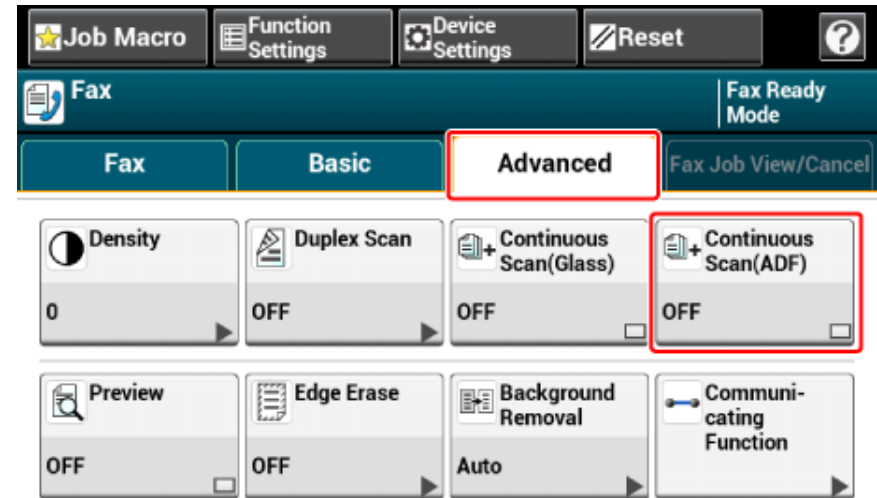
Pressing [Continuous Scan(ADF)] switches between [ON] and [OFF].

5 Select the [Fax] tab.

6 Specify a destination.

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

7 Press the 🔵 (START) button to start scanning the first document.

8 When [Please set next document] is displayed, set the next document.

9 Press [Start Scan].

10 Repeat steps 8 and 9 for each fax transmission document if necessary.

11 When scanning all sets of the documents is complete, press [Scan Complete].

Sending at a Specified Date and Time (Delayed Tx)

You can send a fax at specified date and time. If you specify time to send a fax, the fax data is saved in the memory of this machine and the fax is automatically sent at the specified date and time.

You can set up to 20 fax transmissions with the acceptable range of reservation up to 1 month later.

1 Press [Fax/Internet Fax] or the 🔲 (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Communicating Function] on the [Advanced] tab.

5 Press [Delayed Tx].

🖉

• To change the specified reservation time, cancel it and make a new reservation.

🔗 Cancelling a Fax Transmission (User's Manual)

• You can reserve a different fax transmission even if the machine is sending a fax.

6 Specify the date and time at which to send the fax by using the numeric keypad or by pressing ▲ or ▼.

・ Date and time are displayed in order of date, time, and minute.
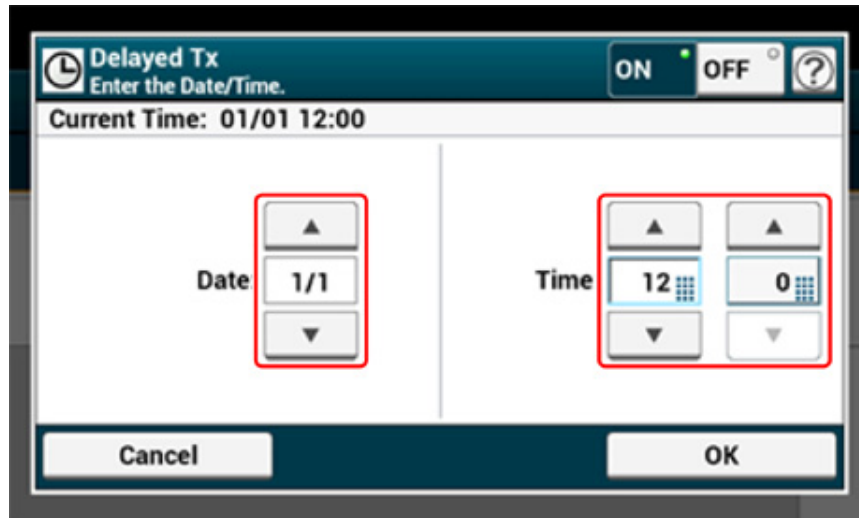
7 Press [OK].

8 Add a destination on the [Fax] tab.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

9 Change other settings if necessary, and then press the 🔘 (START) button.
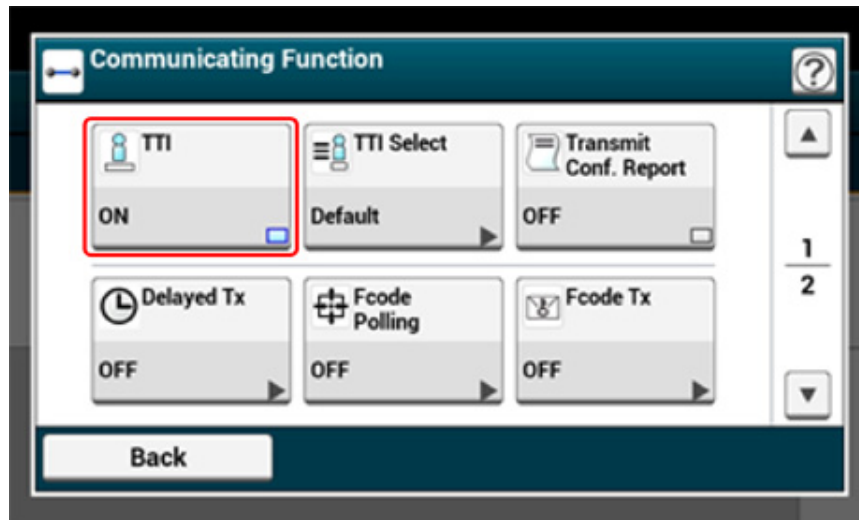
📎

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

Sending While a Document is being Scanned (Memory Transmission/Real time Transmission)

There are two types of automatic transmissions: Memory transmission which allows you to start sending a fax after the document is scanned, and Real time transmission which allows you to send a fax while the document is being scanned.

• **Memory transmission**

Memory transmission is a method to send a fax after the document is scanned in the memory of this machine. You can take the document out without having to wait until the transmission is complete, saving your time.

• **Real time transmission**

Real time transmission is a method to send a fax directly to the recipient without scanning the document in the memory of this machine. The transmission starts immediately after you complete transmission operation, allowing you to check that the data is sent to the recipient.

[Memory Tx] is set by factory default.

To enable real time transmission, follow the procedure below.

🛇

• For the real time transmission, preview images cannot be displayed.

• If using the document glass with real time transmission, only one page can be scanned.

• You cannot perform an operation that uses the ADF or document glass while a fax is being sent with real time transmission.

1 Press [Fax/Internet Fax] or the 🔘 (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Communicating Function] on the [Advanced] tab.

5 Press ▲ or ▼ several times and press [Memory Tx] to set it to [OFF].

📝
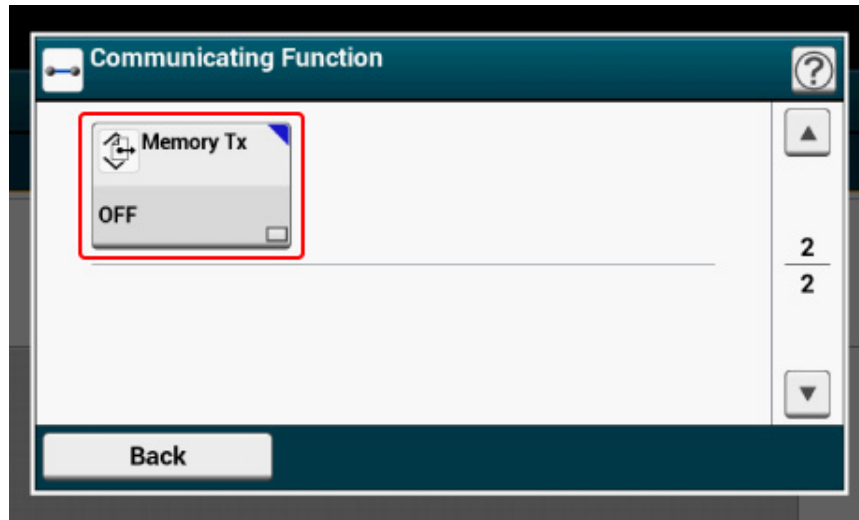
Pressing [Memory Tx] switches between [ON] and [OFF].

6 Press [Back].

7 Specify a destination.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

8 Change other settings if necessary, and then press the ⬤ (START) button.

📎

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

Sending a Fax after Calling (Manual Transmission)

If the recipient's machine is in manual reception mode, or you want to make a call before sending a fax, send the fax manually.

⚠️

- To send a fax manually, you must connect an external telephone to the machine in advance. Before connecting an external telephone, check how to connect the telephone to the machine.

  🔗 Connecting a Telephone Line (User's Manual)

- When sending manually, you cannot use the following functions.

  - Broadcast
  - Delayed transmission
  - Fcode transmission
  - ID check transmission
  - Check broadcast destinations
  - Confirm dial
  - Preview function

📝

- You do not need to disable memory transmission.
- Even if the machine displays the start screen of any function other than the fax function, you can perform manual transmission by picking the handset up.

1 Set a document in the ADF.

2 Pick up the handset of the external telephone connected to the machine.

3 Dial the destination number with the external telephone.

4 Set fax functions if necessary.

5 When you hear a beep, press the ⬤ (START) button.

Transmission starts.

6 Put the handset down.

📝

If you put the handset back and the transmission is complete, the screen of the machine returns to the screen that is displayed before the manual transmission.

Manual Sending (On-hook dial)

You can check the receiving tone from the destination machine, and then send a fax.

1 Press [Fax/Internet Fax] or the ⬜ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Off Hook] on the [Fax] tab or [Basic] tab.

5 Enter a destination fax number by using the numeric keypad on the operator panel.

6 After you hear the receiving tone (beep) of the destination machine, press the 🔵 (START) button.

Preventing Wrong Fax Transmissions

Secure fax functions allow you to prevent wrong fax transmissions.

This machine has the following four security functions for fax transmissions.

- **ID Check Transmission**
  This function checks whether the last four digits of the dialed number match with those registered in the recipient's machine. If this function is enabled, the sender's machine sends faxes only when they match.

  - If the recipient's machine has no registered fax number, faxes are not sent.
  - ID check transmission is not available with manual transmissions.

- **Checking Broadcast Destinations**
  When the check broadcast destinations function is enabled, a fax number confirmation screen is displayed before transmission starts. By factory defaults, this function is enabled.

  - The check broadcast destinations function is available only if multiple destinations are specified.
  - If [Confirm Dial] is also enabled, the confirm dial function is executed first.
  - The check broadcast destinations function is not available with manual transmission.

- **Confirm Dial**
  If the confirm dial function is enabled, when you enter the destination number by using the numeric keypad, you are prompted to re-enter the destination number. The fax is sent only if these two numbers match.

  - The confirm dial function is not available when you specify the destination by using a speed dial.
  - If the destination number includes symbols, re-enter the symbols as well.
  - If [Checking Broadcast Destination] is also enabled, the confirm dial is executed first.
  - The confirm dial is not available with manual transmission.

- **Manual Input**
  When specifying destination in fax sending, direct entry of fax number using the numeric keypad or operator panel is restricted.

You can directly enter fax numbers using the on-hook dial operation even though [Manual Input] is set to [disable].

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Security Function].

6 Press a desired security function and set it to [ON].

7 Press [Back] until the home screen is displayed.

Setting for Receptions

This section describes various settings when receiving a fax.

- Setting the Reception Mode (User's Manual)
- DRD (User's Manual)
- Setting a Tray to Print Received Documents
- Setting the Waiting Time from When an Incoming Call Arrives to When Reception Starts (Response Waiting Time) (User's Manual)
- Receiving Operation (User's Manual)
- Setting a Print Method for When a Received Image Exceeds Paper Size
- Duplex Printing
- Setting So That You Can Hear Line Monitor Sound
- Forwarding a Fax to Another Fax Number
- Setting When to Ring the External Telephone (Tel Priority Mode)
- Setting Fax Detection Mode
- Setting the T/F Timer
- Setting TAD Mode
- Block Junk Fax
- Previewing a Received Fax

Setting a Tray to Print Received Documents

Set the paper feeding tray to be used when printing received faxes.

⚠

- Do not pull the paper tray out during printing. It may cause running out of paper or paper jams.
- The machine can receive data of up to 8192 sheets. (However, this amount varies depending on the remaining memory space or document content.)
- If the machine cannot print received faxes due to a lack of paper or paper jams, the machine starts printing when the problem is solved.

1 Press [Device Settings] on the touch panel.

2 Press [Paper Setup].

3 Press [Select Tray].

4 Press [Fax].

5 Select the tray to be used.
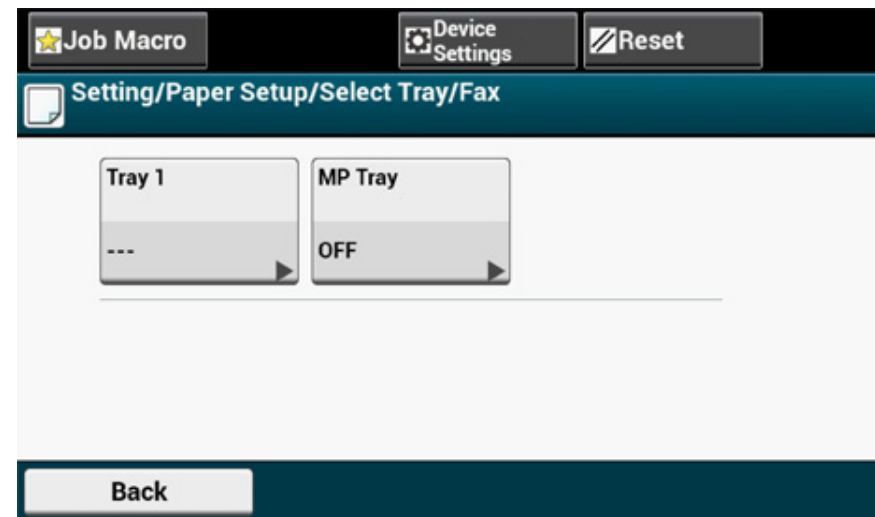
6 Select a setting.
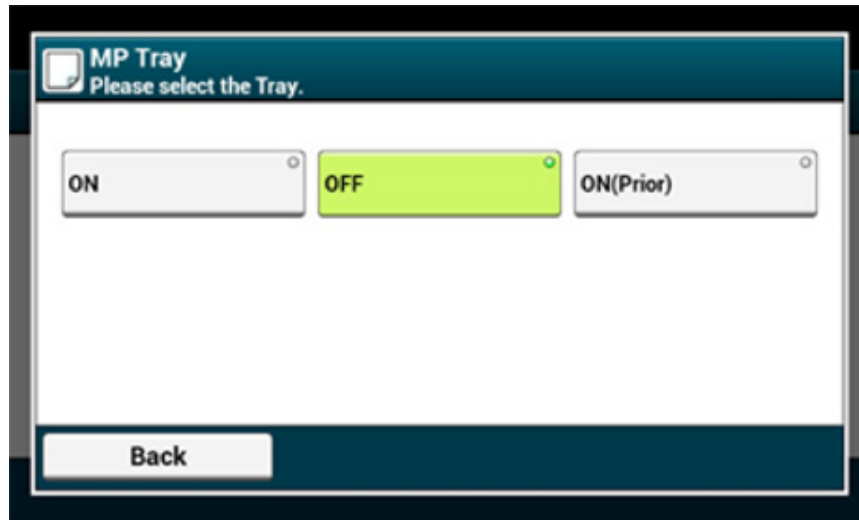
- The paper tray with [ON(Prior)] set is used ahead of another tray that holds paper of the same size.
- The MP tray is set to [OFF] by factory default.
- If there is a tray which is set to [ON] or [ON(Prior)], "---" is displayed as the setting value.
  You cannot set all the trays to [OFF].

7 Press [Back] until the home screen is displayed.

- Use only plain or recycled paper.
- Available paper sizes are A4, A5, B5, Letter, Legal 13, Legal 13.5, Legal 14, Statement, Folio.

Basis	Available Paper Size for Printing Received Fax
AB	A4, A5, B5, Folio
Letter	Letter, Legal 13/13.5/14, Statement

- If a received fax is larger than a specified paper size, the fax is reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings.

Setting a Print Method for When a Received Image Exceeds Paper Size

-
-

The excess from the specified paper is reduced or discarded, or printed on the next sheet of paper. For example, if the machine receives a fax that is larger than A4 with A4 paper specified, the excess of the image is printed on the next sheet of paper.

You can avoid such situation by specifying a reduction ratio.

Specifying a Reduction Ratio

The reduction rate determines whether or not the machine automatically reduces the received image to the specified paper size. [Auto] automatically reduces the image and [100%] prints the image without reduction. [Rx Reduc. Rate] is set to [Auto] by factory default.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

3 Enter the administrator name and password and press [OK].
The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Other Settings].

6 Press ▲ or ▼ several times and press [Rx Reduc. Rate].

7 Select a reduction ratio.
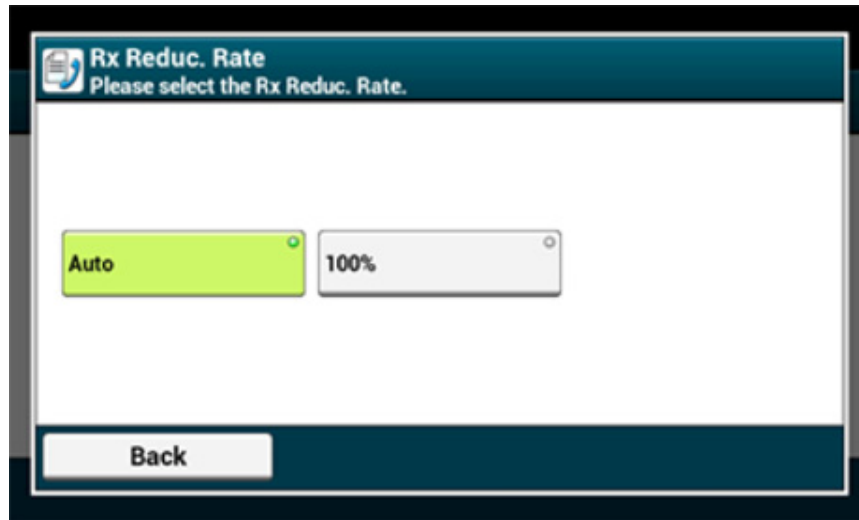
8 Press [Back] until the home screen is displayed.

Specifying a Threshold Value

Threshold means the value that determines the starting points to reduce or cut off to fit on page when the received image exceeds the effective recording size.

- If the excess is larger than the specified reduction threshold value, the excess is printed on the next page.
- If the excess is smaller than the specified reduction threshold value, the received image is reduced and printed on a page.
- If [Rx Reduc. Rate] is set to [100%] and the excess from the paper size is smaller than the specified threshold value, the excess is discarded.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Other Settings].

6 Press ▲ or ▼ several times and press [Reduc. Margin].

7 Enter a value between 0 and 100 (mm) (0.0 to 3.9 inches), and then press [OK].

8 Press [Back] until the home screen is displayed.

Duplex Printing

Prints received fax images on both sides of paper.

⚠

Use plain paper of a standard size. Use of paper other than paper of standard sizes may cause paper jams.

🔗 Loading Paper (User's Manual)

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Other Settings].

6 Press ▲ or ▼ several times and press [Duplex].

7 Select a setting.
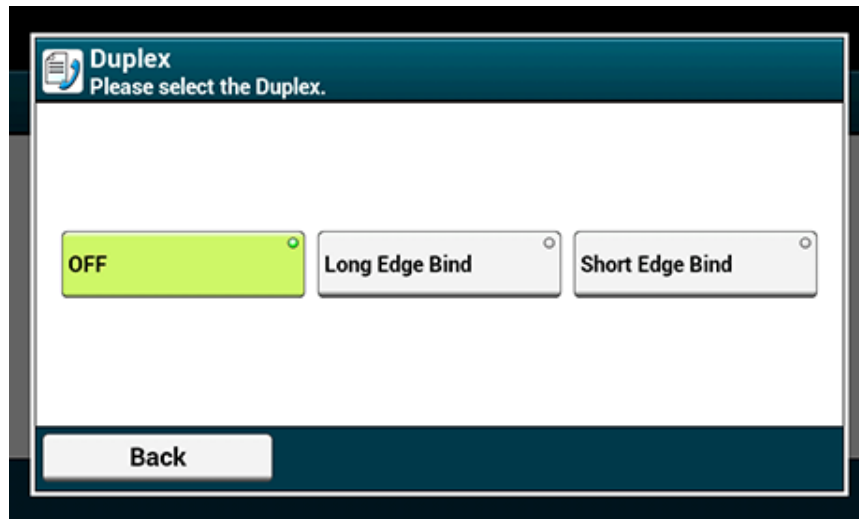
Setting [Duplex] to [OFF] is for simplex printing.

8 Press [Back] until the home screen is displayed.

Available Printing Methods

- **Duplex prints with the long edge bound**
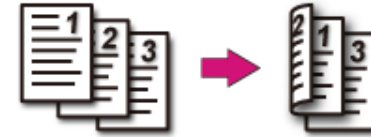
- **Duplex prints with the short edge bound**

Setting So That You Can Hear Line Monitor Sound

To hear the monitor sound during fax transmission and reception, set as described below.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times and press [User Install].

5 Press ▲ or ▼ several times and press [Monitor Control].

6 Select a monitor control.
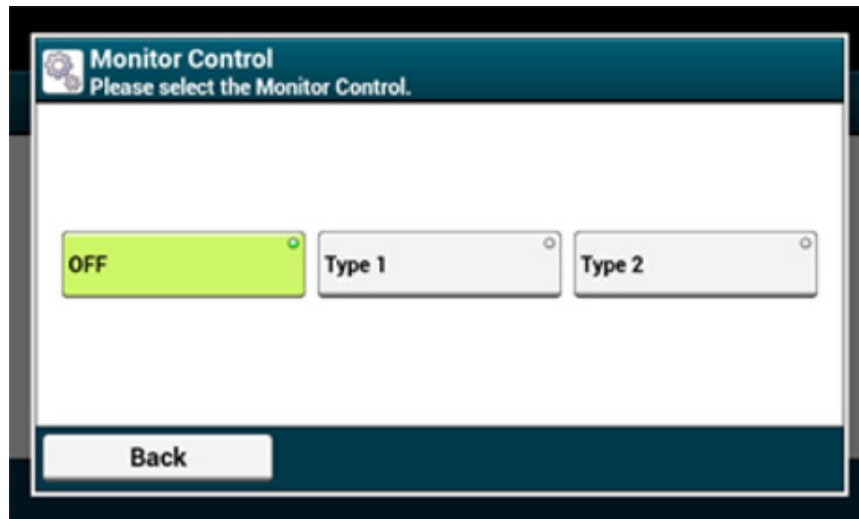
- [OFF]: You do not use the monitor control.
- [Type 1]: You can monitor for about 5 seconds after you connect with the other party's machine when receiving, or until your machine receives the valid fax signal after you connect with the other party's machine when sending a fax.
- [Type 2]: You can monitor every time.

* Line monitor volume can be adjusted from [Device Settings] > [Admin Setup] > [User Install] > [Monitor Volume] on the operator panel.

7 Press [Back] until the home screen is displayed.

Forwarding a Fax to Another Fax Number

If [Forwarding Setting] is enabled, you can automatically forward received faxes to a specified destination as fax documents.

(!)

- If [Forwarding Setting] is enabled, the machine does not print received faxes.
- If [Reception Mode] is set to [Tel Ready Mode], the forwarding function is disabled.

Register a forward destination by following the procedure below.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

3 Enter the administrator name and password and press [OK].
The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Fax Setting].

6 Press ▲ or ▼ several times and press [Forwarding Setting].

7 Press [ON].

8 Enter a forward destination number.

9 Press [OK].

10 Press [Back] until the home screen is displayed.

Setting When to Ring the External Telephone (Tel Priority Mode)

Set when the external telephone and the machine ring in Tel/Fax Ready mode.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

3 Enter the administrator name and password and press [OK].
The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Fax Setting].

6 Press ▲ or ▼ several times and press [Tel Priority Mode] and set it to [ON].
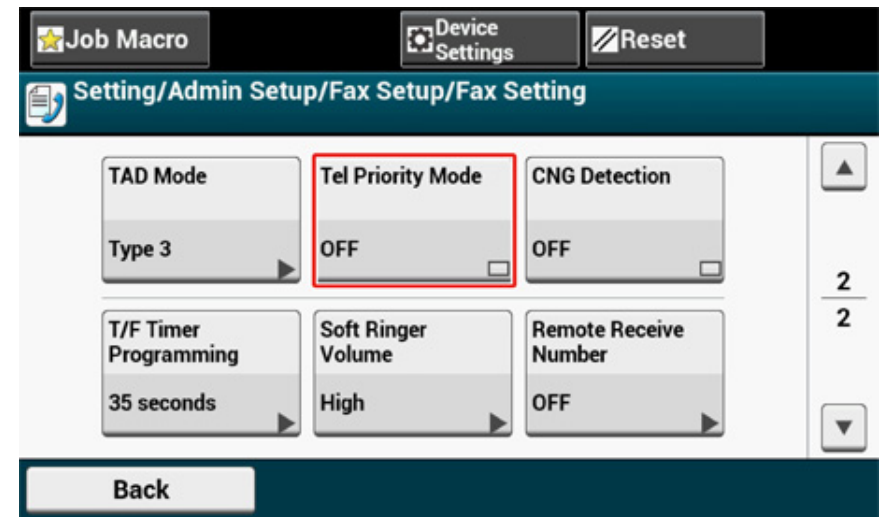
Pressing [Tel Priority Mode] switches between [ON] and [OFF].

- [ON]: The sender is assumed to make a voice call. The telephone rings early.

- [OFF]: The sender is assumed to send a fax. When the machine determines that the sender wants to make a voice call, the telephone rings.

7 Press [Back] until the home screen is displayed.

Setting Fax Detection Mode

Set the machine so that it can determine whether the sender is sending a fax while the recipient is holding the handset of the external telephone after picking it up to answer the call when the telephone rings in Tel/Fax Ready mode.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Fax Setting].

6 Press ▲ or ▼ several times and press [CNG Detection] and set it to [ON].
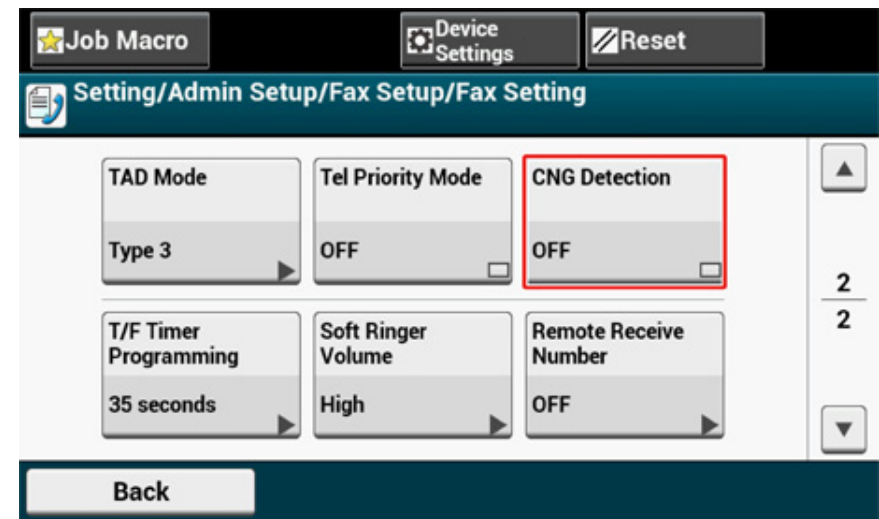
Pressing [CNG Detection] switches between [ON] and [OFF].

- [ON]: The machine detects fax beep signals, and then automatically starts receiving a fax.

- [OFF]: If the sender is sending a fax, the machine receives a fax with manual reception.

7 Press [Back] until the home screen is displayed.

Setting the T/F Timer

Set the time before the machine starts receiving a fax automatically if an incoming call is not answered in Tel/Fax Ready mode or Ans/Fax Ready mode.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Fax Setting].

6 Press ▲ or ▼ several times and press [T/F Timer Programming].

7 Select a T/F time.
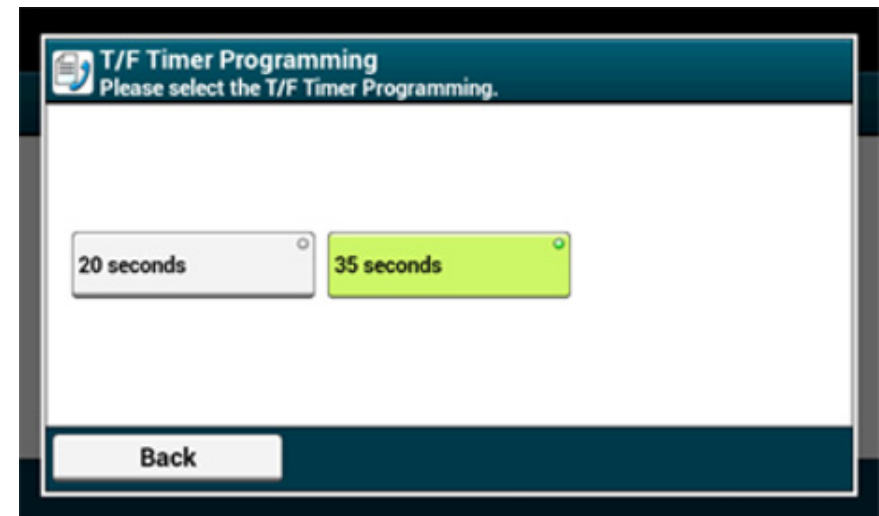
- [20 seconds]: If an incoming call is not answered within 20 seconds, the machine starts receiving a fax automatically.
- [35 seconds]: If an incoming call is not answered within 35 seconds, the machine starts receiving a fax automatically.

8 Press [Back] until the home screen is displayed.

Setting TAD Mode

Set an operation type in Ans/Fax Ready mode.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Fax Setting].

6 Press ▲ or ▼ several times and press [TAD Mode].

7 Select a type.
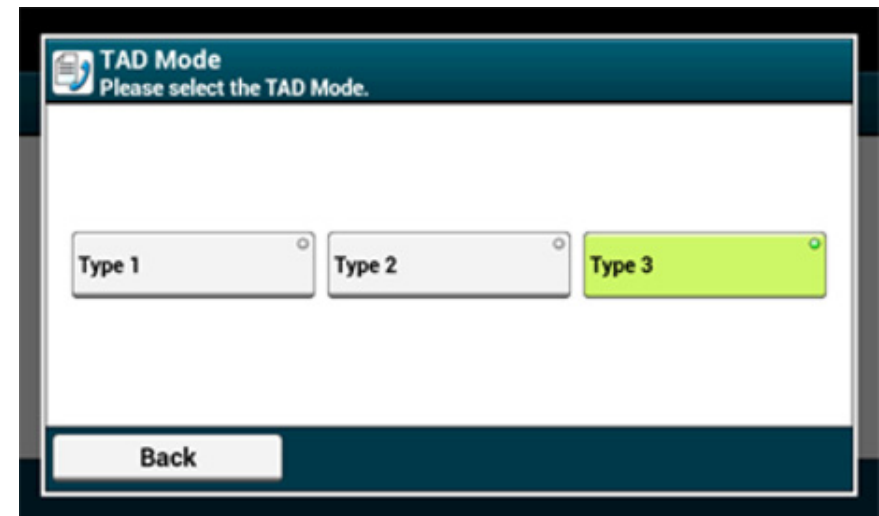
- [Type 1]: Fax signal detection starts immediately after the answering machine/telephone responds. If the sender is sending a fax, the fax reception starts automatically.

  When the answering machine finishes responding, the fax reception starts.

  If there is a problem with a fax reception, using this type may improve the problem.

- [Type 2]: Fax signal detection starts immediately after the answering machine/telephone responds. If the sender is sending a fax, the reception starts automatically.

  Even after the answering machine finishes responding, the fax reception does not start.

  If you usually receive calls, use this type.

- [Type 3]: Fax signal detection starts in 15 seconds after the answering machine/telephone responds. If the sender is sending a fax, the reception starts automatically.

  When the answering machine finishes responding, the fax reception starts.

  Use this type for normal use.

8 Press [Back] until the home screen is displayed.

Block Junk Fax

- Registering (If Selecting [OFF] or [Mode1])
- Registering (If Selecting [Mode2] or [Mode3])
- Deleting a Registered Number

You can block unwanted faxes by setting to receive faxes only from registered speed dial numbers, or rejecting reception from specific registered numbers.

There are three ways to block unwanted junk faxes.

- **Mode 1:**

  This mode rejects the senders who are not registered in the speed dial numbers. If the last four digits of a registered fax number match the sender ID, reception is allowed.

- **Mode 2:**

  This mode rejects the senders with the numbers that are registered to block junk faxes. Register four to eight digits of a fax number. You can enter up to 10 numbers.

- **Mode 3:**

  This mode is a combination of Mode 1 and Mode 2. This mode rejects the senders who are not registered in the speed dial numbers. This mode also rejects the senders who are registered to block junk faxes.

- **OFF:**

  Junk faxes are not blocked.

Registering (If Selecting [OFF] or [Mode1])

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Other Settings].

6 Press [Block Junk Fax List].

7 Press [Settings].

8 Select [OFF] or [Mode1].

9 Press [Back] until the home screen is displayed.

Registering (If Selecting [Mode2] or [Mode3])

Register the numbers of the senders from whom you want to block junk faxes.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

3 Enter the administrator name and password and press [OK].
The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Other Settings].

6 Press [Block Junk Fax List].

7 Press [Settings].

8 Select [Mode2] or [Mode3].

9 Press [Registered List].

10 Select a registered box, and then press [Register].

To change a number that has already been registered, press [Edit] for the box in which the number you want to change is registered.

11 Enter the last four to eight digits of the telephone number to block junk faxes by using the numeric keypad.

12 Press [OK].

13 Press [Close] on a confirmation screen.

14 To continue registering another number, repeat the procedure from step 10.

15 Press [Back] until the home screen is displayed.

Deleting a Registered Number

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

3 Enter the administrator name and password and press [OK].
The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Other Settings].

6 Press [Block Junk Fax List].

7 Press [Registered List].

8 Select a registered box, and then press [Delete].

9 Press [Yes] on a confirmation screen.
The number is deleted.

If you select [No], the number is not deleted, and you return to step 9.

10 To continue deleting another number, repeat the procedure from step 8.

11 Press [Back] until the home screen is displayed.

Previewing a Received Fax

Before printing received faxes, you can check the preview image on the touch panel.

Only faxes received after "Secure Receive" is set can be previewed.

Make sure that the [DATA IN MEMORY] indicator is lit.

🔗 Setting Secure Reception

You can print received faxes after previewing.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times, and press [Store Document Settings].

3 Press [Received Documents].

4 If the password entry screen appears, enter a 4-digit password you entered when setting secure receive.

The list of received faxes appears.

5 Press [Preview] for a document to print.

6 Press [Print].

7 Press [Yes] on the confirmation screen.

Printing received document starts.

8 Press [Back] until the home screen is displayed.

Performing Confidential Communication and Bulletin Board Communication (Fcode Communication)

This section describes the confidential communication and bulletin board communication using Fcode communication.

About Fcode Communication

Fcode communication uses sub addresses for communication in accordance with the ITU-T standard. You can create and register Fcode boxes, allowing you to perform confidential communication and bulletin board communication.

You can register up to 20 Fcode boxes.

When registering an Fcode box, be sure to register a sub address. A sub address is used to identify the Fcode box.

- **Fcode Confidential Communication**

  If an Fcode confidential box is set in the recipient's machine, you can specify the sub address of the box, allowing you to perform confidential transmission.

  To print a received document, you must enter the specified PIN number. This function is useful when sending or receiving a document that needs security protection.

  Sending a Fax to a Destination Confidential Box (Fcode Transmission)

  Printing a Document That is Received in the Confidential Box of This Machine

- **Fcode Bulletin Board Communication**

  If an Fcode bulletin board box is set in the sender's machine, you can retrieve a document from a bulletin box by specifying its sub address.

  Receiving a Document That is Saved in a Destination Bulletin Board Box by Fax (Fcode Polling)

  You can store documents in the bulletin board box of the machine.

  Saving a Document in a Bulletin Board Box of This Machine

Registering an Fcode Box

-
-

To perform Fcode communication, register an Fcode box. There are two types of Fcode boxes: Fcode confidential boxes and Fcode bulletin board boxes. Be sure to register a sub address and a PIN number (Fcode confidential communication only) for each Fcode box.

Registering a Confidential Box

You can register a confidential box to the machine, allowing you to receive a fax data that you do not want to expose to third persons with Fcode communication.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Fcode Box].

6 Press [Register] of a box number.

To edit a registered Fcode confidential box, enter the PIN number, and then select [Edit].

7 Press [Confidential Box].

8 Press the registration button of [Box Name].

01: Confidential Box	
Box Name	: ---No Setting--- ▶
Sub-Address	: ---No Setting--- ▶
Hold Time	: 0Day(s) ▶
I.D.Code	: ---No Setting--- ▶

Cancel   OK

9 Enter a box name.

You can enter up to 16 characters.

10 Press [OK].

11 Press the registration button of [Sub-Address].

12 Enter a sub address.

You can enter up to 20 characters including # or *.

13 Press [OK].

14 Press the registration button of [Hold Time].

15 Enter a value between 0 and 31 (days), and then press [OK].

- Set [Hold Time] if necessary.
- If you set [0] (days), the document is indefinitely retained.

16 Press the registration button of [I.D. Code].

17 Enter a 4-digit PIN number, and then press [OK].

⚠ The entered PIN number is not displayed. Be sure to write the PIN number down and keep it safe.

01: Confidential Box
Please enter the I.D.Code and press [OK]. (4 digits)

[⊞]

Cancel   OK

18 Press [OK].

19 To continue registering other Confidential Boxes, repeat the procedure from step 6.

Registering a Bulletin Board Box

If you register a bulletin board box to the machine, you can have the other party retrieve a document that is registered in the bulletin board box any time upon transmission request from the other party.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

3 Enter the administrator name and password and press [OK].
The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Fcode Box].

6 Press [Register] of a box number.

To edit a registered Fcode bulletin board box, select [Edit].

7 Press [Bulletin Box].

8 Press the registration button of [Box Name].

01: Bulletin Box

| Box Name | : ---No Setting--- ▶ |
| Sub-Address | : ---No Setting--- ▶ |

Cancel   OK

9 Enter a box name.

You can enter up to 16 characters.

10 Press [OK].

11 Press the registration button of [Sub-Address].

12 Enter a sub address, and then press [OK].

You can enter up to 20 characters including # or *.

13 Press [OK].

14 To continue registering other Bulletin Board Boxes, repeat the procedure from step 6.

Sending a Fax to a Destination Confidential Box (Fcode Transmission)

You can perform Fcode confidential transmission by entering the sub address that is registered to an Fcode confidential box of the recipient's machine. Check the destination sub address before sending.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

The fax/Internet fax top screen appears.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Press [Communicating Function] on the [Advanced] tab.

5 Press [Fcode Tx].

6 Enter the sub address of the box that is registered to the recipient's machine.

The sub address is up to 20 characters in length.

7 Press [OK].

8 Press [Back].

9 Add a destination on the [Fax] tab.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

10 Change other settings if necessary, and then press the 🔵 (START) button.

Printing a Document That is Received in the Confidential Box of This Machine

When an Fcode confidential box that is set to the machine receives a document, an Fcode reception notice is printed. Check the Fcode box number, and then print the stored document.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Store Document Settings].

3 Press [Fcode Box].

4 Press [Select] of a box number.

```
Fcode Box

01: Confidential Box: Box1          Select  ▶



                                        Back
```
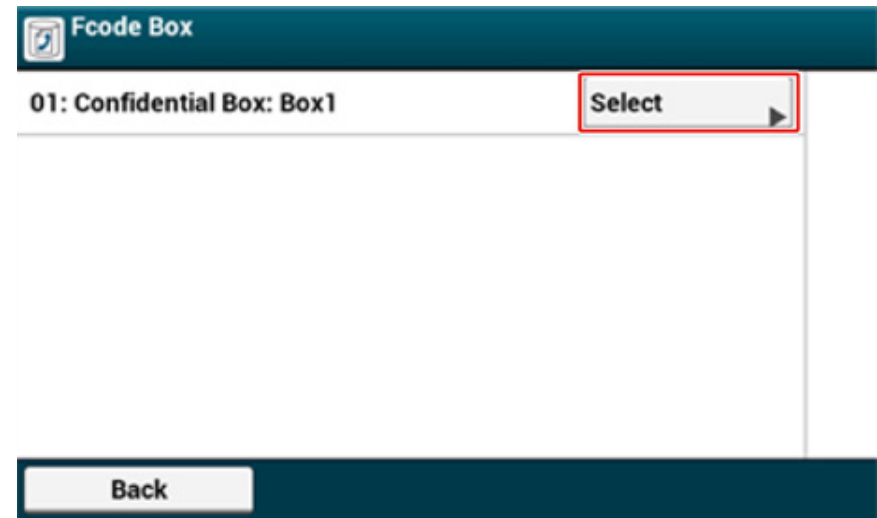
5 Enter a PIN number, and then press [OK].

6 Press [Print] of a file number to print.

7 Press [Yes] on a confirmation screen.

Received documents in an Fcode confidential box are automatically deleted after printing.

Receiving a Document That is Saved in a Destination Bulletin Board Box by Fax (Fcode Polling)

You can perform Fcode polling communication (Fcode polling) by entering the sub address of an Fcode bulletin board box that is registered to the sender's machine. With this function, the sender's machine sends a fax in response to instructions from your machine.

🚫

If a password is set to a bulletin board box of the sender's machine, your machine cannot receive a fax.

1 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

2 Press [Fax].

3 Press [Communicating Function] on the [Advanced] tab.

4 Press [Fcode Polling].

5 Enter the sub address of the bulletin board box that is registered to the sender's machine.

The sub address is up to 20 characters in length.

6 Press [OK].

7 Press [Back].

8 Add a destination on the [Fax] tab.

🔗 Entering Fax Number to Send a Fax (User's Manual)

🔗 Specifying a Destination from Phone Book

🔗 Specifying a Destination Using One-touch Button

🔗 Specifying a Destination from Transmission History and Reception History

9 Press ⬤ (START) button.

✍

Documents that are received with Fcode polling are automatically printed.

Saving a Document in a Bulletin Board Box of This Machine

You can store only one document in an Fcode bulletin board box of the machine. The saved document is overwritten by a new document. To store a document, you must register a bulletin board box in advance.

🔗 Registering an Fcode Box

1 Set a document in the ADF or on the document glass.

2 Press [Device Settings] on the touch panel.

3 Press ▲ or ▼ several times and press [Store Document Settings].

4 Press [Fcode Bulletin Board].

5 Press [Over Write] of a box number.

6 Press [Yes] on a confirmation screen.

✍

A document that is stored in an Fcode bulletin board box is not deleted even if the recipient retrieves the document.

Deleting a Document in a Bulletin Board Box of This Machine

You can delete a document that is saved in a bulletin board box.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Store Document Settings].

3 Press [Fcode Bulletin Board].

4 Press [Delete] of a box number.

5 Press [Yes] on a confirmation screen.

A document that is stored in an Fcode bulletin board box is not deleted even if the recipient retrieves the document.

Deleting a Registered Fcode Box

You can delete unnecessary Fcode confidential boxes and Fcode bulletin board boxes.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Fcode Box].

6 Press [Delete] of a box number to delete.

Fcode Box

01: Confidential Box: Box1	Delete	Edit ▶	▲
02: Bulletin Box: 2222	Delete	Edit ▶	
03: ---Unregistered---	Register ▶	
04: ---Unregistered---	Register ▶	1/4
05: ---Unregistered---	Register ▶	
06: ---Unregistered---	Register ▶	▼

Back
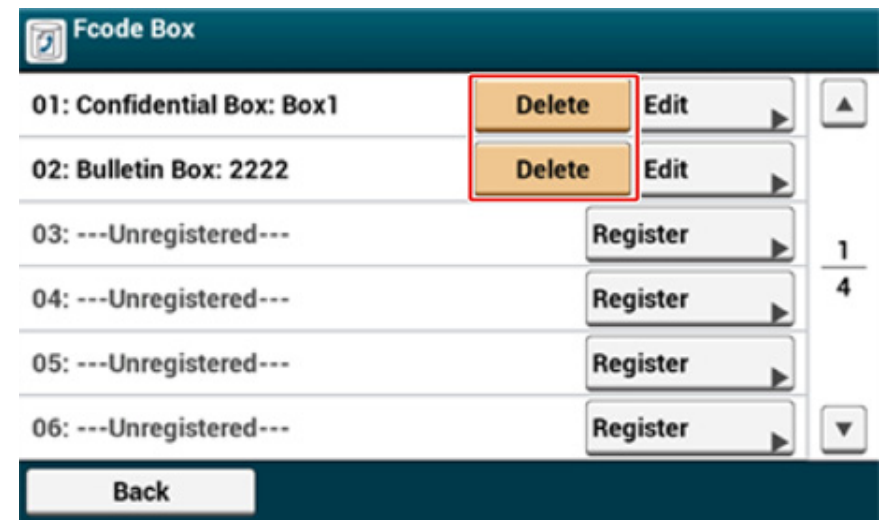
7 Enter a PIN number if necessary, and then press [OK].

To delete a confidential box, enter the PIN number.

8 Press [Yes] on a confirmation screen.

Useful Functions

This section describes useful fax functions.

Instructing a Fax Reception from a Telephone Remotely (Remote Switchover Number)

If the connected telephone is remotely located, you can switch the machine to the fax reception operation by dialing the remote switchover number on the telephone.

If the connected telephone is not a push line, press the tone button on the telephone to switch to tone (push) signals before dialing the remote switchover number.

When dialing the remote switchover number, enter the next digit of the number within 3 seconds of dialing the previous digit.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Select [Fax Setting].

6 Press ▲ or ▼ several times and press [Remote Receive Number].

7 Select a number.
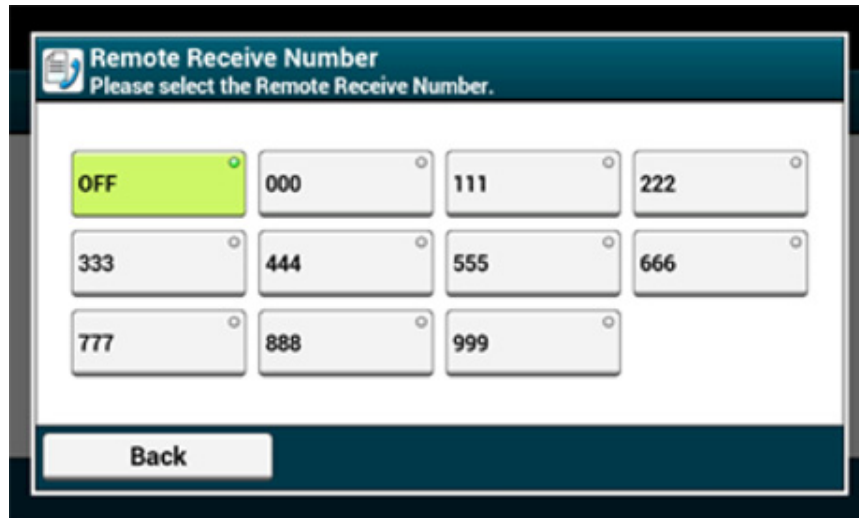
8 Press [Back] until the home screen is displayed.

Setting Secure Reception

- Setting Secure Reception
- Printing an Image Stored with Secure Reception

Setting Secure Reception

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Fax Setup].

5 Press [Security Function].

6 Press [Secure Receive].

7 Press [Setting].

8 Enter a 4-digit number by using the numeric keypad, and then press [OK].

⊙

When previewing or printing received faxes, you need to enter the password you set in this step. If you press [OK] without entering a password, previewing and printing can be performed without entering a password.

9 Press [Back] until the home screen is displayed.

To disable the secure reception, press [Setting], and then press [OFF] in step 7.

Printing an Image Stored with Secure Reception

Print an image that is received by fax and stored in memory.

Check that the [DATA IN MEMORY] indicator is lit.

If the lamp is off, there are no images that are received by fax and stored in memory.

⚠

The secure receive function is not available when using the following functions.

- Fcode confidential reception
- Fcode polling reception
- Manual reception (including the fax reception after dialing a remote switchover number)
- Internet fax reception

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Store Document Settings].

3 Press [Received Documents].

4 If a password has been set, enter a 4-digit password.

A list of received documents is displayed.

5 Press [Print All] to print all received documents or [Print] to print an individual document.

- To delete all received documents, press [Delete All].
- To preview received documents individually, press [Preview] for the document you want to preview.
- To delete received documents one by one, press [delete] for each document to be deleted.

6 Press [Back] until the home screen is displayed.

✎

- If [Yes] is set for [Delete After Print], the received document will be deleted after it is printed.
- If [No] is set for [Delete After Print], the received document will remain even after it is printed.

Sending a Fax from a Computer

This section describes how to send a fax from a computer.

- Sending a PC Fax
- Sending a Fax from a Computer with a Cover Sheet
- Sending a PC Fax to Multiple Destinations at the Same Time
- Cancelling a PC Fax Transmission
- Managing the PC Fax Phone Book

Sending a PC Fax

You can send a fax from a computer by using the fax driver. You can send a fax to a destination via this machine directly from a computer without printing a document.

Install the fax driver in advance.

🔗 Installing a Driver and Software to a Computer (User's Manual)

⚠

- Do not turn off the machine when a fax is being sent from a computer to the machine.
- This function is available for Windows OS only.

✍

This section uses Notepad as an example.

1 Open a file.

2 Select [Print] from the [File] menu.

3 Select [OKI MC573 FAX] from [Select Printer], and then click [Print].

4 Specify a destination and send.

・ **Specifying a Destination (Direct Entry)**

(1) **Enter a destination name in [Name] on the [Specifying numbers] tab in [Recipients].**

(2) Enter the fax number of the destination in [FAX number].

(3) Enter comments in [Comments] if necessary.

(4) Click [Add<-].

(5) Repeat steps 1 to 4 to enter all the destinations.

(6) Click [OK] to start the transmission.

・ **Specifying a Destination (Phone Book)**

(1) Select the [Phone book] tab in [Recipients].
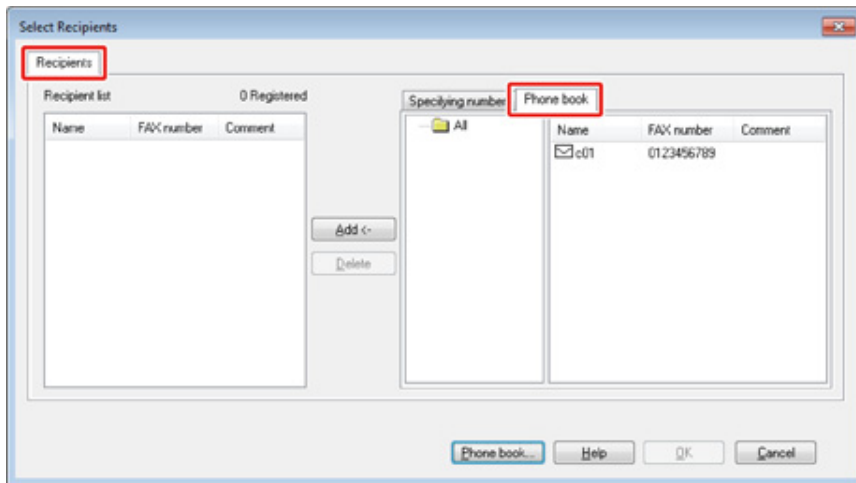
(2) Select a destination, and then click [Add<-].

(3) Repeat steps 1 and 2 to enter all the destinations.

(4) Click [OK] to start the transmission.

Sending a Fax from a Computer with a Cover Sheet

⚠

If you select [Print all recipients' information on each cover sheet] and send to multiple destinations at the same time (broadcasting), the cover sheet is sent to the destinations with the following information printed: all transmission destinations' names and fax numbers (only when set), and comments in the phone book (only when set). Use care when broadcasting to multiple outside destinations.

1 Open a file.

2 Select [Print] from the [File] menu.

3 Select [OKI MC573 FAX] from [Select Printer].

4 Click [Preferences].

5 Select the [Cover Sheet] tab.
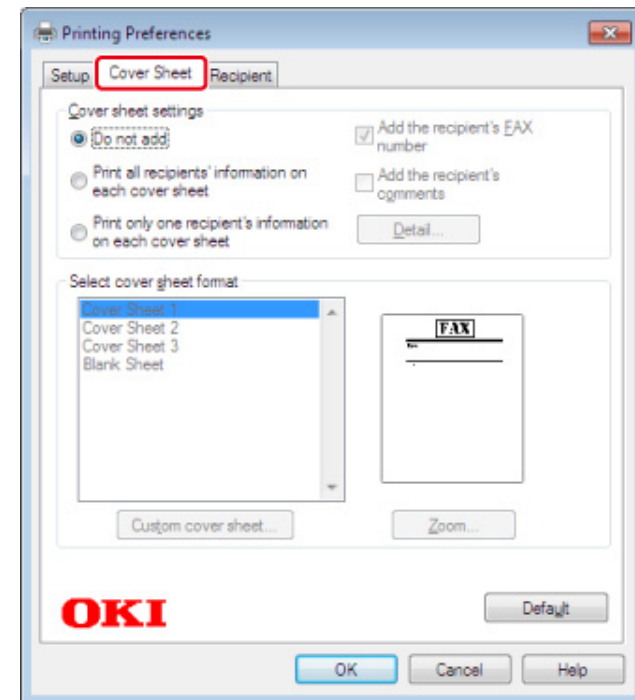
6 Select [Print all recipients' information on each cover sheet] or [Print only one recipient's information on each cover sheet].

7 Select a format to use from [Select cover sheet format].
- To display an enlarged image of each format, click [Zoom].
- To print the recipient's fax number on the cover sheet, select the [Add the recipient's FAX number] check box.
- To print comments of senders that are registered to the phone book on the cover sheet, select the [Add the recipient's comments] check box.
- To add a custom cover sheet design, click [Custom cover sheet].

8 Enter the sender's name, fax number, and comment to print on the cover sheet on the [Sender Details] dialog by clicking [Detail].

9 Click [OK].

10 Specify a destination.

🔗 Sending a PC Fax

11 Click [OK] to start the transmission.

Sending a PC Fax to Multiple Destinations at the Same Time

If you use a group, you can specify multiple destinations just by performing one operation.

🔗 Managing the PC Fax Phone Book

1 Open a file.

2 Select [Print] from the [File] menu.

3 Select [OKI MC573 FAX] from [Select Printer], and then click [Print].

4 Select the [Phone book] tab in [Recipients].

5 Select a group from the right field, and then click [Add<-].
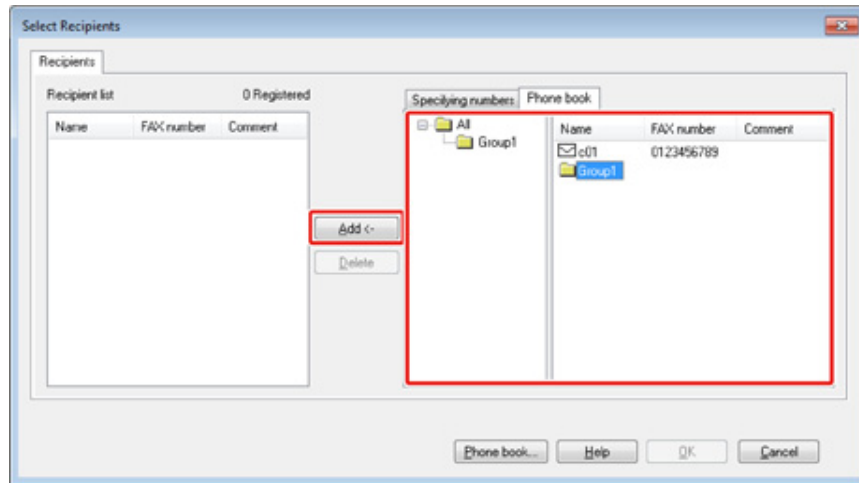
6 Click [OK] to start the transmission.

Cancelling a PC Fax Transmission

You can cancel a fax transmission from a computer while the data is being sent to the machine.

⚠

- You cannot cancel a fax transmission from a computer after the data is saved in the machine.
- For details on how to cancel a fax transmission that is saved in the memory of this machine, refer to "Cancelling a Reserved Transmission" in "Cancelling a Fax Transmission (User's Manual)".

1 Double-click the printer icon on the tool bar.

2 Select the job to cancel in the print queue.

3 Select [Cancel] from the [Document] menu.

Managing the PC Fax Phone Book

This section describes how to edit the phone book for PC Fax from your computer.

- Registering a Destination Fax Number
- Registering Multiple Destinations as a Group
- Exporting the Phone Book Data to a CSV File (Export)
- Importing the Phone Book Data That is Exported to a CSV File (Import)

Registering a Destination Fax Number

(!)

You cannot register the same name. You can register the same fax number with a different name.

1 Click [Start], and then select [Devices and Printers].

2 Right-click the OKI MC573 FAX icon, and then select [Printing preferences].
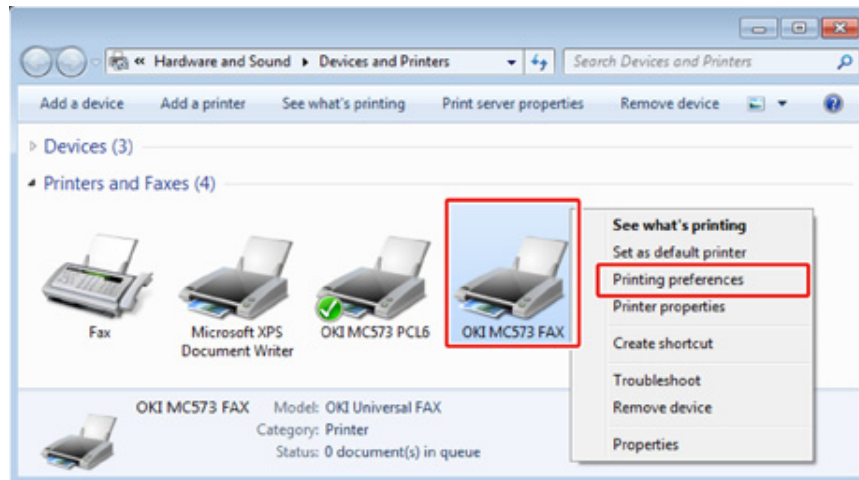
3 Click [Phone book] on the [Setup] tab.

4 Select [New (FAX number)] from the [FAX number] menu.
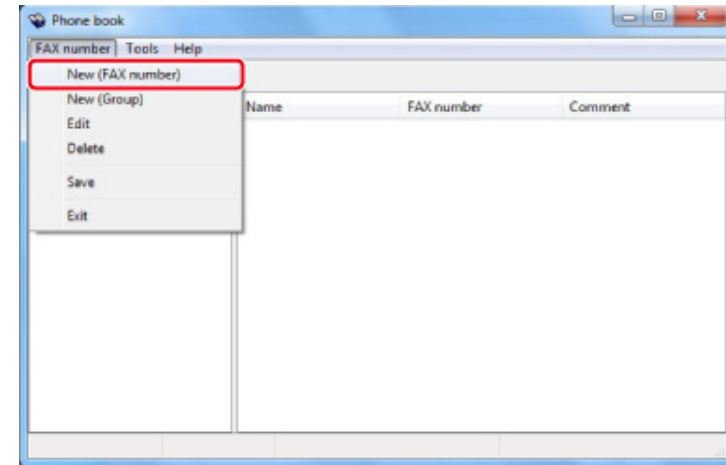
5 Enter a destination name in [Name] in the [New (FAX number)] dialog.
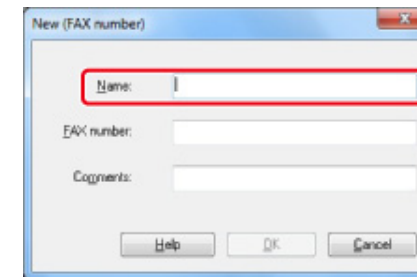
6 Enter the fax number of the destination in [FAX number].

7 Enter comments in [Comments] if necessary.

8 Click [OK].

9 Select [Save] from the [FAX number] menu.

10 Click [OK] in the confirmation window.

11 Select [Exit] from the [FAX number] menu.

- You can register up to 1000 destinations.
- The name and fax number that are entered by following the procedure can be printed on the cover sheet.

Registering Multiple Destinations as a Group

If you group registered destinations, you can send a fax to multiple destinations at the same time.

1 Click [Start], and then select [Devices and Printers].

2 Right-click the OKI MC573 FAX icon, and then select [Printing preferences].
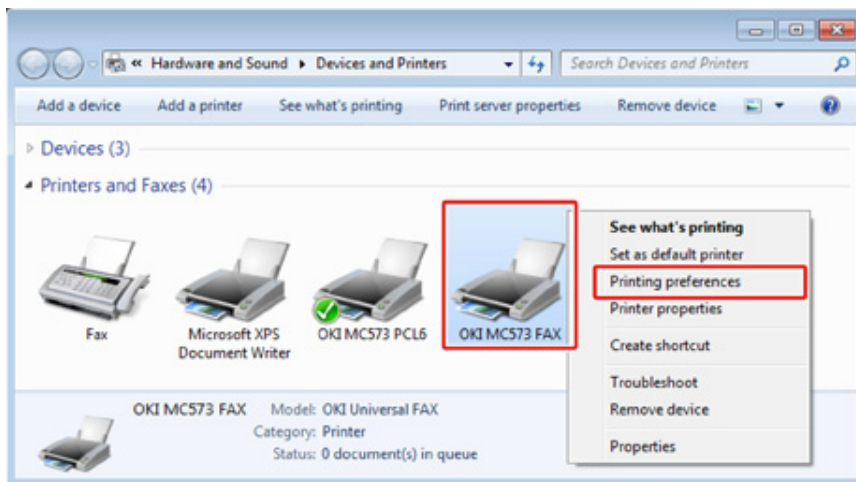
3 Click [Phone book] on the [Setup] tab.

4 Select [New (Group)] from the [FAX number] menu.
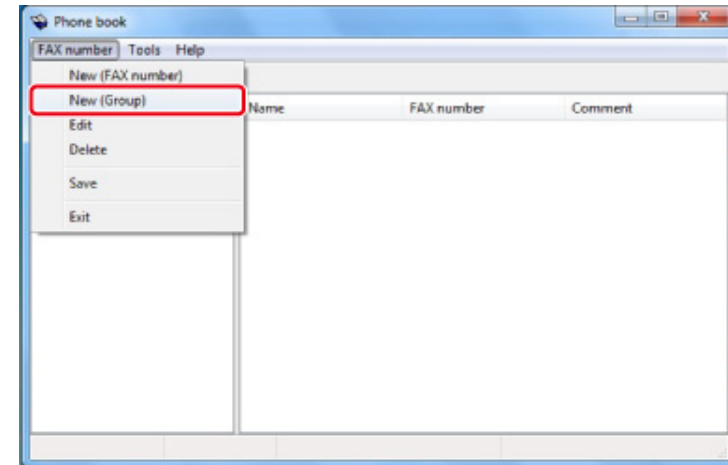
5 Enter a group name in [Group name] in the [New (Group)] dialog.
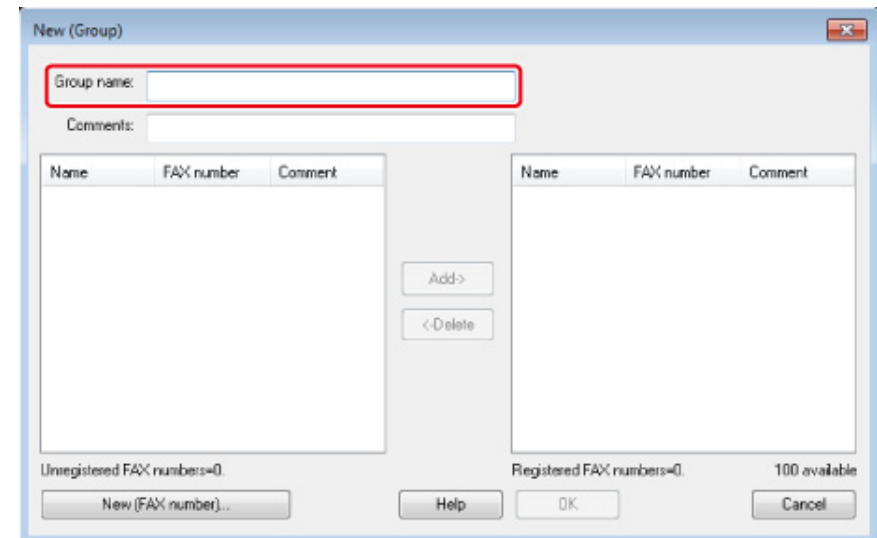
6 Enter comments in [Comments] if necessary.

7 Select the destination to register in the group, and then click [Add->].

Click [New (FAX number)] if necessary.

🔗 Managing the PC Fax Phone Book

8 When you complete the addition of the required fax numbers, click [OK].

The new group is added in the left field in the [Phone book] dialog. If you select a group, the fax numbers that are registered in the group are displayed in the right field of the dialog.

9 Select [Save] from the [FAX number] menu.

10 Click [OK] in the confirmation window.

11 Select [Exit] from the [FAX number] menu.

Exporting the Phone Book Data to a CSV File (Export)

The import/export function enables you to manage fax numbers in the phone book that is created with a different computer. If you follow the procedure below, you can export a phone book that is created with your computer so that the phone book can be used on a different computer.

! You cannot export any group, but you can export each entry in the phone book.

1 Click [Start], and then select [Devices and Printers].

2 Right-click the OKI MC573 FAX icon, and then select [Printing preferences].
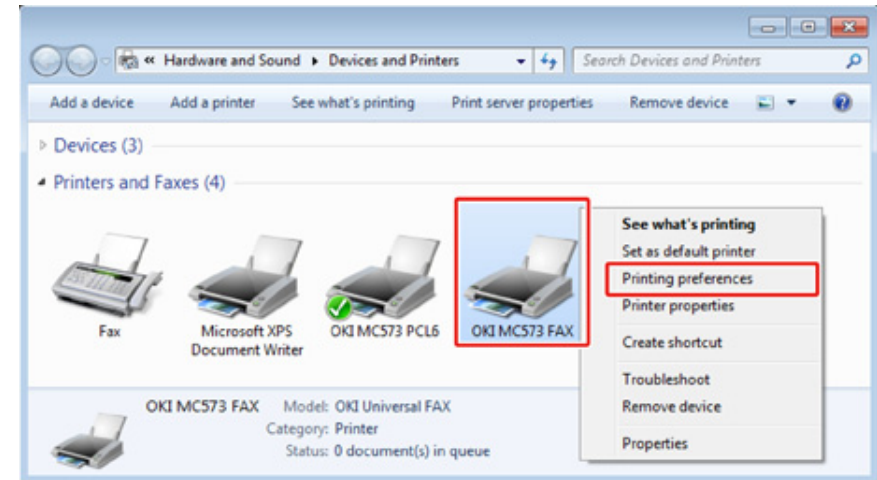
3 Click [Phone book] on the [Setup] tab.

4 Select [Export] from the [Tools] menu.
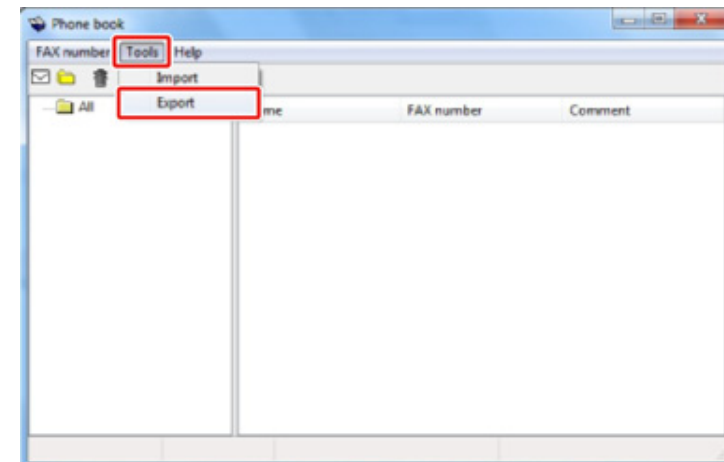
5 Select a save destination in the [Export to file] dialog.

6 Enter the name of a file, and then click [Save].

The phone book data is exported as a CSV file. The entries are separated with commas, and displayed in order of display in the CSV file. They are saved in order of the names, fax numbers, and comments.

7 Close the phone book.

Importing the Phone Book Data That is Exported to a CSV File (Import)

The import function enables you to import fax numbers in the phone book that is created with a different computer into your computer.

(!)

Registered entries are not imported.

- **Importing the Phone Book Data**

1 Copy the exported phone book to a different computer.

2 Click [Start], and then select [Devices and Printers].

3 Right-click the OKI MC573 FAX icon, and then select [Printing preferences].
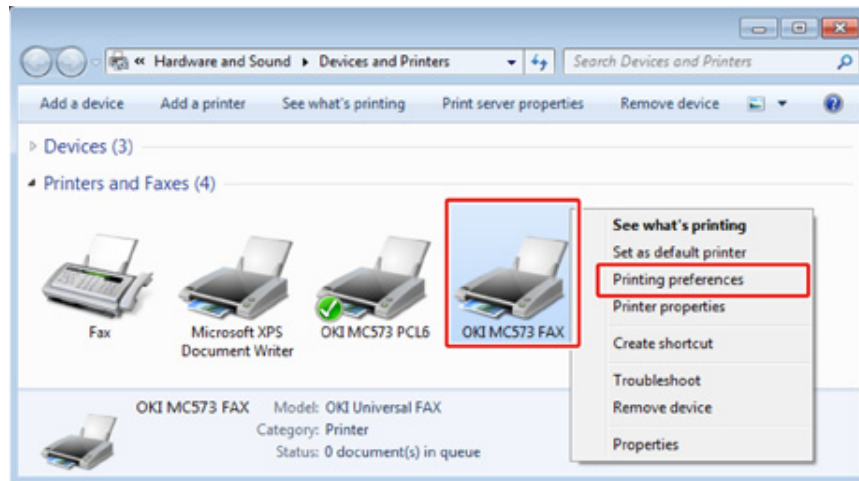
4 Click [Phone book] on the [Setup] tab.

5 Select [Import] from the [Tools] menu.
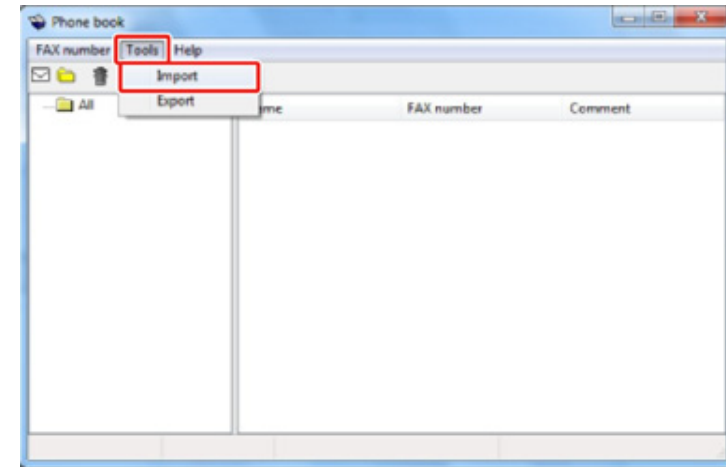
6 Specify the copied file for [Choose a CSV file] in the [Import Phone Book] dialog.

7 Click [Browse] to select a file.

8 Click [Next].

- **Associating a New Definition with the Phone Book Format**
  If you want to import a CSV file with the format that is different from that of the phone book, select a CSV definition file and associate the definition with the phone book format.

1 Copy the exported phone book to a different computer.

2 Click [Start], and then select [Devices and Printers].

3 Right-click the OKI MC573 FAX icon, and then select [Printing preferences].
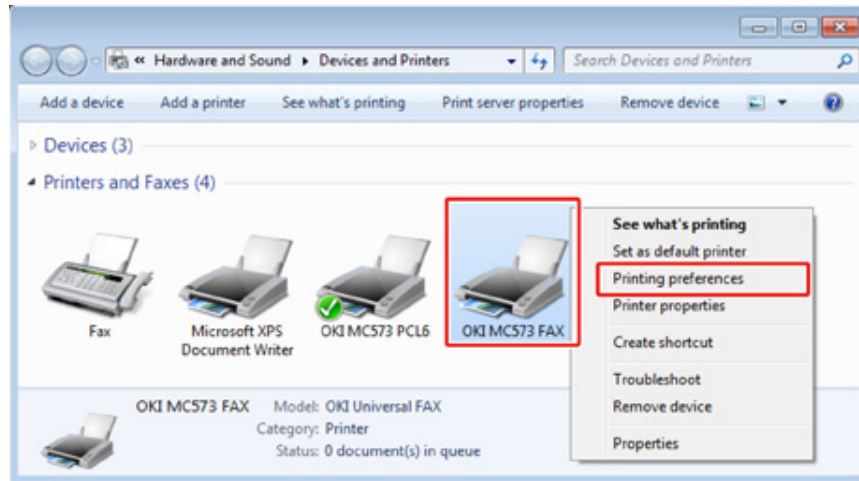
4 Click [Phone book] on the [Setup] tab.

5 Select [Import] from the [Tools] menu.
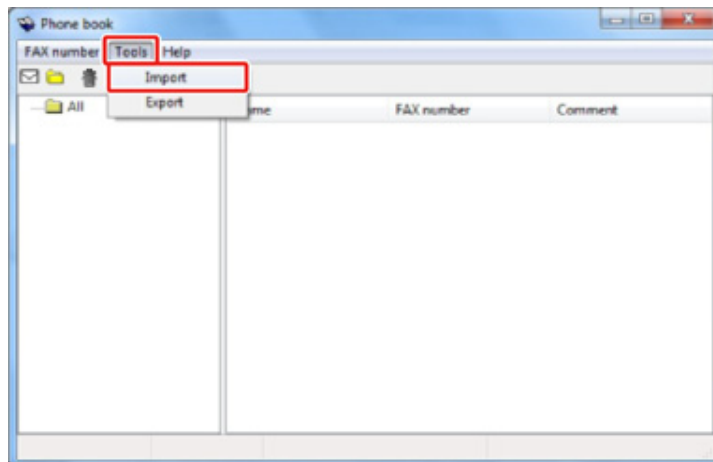
6 Specify the CSV file to import in [Choose a CSV file] in the [Import Phone Book] dialog.

7 Select the [Setup relationship between the fields imported and phone book] check box.

8 Specify a CSV definition file in [Choose a CSV Definition file] if necessary.

Select [Comma(,)] for [Field Delimiter].

You can continue operating even if you do not specify a definition file. If you do not specify a definition file, select whether to save a new definition file in the dialog that is displayed after step 7.

9 Click [Next].

10 Associate the definition that you are importing with the phone book definition, and then click [OK].

11 Select [Save] from the [FAX number] menu.

12 Click [OK] in the confirmation window.

13 Select [Exit] from the [FAX number] menu.

🔗 Managing the PC Fax Phone Book

Sending Data to the Fax Server

This section describes how to send data to the fax server.

Basic Procedure for Scan to Fax Server

This section explains the basic procedure for sending data to the fax server.

The fax server function allows you to send fax data as an e-mail attachment file. The scanned document is converted to a TIFF file. The data is not saved in memory, and is sent immediately after scanning. You just specify an e-mail address as a destination.

You must enable the Scan to Fax Server function in Admin Setup.

🔗 Enabling the Scan to Fax Server Function

If Scan to Fax Server function is enabled, fax receptions and transmissions that use a telephone line are disabled.

Set a network and e-mail default setting before using the Scan to Fax Server function.

🔗 Connecting a LAN Cable/USB Cable (User's Manual)

🔗 Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)

🔗 Before Using Scan To E-mail (User's Manual)

- You can not use mixed size documents.
- The document data that is sent with the Scan to Fax Server function may not be printed properly depending on the recipient's unit.
- The details on the Scan to Fax Server function are the same as those on the Scan To E-mail function.

  🔗 Sending Scanned Data as an E-mail Attachment

1 Press [Fax/Internet Fax] or the ⬜ (FAX) button.

2 Set a document in the ADF or on the document glass.

3 Press [Fax].

4 Specify a destination.

  🔗 Entering Fax Number to Send a Fax (User's Manual)
  🔗 Specifying a Destination from Phone Book
  🔗 Specifying a Destination from Transmission History and Reception History

5 Change other settings if necessary.

Turn [Preview] on the [Advanced] tab to ON and press [Preview] to preview the image to send.

6 Press the ⬤ (START) button.

📎

You can change other settings for fax transmissions.

🔗 Setting Scanning for Transmission

Enabling the Scan to Fax Server Function

To enable the Scan to Fax Server function, follow the procedure below in Admin Setup.

⚠

If the Scan to Fax Server function is enabled, the fax function is disabled.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

3 Enter the administrator name and password and press [OK].
The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [FaxServer Function].

5 Press [Environmental Settings].

6 Press [FaxServer Function].

7 Press [ON].

8 Press [Yes] on a confirmation screen.
The machine automatically restarts.

Editing a Destination E-mail Address

A prefix and suffix are used in the following format. The "Fax number" in this format is a number that is selected in the "Add Destination" item.

"Prefix + Fax number + Suffix"

For example, if you set "FAX=" as the prefix and set "@faxserver" as the suffix and perform the Scan to Fax Server function, the e-mail destination (To:) is set as "FAX=012-345-6789@faxserver".

Set the prefix and suffix according to the e-mail reception specifications of the fax server. The virtual domain and others may be required to be set on the mail server due to the certain fax server operating environment.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [FaxServer Function].

5 Press [Environmental Settings].

6 Press [PreFix].

7 Enter a prefix, and then press [OK].

8 Press [Suffix].

9 Enter a suffix, and then press [OK].

10 Press [Back] until the home screen is displayed.

Editing E-mail Body Text

If [Text] is set to [ON], the text is added to the e-mail. If your fax server supports the transmission of e-mail text, the text is included in the fax transmission data.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [FaxServer Function].

5 Press [Environmental Settings].

6 Press [Text].

[Text] is set to [ON].

7 Press [Back] until the home screen is displayed.

8 Press [Fax/Internet Fax] or the ⬤ (FAX) button.

9 Press [Fax].

10 Press [E-mail Body] on the [Advanced] tab.

11 Press [Select Text].

12 Select a text.

If you select [Manual Input] in step 11, enter a text, and then press [OK].

When directly entering, you can enter up to 256 characters.

Checking Results of Scan To Fax Server

You can check the Scan To Fax Server result in Transmit and Receipt Journal Report.

For details, refer to "Items on Transmit and Receipt Journal Report (E-mail/Internet fax/ FaxServer)".

Descriptions of Screens for Fax

This section describes the items of the screen.

- Fax Screen (User's Manual)
- Internet Fax Screen

Internet Fax Screen

- **[Internet Fax] Tab**
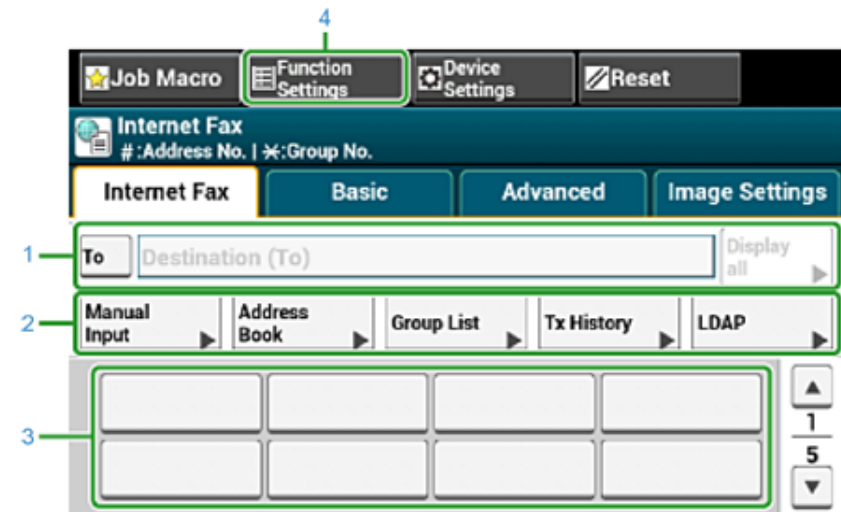
	Item	Description
1	Destination area	Select a fax destination. The selected fax destination appears in this area. If at least 1 destination is specified, you can press [Display all] to edit, add, or delete a destination.
2	Shortcut buttons	Displays shortcut buttons for using fax functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
3	One touch buttons	Displays destinations assigned to one-touch buttons. Press a button to add a destination.
4	Function Settings	Displays the current settings. The setting can be changed for certain functions.

• **[Basic] Tab**
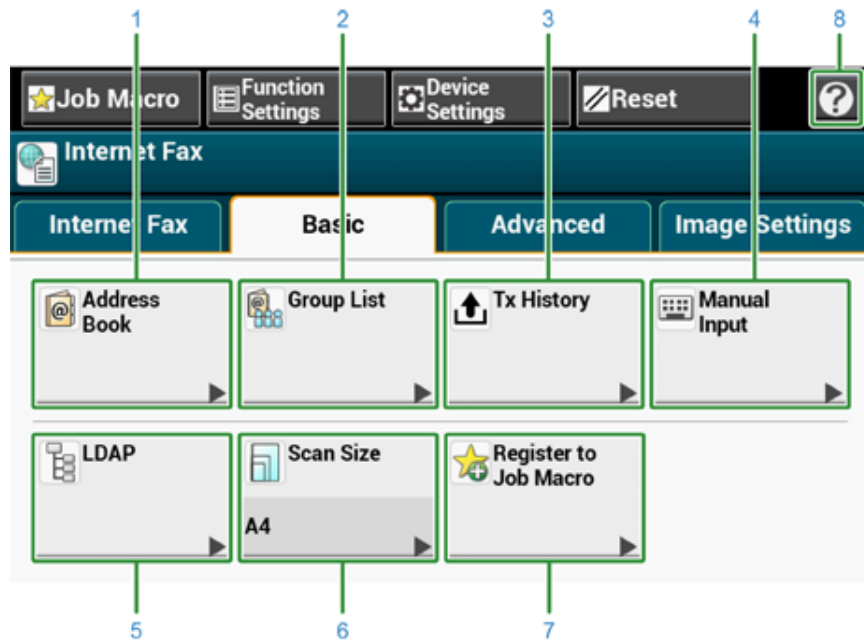
	Item	Description
1	Address Book	Displays e-mail addresses registered in the Address Book. Select an e-mail address as a destination from the Address Book.
2	Group List	Displays a list of groups in which e-mail addresses are registered. Select a group as a destination from the Group List.
3	Tx History	Displays a transmission history. Select a destination from the transmission history.
4	Manual Input	Enter an e-mail address manually to use it as a destination.
5	LDAP	Search for an e-mail address from the LDAP server to use it as a destination. There are two search methods: Simple Search and Advanced Search.
6	Scan Size	Specifies the scan size.
7	Register to Job Macro	Registers current settings to Job Macro.
8		Displays Help topics.

• **[Advanced] Tab**

	Item	Description
1	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
2	Reply To	Specifies an e-mail address as a reply destination. If the recipient replies to the received e-mail, the reply is sent to the e-mail address specified here.
3	Subject	Specifies the subject of the e-mail.
4	E-mail Body	Specifies the body of the e-mail.
5	File Name	Specifies a file name for the scanned file. If not specified, the file will be named according to the factory default setting. The factory default file name is "Image". Files scanned successively are named "Image" with serial numbers like -001, -002. If a file under the same name is stored, a new file will be stored as "Image" followed by a 12-digit number of the date and serial number.
6	Continuous Scan	Scans multiple documents as a single job.
7	Preview	Displays fax images to send on the touch panel.
8	Compression Rate	Specifies a compression level for the scanned file.

- **[Image Settings] Tab**
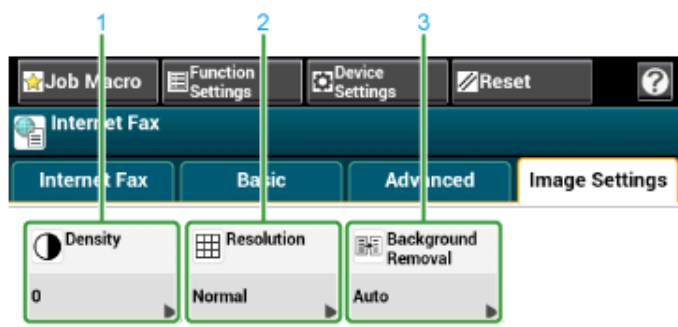
Item	Description
1	Density	Adjusts a level of scan density.
2	Resolution	Specifies the resolution to scan a document.
3	Background Removal	Adjusts a level of the document background removal.

- **[Function Settings] > [Destination] Tab**
  Add, edit or delete a destination to which a document is sent.
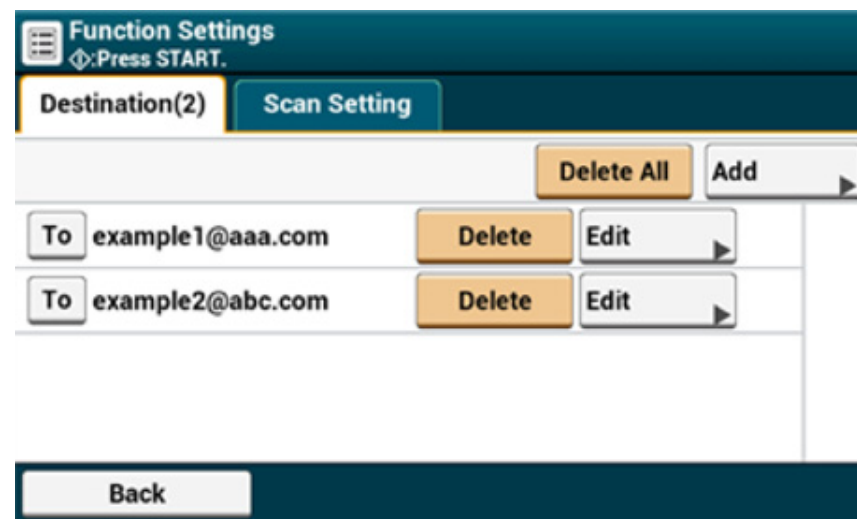
- **[Function Settings] > [Scan Setting] Tab**
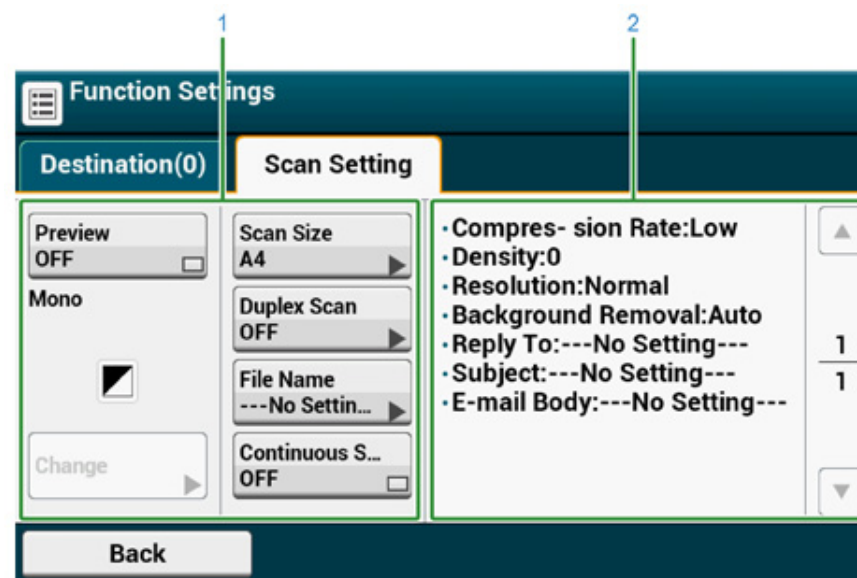
	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

6 Maintenance

Replacing Maintenance Parts

Cleaning Each Part of the Machine

Updating Installed Drivers

Removing Installed Drivers

Updating Firmware

Initializing Memory and Settings

This section describes how to maintain the machine to keep the machine comfortable and extend its life.

Replacing Maintenance Parts

This section describes how to replace maintenance parts.

Replacing the Belt Unit

When the "Belt Unit Near Life" message appears on the display screen, prepare a replacement belt unit. You can keep printing approximately 1,000 pages until the next message appears.

When the "Change Belt Unit" message appears, replace the belt unit.

The life expectancy of the belt unit is approximately 60,000 pages for A4 simplex printing (three pages per job).

(!)

- The actual number of pages you can print with the belt unit depends on how you use it.
- Though opening and closing the output tray may extend the life of the belt unit somewhat, you should replace it soon after the "Change Belt Unit" is displayed to prevent malfunction.
- If you replace the belt unit, use it until the end of its usable life. If you remove the belt unit and install and use another one before its usable life has expired, the use life will not be correctly displayed.
- When the [Device Settings] > [Admin Setup] > [Manage Unit] > [System Setup] > [Near Life LED] is set to [Disable] on the touch panel, the [Belt Unit Near Life] message does not appear.
- The image drum (the green tube) is very delicate. Handle it carefully.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1,500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.

You can change the setting for displaying the "Belt Unit Near Life" message. Set from [Device Settings] > [Admin Setup] > [User Install] > [Belt Near Life Timing] on the touch panel. Available values are from 500 to 3,000 (in 500 increments).

1 Prepare a replacement belt unit.
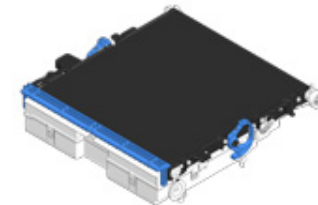
2 Hold the handle (B) and open the scanner unit (a) completely.
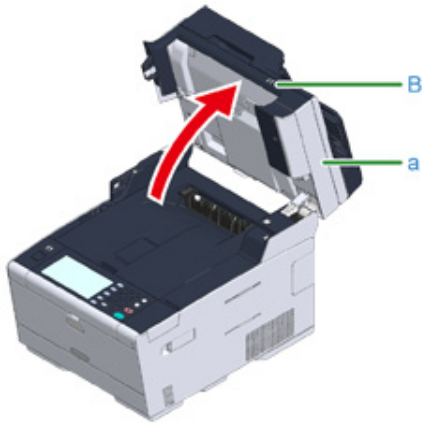
3 Press the open button (A) and open the output tray (b) until it clicks.

⚠ CAUTION	**Possible to get burned.**	⚠
The fuser unit is extremely hot. Do not touch it.		
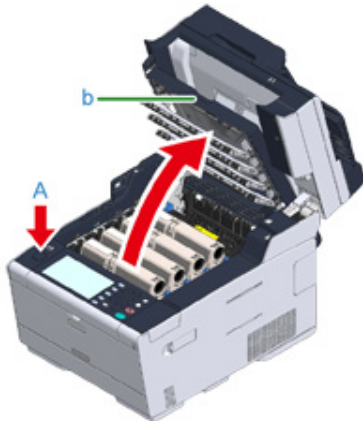
4 Take all the four image drums out of the machine, and then place them on a flat surface.

While removing the image drum, be careful not to hit it to the LED head.
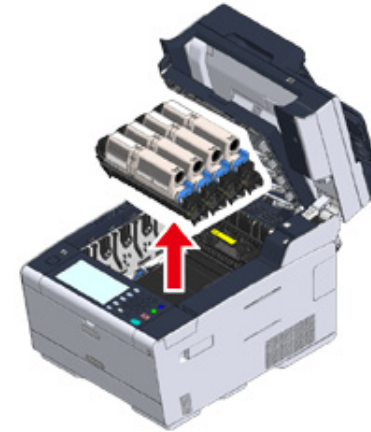
5 Cover the image drums you took out with paper so that the image drums do not expose to the light.
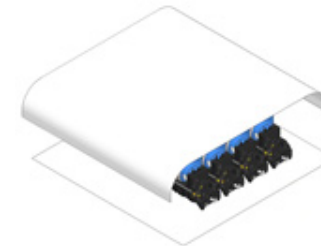
6 Turn the lock levers (c) on the both sides of the belt unit forward to unlock.

7 Remove the belt unit by holding the lock lever (c).
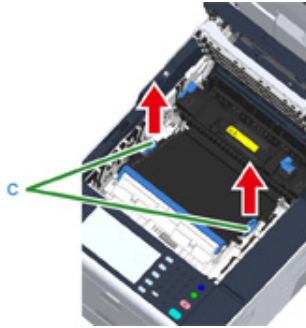
8 Hold the lock levers (c) of a new belt unit and place the belt unit into the machine.
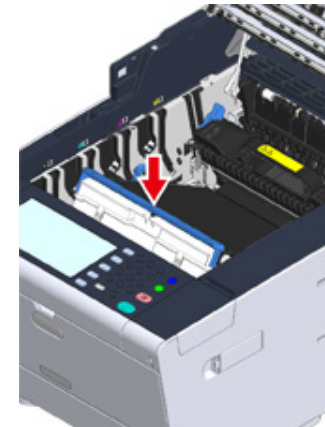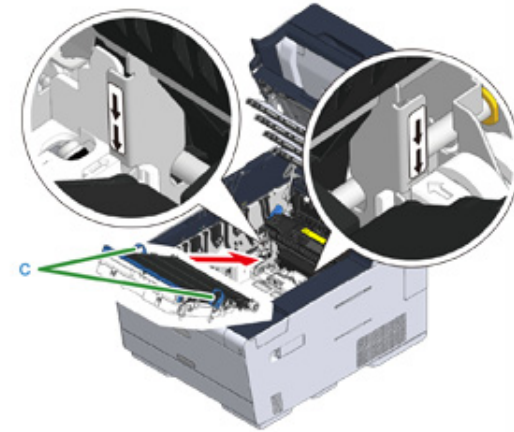
9 Turn the lock levers (c) on the both sides of the belt unit backward.
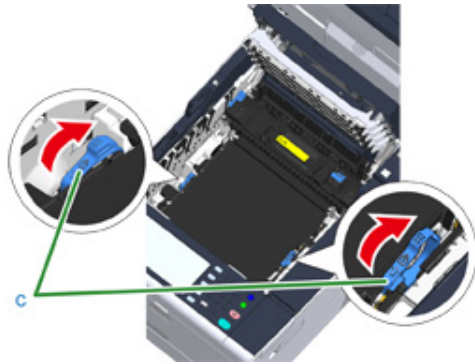
10 Return all the four image drums to the machine.

⊙ While setting the image drum, be careful not to hit it to the LED head.
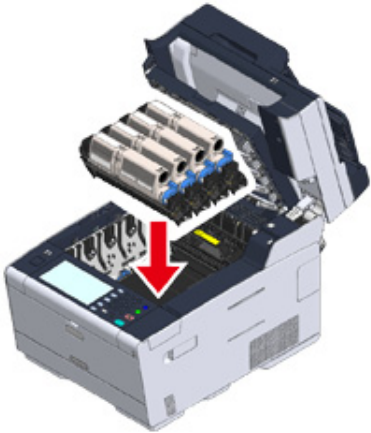
11 Close the output tray (b) slowly and push the center of the tray for confirmation.

⊙ Do not touch the LED head when closing the output tray.
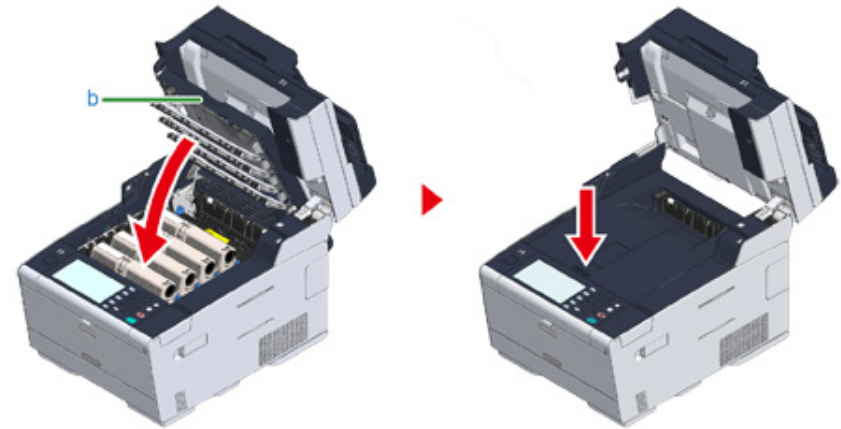
12 Hold the handle (B) to close the scanner unit.
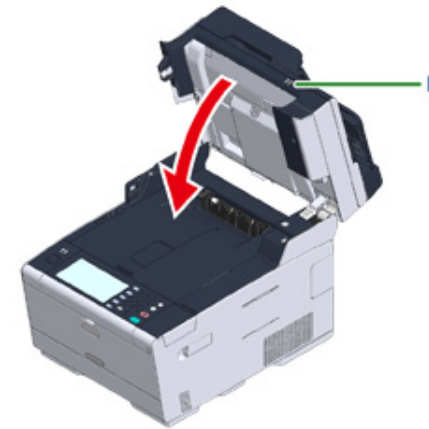
13 Please recycle belt unit.

✎ If you must dispose of a belt unit, put it in a plastic bag or similar container and dispose of it in accordance with your municipality's ordinances or guidelines.

Replacing the Fuser Unit

When the "Fuser Unit Near Life" message appears on the display screen, prepare a replacement fuser unit. You can keep printing approximately 1,000 pages until the next message appears.

When the "Change Fuser Unit" message appears, replace the fuser unit.

The life expectancy of the fuser unit is up to 60,000 pages for A4 simplex printing.

(!)

- The actual number of pages you can print with the fuser unit depends on how you use it.
- Though opening and closing the output tray may extend the life of the fuser unit somewhat, you should replace it soon after "Change Fuser Unit" is displayed to prevent malfunction.
- If you replace the fuser unit, use it until the end of its usable life. If you remove the fuser unit and install and use another one before its usable life has expired, the use life will not be correctly displayed.
- When the [Device Settings] > [Admin Setup] > [Manage Unit] > [System Setup] > [Near Life LED] is set to [Disable] on the touch panel, the [Fuser Near Life.] message does not appear.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1,500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.

You can change the setting for displaying the "Fuser Unit Near Life" message. Set from [Device Settings] > [Admin Setup] > [User Install] > [Fuser Near Life Timing] on the touch panel. Available values are from 500 to 3,000 (in 500 increments).

1 Prepare a new fuser unit.

2 Hold the handle (B) and open the scanner unit (a) completely.
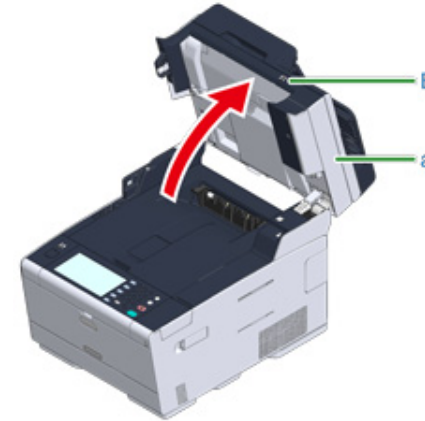
3 Press the open button (A) and open the output tray (b) until it clicks.

⚠ CAUTION	Possible to get burned.	⚠
Since the fuser unit gets hot, carry out the operation carefully, and when lifting it up you must hold it by the handle. Do not try to hold it whilst it is hot. Wait until it has cooled down and then carry out the operation.		
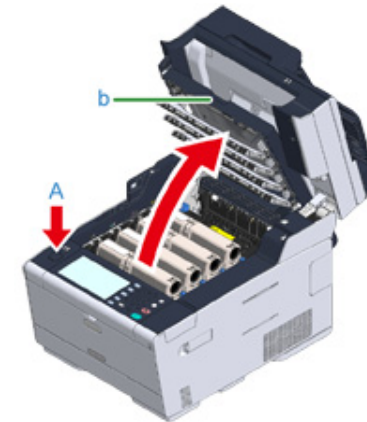
4 Tilt forward the fuser unit lock levers (c) to unlock.
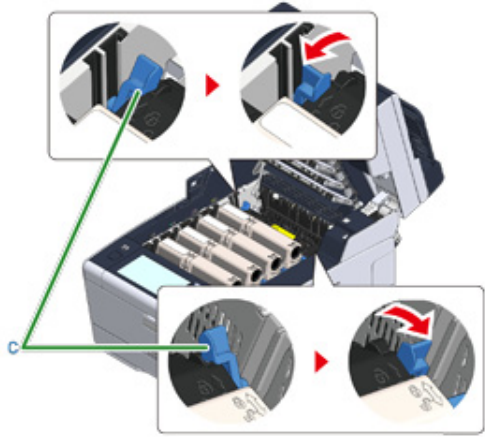
5 Hold the fuser unit handle (d) and lift the fuser unit out of the machine.

⊙

While removing the fuser unit, be careful not to hit it to the LED head.
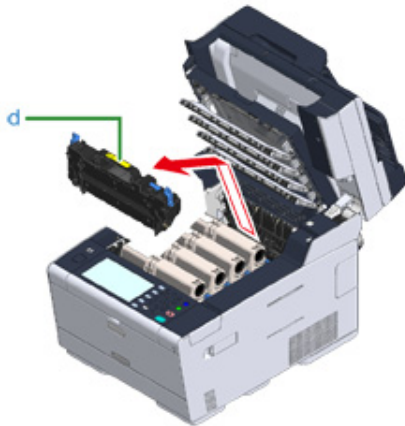
6 Push the blue lever on the new fuser unit and remove the safety stopper.
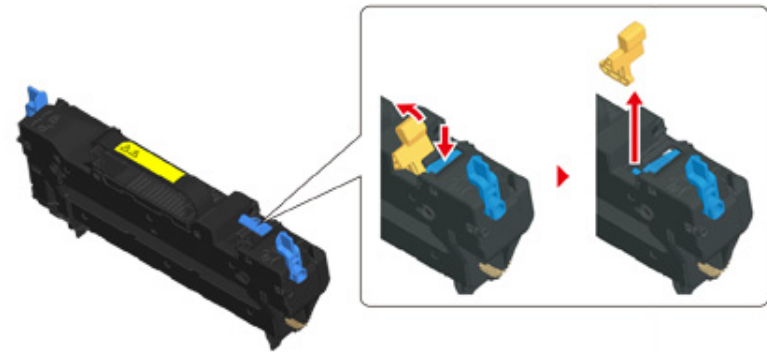
7 Hold the handle of a new fuser unit, align the fuser unit to the grooves behind the toner cartridges, place the fuser unit into the machine.

⊙

While setting the fuser unit, be careful not to hit it to the LED head.
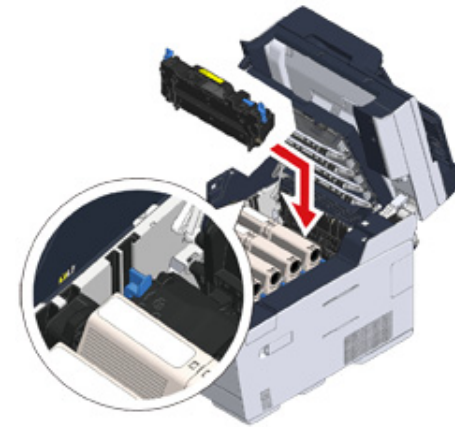
8 Tilt back the fuser unit lock levers (c) to lock.
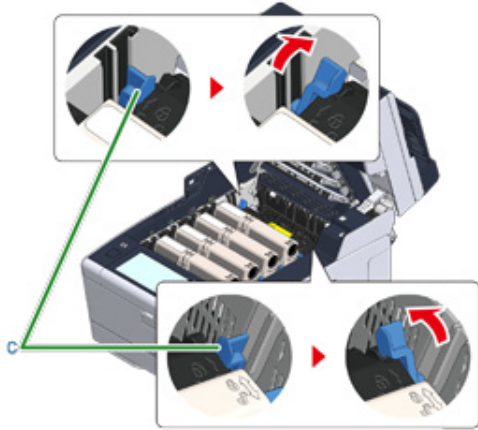
9 Close the output tray (b) slowly and push the center of the tray for confirmation.

⊘

Do not touch the LED head when closing the output tray.
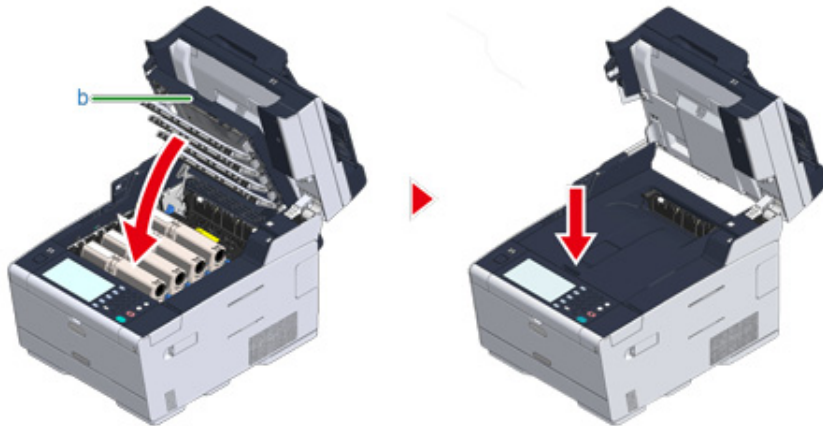
10 Hold the handle (B) to close the scanner unit (a).
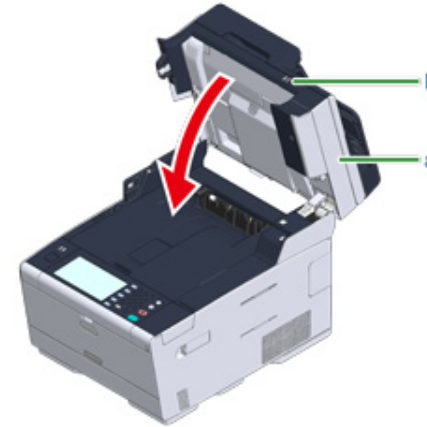
11 Please recycle fuser unit.

If you must dispose of a fuser unit, put it in a plastic bag or similar container and dispose of it in accordance with your municipality's ordinances or guidelines.

Cleaning Each Part of the Machine

This section describes how to clean the machine and parts.

- Cleaning the Surface of the Machine
- Cleaning the Document Glass (User's Manual)
- Cleaning the Document Feed Rollers
- Cleaning the Paper Feed Rollers (Tray 1/Tray 2/Tray 3)
- Cleaning the Paper Feed Rollers (MP Tray)
- Cleaning the LED Head (User's Manual)

Cleaning the Surface of the Machine

(!)

- Do not use benzine, thinners, or alcohol, because they may damage the plastic parts of the machine.
- Do not lubricate the machine with oil. Do not apply oil.

1 Turn off the machine.

🔗 Turning Off the Machine (User's Manual)

2 Wipe the surface of the machine with a soft cloth that has been slightly moistened with water or neutral detergent and then squeezed well.

(!)

Do not use other than water or neutral detergent.

3 Dry the surface of the machine with a dry soft cloth.

Cleaning the Document Feed Rollers

If the document feed rollers in the ADF are contaminated with ink, toner particles or paper dust, documents and outputs get dirty and a paper jam may occur. Clean the document feed rollers and the document separating pad once a month to prevent these problems.

Do not use benzine, thinners, or alcohol. They may damage the plastic parts of the machine.

1 Check the ADF cover.

2 Open the ADF cover.

3 Open the Roller cover.

4 Wipe the document feed rollers with a soft cloth lightly moistened with water. Wipe the whole surface of the roller while turning it with your hand.

5 Push and close the Roller cover.

6 Wipe the document separating pad (a) with a wet cloth that has been wrung out well.
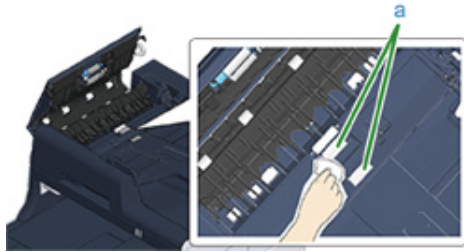
If the document feed roller is very dirty, wipe gently with a soft cloth that has been moistened with neutral detergent and squeezed well, and then wipe again with a soft cloth that has been slightly moistened with water and squeezed well.

7 Close the ADF cover.

Cleaning the Paper Feed Rollers (Tray 1/Tray 2/Tray 3)

Clean the separation roller in the paper cassette and the paper feed rollers inside the machine.

An example of Tray 1 is covered in the following procedure, and the same procedure applies to Tray 2/3.

1 Pull out the paper cassette.

2 Wipe the two paper feed rollers inside the machine with a wet cloth that has been wrung out well.

3 Remove paper loaded in the paper cassette.

4 Wipe the separation roller on the paper cassette with a wet cloth that has been wrung out well.
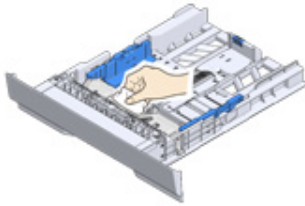
5 Load paper in the paper cassette and insert the paper cassette into this machine.

Cleaning the Paper Feed Rollers (MP Tray)

Clean the paper feed rollers in the MP tray.

1 Open the MP tray (a) forward by inserting your fingers into the front recess.

2 Slightly lifting the MP tray (a), press the right arm (b) inward, then unlock the tab (c).
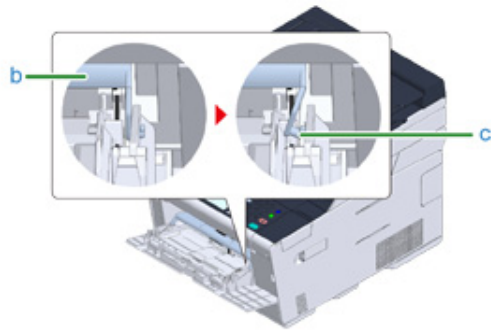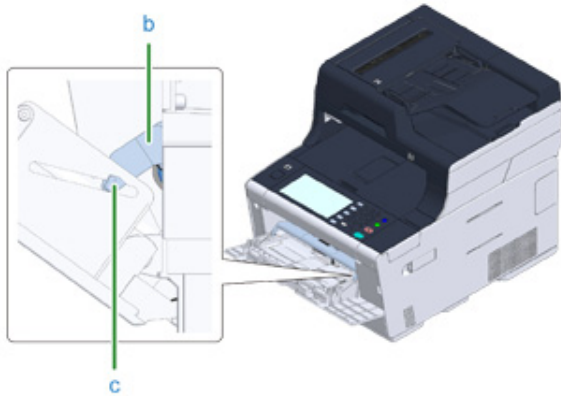
3 In the same manner, slightly lifting the MP tray, press the left arm inward, then unlock the tab.

4 Open the paper set cover (d) until it touches to the machine body.
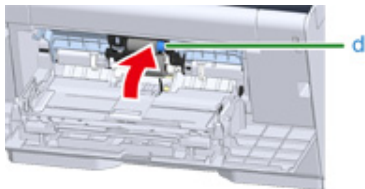
5 Wipe the two feeding rollers with a wet cloth that has been wrung out well.

6 Close the paper set cover (d).
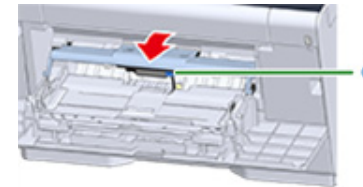
7 While pressing the right arm (b) on the MP tray (a) inward, slightly lift the MP tray (a) and hook the tab (c).
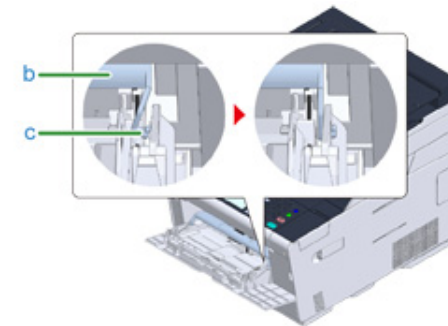
⚠ Closing the MP tray without putting the tab back in place may crack the paper set cover. Be sure to put it back in place.

8 In the same manner, while pressing the left arm on the MP tray inward, slightly lift the MP tray and hook the tab.

9 Close the MP tray (a).

If the MP tray cannot be closed, press the paper setting part of the MP tray downward to put the paper set cover back in place.

Updating Installed Drivers

This section describes how to update drivers that are installed in a computer. You must have the administrator rights for the computer to complete this procedure.

Updating the Printer Driver (Windows)

Check details on the latest driver on the Web site.

You must log in as the administrator to perform this procedure.

1 Double-click the downloaded file.

If the [User Account Control] dialog is displayed, click [Yes].

2 Select a language, and then click [OK].

3 Read the license agreement, and then click [Agree].

4 Install the driver by following the instructions.

If the driver of the previous version is already installed, the screen to select updating will be displayed. Follow the instructions.

Also, rebooting the computer may be required before updating the driver.

5 If the [Program Capability Assistant] dialog is displayed after installation, be sure to click [This program installed correctly].

Updating the Fax Driver (Windows)

Check details on the latest driver on the Web site.

⊘

You must log in as the administrator to perform this procedure.

1 Double-click the downloaded file.

✎

If the [User Account Control] dialog is displayed, click [Yes].

2 Select a language, and then click [OK].

3 Read the license agreement, and then click [Agree].

4 Install the driver by following the instructions.

If the driver of the previous version is already installed, the screen to select updating will be displayed. Follow the instructions.

Also, rebooting the computer may be required before updating the driver.

5 If the [Program Capability Assistant] dialog is displayed after installation, be sure to click [This program installed correctly].

Updating the Scanner Driver (Windows)

Check details on the latest driver on the Web site.

⊘

You must log in as the administrator to perform this procedure.

1 Double-click the downloaded file.

✎

If the [User Account Control] dialog is displayed, click [Yes].

The file is extracted, and then the installer starts.

2 Install the driver by following the instructions.

Updating the Printer Driver (Mac OS X)

Check details on the latest driver on the Web site.

⚠

You must log in as the administrator to perform this procedure.

1 Download the printer driver from the Web site.

2 Double-click the downloaded file, then double-click the installer in the disk image displayed on the desktop.

3 Follow the on-screen instructions to complete the installation.

4 Select [System Preferences] from the Apple menu.

5 Click [Printers & Scanners].

6 Click [+] and select [Add Printer or Scanner...] when the menu is displayed.

⚠

If the machine is already shown in [Printers], select your machine, and click on [-] to delete. After this, click [+].

7 Click [Default] and select the machine, and then select [OKI MC573 PS] in [Use].

8 Click [Add].

9 Make sure that the machine is added to [Printers] and [OKI MC573 PS] is displayed for [Kind].

⚠

If [OKI MC573 PS] is not displayed for [Kind] correctly, click [-], delete the machine from [Printers], and then newly perform steps 6 to 8.

10 Close [Printers & Scanners].

Updating the Scanner Driver (Mac OS X)

Check details on the latest driver on the Web site.

⚠

You must log in as the administrator to perform this procedure.

1 Download the scanner driver from the Web site.

2 Double-click the downloaded file, then double-click the installer in the disk image displayed on the desktop.

3 Follow the on-screen instructions to complete the installation.

4 When installation is complete, click [Restart].

Removing Installed Drivers

This section describes how to remove the driver that are installed in a computer. You must have the administrator rights for the computer to complete this procedure.

Removing the Printer Driver (Windows)

⚠

- You must log in as the administrator to perform this procedure.
- Restart the computer before removing the driver.

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573] icon, and then select [Remove device].

If the icons are grouped, select [Remove Print Queue] > [OKI MC573 *].

* Refers to the driver type to remove (ex. PCL6/PS/XPS/FAX)

3 When a confirmation message is displayed, click [Yes].

⚠

When a message is displayed to inform you of the device in use, restart a computer, and then repeat steps 1 to 2.

4 Select an icon in [Printers and Faxes], and then click [Print server properties] on the top bar.

5 Select the [Drivers] tab.

6 If [Change Driver Settings] is displayed, click it.

7 Select a driver to remove, and then click [Remove].

8 When a message is displayed to ask you to select whether you want to remove the driver only or the driver and package from the system, select to remove the driver and package, and then click [OK].

9 When a confirmation message is displayed, click [Yes].

10 When the [Remove Driver Package] dialog is displayed, click [Delete] > [OK].

⚠

If removal is rejected, restart the computer, and then repeat steps 4 to 10.

11 Click [Close] in the [Print Server Properties] dialog.

12 Restart the computer.

Removing the Fax Driver (Windows)

⚠

- You must log in as the administrator to perform this procedure.
- Restart the computer before removing the driver.

1 Click [Start], and then select [Devices and Printers].

2 Right-click the [OKI MC573] icon, and then select [Remove device].

If the icons are grouped, select [Remove Print Queue] > [OKI MC573 FAX].

3 When a confirmation message is displayed, click [Yes].

⚠

When a message is displayed to inform you of the device in use, restart a computer, and then repeat steps 1 to 2.

4 Select an icon in [Printers and Faxes], and then click [Print server properties] on the top bar.

5 Select the [Drivers] tab.

6 If [Change Driver Settings] is displayed, click it.

7 Select a driver to remove, and then click [Remove].

8 When a message is displayed to ask you to select whether you want to remove the driver only or the driver and package from the system, select to remove the driver and package, and then click [OK].

9 When a confirmation message is displayed, click [Yes].

10 When the [Remove Driver Package] dialog is displayed, click [Delete] > [OK].

⚠

If removal is rejected, restart the computer, and then repeat steps 4 to 10.

11 Click [Close] in the [Print Server Properties] dialog.

12 Restart the computer.

Removing the Scanner Driver (Windows)

⚠

You must log in as the administrator to perform this procedure.

1 Click [Start], and then select [Control Panel] > [Uninstall a program].

2 Select [OKI Universal Scanner], and then click [Uninstall].

3 If the [User Account Control] dialog is displayed, click [Yes].

4 When a confirmation message is displayed, click [Yes].

5 Click [Finish] on the "Uninstallation Complete" screen.

Removing the Printer Driver (Mac OS X)

- For OS X 10.9 to 10.11
- For OS X 10.8.5

⊘

You must log in as the administrator to perform this procedure.

For OS X 10.9 to 10.11

1 Select [System Preferences] from the Apple menu.

2 Select [Printers & Scanners].

3 Select a device to remove, and then click [-].
If a confirmation message is displayed, click [Delete Printer].

4 Close the [Printers & Scanners] dialog.

5 Insert the "Software DVD-ROM" into a computer.

6 Double-click [OKI] > [Drivers] > [PS] > [Uninstaller].

7 Follow the on-screen instructions, enter the administrator password, and then click [OK] until the uninstallation procedure is complete.

8 Remove the "Software DVD-ROM" from the computer.

For OS X 10.8.5

1 Select [System Preferences] from the Apple menu.

2 Select [Print & Scan].

3 Select a device to remove, and then click [-].
If a confirmation message is displayed, click [Delete Printer].

4 Close the [Print & Scan] dialog.

5 Insert the "Software DVD-ROM" into a computer.

6 Double-click [OKI] > [Drivers] > [PS] > [Uninstaller].

7 Follow the on-screen instructions, enter the administrator password, and then click [OK] until the uninstallation procedure is complete.

8 Remove the "Software DVD-ROM" from the computer.

Removing the Scanner Driver (Mac OS X)

⊘

You must log in as the administrator to perform this procedure.

1 From the hard disk, select [Library] > [Image Capture] > [Devices].

2 Delete "OKI Scanner".

3 From the hard disk, select [Applications] > [OKIDATA] > [Scanner].

4 Delete the "Network Scanner Setup Tool".

5 Restart the computer.

Updating Firmware

You can update the firmware of your machine to the latest version through the Internet.

For details, visit the web site.

Initializing Memory and Settings

This section describes how to initialize memory and settings saved in the machine.

Initializing Flash Memory

⚠

When you initialize flash memory, the following data is deleted.

- The job data saved with [Shared Print] or [Private Print].
- Form data

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times and press [Manage Unit].

5 Press ▲ or ▼ several times and press [Storage Maintenance Setup].

6 Press [Initial Lock] to change the display to [Disable].

7 Press [Back].

8 Press [Flash Memory Setup].

9 Press [Initialize] or [Format].

Select from 2 ways of initializing memory.

- [Initialize]: Initializes the range of open area of Flash (displayed on File List).
- [Format Partition]: Initializes user information.You can format the PCL/Common/PS partitions respectively.

10 Press [Yes] on the confirmation screen.

Initializing the Settings of the Device

You can return the configured settings of the device to their default.

⊙

- When you initialize the settings of the device, the following data is deleted.

  - Stored documents in the Fcode bulletin board box
  - Fax jobs that have not been sent
  - Fax jobs received in the Fcode confidential box
  - Dialing logs
  - E-mail logs
  - Received fax data (including image received with Secure Receive)

- The following settings will return to the factory default settings.

  - Admin Password
  - Paper Setup settings
  - Copy Setup settings
  - Fax Setup settings
  - Fcode Bulletin Board settings
  - Scanner Setup settings
  - Print Setup settings
  - Network Setup settings
  - Data saved to shortcut keys
  - Data saved to the home screen
  - Management settings
  - User Install settings

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press ▲ or ▼ several times and press [Manage Unit].

5 Press ▲ or ▼ several times and press [Reset Settings].

A message is displayed confirming you that continuing automatically restarts the system. Select [Yes] to continue.

7 Troubleshooting

If the STATUS Button on the Operator Panel Lights Up or Flashes

Copy Problems

Scan Problems

Print Problems

Fax Problems

About Problems with Printing Results

Problems about Software

Problems on the Machine or Paper

AirPrint Problems

Google Cloud Print Problems

If the STATUS Button on the Operator Panel Lights Up or Flashes

If any problem occurs in this machine, the ⬭ (STATUS) button lights up or flashes. Press the ⬭ (STATUS) button, and check the problem status.

1 Press the ⬭ (STATUS) button.

2 Press [System Status].

3 Select an item.

If the message, [Communication error] is displayed, problems have occurred in the fax communication. See "Fax Error Codes" for remedy.

Copy Problems

This section describes problems with the copy function.

If you cannot solve a problem with the following solutions, contact your dealer.

- Unable to Copy (User's Manual)
- The Copied Output is Different from the Original
- Other Problems (Copy)

- **The copied output is different from the original document.**

Point to check	Solution	Reference
Is [Duplex Copy] set?	Set [Duplex Copy] to [OFF(Simplex)].	Copying on Both Sides of Paper (Duplex Copy)
Is [Mixed Size] set to [ON]?	Set [Mixed Size] to [OFF].	Copying Different Size Documents (Mixed Size)

- **The size of the copied output is different from the size of the original document.**

Point to check	Solution	Reference
Is the proper size paper for the document loaded in the paper tray?	Load the proper size paper for the document.	Loading Paper (User's Manual)
Is the zoom rate properly set?	Set the proper zoom rate.	Making Enlarged or Reduced Copies (Zoom)
Is [Repeat] enabled?	Set [Repeat] to [OFF].	Making Multiple Copies on a Sheet of Paper (Repeat)

- **A part of the document image is missing on the copied output.**

Point to check	Solution	Reference
Is [Edge Erase] set to [ON]?	Set [Edge Erase] to [OFF].	Erasing Edge Shadows (Edge Erase)
Is [Margin] set to [ON]?	Set [Margin] to [OFF].	Setting Margins (Margin)
Is [N-in-1] enabled?	Set [N-in-1] to [OFF].	Combining Multiple Pages on One Sheet of Paper (N-in-1)

- **Color documents are copied in black and white.**

Point to check	Solution	Reference
Is color selection set to [Auto]? The following documents may be copied in black and white. • Documents with extremely small colored part • Dark-colored documents • Pale documents • Document with colored part within the range of 5 mm from any edges.	Set the color selection to [Color].	Switching Color Modes
	You can change the criteria for determining color document and black and white document from [Auto Color Judge Level].	Scanner Setup

- **Black and white documents are copied in color.**

Point to check	Solution	Reference
Is the color selection set to [Auto]? The following documents may be copied in color. • Yellowed documents • Documents with colored background	Set the color selection to [Mono].	🔗 Switching Color Modes
	You can change the criteria for determining color document and black and white document from [Auto Color Judge Level].	🔗 Scanner Setup

Other Problems (Copy)

- **It takes a long time to start copying.**

Point to check	Solution	Reference
Is [Warming Up] or [Preparing] displayed on the display screen on the operator panel?	The machine is preparing. Wait until the copy is started.	-

- **A copy job is cancelled.**

Point to check	Solution	Reference
Has any error occurred?	A copy job is cancelled when a specific error occurs while copying. Clear the error, and then start copying again.	🔗 Error Message List (User's Manual)
Is there paper in the MP tray?	When copying using paper from the MP tray, check whether enough paper is loaded in the MP tray before starting copying. On the touch panel, press [Device Settings], select [Paper Setup] > [Select Tray] > [Copy] > [MP Tray], and then check that [ON] or [ON(Prior)] is selected.	-

Scan Problems

This section describes problems with the scan function.

If you cannot solve a problem with the following solutions, contact your dealer.

- Unable to Scan (User's Manual)
- Scan To E-Mail Problems
- E-mail/Internet fax/FaxServer Error Code
- Scan To Computer Problems
- Unable to Save Files in a Network Folder
- Network Connection Problems (Scan)
- Wireless LAN Connection Problems (If Wireless LAN Module is Fitted) (Scan)

Scan To E-Mail Problems

Point to check	Solution	Reference
Did you connect the LAN cable after turning on the machine?	Turn off the machine. Connect the LAN cable before turning on the machine.	Turning Off the Machine (User's Manual)
Is the E-mail address of the machine set?	Set the e-mail address of the machine.	Before Using Scan To E-mail (User's Manual)
Is the entered e-mail address is correct?	Enter the correct e-mail address.	Before Using Scan To E-mail (User's Manual)
Is the SMTP server address correct?	Check the SMTP server setting.	Before Using Scan To E-mail (User's Manual)
Is the POP3 server address correct?	Check the POP3 server setting.	Before Using Scan To E-mail (User's Manual)
Is the DNS server address correct?	Check the DNS server setting.	Easy Setup
Is another job in progress?	Wait until the other job is complete.	-
Has any error occurred?	Follow the on-screen instructions on the display screen of the machine.	Error Message List (User's Manual)
The network connection setting is incorrect.	• To connect to a wired network, set [Wired] for the network connection to [Enable]. • [Wireless(Infrastructure)] and [Wireless(AP Mode)] cannot be enabled at the same time. • To connect using [Wireless(Infrastructure)], set [Wireless(AP Mode)] to [Disable], and then set [Wireless(Infrastructure)] to [Enable]. • To connect using [Wireless(AP Mode)], set [Wireless(Infrastructure)] to [Disable], and then set [Wireless(AP Mode)] to [Enable].	Connecting a LAN Cable/USB Cable (User's Manual) Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)
Not connected to a wireless access point.	• Check that the wireless access point power switch is turned on. • Check the wireless access point settings, and then perform the manual settings or automatic settings. • Restart the wireless LAN function. • On the touch panel, press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Wireless (Infrastructure) Setting], and then select [Wireless reconnection].	Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)

E-mail/Internet fax/FaxServer Error Code

Error Code	Meaning and Solution
1	Connection failed. Check the "SMTP Server" setting.
2	Connection failed. Check the "SMTP Server Port" setting.
3	Authentication failed. "SMTP Auth" is not supported.
4	Authentication failed. Logging into "SMTP Auth" failed. Check the login name of the mail server and the password.
5	Authentication failed. Check the "POP Server" setting.
6	Authentication failed. Check the "POP Server Port" setting.
7	Authentication failed. Logging into "POP" failed. Check the login name of the POP server and the password.
8	SMTP transmission error. Check the network status of cable connection, status, and server status.
9	POP transmission error. Check the network status of cable connection, status, and server status.
11	SMTP transmission error. Transmission data is too large. Check the mailbox assignment of the SMTP server.
12	SMTP transmission error. After waiting, try it again.
13	SMTP transmission error. Contact your network administrator.
15	Receiving e-mail was cancelled. Cancelled from the SMTP client or the POP server.
16	Receiving e-mail was cancelled from users.
19	Receiving e-mail was cancelled from users. MIME error. E-mail formats or e-mail attachment files used are not supported.
20	Receiving e-mail was cancelled. MIME is not supported. E-mail formats or e-mail attachment files used are not supported.
22	Receiving e-mail was cancelled. E-mail attachment file size exceeds the limit (8 MByte). You cannot print large size files.
24	Receiving e-mail was cancelled. Contact your network administrator.

Scan To Computer Problems

- **Common to Windows and Mac OS X**

  - The message, "Connect to PC failed." is displayed on the screen of the machine.

Point to check	Solution	Reference
The IP address on the computer was changed.	Newly register the computer to the machine.	🔗 Registering the Machine (New Device) to a Computer Using Network Configuration
The computer is not turned on.	Turn on the computer.	-
The computer is not connected to a network.	Make sure the network connection.	-

- **For Windows ActKey**

  - The message, "Connect to PC failed." is displayed on the screen of the machine.

Point to check	Solution	Reference
The document is not set in the position specified in Scan Method in ActKey.	Set the document in the position specified in Scan Method in ActKey or change the setting for Scan Method.	-
When Paper Size in ActKey is set to "Auto", an undetectable size of documents are set on the machine.	Set the optimal paper size other than "Auto" for Paper Size in ActKey.	-
In Windows Firewall setting, Network Configuration is disabled or blocked.	Enable Windows Firewall setting in the following steps. From [Control Panel], click [System and Security] > [Allow a program through Windows Firewall]. Click [Change settings], find [Network Configuration] in [Allowed programs and features], select the check box, and then click [OK].	-
On the USB-connected computer, Button Settings of ActKey or a warning message is displayed.	Close Button Settings of ActKey or the warning message window.	-

  - "Access denied to PC." is displayed on the screen of the machine.

Point to check	Solution	Reference
On the network computer, Button Settings of ActKey or a warning message is displayed.	Close Button Settings of ActKey or the warning message window.	-

Unable to Save Files in a Network Folder

Point to check	Solution	Reference
Is the FTP/CIFS setting correct?	Check the profile settings.	🔗 Creating a Shared Folder in a Computer (User's Manual)
Has any error occurred?	Follow the on-screen instructions on the display screen of the machine.	🔗 Error Message List (User's Manual)

Network Connection Problems (Scan)

- **Common to Windows and Mac OS X**

Cause	Solution	Reference
Using a cross cable.	Use a straight cable.	-
The machine was turned on before a cable was connected.	Connect cables before turning on the machine.	🔗 Connecting a LAN Cable/USB Cable (User's Manual)
There is a problem with the compatibility with the hub.	On the touch panel, press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting] > [HUB Link Setting], and then change the setting.	-
The network connection setting is incorrect.	To connect to a wired network, set [Wired] for the network connection to [Enable].	🔗 Connecting a LAN Cable (User's Manual) 🔗 Using Wired LAN and Wireless LAN at the Same Time (Only When the Wireless LAN Module is Mounted)

- **For Windows**

Cause	Solution	Reference
The IP address is incorrect.	• Check that the same IP address is set for the machine and the machine's port setting on the computer. • Check that the IP address is not duplicated by another device. • Check that the correct IP address, subnet mask, and gateway address are set. • If using OKI LPR Utility, check the IP address setting with OKI LPR Utility.	🔗 Setting Up This Machine (User's Manual) 🔗 OKI LPR Utility

Wireless LAN Connection Problems (If Wireless LAN Module is Fitted) (Scan)

• **Common to Windows and Mac OS X**

Cause	Solution	Reference
The wireless LAN module is not attached.	Attach the wireless LAN module.	🔗 Installing the Wireless LAN module (User's Manual)
The wireless LAN module is not activated.	Activate the wireless LAN module.	🔗 Enabling Wireless LAN Connection (User's Manual)
The network connection setting is incorrect.	• [Wireless(Infrastructure)] and [Wireless(AP Mode)] cannot be enabled at the same time. • To connect using [Wireless(Infrastructure)], set [Wireless(AP Mode)] to [Disable], and then set [Wireless(Infrastructure)] to [Enable]. • To connect using [Wireless(AP Mode)], set [Wireless(Infrastructure)] to [Disable], and then set [Wireless(AP Mode)] to [Enable].	🔗 Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)
[Wireless(Infrastructure)] Not connected to a wireless access point.	• Check that the wireless access point power is switched on. • Check the wireless access point settings, and then try the manual settings or automatic settings. • Restart the wireless LAN function. • On the touch panel, press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Wireless (Infrastructure) Setting], and then select [Wireless reconnection]. • Install this machine in a place with a good view and near a wireless access point. (We suggest that the distance between the machine and the access point be 30 m or less.) If there is metal, aluminum sash, or a reinforced concrete wall between the machine and wireless access points, connections may be harder to be established. Do not place any electric appliances that emit weak radio waves (such as microwaves or digital cordless telephones) close to the machine.	🔗 Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)

Cause	Solution	Reference
[Wireless(AP Mode)] No wireless devices (computers, tablets, smartphones) are connected.	• Make sure that [Wireless(AP Mode)] on the machine is set to [Enable]. • Confirm the SSID/password for the machine and try Manual Setup. • Make a setting in a location near the machine with good visibility. • Up to four devices can be connected to the machine via the wireless LAN (AP mode). The fifth device will be rejected. Disconnect at least one device and try again.	🔗 Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)

• **For Windows**

Cause	Solution	Reference
The IP address is incorrect.	• Check that the same IP address is set for the machine and the machine's port setting on the computer. • Check that the IP address is not duplicated by another device. • Check that the correct IP address, subnet mask, and gateway address are set. • If using OKI LPR Utility, check the IP address setting with OKI LPR Utility.	🔗 Setting Up This Machine (User's Manual) 🔗 OKI LPR Utility

Print Problems

This section describes problems with printing from a computer.

- If you cannot solve a problem with the following solutions, contact your dealer.
- For problems caused by an application, contact the manufacturer of the application.

- Unable to Print (User's Manual)
- Network Connection Problems (Print)
- Wireless LAN Connection Problems (If Wireless LAN Module is Fitted) (Print)
- USB Connection Problems

Network Connection Problems (Print)

- **Common to Windows and Mac OS X**

Cause	Solution	Reference
Using a cross cable.	Use a straight cable.	-
The machine was turned on before a cable was connected.	Connect cables before turning on the machine.	🔗 Connecting a LAN Cable (User's Manual)
There is a problem with the compatibility with the hub.	On the touch panel, press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting] > [HUB Link Setting], and then change the setting.	-
The network connection setting is incorrect.	To connect to a wired network, set [Wired] for the network connection to [Enable].	🔗 Connecting a LAN Cable (User's Manual) 🔗 Using Wired LAN and Wireless LAN at the Same Time (Only When the Wireless LAN Module is Mounted)

- **For Windows**

Cause	Solution	Reference
The IP address is incorrect.	• Check that the same IP address is set for the machine and the machine's port setting on the computer. • Check that the IP address is not duplicated by another device. • Check that the correct IP address, subnet mask, and gateway address are set. • If using OKI LPR Utility, check the IP address setting with OKI LPR Utility.	🔗 Setting Up This Machine (User's Manual) 🔗 OKI LPR Utility
The WSD port is used.	Change the print port to Standard TCP/IP Port.	-

Wireless LAN Connection Problems (If Wireless LAN Module is Fitted) (Print)

- **Common to Windows and Mac OS X**

Cause	Solution	Reference
The wireless LAN module is not attached.	Attach the wireless LAN module.	🔗 Installing the Wireless LAN module (User's Manual)
The wireless LAN module is not activated.	Activate the wireless LAN module.	🔗 Enabling Wireless LAN Connection (User's Manual)
The network connection setting is incorrect.	• [Wireless(Infrastructure)] and [Wireless(AP Mode)] cannot be enabled at the same time. • To connect using [Wireless(Infrastructure)], set [Wireless(AP Mode)] to [Disable], and then set [Wireless(Infrastructure)] to [Enable]. • To connect using [Wireless(AP Mode)], set [Wireless(Infrastructure)] to [Disable], and then set [Wireless(AP Mode)] to [Enable].	🔗 Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)
[Wireless(Infrastructure)] Not connected to a wireless access point. (If wireless LAN module is fitted)	• Check that the wireless access point power is switched on. • Check the wireless access point settings, and then try the manual settings or automatic settings. • Restart the wireless LAN function. • On the touch panel, press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Wireless (Infrastructure) Setting], and then select [Wireless reconnection]. • Install this machine in a place with a good view and near a wireless access point. (We suggest that the distance between the machine and the access point be 30 m or less.) If there is metal, aluminum sash, or a reinforced concrete wall between the machine and wireless access points, connections may be harder to be established. Do not place any electric appliances that emit weak radio waves (such as microwaves or digital cordless telephones) close to the machine.	🔗 Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)

Cause	Solution	Reference
[Wireless(AP Mode)] No wireless devices (computers, tablets, smartphones) are connected.	• Make sure that [Wireless(AP Mode)] on the machine is set to [Enable]. • Confirm the SSID/password for the machine and try Manual Setup. • Make a setting in a location near the machine with good visibility. • Up to four devices can be connected to the machine via the wireless LAN (AP mode). The fifth device will be rejected. Disconnect at least one device and try again.	🔗 Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)

- **For Windows**

Cause	Solution	Reference
The IP address is incorrect.	• Check that the same IP address is set for the machine and the machine's port setting on the computer. • Check that the IP address is not duplicated by another device. • Check that the correct IP address, subnet mask, and gateway address are set. • If using OKI LPR Utility, check the IP address setting with OKI LPR Utility.	🔗 Setting Up This Machine (User's Manual) 🔗 OKI LPR Utility
The WSD port is used.	Change the print port to Standard TCP/IP Port.	-

USB Connection Problems

• **Common to Windows and Mac OS X**

Cause	Solution	Reference
An unsupported USB cable is used.	Use a USB 2.0 cable.	-
A USB hub is used.	Directly connect the machine to the computer.	🔗 Connecting a USB Cable (User's Manual)
A printer driver is not installed correctly.	Reinstall the printer driver.	🔗 Installing a Driver and Software to a Computer (User's Manual)

• **For Windows**

Cause	Solution	Reference
The machine is offline.	Right-click the [OKI MC573*] icon on the [Devices and Printers] folder, and then select [See print jobs] (If the icons are grouped, select [See print jobs] > [OKI MC573 *]). * Indicates the driver type. (ex. PCL 6/PS/XPS/FAX) In the dialog, select the [Printer] menu and then clear the check of [Use Printer Offline].	-
A switch, buffer, extension cable, or USB hub is used.	Directly connect the machine to the computer.	🔗 Connecting a USB Cable (User's Manual)
Another printer driver that works when connected via a USB interface is installed.	Remove the other printer driver from the computer.	-

Fax Problems

This section describes problems with the fax function.

If you cannot solve a problem with the following solutions, contact your dealer.

- Unable to Send a Fax (User's Manual)
- Unable to Receive a Fax (User's Manual)
- Unable to Send or Received a Fax
- Other Problems (Fax)
- Fax Error Codes

Unable to Send or Received a Fax

Point to check	Solution	Reference
Did you install an IP phone on the machine in a broadband environment?	On the touch panel, press [Device Settings], and then select [Admin Setup] > [User Install] > [Super G3] > [OFF].	🔗 User Install

Other Problems (Fax)

• **The received fax is not printed on the appropriate paper.**

Point to check	Solution	Reference
Did you specify any paper type in a tray other than [Plain] or [Recycled] in [Media Type]?	Specify [Plain] or [Recycled] in [Media Type] for the paper type in the tray.	🔗 Setting a Print Method for When a Received Image Exceeds Paper Size

• **Junk faxes are received.**

Point to check	Solution	Reference
Is [Block Junk Fax] set to [OFF]?	On the touch panel, press [Device Settings] > [AdminSetup] > [Fax Setup] > [Other Settings] > [Block Junk Fax] > Set [Setting] to [Mode1].	🔗 Block Junk Fax

Fax Error Codes

If problems have occurred in the fax communication, print the Transmit/Receipt Journal and check the error codes.

Follow the solution to handle the problem.

✍

For information on how to print the Transmit/Receipt Journal and to see the report, refer to "Items on Transmit and Receipt Journal Report".

Error code	Description	Solution
01	Communication was cancelled by user's operation.	-
02	Reception failed. The destination machine did not reply.	Contact the other party and have them check the status of their machine.
03	Communication was cancelled by user's operation.	-
11	An error occurred while reading the document.	Send again.
14	Memory is full. Fax was not received.	Check the following and increase the amount of available memory. • Clear an out-of-paper error or a paper jam. • Delete unnecessary images for Secure Receive. • Print the documents received with the confidential reception. • Delete the documents stored in the bulletin board box.
19	Delayed sending was cancelled by user's operation.	-
21	Line error was detected.	Contact your dealer.
22	Transmission failed. The destination machine did not reply.	Check the following and send again. If the error persists, contact your dealer. • Check that you entered the correct fax number. • Check that the dial type setting (Tone/Pulse) fits your phone line. • The line may be busy. Wait a while and send again.
23	Redialed, but the destination machine did not reply.	Check the following and send again. If the error persists, contact your dealer. • Check that you entered the correct fax number. • Check that the dial type setting (Tone/Pulse) fits your phone line. • The line may be busy. Wait a while and send again.
24	The telephone cable may be connected to the TEL connector by accident.	Connect the telephone cable to the LINE connector.
25	The telephone cable is not connected to the LINE connector.	Connect the telephone cable to the LINE connector.

Error code	Description	Solution
26	Transmission failed. The dial tone was not detected.	Change the PBX line setting and send again. To change the setting, select [Device Settings] > [Admin Setup] > [Fax Setup] > [Fax Setting] > [PBX Line] on the touch panel.
27	Redialed, but the line was busy.	Wait a while and tray again. If the error persists, turn off the busy tone detection and send again. To change the setting of the busy tone detection, select [Device Settings] > [Admin Setup] > [User Install] > Set [Busy Tone Detection] to [OFF] on the touch panel.
32	Super G3 communication failed.	Turn off the super G3 mode.(*)
35	The confidential reception failed. The subaddress did not match the subaddress specified by the other party.	Confirm the other party that the correct subaddress was specified. There is nothing wrong with this machine.
36	Fax was not received because the number of faxes with the confidential reception has reached the upper limit. Up to 30 documents can be received in a confidential box.	Print the documents received with the confidential reception. Received documents are automatically deleted after being printed.
37	Bulletin board box polling transmission failed. The subaddress of the other party did not match.	Contact the other party and have them check that they specified the correct subaddress. There is nothing wrong with this machine.
38	Bulletin board box polling transmission failed. The box is being operated.	-
39	The confidential reception cancelled. The box is being operated.	-
40	Transmission failed. The destination machine did not reply.	Turn off the super G3 mode.(*)
41	Transmission was cancelled. The communication quality has deteriorated.	Wait a while and tray again. If the error persists, contact your dealer or telecommunication carrier.
43	Reception was cancelled. The communication quality has deteriorated.	Turn off the super G3 mode.(*) If there is a problem in the received fax, contact the other party and have them resend.
45	The communication stopped. A wrong signal was received.	Turn off the super G3 mode.(*)
46	The communication stopped. A wrong signal was received.	Turn off the super G3 mode.(*)
47	The communication stopped. A wrong signal was received.	Turn off the super G3 mode.(*)
48	Transmission failed. The destination machine could not receive faxes.	Wait a while and send again. If the error persists, contact the other party and have them check the status of their machine.

Error code	Description	Solution
49	Receiving faxes failed. The destination machine stopped sending.	Turn off the super G3 mode.(*) If there is a problem in the received fax, contact the other party and have them resend.
4a	Transmission was cancelled due to the ID checking function. The fax number (own number) registered on the other party's machine and the last four digits of the number you specified did not match.	Confirm the number and send again. If the error persists, contact the other party and have them check the information registered on their machine (Ex: checking the ID). Or send again with the ID checking function disabled. To change the setting, select [Device Settings] > [Admin Setup] > [Fax Setup] > [Security Function] > Set [ID Check Tx] to [OFF] on the touch panel.
4b	Reception was blocked by the Block Junk Fax function.	If there is a problem with the blocking mail function, check the Block Junk Fax setting. If the error persists, contact the other party and have them check that the ID (own number registered in the other party's machine) is correct.
4c	The confidential sending failed. The fax was not sent because the destination machine could not receive the fax.	Contact the other party and have them check that the confidential box is available, etc.
4d	The bulletin board box polling reception failed. Documents were not set on the destination machine.	Contact the other party and have them check that the bulletin box is available, etc.
51	The communication quality may be low. The fax may not have received correctly.	If there is a problem in the received fax, contact the other party and have them resend.
52	Reception failed and the communication stopped.	Turn off the super G3 mode.(*) If there is a problem in the received fax, contact the other party and have them resend.
60	Transmission failed and the communication stopped.	Turn off the super G3 mode.(*) Wait a while and tray again. If the error persists, contact the other party and have them check the available memory, etc.
65	Transmission failed and the communication stopped.	Contact the other party and have them check the available memory, etc.
66	The communication quality may be low. The fax may not have sent correctly.	Turn off the super G3 mode.(*) Contact the other party and have them check the fax. If there is any problem, wait a while and send again.
67	The communication stopped. A wrong signal was received.	Turn off the super G3 mode.(*)
69	The communication stopped. A wrong signal was received.	Turn off the super G3 mode.(*)
6a	The communication quality may be low. The fax may not have received correctly.	Turn off the super G3 mode.(*) If there is a problem in the received fax, contact the other party and have them resend.

Error code	Description	Solution
80	A machine (modem) error was detected.	Contact your dealer.
82	Super G3 communication failed.	Turn off the super G3 mode.(*)
83	Super G3 communication failed.	Turn off the super G3 mode.(*)
84	The communication stopped as the communication time has elapsed 60 minutes.	For transmission, lower the image quality or divide the documents into several parts and send again. For reception, contact the other party and have them lower the image quality or divide the documents into several parts and resend.
90	A wrong prefix number was specified.	Check the prefix number.

*Press [Device Settings], select [Admin Setup] > [User Install] > [Super G3] > [OFF] on the touch panel.

About Problems with Printing Results

This section describes problems with print results.
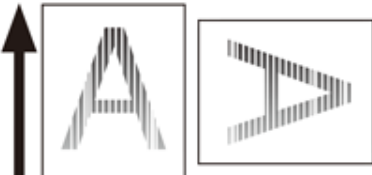
Click the corresponding symptom and check the remedy.
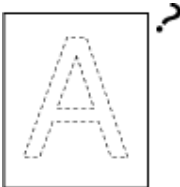
If you cannot solve a problem with the following solutions, contact your dealer.

- Table of Problems with Printing Results
- Vertical White Lines Appear
- Printed Images are Fading Vertically
- Printed Images are Light
- White Spots and Lines Appear
- Dew Condensation Appears on Printed Paper
- Vertical Lines Appear
- Horizontal Lines and Spots Appear Periodically
- White Area on Paper is Lightly Stained
- The Periphery of Characters is Smudged
- The Entire Paper Area is Lightly Stained When Printing on Envelopes or Coated Paper
- Toner Comes Off When Printed Paper is Rubbed
- Uneven Gloss
- Black or White Dots Appear
- Dirt is Printed
- The Entire Page is Printed Black
- Nothing is Printed
- White Patches Appear
- The Entire Page is Dirty
- The Peripheral Area of the Page is Dirty
- The Printed Image is Skewed
- Color of the printed image is not what you expect
- Solid printing of CMY 100% is too light

Table of Problems with Printing Results

Vertical White Lines Appear	Printed Images are Fading Vertically
Paper feeding direction	Paper feeding direction
Printed Images are Light	White Spots and Lines Appear
Dew Condensation Appears on Printed Paper	Vertical Lines Appear
	Paper feeding direction
Horizontal Lines and Spots Appear Periodically	White Area on Paper is Lightly Stained
Paper feeding direction	

The Periphery of Characters is Smudged	The Entire Paper Area is Lightly Stained When Printing on Envelopes or Coated Paper	The Peripheral Area of the Page is Dirty	The Printed Image is Skewed
Toner Comes Off When Printed Paper is Rubbed	Uneven Gloss	Color of the printed image is not what you expect	Solid printing of CMY 100% is too light
Black or White Dots Appear	Dirt is Printed		
The Entire Page is Printed Black	Nothing is Printed		
White Patches Appear	The Entire Page is Dirty		

Vertical White Lines Appear

Cause	Solution	Reference
The LED head is dirty.	Wipe the LED head with a soft tissue paper.	🔗 Cleaning the LED Head (User's Manual)
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	🔗 Replacing the Toner Cartridges (User's Manual)
The lightproof film of the image drum is dirty.	Wipe the lightproof film with a soft tissue paper.	-
The image drum is not installed properly.	Install the image drum properly.	🔗 Replacing the Image Drum (User's Manual)
The ADF document glass is dirty.	Clean the ADF document glass.	🔗 Cleaning the Document Glass (User's Manual) 🔗 Cleaning the Document Feed Rollers
There may be foreign objects in the image drum.	Replace the image drum.	🔗 Replacing the Image Drum (User's Manual)

Printed Images are Fading Vertically

Cause	Solution	Reference
The LED head is dirty.	Wipe the LED head with a soft tissue paper.	🔗 Cleaning the LED Head (User's Manual)
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	🔗 Replacing the Toner Cartridges (User's Manual)
The paper is unsuitable.	Use recommended paper.	🔗 Loading Paper (User's Manual)

Printed Images are Light

Cause	Solution	Reference
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	🔗 Replacing the Toner Cartridges (User's Manual)
The paper is damp.	Use paper stored under proper temperature and humidity conditions.	🔗 Loading Paper (User's Manual)
The paper is unsuitable.	Use recommended paper.	🔗 Loading Paper (User's Manual)
The settings of the media weight is incorrect.	On the touch panel, press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper value for [Media Weight]. Or, select a thicker values for [Media Weight].	🔗 Loading Paper (User's Manual)
Recycled paper is used.	On the touch panel, press [Device Settings], and then select [Paper Setup] > the paper tray you are using, and then select the thicker value for [Media Weight].	🔗 Loading Paper (User's Manual)

White Spots and Lines Appear

Cause	Solution	Reference
The paper is damp or dry.	Use paper stored under proper temperature and humidity conditions.	🔗 Loading Paper (User's Manual)

Dew Condensation Appears on Printed Paper

Cause	Solution	Reference
The paper is damp.	Use paper stored under proper temperature and humidity conditions.	🔗 Loading Paper (User's Manual)
The machine is printing when the temperature and humidity conditions are high.	Use the machine under proper temperature and humidity conditions.	🔗 Installation Requirements (User's Manual)

Vertical Lines Appear

Cause	Solution	Reference
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	🔗 Replacing the Toner Cartridges (User's Manual)
The document glass and document feed roller of the ADF are dirty.	Clean the document glass and document feed roller.	🔗 Cleaning the Document Glass (User's Manual) 🔗 Cleaning the Document Feed Rollers
The image drum is damaged.	Replace the image drum.	🔗 Replacing the Image Drum (User's Manual)

Horizontal Lines and Spots Appear Periodically
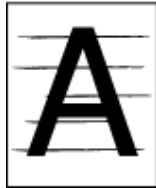
Cause	Solution	Reference
If the intervals of lines or spots are approximately 94 mm (3.7 inches), the green tube of the image drum is damaged or dirty.	Lightly wipe the image drum with a soft tissue paper. Replace the image drum if it is damaged.	🔗 Replacing the Image Drum (User's Manual)
If the intervals of lines or spots are approximately 30 mm (1.2 inches), there may be foreign objects in the image drum.	Open and close the output tray, and then print again.	🔗 Names of Components (User's Manual)
The image drum has been exposed to light.	Place the image drum back into the machine, and then do not use for a few hours. If the problem persists, replace the image drum.	🔗 Replacing the Image Drum (User's Manual)
The paper feed path is dirty.	Print a few test copies.	🔗 Copying (User's Manual)

White Area on Paper is Lightly Stained

Cause	Solution	Reference
The paper has a static charge.	Use paper stored under proper temperature and humidity conditions.	🔗 Loading Paper (User's Manual)
The paper is too thick.	Use thinner paper.	🔗 Loading Paper (User's Manual)
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	🔗 Replacing the Toner Cartridges (User's Manual)

The Periphery of Characters is Smudged
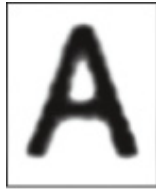
Cause	Solution	Reference
The LED head is dirty.	Wipe the LED head with a soft tissue paper.	🔗 Cleaning the LED Head (User's Manual)
The paper is unsuitable.	Use recommended paper.	🔗 Loading Paper (User's Manual)
The paper is damp.	Replace the damp paper with new paper.	🔗 Loading Paper (User's Manual)

The Entire Paper Area is Lightly Stained When Printing on Envelopes or Coated Paper

Cause	Solution	Reference
The toner may stick to the whole area of the envelope or coated paper.	This is not a malfunction. Coated paper is not recommended.	-

Toner Comes Off When Printed Paper is Rubbed

Cause	Solution	Reference
The settings of the media type and weight are incorrect.	On the touch panel, press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Weight]. Or, select a thicker value for [Media Weight].	🔗 Loading Paper (User's Manual)
Recycled paper is used.	On the touch panel, press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select a thicker value for [Media Weight].	🔗 Loading Paper (User's Manual)
The envelope lever remains attached.	Remove the envelope lever.	🔗 Printing on Envelopes
The safety stopper remains attached to the fuser unit.	Remove the orange safety stopper attached to the new fuser unit.	🔗 Replacing the Fuser Unit

Uneven Gloss

Cause	Solution	Reference
The settings of the media type and weight are incorrect.	On the touch panel, press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper value for [Media Weight]. Or, select a thicker value for [Media Weight].	🔗 Loading Paper (User's Manual)

Black or White Dots Appear

Cause	Solution	Reference
The paper is unsuitable.	Use recommended paper.	🔗 Loading Paper (User's Manual)
If the intervals of lines or spots are approximately 94 mm (3.7 inches), the green tube of the image drum is damaged or dirty.	Lightly wipe the image drum with a soft tissue paper. Replace the image drum if it is damaged.	🔗 Replacing the Image Drum (User's Manual)
The document glass or document holding pad is dirty.	Clean the document glass and document holding pad.	🔗 Cleaning the Document Glass (User's Manual)

Dirt is Printed

Cause	Solution	Reference
The paper is damp.	Replace the damp paper with new paper.	🔗 Loading Paper (User's Manual)
The paper is unsuitable.	Use recommended paper.	🔗 Loading Paper (User's Manual)
The document glass or document holding pad is dirty.	Clean the document glass and document holding pad.	🔗 Cleaning the Document Glass (User's Manual)

The Entire Page is Printed Black

Cause	Solution	Reference
A malfunction may occur in the machine.	Contact your dealer.	-

Nothing is Printed
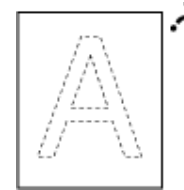
Cause	Solution	Reference
Two or more sheets of paper are fed at the same time.	Fan the paper well and load the paper again.	🔗 Loading Paper (User's Manual)
The document is set upside down.	Set the document properly.	🔗 Setting a Document (User's Manual)
A malfunction may occur in the machine.	Contact your dealer.	-

White Patches Appear

Cause	Solution	Reference
The paper is damp.	Replace the damp paper with new paper.	🔗 Loading Paper (User's Manual)
The paper is unsuitable.	Use recommended paper.	🔗 Loading Paper (User's Manual)
The document glass is dirty.	Clean the document glass.	🔗 Cleaning the Document Glass (User's Manual)

The Entire Page is Dirty

Cause	Solution	Reference
The document glass is dirty.	Clean the document glass.	🔗 Cleaning the Document Glass (User's Manual)
The image on the back side of a duplex document is printed.	If the duplex document is thin, the image on the back side may be printed. Lighten the density. Change Show-Through Removal setting or lighten the density.	🔗 Adjusting the Density (Density) 🔗 Removing Show-Through (Show-Through Removal)

The Peripheral Area of the Page is Dirty

Cause	Solution	Reference
The document feed roller or document holding pad is dirty.	Clean the document feed roller and document holding pad.	🔗 Cleaning the Document Feed Rollers
The paper size is bigger than the size of the document (when the zoom rate is set to 100%).	Use paper of the same size as the document.	🔗 Making Enlarged or Reduced Copies (Zoom) 🔗 Enlarging or Reducing to Fit the Specified Paper Size 🔗 Setting a Print Method for When a Received Image Exceeds Paper Size
The document orientation is different from the paper orientation.	Set the document orientation to suit paper.	🔗 Changing the Document Orientation (Direction)
The document is not reduced at the rate that suits the paper size.	Reduce the document at the rate that suits the paper size.	🔗 Making Enlarged or Reduced Copies (Zoom) 🔗 Enlarging or Reducing to Fit the Specified Paper Size 🔗 Setting a Print Method for When a Received Image Exceeds Paper Size

The Printed Image is Skewed

Cause	Solution	Reference
The document is set improperly.	Set the document properly.	🔗 Setting a Document (User's Manual)
An unsuitable document is set in the ADF.	Set a suitable document in the ADF.	🔗 Setting a Document (User's Manual)
There may be foreign objects on the ADF document glass.	Clean the ADF document glass.	🔗 Cleaning the Document Glass (User's Manual) 🔗 Cleaning the Document Feed Rollers

Color of the printed image is not what you expect

Cause	Solution	Reference
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	🔗 Replacing the Toner Cartridges (User's Manual)
The setting of [Black Finish] is not suitable for the application.	On the printer driver, select [Composite Black (CMYK)] of [True Black (K)] for [Black Finish].	🔗 Changing Black Finish
The color adjustment has been modified.	Do color matching from the printer driver.	🔗 Using Color Matching on Printer Driver
The color balance is out of adjustment.	On the touch panel, press [Device Settings] > [Admin Setup] > [Print Setup] > [Color Setup], and adjust density or color balance.	🔗 Correcting Density Manually 🔗 Adjusting Color Balance (Density)
Color registration is out of alignment.	Open and close the output tray. Or, on the touch panel, press [Device Settings] > [Admin Setup] > [Print Setup] > [Color Setup], and then [Adjust Registration].	🔗 Print Setup

Solid printing of CMY 100% is too light

Cause	Solution	Reference
[CMY100% Density] is set to [Disable].	On the touch panel, press [Device Settings] > [Admin Setup] > [Color Setup] > [CMY100% Density], and then select [Enable].	-

Problems about Software

This section describes problems with software.

- Problems on Configuration Tool
- Problems on a Web Browser
- Printer Problems on a Windows PC

- **[Device Setting] tab**

  - Cloning

Symptom	Cause/Solution	Reference
A copy destination device is not displayed on the screen.	The model name of the copy destination device is different. Cloning functions only between the devices with the same model name. Check the model name of the copy destination device.	🔗 Cloning Settings
If multiple devices are specified as copy destinations, copying cannot be made to some of the devices.	The entered administrator password is different from the administrator password of the device to which copying cannot be made. Check the administrator password of the device to which copying cannot be made.	🔗 Cloning Settings

- **[User Setting] tab**

  - Cloning

Symptom	Cause/Solution	Reference
A copy destination device is not displayed on the screen.	The model name of the copy destination device is different. Cloning functions only between the devices with the same model name. Check the model name of the copy destination device.	-
If multiple devices are specified as copy destinations, copying cannot be made to some of the devices.	The entered administrator password is different from the administrator password of the device to which copying cannot be made. Check the administrator password of the device to which copying cannot be made.	-
Copying cannot be made to a device by performing cloning with the following functions. • E-mail Address Manager • Speed Dial Manager • Profile Manager • Network Scan Manager • Auto Delivery Manager	Information that is to be replaced in the copy destination device is locked because it is being edited or used. Unlock the used information before performing cloning.	-

Symptom	Cause/Solution	Reference
If I perform cloning with Auto Delivery Manager, the following settings are also copied. • E-mail Address Manager • Speed Dial Manager • Profile Manager	If e-mails or speed dials are used for the auto delivery settings of the copy source device, these settings also need to be copied at the same time. To copy only the auto delivery settings, delete the e-mail, speed dial, or other settings from the copy source device before performing cloning.	-

Problems on a Web Browser

Symptom	Cause/Solution	Reference
Unable to connect with the machine	A LAN cable is unplugged. Check that the cable is plugged into the machine and computer properly.	🔗 Connecting a LAN Cable (User's Manual)
	The IP address is incorrect. Check the IP address of the machine and enter it correctly.	🔗 Open the Web Page of This Machine

Printer Problems on a Windows PC

📝

- If you cannot solve a problem with the following solutions, contact your dealer.
- For problems caused by an application, contact the manufacturer of the application.

• USB Connection Problems

Symptom	Cause/solution	Reference
An icon for the machine is not created on the [Devices and Printers] folder.	The printer driver is not installed correctly. Reinstall the printer driver correctly.	🔗 Installing a Driver and Software to a Computer (User's Manual)
When a printer driver is already installed, another printer driver cannot be installed.	Perform [Custom Install] by following the procedure described in the reference.	🔗 Installing Software
The [Unable to install printer driver] error message is displayed.	Use Plug-and-Play. Follow the procedure below: 1. Check that the machine and computer are turned off. 2. Connect a USB cable. 3. Turn on the machine. 4. Turn on the computer. 5. When the [Found New Hardware Wizard] is displayed, follow the on-screen instructions to complete the setup.	-

• Printer Driver/Utility Problems

Symptom	Cause/solution
[Help] is not displayed.	The Help function is not supported.
The [User Account Control] dialog is displayed.	When you start an installer or utility, the [User Account Control] dialog may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No], the installer or utility does not start.
The [Program Capability Assistant] dialog is displayed.	If the [Program Capability Assistant] dialog is displayed after installation (including if you stop installation before it is complete), be sure to click [This program installed].

Problems on the Machine or Paper

This section describes problems with the machine and paper.

Problems on the Machine

If you cannot solve a problem with the following solutions, contact your dealer.

- **Nothing is displayed on the display screen after turning on the machine.**

Cause	Solution	Reference
The power cord is unplugged.	Turn off the machine, and then plug in the power cord firmly.	Connecting the Power Code (User's Manual)
The power is out.	Check whether the power is supplied to the outlet.	-

- **The machine does not operate.**

Cause	Solution	Reference
The power cord is not firmly plugged in.	Plug in the power cord firmly.	Connecting the Power Code (User's Manual)
The machine is turned off.	Turn on the machine.	Turning On the Machine (User's Manual)

- **The power switch LED lamp quickly flashes at approximately 0.3-second intervals.**

Cause	Solution	Reference
A malfunction may occur in the machine.	Unplug the power cord immediately, and then contact your dealer.	-

- **The power switch LED lamp and the ⏻ (POWER SAVE) button light and nothing is displayed on the touch panel.**

Cause	Solution	Reference
The screen saver screen is displayed on the touch panel.	Touch the touch panel.	🔗 Saving Power Consumption with the Power Save Function (User's Manual)

- **The output tray cannot be closed.**

Cause	Solution	Reference
The belt unit and image drums are not properly installed.	Remove the four image drums, and then remove and correctly reinstall the belt unit.	🔗 Replacing the Belt Unit
The blue lever of the toner cartridge is not set to the proper position.	Turn the blue levers until their tops align with the protrusions in the back of the toner cartridges.	🔗 Replacing the Toner Cartridges (User's Manual)

- **The machine does not start printing.**

Cause	Solution	Reference
An error is displayed.	Check the error code, and then follow the on-screen instructions.	🔗 Error Message List (User's Manual)
A LAN cable or USB cable is unplugged.	Plug in a LAN cable or USB cable firmly.	🔗 Connecting a LAN Cable/USB Cable (User's Manual)
There may be a problem with a LAN cable or USB cable.	Use another LAN cable or USB cable.	-
A LAN cable or USB cable does not meet the standard.	• Use a USB 2.0 cable. • Use an Ethernet 10BASE-T/100BASE-TX cable.	-
There may be a problem with the print function.	On the touch panel, press [Device Settings], select [Reports] > [Configuration], and print out the configuration list to check the printing performance.	🔗 Printing a Report to Check
A communication protocol is disabled.	On the touch panel, press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting], and then enable the communication protocol that you are using.	-
A printer driver is not selected.	Set the printer driver of the machine as the default printer.	-
The output port of the printer driver is incorrect.	Specify the output port for connecting a LAN cable or USB cable.	-

- **The document glass is covered with condensation.**

Cause	Solution	Reference
The machine may be used in a humid place or in a place where the temperature and humidity widely vary.	Use machine under proper temperature and humidity conditions. Wipe the document glass with a soft, dry, and clean cloth. If the inside the document glass is covered with condensation, wait a while until the condensation disappears.	🔗 Installation Requirements (User's Manual)

- **Nothing is displayed on the touch panel.**

Cause	Solution	Reference
The machine is in Sleep mode or Deep Sleep mode.	Check the ⏻ (POWER SAVE) button flashes, and then start the machine by pressing the ⏻ (POWER SAVE) button.	🔗 Saving Power Consumption with the Power Save Function (User's Manual)

- **Print data is not sent.**

Cause	Solution	Reference
A LAN cable or USB cable is damaged.	Connect a new cable.	-
The time-out period set on the computer has elapsed.	Set a longer time-out period.	-

- **There is an abnormal sound.**

Cause	Solution	Reference
The machine is inclined.	Place the machine on a flat surface.	-
There are waste paper or foreign objects inside the machine.	Check inside the machine, and then remove any objects.	-
The output tray is opened.	Close the output tray.	🔗 Names of Components (User's Manual)

- **There is a buzzing sound.**

Cause	Solution	Reference
The machine is printing on heavy or light paper when the temperature inside is high.	This is not a malfunction. You can proceed with the operation.	-

- **The machine does not start printing immediately.**

Cause	Solution	Reference
The machine is warming up to exit Power Save, Sleep mode, or Deep Sleep mode.	You can set to extend the time of period for entering Power Save mode, Sleep mode or Deep Sleep mode by following the procedure below. On the touch panel, press [Device Settings], and then select [Manage Unit] > [Power Save] > [Power Save Time] or [Sleep Time].	🔗 Saving Power Consumption with the Power Save Function (User's Manual)
The machine may be cleaning the image drum.	Wait for a while.	-
The machine is adjusting the temperature of the fuser unit.	Wait for a while.	-
The machine is processing data from another interface.	Wait until printing is completed.	-

- **Even if the [Density] setting is changed, printing results do not change.**

Cause	Solution	Reference
The settings for [RGB] are changed.	The [Density] setting goes together with the [RGB] setting. They move within an appropriate range.	🔗 Adjusting the Density (Density)

- **Printing stops halfway.**

Cause	Solution	Reference
The temperature inside the machine rises due to continuous printing for a long time, resulting in the temperature being adjusted.	Wait for a while. When the machine reaches the suitable temperature, printing restarts automatically.	-

- **The specified settings such as the time setting have been erased.**

Cause	Solution	Reference
The machine is left turned off for a long time, or turn on and off the machine every time you use the machine.	The battery may reach its lifetime. Contact your dealer.	-

- **Free space in memory is insufficient.**

Cause	Solution	Reference
The print data is complicated.	Simplify the print data.	-

- **All pages are not printed.**

Cause	Solution	Reference
The WSD port is used.	Change the print port to Standard TCP/IP Port.	-

- **Printing is slow.**

Cause	Solution	Reference
Printing process is also processed in the computer.	Use a computer with faster processing speed.	-
You have selected [Fine / Detail (1200x1200)] on the [Job Options] tab of the printer driver.	Select [Normal (600x600)] or [Draft (600x600)] on the [Job Options] tab of the printer driver.	-
The print data is complicated.	Simplify the print data.	-

- **The printer driver is not correctly displayed.**

Cause	Solution	Reference
The printer driver may not be operating correctly.	Uninstall the printer driver, and then install it again.	🔗 Removing the Printer Driver (Windows) 🔗 Removing the Printer Driver (Mac OS X) 🔗 Installing Software

- **The machine turns off automatically.**

Cause	Solution	Reference
If the machine is not used for a certain period of time (the factory default is 4 hours), the machine turns off automatically. This function is called Auto Power Off.	On the touch panel, press [Device Settings], select [Admin Setup] > [User Install] > [Power Setup] > [Auto Power Off], and then disable the function.	🔗 Saving Power Consumption with the Power Save Function (User's Manual)

- **The web page does not open.**

Cause	Solution	Reference
The IP address is incorrect.	Check the IP address to the machine, and then enter proper value.	🔗 Open the Web Page of This Machine
The LAN cable is disconnected.	Make sure that the LAN cable is securely connected.	🔗 Connecting a LAN Cable (User's Manual)

Problems on Document and Paper

If you cannot solve a problem with the following solutions, contact your dealer.

- **The document is not ejected from the machine.**

Cause	Solution	Reference
The document jammed.	Remove the jammed document, and then set it again.	Setting a Document (User's Manual)

- **The document often jams.**

Cause	Solution	Reference
The document is not appropriate.	Use an appropriate document.	Setting a Document (User's Manual)
The document guides are not aligned.	Adjust the document guides to the document.	Setting a Document (User's Manual)
There is a piece of paper inside the ADF.	Open the ADF cover to check.	If a Document Jam Occurs (User's Manual)
The document feed roller of the ADF is dirty.	Clean the document feed roller of the ADF.	Cleaning the Document Feed Rollers

- **Paper often jams. Multiple sheets of paper are pulled in at the same time. Paper is pulled in at an angle.**

Cause	Solution	Reference
The machine is inclined.	Place the machine on a flat surface.	-
The paper is too light or too heavy.	The paper is too light or too heavy. Use the appropriate paper for the machine.	Loading Paper (User's Manual)
The paper is damp or has a static charge.	Use paper stored under proper temperature and humidity conditions.	Loading Paper (User's Manual)
The paper is wrinkled, folded, or curled.	Use the appropriate paper for the machine. Fix the curled paper.	Loading Paper (User's Manual)
The back side of the paper is printed.	The paper that has been printed once cannot be used in Tray 1 and Tray 2/3. Load the paper in the MP tray for printing.	-
The edges of the paper are not aligned.	Fan a stack of paper well, and then align the edges of the paper.	Loading Paper (User's Manual)

Cause	Solution	Reference
There is only one sheet of paper in the tray.	Load multiple sheets of paper.	-
You added new paper onto the paper that is already loaded in the tray.	Remove the already loaded paper, stack up it onto the new paper, and then align the edges of all the paper.	Loading Paper (User's Manual)
Paper is loaded at an angle.	For Tray 1 and Tray 2/3, adjust the paper guide and paper stopper to the paper. For the MP tray, adjust the manual feeding paper guide to the paper.	Loading Paper (User's Manual)
Envelopes are loaded in the wrong direction.	Load the envelopes correctly.	Loading Paper (User's Manual)
Paper, envelopes, or labels whose weight is 221 to 256 g/m^2(56 to 95 lb) is loaded in Tray 1 and Tray 2/3.	Load the paper, envelopes, or labels whose weight is 221 to 256 g/m^2(56 to 95 lb) is in the MP tray.	Loading Paper (User's Manual)
The rear output tray is not closed firmly.	Close the rear output tray firmly.	Setting Output Destination

- **Paper is not fed.**

Cause	Solution	Reference
The [Paper Feeding Source] setting on the printer driver is specified incorrectly.	Check the paper tray, and then select the correct tray in [Paper Feeding Source] on the printer driver.	-
The manual feeding is specified on the printer driver.	Load paper in the MP tray, and then select [Start] on the touch panel. Alternatively, disable the [Use MP tray as manual feed] setting on the printer driver.	Printing Manually One by One

- **Paper is not fed from Tray 2/3 (optional).**

Cause	Solution	Reference
Tray 2/3 is not set with the printer driver.	Set Tray 2/3 with the printer driver.	Installing the Additional Tray Unit (User's Manual) / Setting the Printer Driver (User's Manual)

- **Even after the jammed paper was removed, the machine does not work.**

Cause	Solution	Reference
The machine may not start printing until the output tray is opened and closed.	Open and close the output tray.	🔗 Names of Components (User's Manual)

- **Paper is curled. Paper is creased.**

Cause	Solution	Reference
The paper is damp or has a static charge.	Use paper stored under proper temperature and humidity conditions.	🔗 Loading Paper (User's Manual)
The paper is light.	On the touch panel, press [Device Settings], select [Paper Setup] > [(tray name)] > [Media Weight], and then specify a lighter weight.	🔗 Loading Paper (User's Manual)

- **The paper twists around the rollers in the fuser unit.**

Cause	Solution	Reference
The settings of media weight and type are incorrect.	On the touch panel, press [Device Settings], select [Paper Setup] > [(tray name)] > [Media Type]/[Media Weight], and then specify the appropriate values. Alternatively, specify heavier weight in [Media Weight].	🔗 Loading Paper (User's Manual)
The paper is light.	Use heavier paper.	🔗 Loading Paper (User's Manual)
There are nearly solid fill on the leading edge of the paper.	Insert a margin into the leading edge of the paper. For duplex printing, insert a margin into the bottom edge of the paper as well.	-

- **The paper twists around the rollers in the belt unit.**

Cause	Solution	Reference
Paper is too light or thin.	Use heavier paper.	-

- **A corner of paper is folded (edge folded).**

Cause	Solution	Reference
Paper is curled.	Use paper stored under proper temperature and humidity conditions.	🔗 Loading Paper (User's Manual)

- **The paper is twinkled when printing on envelopes.**

Cause	Solution	Reference
The envelope lever is not attached.	Attach the envelope lever.	🔗 Printing on Envelopes
The paper is damp.	Use paper stored under proper temperature and humidity conditions.	🔗 Loading Paper (User's Manual)
The machine is printing when the temperature and humidity conditions are high.	Set [High Humid Mode] of [User Install] to any value of [Mode0] to [Mode5] on [Admin Setup].	🔗 User Install
If you cannot solve a problem with the above solutions	Load the envelope with the flap (for gluing) on the printer side, and then set the reverse page orientation (180°) on the printing preferences.	🔗 About Screens and Functions of Each Printer Driver (User's Manual)

If a Power Failure Occurs

• The operation of the machine

If a power failure occurs, the machine operates as follows.

⚠

- If a power failure occurs, the machine is turned on, it will turn on automatically without pressing the power switch after the power is restored.

  If you do not want the machine to turn on automatically after the power is restored, [Device Settings] > [Admin Setup] > [User Install] > [Power Setup] > Set [Power Supply Return] to [Manual].

- The operation that uses an uninterruptible power supply (UPS) or inverter is not guaranteed. Do not use an uninterruptible power supply (UPS) or inverter.

Machine's Status	Operation
During a call	You can continue talking.
During a fax transmission	The transmission stops halfway. When the power is restored, • If a memory transmission is used, the machine automatically retransmits from the page on which the transmission stopped. • If a real time transmission is used, the machine does not send the data again. Set the document, and then specify the destination again to start the transmission.
During a fax reception	The reception stops halfway. If the machine received one or more pages, the erased report is printed after the power is restored. A received image is not printed.
Copying or printing a report	Printing stops halfway. When the power is restored, start the print job again.
Standby	You cannot start another copy, fax, scan, or print job. You also cannot receive another fax.

• Stored fax data

- Backing up data in memory

  The image data stored in the memory is retained even if a power failure occurs or you turn off the machine.

- Erased report

  If the fax data in memory is lost, an erased report is printed automatically.

The following documents are eligible for an erased report.

- Fcode Box Document
- Documents received in memory

  An erased report informs you of the following items of deleted data.

- Document type
- Fcode box number
- Fcode box name
- Destination name
- Fcode confidential communication/Fcode bulletin board communication
- Time when communication started
- Number of received pages

📝

If a fax is received with the manual reception, Fcode polling reception, or Fcode confidential reception, its reception type is also printed.

Before Relinquishing Your Device

We highly recommend you to erase registered personal information and saved data in the device before you relinquish the device.

To erase the information, [Device Settings] > [Admin Setup] > [User Install] > Execute [Erase Privacy Data] on the touch panel.

The following information is saved in the device.

Address book

Phone book data

Profile

Data registered to one-touch buttons, etc.

Admin Password

Values set to menu items

Fax communication data

Private print data

Various histories

Information for the access control, user management (local users, external user cache [LDAP, Kerberos])

AirPrint Problems

⚠

- The machine may take a few minutes to connect to a network after turning on the machine. Check that the machine is connected to the network before printing.
- If using Mac OS X or iOS, upgrade to the latest version before use.

• The "No AirPrint Printers Found" message is displayed on an iOS device.

Point to check	Solution	Reference
Is the machine turned on?	Turn on the machine. If the machine is turned on, turn it off and then back on, and then check whether the problem is solved.	🔗 Turning On or Off the Machine (User's Manual)
Is the machine connected to the same network as the iOS device?	Check that the machine is displayed on the print screen of the iOS device. If the machine is not displayed, check the IP address.	-

• Unable to print.

Point to check	Solution	Reference
Is the machine turned on?	Turn on the machine. If the machine is turned on, turn it off and then back on, and then check whether the problem is solved.	🔗 Turning On or Off the Machine (User's Manual)
Is the machine connected to the same network as the iOS device?	Check that the machine is displayed on the print screen of the iOS device. If the machine is not displayed, check the IP address.	-
Is the latest firmware version installed?	Check the firmware version of this machine, and Mac OS and iOS version. If the version of the firmware is not the latest, update to the appropriate version from our website or Apple's website.	-
Is there paper in the tray?	Check the message informing you that paper runs out.	🔗 Error Message List (User's Manual) 🔗 If the STATUS Button on the Operator Panel Lights Up or Flashes

Point to check	Solution	Reference
Is there toner in the toner cartridge?	Check the message informing you that toner runs out.	🔗 Error Message List (User's Manual) 🔗 If the STATUS Button on the Operator Panel Lights Up or Flashes
Is AirPrint set to [Enable]?	On the touch panel, press [Device Settings], and check the status of [AirPrint]. When [Disable] is displayed, AirPrint is not available.	-
Is an error displayed?	Check the error message or the ▭ (STATUS) button.	🔗 Error Message List (User's Manual) 🔗 If the STATUS Button on the Operator Panel Lights Up or Flashes

Google Cloud Print Problems

- **The machine cannot be registered in Google Cloud Print.**

Point to check	Solution	Reference
Is the machine connected to a network?	Register again from the beginning.	🔗 Setting Google Cloud Print

- **Unable to print.**

Point to check	Solution	Reference
Is the machine registered in Google Cloud Print correctly?	Register the machine in Google Cloud Print correctly.	🔗 Checking Google Cloud Print Registrations 🔗 Setting Google Cloud Print
Is there any error in the connection status of the machine?	Open the Web page of this machine, and check the connection by following the procedure below. Log in as the Administrator and select [View Info] > [Network] > [Google Cloud Print], and then check [XMPP Status] and [HTTP Status]. If [Error(error code)] is displayed, refer to "Error code is displayed" in this topic.	🔗 Web Page of This Machine
Do you use a corporate internal network?	Check that the XMPP(5222) port is opened. For detail on the network, contact your network administrator.	-

- **Even after the machine was deleted from Google Cloud Print, the registration information remains on the management screen.**

Point to check	Solution	Reference
Did you delete the registration information with the machine connected to a network?	Delete the machine on the management screen of Google Cloud Print.	🔗 Checking That Deletion is Complete

- **Even after the machine was deleted from Google Cloud Print, the registration information remains in the machine.**

Point to check	Solution	Reference
Did you delete the machine on the management screen of Google Cloud Print?	Delete the registration information from the operator panel of the machine.	🔗 Checking That Deletion is Complete

- **An error code is displayed on the panel**

  If an error occurs, the error code (8-digit alphanumeric value) is displayed on the operator panel of the machine. Check the first three characters, or last two digits of the error code, and then follow the procedure of the error code list.

  - Error code list

    An "x" in the error code list means any alphanumeric characters.

Error code	Solution	Reference
00000000	The machine is operating normally.	-
10axxx13 10bxxx13 10cxxx13	A connection error with the HTTP server (server authentication error). Access the Web page (http://(IP address of this machine) of the machine, and then check the imported CA license. Alternatively, update the firmware.	🔗 About Importing the CA Licenses of the Proxy Server
10axxx16 10bxxx16 10cxxx16	A connection error with the proxy server (server authentication error). Access the Web page (http://(IP address of this machine) of the machine, and then check the imported CA license. Alternatively, update the firmware.	🔗 About Importing the CA Licenses of the Proxy Server
103xxx83 10bxxx83	A connection error with the XMPP server (server authentication error). Access the Web page (http://(IP address of this machine) of the machine, and then check the imported CA license. Alternatively, update the firmware.	🔗 About Importing the CA Licenses of the Proxy Server
103xxx86 10bxxx86	A connection error with the proxy server (server authentication error). Access the Web page (http://(IP address of this machine) of the machine, and then check the imported CA license. Alternatively, update the firmware.	🔗 About Importing the CA Licenses of the Proxy Server
xxxxxx11	An error with the DNS server has occurred. Check the DNS server setting of the machine.	🔗 Checking Google Cloud Print Registrations
xxxxxx12	Failed to connect to the HTTP server. The connection cannot be established due to your network environment. Check with your network administrator.	-
xxxxxx13	An HTTP server connection error. The connection cannot be established due to your network environment. Check with your network administrator.	-
xxxxxx14	An error with the DNS server has occurred. Check the DNS server setting of the machine or the setting of the proxy server name.	🔗 Checking Google Cloud Print Registrations

Error code	Solution	Reference
xxxxxx15	Failed to connect to the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	🔗 Checking Google Cloud Print Registrations
xxxxxx16	A proxy server connection error. The connection cannot be established due to your network environment. Check with your network administrator.	-
xxxxxx17	An authentication error of the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	🔗 Checking Google Cloud Print Registrations
xxxxxx81	An error with the DNS server has occurred. Check the DNS server setting of the machine.	🔗 Checking Google Cloud Print Registrations
xxxxxx82	Failed to connect to the XMPP server. Check that the XMPP(5222) port is opened. If the problem cannot be solved, check with your network administrator.	-
xxxxxx83	Failed to connect to the XMPP server. Check that the XMPP(5222) port is opened. If the problem cannot be solved, check with your network administrator.	-
xxxxxx84	An error with the DNS server has occurred. Check the DNS server setting of the machine or the setting of the proxy server name.	🔗 Checking Google Cloud Print Registrations
xxxxxx85	Failed to connect to the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	🔗 Checking Google Cloud Print Registrations
xxxxxx86	A connection error with the proxy server. Check that the XMPP(5222) port is opened. If the problem cannot be solved, check with your network administrator.	-
xxxxxx87	An authentication error of the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	🔗 Checking Google Cloud Print Registrations

8 Editing Address Book

E-mail Address

Fax Numbers

This section describes how to register/edit e-mail addresses and fax numbers in the address book of the machine.

E-mail Address

This section describes how to register/delete e-mail addresses and e-mail groups in or from the address book of the machine.

You can register/delete them from a computer using the Web page of the machine or Configuration Tool.

🔗 Registering and Editing an E-mail Address (Web Page)

🔗 Registering an E-mail Address (Configuration Tool)

- Registering an E-mail Address from the Operator Panel
- Registering an E-mail Group from the Operator Panel
- Registering an E-mail Address from the History
- Deleting a Registered E-mail Address from the Operator Panel
- Deleting a Registered E-mail Group from the Operator Panel

Registering an E-mail Address from the Operator Panel

For details on character entry methods, refer to "Entering Characters (User's Manual)".

1 Press [Device Settings] on the touch panel.

2 Press [Address Book].

3 Press [E-mail Address].

4 Select a number, and then press [Register].

5 Press the registration button of [Name].

6 Enter a name, and then press [OK].
You can enter up to 16 characters.

7 Press the registration button of [E-mail Address].

8 Enter an e-mail address, and then press [OK].

9 Press [OK].

Registering an E-mail Group from the Operator Panel

You can register an e-mail group from [Group No.] in [E-mail Address].

1 Press [Device Settings] on the touch panel.

2 Press [Address Book].

3 Press [E-mail Group].

4 Select a number, and then press [Register].

To edit a registered address, select [Edit].

5 Press the registration button of [Name].

6 Enter a name, and then press [OK].
You can enter up to 16 characters.

7 Press the registration button of [Address No.].

8 Select an e-mail address, and then press [OK].
The check box is selected. You can select multiple e-mail addresses.

9 Press [OK].

Registering an E-mail Address from the History

You can add an e-mail address to the address book from the transmission history.

The transmission history displays only sent faxes whose destinations were directly entered.

1 Press [Scan] or the ⬤ (SCAN) button.

2 Press [Scan To E-mail].

3 Press [Tx History].

4 Press [Register to Address Book].

5 Select an E-mail address, and then press [Register].

6 Press [Register to free number].

When overwriting a registered number, select the number, and then press [Overwrite].

7 Press the registration button of [Name].

8 Enter a name, and then press [OK].
You can enter up to 16 characters.

9 Press [OK].

10 Repeat steps 3 to 9 until you complete registering all the e-mail addresses.

Deleting a Registered E-mail Address from the Operator Panel

1 Press [Device Settings] on the touch panel.

2 Press [Address Book].

3 Press [E-mail Address].

4 Select a number, and then press [Delete].

5 Press [Yes] on a confirmation screen.

Deleting a Registered E-mail Group from the Operator Panel

1 Press [Device Settings] on the touch panel.

2 Press [Address Book].

3 Press [E-mail Group].

4 Select a number, and then press [Delete].

5 Press [Yes] on a confirmation screen.

Fax Numbers

This section describes how to register/delete fax numbers and group numbers in or from the address book of the machine.

You can register/delete them from a computer using the Web page of the machine or Configuration Tool.

🔗 Registering and Editing a Fax Number (Web Page)

🔗 Registering a Fax Number (Configuration Tool)

- Registering a Fax Number from the Operator Panel
- Registering a Group Number from the Operator Panel
- Registering Fax Number from the History
- Deleting a Registered Fax Number from the Operator Panel
- Deleting a Registered Group Number from the Operator Panel

Registering a Fax Number from the Operator Panel

You can register up to 1000 destinations to speed dial.

You can create up to 32 groups, and register the entire groups as speed dial numbers.

For details on character entry methods, refer to "Entering Characters (User's Manual)".

The numbers that are registered in groups with the [Speed Dial] function synchronize the numbers that are registered in groups with the [Group No.] function.

1 Press [Device Settings] on the touch panel.

2 Press [Phone Book].

3 Press [Speed Dial].

4 Select a speed dial number, and then press [Register].
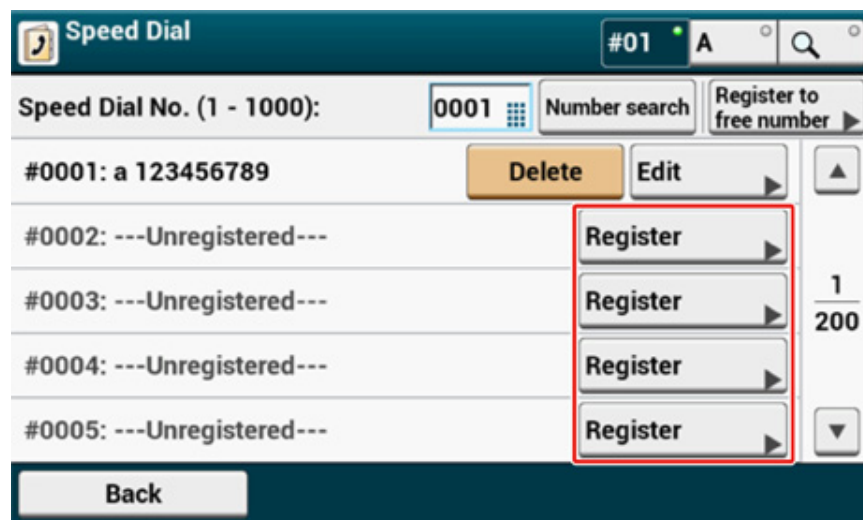
5 Press the registration button of [Name].

6 Enter a name.

You can enter up to 24 characters.

7 Press [OK].

8 Press the registration button of [Fax Number].

9 Enter a fax number.

You can enter up to 40 digits.

10 Press [OK].

Registering a Group Number from the Operator Panel

For details on character entry methods, refer to "Entering Characters (User's Manual)".

The numbers that are registered in groups with the [Speed Dial] function synchronize the numbers that are registered in groups with the [Group No] function.

1 Press [Device Settings] on the touch panel.

2 Press [Phone Book].
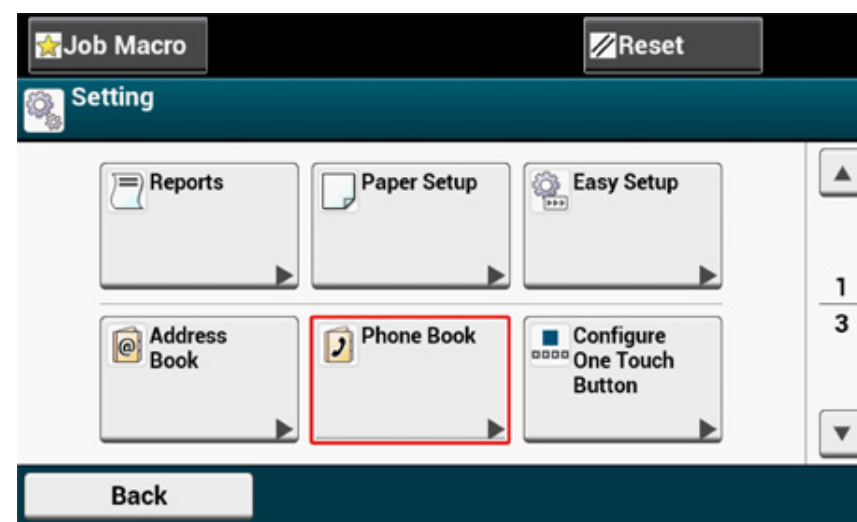
3 Press [Group No.].

4 Select a group number, and then press [Register].

The check box is selected. You can select multiple items.
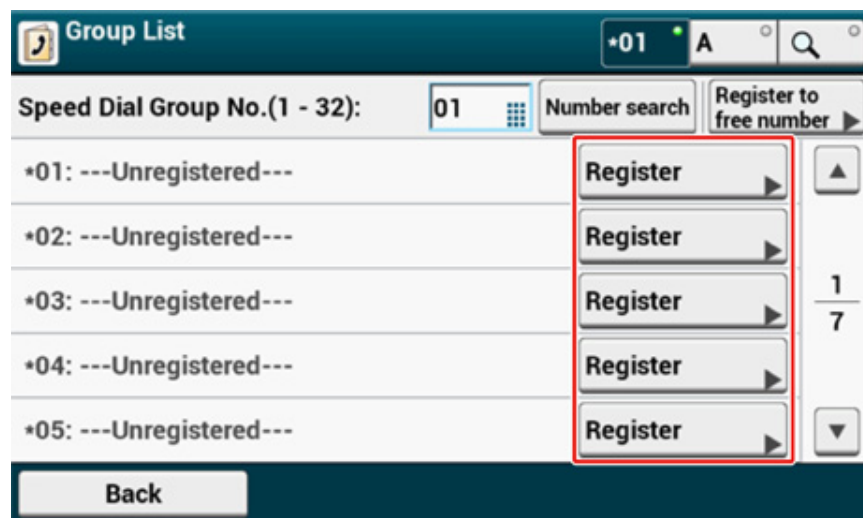
5 Press the registration button of [Name].

6 Enter a name.

You can enter up to 16 characters.

7 Press [OK].

8 Press the registration button of [Speed Dial].

9 Select speed dial numbers, and then press [OK].

10 Press [OK].

Registering Fax Number from the History

You can register fax numbers as speed dial numbers from the fax transmission history and the reception history.

1 Press [Fax] or the ⬤ (FAX) button.

2 Press [Fax].

3 Press [Redial].

4 Press [Tx History] or [Rx History].

5 Press [Register to Speed Dial].

6 Select a speed dial number, and then press [Register].

7 Press [Register to free number].
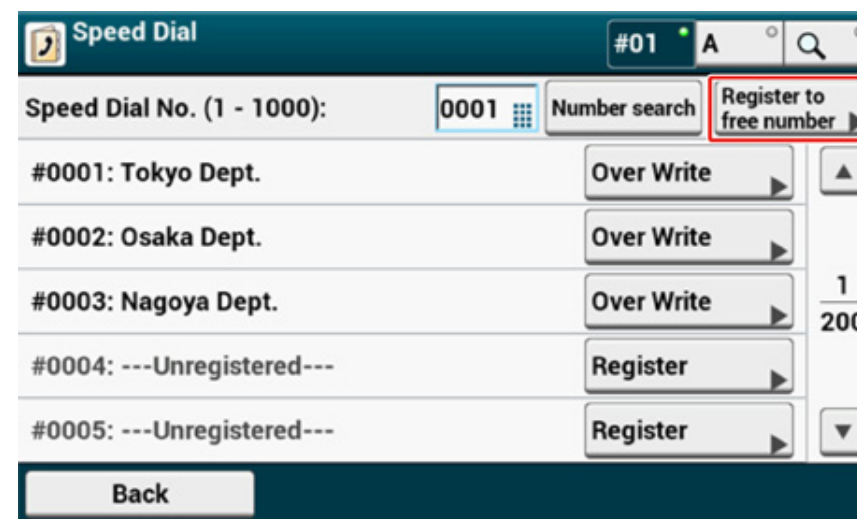
When overwriting a registered number, select the number, and then press [Over Write].

8 Press the registration button of [Name].

9 Enter a name, and then press [OK].
You can enter up to 24 characters.

10 Press [OK].

11 Repeat steps 3 to 10 until you complete registering all the dial number.

Deleting a Registered Fax Number from the Operator Panel

1 Press [Device Settings] on the touch panel.

2 Press [Phone Book].
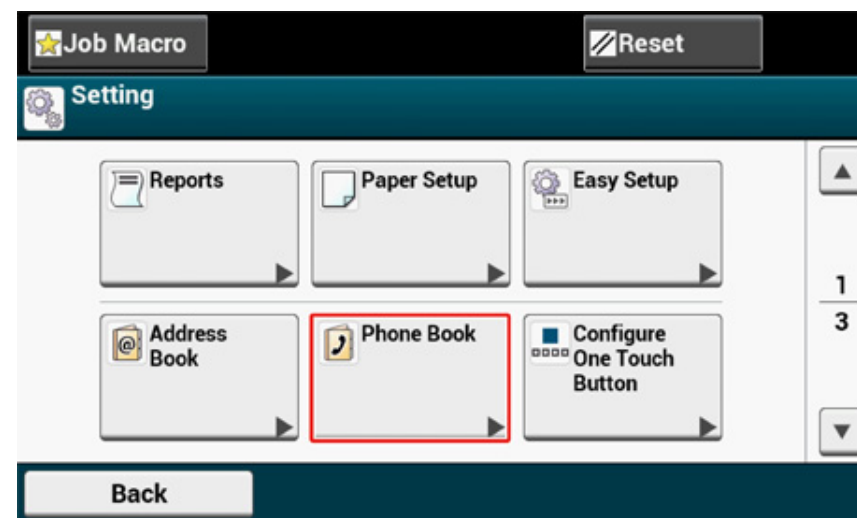
3 Press [Speed Dial].

4 Select a speed dial number, and then press [Delete].

5 Press [Yes] on a confirmation screen.

Deleting a Registered Group Number from the Operator Panel

Even if you delete a group, the numbers that are registered as the speed dial numbers are not deleted.

1 Press [Device Settings] on the touch panel.
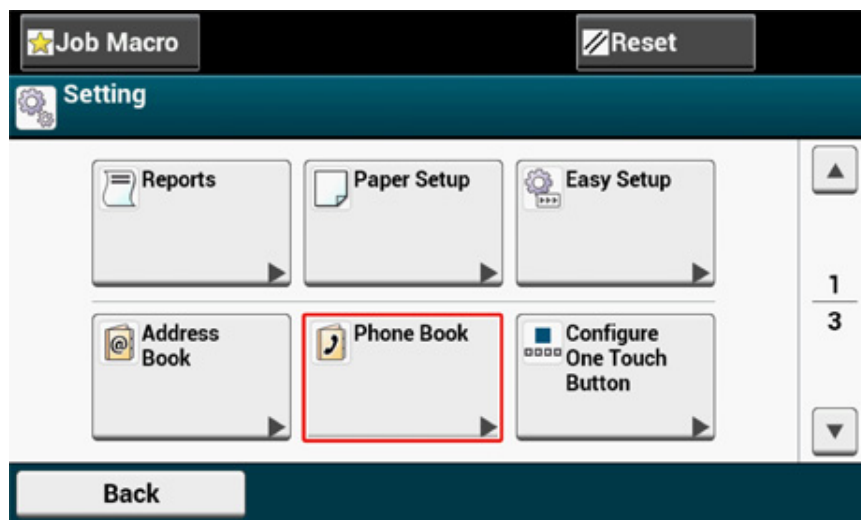
2 Press [Phone Book].

3 Press [Group No.].

4 Select a group number, and then press [Delete].

5 Press [Yes] on a confirmation screen.

9 Operating Management/ Specifications

Administrator Setup

Management Software

User Authentication (Access Control)

Account Management

Moving/Transporting This Machine

This section describes how to manage the machine and its specifications.

Administrator Setup

This section describes how to change items in Admin Setup.

The settings that you can change in [Admin Setup] are as follows.

The factory default administrator name and password are "admin" and "999999", respectively. Use them if any administrator names have not been registered yet.

- Changing Administrator Settings
- Copy Setup
- Fax Setup
- FaxServer Function
- Internet Fax Setup
- Scanner Setup
- Print From USB Memory Setup
- Print Setup
- Network Menu
- Configure Home Screen
- Manage Unit
- User Install

Changing Administrator Settings

To change the administrator settings, the administrator name and password are required. The factory default administrator name and password are "admin" and "999999" respectively.

Use them if any administrator names have not been registered yet. If the administrator password is changed, enter the updated password.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

4 Touch an item you want to change, and then change the setting.

5 Press [Back] to display the previous screen.

If you have items to change, operate continuously.

When you change all the items, press ⬜ (Home).

Copy Setup

Item				Factory default setting	Description
Color Mode				Auto	Select Auto / Color / Mono (Grayscale).
Scan Size				A4 or Letter	Sets the default scan size.
Duplex Copy				1 → 1 or 1 → 2	Sets the default setting of whether to turn duplex copying on or off, and the default binding position.
Zoom				100%	Sets the default zoom rate.
Sort				ON	Sets whether to collate copied documents by default.
Image Settings	Density			0	Sets the default density.
	Document Type			Text & Photo	Sets the default image quality.
	Resolution			Normal	Sets the default resolution.
	Background Removal			Auto	Sets the default background removal.
	Show-Through Removal			Middle	Sets the default value of the show-through removal function.
	Contrast			0	Sets the default contrast.
	Hue			0	Sets the default value of the hue.
	Saturation			0	Sets the default value of the saturation.
	RGB			R:0, G:0, B:0	Sets the default value of RGB contrast.
Direction				Portrait	Selects the default page orientation of documents.
ID Card Copy				OFF	Sets whether to use the ID card copy mode by default.
Continuous Scan				OFF	Sets whether to use Continuous Scan mode.
Mixed Size				OFF	Sets whether different sized documents are copied on each size paper by default.
Margin	Setting			OFF	Sets the default margins.
	Front	Left		0 mm (0 inch)	Available range: 0 to ±25 mm (0.0 to 1.0 inch) (1 mm increment, 0.1 inch increment)
		Top			
	Back	Left			
		Top			
Edge Erase	Setting			ON	Sets whether to erase the shade created in the surrounding of 2-page spread documents by default.
	Width			2 mm (0.1 inch)	Sets an erasing width. Available range: 2 to ±50 mm (0.1 to 2.0 inch) (1 mm increment, 0.1 inch increment)

Item			Factory default setting	Description
Omit Blank Page			OFF	Sets whether to enable or disable the white page skip function.
Watermark	Page Number	Setting	OFF	Sets whether to add the page number as watermarks.
		Start Number	1	Sets the start number of the page number.
		Position	Lower Right	Sets the printing position of the page number.
	String	User Name	OFF	Sets whether to add the user name as watermarks.
		Model Name	OFF	Sets whether to add the model name as watermarks.
		Date / Time	OFF	Sets whether to add the date and time as watermarks.
		Free Word	OFF	Sets whether to add a character string as watermarks.
		String	(NULL)	Sets a character string. You can register up to 64 alphanumeric characters.
		Position	Lower Left	Sets the printing position of the character string.
	Font Size		10 point	Sets the font size. Available range: 8 to 24 points
Configure Shortcuts			01: Scan Size 02: Paper Feed 03: Duplex Copy 04: N-in-1 05: Zoom 06: Direction	Sets the shortcut button for the [Copy] tab.

Fax Setup

• Default Settings

Item		Factory default setting	Description
Resolution		Normal	Sets the default image quality.
Background Removal		Auto	Sets the default setting of the background removal.
Density		0	Sets the default density to scan.
Scan Size		A4 or Letter	Sets the default scan size.
Continuous Scan(Glass)		OFF	Sets whether to use Continuous Scan.
Continuous Scan(ADF)		OFF	
Preview		OFF	Sets the preview image of sending image.
Edge Erase	Setting	OFF	Sets whether to erase the edge shadow created on Fax scan image.
	Width	2 mm (0.1 inch)	Sets an erasing width created on Fax scan image.
TTI		ON	Sets whether to add the sender's name to the header of the sent fax by default.
Transmit Confirmation Report		OFF or ON	Sets whether to automatically print transmission results by default.
Memory Tx		ON	Sets whether to use memory transmission (ON) or real-time transmission (OFF) by default.

• Configure Shortcuts

Item	Factory default setting	Description
Configure Shortcuts	01: Manual Dial 02: Speed Dial 03: Group List 04: Redial 05: Off Hook 06: Resolution	Sets the shortcut button for the [Fax] tab.

• Fcode Box

Item			Factory default setting	Description
Edit / Register	Confidential Box	Box Name	(NULL)	Sets the name for confidential boxes. You can enter up to 16 characters.
		Sub-Address	(NULL)	Sets the sub-address for confidential box. You can enter up to 20 characters.
		Hold Time	0	Sets the hold time for confidential box. Available range: 0 to 31 days
		I.D.Code	(NULL)	Sets the password for confidential box. Register a 4-digit numerical number only.
	Bulletin Box	Box Name	(NULL)	Sets a bulletin box name. You can enter up to 16 characters.
		Sub-Address	(NULL)	Sets the sub-address for bulletin box. You can enter up to 20 characters.
Delete				Deletes an Fcode box.

• Security Function

Item		Factory default setting	Description
ID Check Tx		OFF	Sets whether to use the ID check transmission.
Broadcast Destination		ON	Sets whether to indicate the transmission destination number before starting broadcast transmission.
Confirm Dial		OFF	Sets whether to reenter the transmission destination fax number before sending a fax.
Manual Input		Enable	Sets permission of manual input.
Secure Receive	Setting	OFF	Sets whether to store a received fax in the memory of this machine without printing immediately.
	Password	(NULL)	Sets the password that is entered when printing a received fax image that is stored in the memory of this machine.
	Delete after printing	Yes	Sets whether to delete a fax image after printing.

- **Other Settings**

Item			Factory default setting	Description
Default Mode			Normal	Sets the default screen of fax.
Redial Tries			2 times	Sets the number of redial attempts. Available range: 0 to 9 times
Redial Interval			1 minute	Sets the time between redial attempts. Available range: 0 to 5 minutes
Block Junk Fax	Setting		OFF	Sets Block Junk mode Fax.
	Registered List	Register / Edit	(NULL)	Register / Edit addresses for Block Junk Fax when [Mode2] or [Mode3] is set.
		Delete		Delete addresses for Block Junk Fax when [Mode2] or [Mode3] is set.
Ring Response			1 Ring	Sets the number of rings required before receiving an incoming fax.
Dialing Pause Duration			2 seconds	Sets the dial pause time. Available range: 0 to 10 seconds
Rx Reduc. Rate			Auto	Sets the reception reduction rate.
Reduc. Margin			24 mm (0.9 inch) or 100 mm (3.9 inch)	Sets the threshold level of reception reduction. Available range: 0 to 100 mm (0 to 3.9 inches)
ECM Mode			ON	Sets whether to use the error correction mode.
PreFix			(NULL)	Sets the dialing prefix. You can enter up to 40 digits.
Received Time Stamp			OFF	Sets whether to print the time stamp on received faxes.
Print Check Message			ON	Sets whether to report the error content if a transmission error occurs.
Duplex			OFF or Long Edge Bind	Sets simplex or duplex for printing received fax and the binding position for duplex printing.
Distant Station Priority			Type 1	Sets the priority order of information for Distant Station (information of the destination). Priority (High > Low) [Type 1]: Destination information > Name in speed dial > Phone number [Type 2]: Name in speed dial > Phone number

- **Fax Setting**

Item		Factory default setting	Description
Service Bit		OFF	If set to OFF, some menu items are not displayed on the screen.
Country Code		International or U.S.A	Sets the country code.
A/R Full Print		ON	Sets whether to print the list of the communication results automatically after every 50 communications.
Daily Tx/Rx Log Report	Setting	OFF	Enables / disables to print a daily report.
	Print Time	0 Hour 0 Minute 0 Second	Sets the date and time for printing the daily report.
Tone For Echo (For Transmission)		Disable	Displays only if Service Bit is ON.
Tone For Echo (For Reception)		Disable	Displays only if Service Bit is ON.
H/Modem Rate (For Tx)		33.6 Kbps	Sets the default modem reception transmission speed while the machine is sending a fax.
H/Modem Rate (For Rx)		33.6 Kbps	Sets the default value of the modem transmission speed while the machine is receiving a fax.
Attenuator		10 dB, Range: 0 - 15 dB	Enter Attenuator. Displays only if Service Bit is ON.
MF Attenuator		8 dB, Range: 0 - 15 dB	Enter MF(Tone) Attenuator. Displays only if Service Bit is ON.
Pulse Make Ratio		40%, Range: 33, 39, 40%	Sets to make rate of DP (10 pps) during call. Displays only if Service Bit is ON and Tone / Pulse setting is PULSE.
Pulse Dial Type		N, Range: N, 10-N, N+1	Sets the pulse type for dialing. Displays only if Service Bit is ON and Tone / Pulse setting is PULSE.
MF(Tone) Duration		100 mseconds, Range: 75, 85, 100 mseconds	Enter MF(Tone) Duration. Displays only if Service Bit is ON and Tone / Pulse setting is TONE.
Calling Timer		60 mseconds, Range: 1 - 255 seconds	Displays only if Service Bit is ON.
PBX Line		OFF	When connecting to PBX (internal exchange), put it to [ON].

Item		Factory default setting	Description
Forwarding Setting	Forwarding Setting	OFF	Sets whether to enable the fax forwarding mode.
	Forwarding Number	(NULL)	Sets a fax number used for the fax forwarding mode.
TAD Mode		Type 3	Sets an operation type in Tel / Fax Ready mode. [Type 3]: A fax signal is detected in 15 seconds from when the answering machine answers. Normally, use this type. [Type 1]: A fax signal is detected right after the answering machine answers, and then the reception starts. If you have any fax reception problems, they may be improved if this type is set. [Type 2]: A fax signal is detected right after the answering machine answers. Set this type if you usually use this machine as a phone.
Tel Priority Mode		OFF	Sets when the external telephone and the machine ring in Tel / Fax Ready mode. [ON]: The sender is assumed to make a voice call. The telephone rings early.
CNG Detection		OFF	Sets whether to determine whether the sender is sending a fax during the off the hook condition in Tel / Fax Ready mode.
T/F Timer Programming		35 seconds	Sets when to start the auto fax reception if the communication does not start even after an incoming call arrives in Tel / Fax Ready mode or Ans / Fax Ready mode.
Soft Ringer Volume		High	Sets a phone ring volume in Tel / Fax Ready mode.
Remote Receive Number		OFF	Sets a remote switch over number.

FaxServer Function

Item		Factory default setting	Description
Environmental Settings	FaxServer Function	OFF	Sets whether to use scanning to fax server.
	Prefix	(NULL)	Sets to prefix code for scanning to fax server.
	Suffix	@faxserver	Sets to suffix code for scanning to fax server.
	Text	OFF	Sets whether to add body text.
Default Settings	Scan Size	A4 or Letter	Sets the default scan size.
	Density	0	Sets the default density.
	Resolution	Normal	Sets the default resolution.
	Background Removal	Auto	Sets the default setting of the background removal.
	Continuous Scan	OFF	Sets whether to use Continuous Scan mode by default.
	Preview	OFF	Sets the preview image of sending image.
	Compression Rate	Low	Selects the default compression level.
Configure Shortcuts		01: Manual Dial 02: Speed Dial 03: Group List 04: Tx History 05: Scan Size	Sets the shortcut button for the [Internet Fax] tab.
Security Function	Broadcast Destination	ON	Sets whether to indicate the transmission destination number before starting broadcast transmission.
	Confirm Dial	OFF	Sets whether to reenter the transmission destination fax number before sending.

Internet Fax Setup

Item		Factory default setting	Description
Default Settings	Scan Size	A4 or Letter	Sets the default scan size.
	Density	0	Sets the default density.
	Resolution	Normal	Sets the default resolution.
	Background Removal	Auto	Sets the default background removal.
	Continuous Scan	OFF	Sets whether to use Continuous Scan mode by default.
	Preview	OFF	Sets the preview image of sending image.
	Compression Rate	Low	Selects the default compression level.
Configure Shortcuts		01: Manual Input 02: Address Book 03: Group List 04: Tx History 05: LDAP	Sets the shortcut button for the [Internet Fax] tab.

Scanner Setup

• **Default Settings**

Item		Factory default setting	Description
Color Mode		Auto (Color / Mono)	Sets the default scanning color.
Scan Size		A4 or Letter	Sets the default scan size.
Direction		Portrait	Selects the default page orientation of documents.
Mixed Scan		OFF	Sets whether to distinguish the document size when scanning documents of different sizes.
Image Settings	Density	0	Sets the default density.
	Document Type	Text&Photo	Sets the image quality of documents.
	Background Removal	Auto	Sets the default the background removal.
	Show-Through Removal	Middle	Sets the default value of the show-through removal function.
	Resolution	200dpi	Sets the default resolution.
	Contrast	0	Sets the default contrast.
	Hue	0	Sets the default red-green color balance.
	Saturation	0	Sets the default saturation.
	RGB	R:0 G:0 B:0	Sets the default RGB contrast.
Continuous Scan		OFF	Sets whether to use Continuous Scan mode by default.
Preview		OFF	Sets the preview image of sending image.
File Format	Auto(Color / Mono)	Multi-PDF	Selects the default file format. [Auto(Color / Grayscale)]/ [Color]/ [Grayscale] can be selected from Multi-PDF, Multi-HC-PDF, Single-PDF, Single-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG and XPS. [Auto(Color / Mono)]/ [Mono] can be selected from Multi-PDF, Single-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF and XPS.
	Auto(Color / Grayscale)	Multi-PDF	
	Color	Multi-PDF	
	Grayscale	Multi-PDF	
	Mono	Multi-PDF	

Item		Factory default setting	Description
Encrypted PDF Setting	Document Open Password	(NULL)	Sets the default password to open an encrypted PDF. A document open password cannot be the same as a permission password. You can enter up to 32 characters.
	Permissions Password	(NULL)	Sets the default password to control printing or editing on an encrypted PDF file. A permission password cannot be the same as a document open password. You can enter up to 32 characters.
	Display Default Password	Disable	Sets whether the registered password is displayed or not displayed on the password selection screen for the document open password or permission password. [Disable]: Displays the registered default password using "*" instead of each character. [Enable]: Displays the registered default password as it is.
Compression Rate/Color, Grayscale		High	Selects a default compression level.
Edge Erase	Setting	OFF	Sets whether to erase the edge shadow created in the surrounding of 2-page spread documents.
	Width	5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to ±50 mm (0.2 to 2.0 inches) (1 mm increment)
Omit Blank Page		OFF	Sets whether to enable or disable the white page skip function.

- **E-mail Setup**

Item	Factory default setting	Description
Configure Shortcuts	01: Address Book 02: Group List 03: Tx History 04: Manual Input 05: LDAP	Sets the shortcut button for the [Scan To E-mail] tab.

Item			Factory default setting	Description
File Name			(NULL)	Sets a file name. You can enter up to 64 one-byte characters. The following options can be set.*1 #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss) (yymmddhhmmss)
Template	Edit Subject		(NULL)	Registers or edits e-mail subject text. You can enter up to 80 characters.
	Edit Body		(NULL)	Registers or edits e-mail body. You can enter up to 256 characters.
From / Reply To	From		(NULL)	Sets the e-mail address that is displayed in the [From] field. You can enter up to 80 characters.
	E-mail Sender ID		(NULL)	Sets the sender name that is displayed in the [From] field. You can enter up to 32 characters.
	Reply To	Address Book	(NULL)	Sets the e-mail address that is displayed in the [Reply to] column. You can enter up to 80 characters. 1,000 mail addresses can be registered. Specify a registration number in the address book to select an e-mail address.
		Manual Input	(NULL)	Enter an address manually. Up to 80 one-byte characters can be entered.
		LDAP	(NULL)	Addresses selected as destinations can be imported to the local address book.
Broadcast Destination			ON	Sets whether an e-mail address confirmation screen is displayed before broadcasting the e-mail.
MDN Response			OFF	Sets whether to request the MDN (message disposition notification) response.
A/R Full Print			OFF	Set whether to print the transmission and reception history reports automatically.
MCF Report			OFF	Sets whether to print a confirmation after transmission of Internet fax and Scan To E-mail.
Timeout of MCF Report			15 minutes	Sets the timeout for printing a confirmation after transmission of Internet fax and Scan To E-mail. If the setting period of time is exceeded, the report is automatically printed without the MDN response.

Item	Factory default setting	Description
Print Check Message	OFF	Sets whether to report the error content if a transmission error occurs.

- **USB Memory Setup**

Item	Factory default setting	Description
File Name	(NULL)	Sets the default file name. You can enter up to 64 characters. The following options can be set as the default file name.*1 #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss) (yymmddhhmmss)

- **Shared Folder Setup**

Item	Factory default setting	Description
Configure Shortcuts	01: Color Mode 02: Scan Size 03: Duplex Scan 04: File Name 05: SubFolder	Sets the shortcut button for the [Scan To Shared Folder] tab.

- **TWAIN Setup**

Item	Factory default setting	Description
Network TWAIN	ON	Sets whether to use the Network TWAIN.
Port No.*2	9967	Sets the port number. Available range: 1 to 65535

- **WSD Scan Setup**

Item	Factory default setting	Description
WSD Scan	Enable	Specifies whether to use WSD Scan.
Binding	Long Edge Bind	Sets the default binding position.

- **PC Scan Mode**

Item	Factory default setting	Description
PC Scan Mode	Simple Scan Mode	Selects the default PC scan mode.

- **Scanner Adjust**

Item			Factory default setting	Description
Scanner Calibration			Execute	Executes scanner calibration.
Auto Color Judge Level			4	Sets the criteria of document color. Available range: 1 to 5
Blank Page Skip Level			3	Sets the criteria of white page. Available range: 1 to 5
Adjust Scan Position	FBS	Side Reg.	0	Adjusts the reading position at the document glass and the ADF. When the scanning result is missing the document edge or reads the shadow of the document edge, carry out the adjustment of the setting value. 1 step: 0.17mm
		Front Edge	0	
	ADF(Front-side)	Side Reg.	0	
		Front Edge	0	
		Back Edge	0	
	ADF(Back-side)	Front Edge	0	
		Back Edge	0	
	Adjust ADF Scan Position		0	

*1 For profiles, "#n" or "#d" can be specified for [File Name].

If specifying "#n": 5-digit serial number from 00000 to 99999

If specifying "#d": Date and time when a file is created. 12-digit number in yymmddhhmmss format

yy:	Year created (the last two digits of the Christian Era)	hh:	Hours created (00 to 23)
mm:	Month created (01 to 12)	mm:	Minute created (00 to 59)

dd: Date created (01 to 31)   ss: Second created (00 to 59)

* The date and time when a file is created are values of the timer of MC573.

An example of file name specification (if the file format is PDF)

If specifying "Data#n": Saved as file names such as "Data0000.pdf" and "Data00001.pdf".

If specifying "File#d": Saved as file names such as "File090715185045.pdf".

If specifying "Scan": "Scan.pdf" is created first, and then data is saved with the name of "Scan#.pdf".

For "#d", refer to the above.

*2   To enable the changed setting, the network card must be restarted. Follow the instructions on the confirmation screen that is displayed when changing the settings, and restart the network card.

Print From USB Memory Setup

Item		Factory default setting	Description
Default Settings	Color / Mono	Color	Select Color / Mono (Grayscale).
	Paper Feed	Tray 1	Specify a paper tray to use.
	Copies	1	Sets the number of copies.
	Duplex	OFF or Long Edge Bind	Turns the duplex printing function on or off. [OFF]: simplex printing [Long Edge Bind]: duplex printing for long-edge binding [Short Edge Bind]: duplex printing for short-edge binding
	Fit	ON	Specify whether to match the paper.

Print Setup

- Print Menu
- Color Menu
- System Configuration Menu
- PCL Setup
- PS Setup
- XPS Setup
- SIDM Setup
- IBM PPR Setup
- EPSON FX Setup
- Private Print Setup

Print Menu

• Print Setup

Item		Factory default setting	Description
Copies		1	Sets the number of copies. For local printing, this setting is invalid except for demo data. Available range: 1 to 999
Duplex		OFF or Long Edge Bind	Turns the duplex printing function on or off. [OFF]: simplex printing [Long Edge Bind]: duplex printing for long-edge binding [Short Edge Bind]: duplex printing for short-edge binding
Media Check		Enable	Sets whether to check an inconsistency between the page size and the paper size in the tray.
Override A4 / Letter		Yes	Automatically switches paper to print from A4 to Letter if A4 document is to be printed with A4 paper run out and Letter paper loaded, from Letter to A4 if Letter document is to be printed with Letter paper run out and A4 paper loaded.
Resolution		600dpi	Sets the resolution.
Toner Save	Toner Save Level	OFF	Sets the amount of toner to be saved. This setting is enabled when copying, printing, printing received faxes, and printing from USB Memory.
Mono-Print Mode		Auto	Sets the print mode for black-and-white pages.
Orientation		Portrait	Sets the page orientation.
Edit Size		Cassette size	Sets the size of the printable page area if the size is not specified with the paper edit size command from a computer.

Item	Factory default setting	Description
Trapping	OFF	Set trapping
Width / Length	210 mm (8.3 inch) or 216 mm (8.5 inch)	Sets the width of a custom paper size. Available range: 64 to 216 mm (2.5 to 8.5 inches)
	297 mm (11.7 inch) or 279 mm (11 inch)	Sets the length of a custom paper size. Available range: 90 to 1,321 mm (3.5 to 52.0 inches)

• Printer Adjust

Item		Factory default setting	Description
Manual Timeout		60 seconds	Sets for how many seconds the machine waits for paper to be fed before cancelling a job when using the manual feeder.
Timeout Injob		40 seconds	Sets a time interval from when the machine stops receiving data to when it starts a forced printing.
Timeout Local		40 seconds	Sets how long each port is left opened after a job is complete. (The network is excluded.)
Timeout Network		90 seconds	Sets how long the network port is left opened after a job is complete.
Print Mode Without Color Toner		Alarm	Sets whether to print the document in black and white or stop with alarm when a color toner empty error occurs.
Jam Recovery		Enable	Sets whether to print the pages again that are not printed due to a paper jam after the jam is cleared.
Paper Black Setting		0	Adjusts finely if the black contrast becomes weak or blots or lines become conspicuous when printing on plain paper. If fine blots or lines appear, decrease the value. If the dark part becomes light, increase the value.
Paper Color Setting		0	Adjusts finely if the color contrast becomes weak, or blots or lines become conspicuous when printing on plain paper. If fine blots or lines appear, decrease the value. If the dark part becomes light, increase the value.
SMR Setting	SMR Setting(Black)	0	Corrects variations in print results caused by temperature and humidity conditions and differences in print density and frequency. Change the setting if the print quality is uneven.
	SMR Setting(Yellow)	0	
	SMR Setting(Magenta)	0	
	SMR Setting(Cyan)	0	

Item		Factory default setting	Description
BG Setting	BG Setting(Black)	0	Corrects variations in print results caused by temperature and humidity conditions and differences in print density and frequency. Change the setting if the background is dark.
	BG Setting(Yellow)	0	
	BG Setting(Magenta)	0	
	BG Setting(Cyan)	0	
HU Setting		OFF	Sets the mode to remove stain generated while being left for a long time.
VL Cleaning		-	Cleans the image drum. Set this mode when vertical white lines appear on the output.
Gloss Mode		OFF	Raises the fusing temperature and prints highly glossy images. Set to [ON] when printing highly glossy images.

- **Print Position Adjust**

Item		Factory default setting	Description
Tray 1	X Adjust	0 mm	• X Adjust: Adjusts the position of the entire printing image perpendicular to the direction of paper movement. Available range: ±2.00 mm (0.25 mm increments).
	Y Adjust	0 mm	• Y Adjust: Adjusts the position of the entire printing image parallel to the direction of paper movement. Available range: ±2.00 mm (0.25 mm increments).
	Duplex X Adjust	0 mm	• Duplex X Adjust: Adjusts the position of the image on the back side of a duplex print perpendicular to the direction of paper movement. Available range: ±2.00 mm (0.25 mm increments).
	Duplex Y Adjust	0 mm	• Duplex Y Adjust: Adjusts the position of the image on the back side of a duplex print parallel to the direction of paper movement. Available range: ±2.00 mm (0.25 mm increments).
Tray 2/3 (Optional)	X Adjust	0 mm	
	Y Adjust	0 mm	
	Duplex X Adjust	0 mm	
	Duplex Y Adjust	0 mm	
MP Tray	X Adjust	0 mm	
	Y Adjust	0 mm	
	Duplex X Adjust	0 mm	
	Duplex Y Adjust	0 mm	

- **Drum Cleaning**

Item	Factory default setting	Description
Drum Cleaning	OFF	Sets whether to clean the drum before printing. The image quality improvement may be expected.

- **Hex Dump**

Item	Factory default setting	Description
Hex Dump	OFF	Prints out the data received from the host computer in hex. To finish printing, turn off the machine.

Color Menu

Item		Factory default setting	Description
Density Control		Auto	Select "Auto" or "Manual" for adjusting density.
Adjust Density		-	Adjusting density is performed right after this menu is selected.
Color Tuning / Print Pattern		-	A test page is printed for checking the adjusting value to be entered for any other C/M/Y/K Tuning menus.
Cyan Tuning	Cyan Highlight	0	Adjust the value for Highlight / Mid-tone / Dark of each color within a range of -3 to +3. + : Adjusted to be darker. - : Adjusted to be lighter.
	Cyan Mid-Tone	0	
	Cyan Dark	0	
Magenta Tuning	Magenta Highlight	0	
	Magenta Mid-Tone	0	
	Magenta Dark	0	
Yellow Tuning	Yellow Highlight	0	
	Yellow Mid-Tone	0	
	Yellow Dark	0	
Black Tuning	Black Highlight	0	
	Black Mid-Tone	0	
	Black Dark	0	
Color Density	Cyan Density	0	Adjust the total density of each color within a range of -3 to +3. + : Adjusted to be darker. - : Adjusted to be lighter.
	Magenta Density	0	
	Yellow Density	0	
	Black Density	0	
Adjust Registration			Color registration adjustment is performed.
Ink Simulation		OFF	Sets the ink simulation. This setting is enabled only for PS language jobs.
UCR		Low	Adjusts the level of under color removal.
CMY100% Density		Disable	Selects whether to use halftone for C, M, Y 100% density.

Item	Factory default setting	Description
CMYK Conversion	ON	Selects whether to use simple (quick) mode when performing CMYK Conversion. This menu setting is disabled if using the ink simulation function.

System Configuration Menu

Item	Factory default setting	Description
Personality	Auto	Selects the emulation mode. If auto is set, the correct emulation is automatically selected every time a print job is received.
Alarm Release	Manual	If [Manual] is set, non-critical warnings, such as requests for a different paper size, can be cleared by pressing [RESET]. If [Auto] is set, the warnings are cleared when the print job resumes.
Auto Continue	OFF	Sets whether the machine automatically recovers from a memory overflow.
Error Report	OFF	Sets whether to print error details if PostScript, PCL6 or XPS errors occur.

PCL Setup

Item	Factory default setting	Description
Font Source	Resident	Selects the location of the font to use.
Font No.	I0	Selects the font number to use. Available range: I0 to I90 if [Resident] is set/C1 to C4 if [Resident 2] is set.
Font Pitch	10.00 CPI	Sets the width of the PCL default font. Available range: 0.44 to 99.99 CPI. (0.01CPI increments) It is displayed when the font that is selected by [Font No.] is the outline font of fixed spacing.
Font Height	12.00 points	Sets the height of the PCL default font. Available range: 4.00 to 999.75 point. (0.25 point increments) It is displayed when the font that is selected by [Font No.] is the outline font of proportional spacing.
Symbol Set	PC-8	Selects a PCL symbol set.
A4 Print Width	78 Column	Sets the number of digits for automatic line feed on A4 paper.

Item	Factory default setting		Description
White Page Skip	OFF		Selects whether to print blank pages.
CR Function	CR		Sets the machine operation when receiving CR code.
LF Function	LF		Sets the machine operation when receiving LF code.
Print Margin	Normal		Sets the nonprintable area of the page.
True Black	OFF		Selects whether to print black image data using mixed CMYK or print using black toner only.
Pen Width Adjust	ON		Sets whether to emphasize thin lines so that the lines look thicker.
Tray ID#	Tray 1	1	Sets a value that specifies a tray with the PCL paper source specification command. Available range: 1 to 59
	Tray 2 (Optional)	5	
	Tray 3 (Optional)	20	
	MP Tray	4	

PS Setup

Item	Factory default setting	Description
L1 Tray	Type 1	Set the paper tray number for the Level 1 operator. [Type 1]: The effective number for paper tray starts from 1. [Type 2]: The effective number for paper tray starts from 0.
Network PS-Protocol	RAW	Specifies PS communication protocol mode of data from Network.
USB PS-Protocol	RAW	Specifies PS communication protocol mode of data from USB.
PDF Paper Size	Current Tray Size	Set the paper size when printing with PDF Direct Print.
PDF Scaling Size	99%	Sets reduction rate for PDF when [PDF Paper Size] is set to [Scaling Size].
PDF Print Mode	Quality priority	Sets the priority order between the print quality and print speed when printing PDF.

XPS Setup

Item	Factory default setting	Description
DigitalSignature	OFF	Sets the DigitalSignature functions.
DiscardControl	Auto	Sets the DiscardControl function.
MC Mode	ON	Sets the MarkupComaptibility function.
Unzip Mode	Speed	Sets the XPS file decompression method.
White Page Skip	OFF	Selects whether to output blank pages in XPS.

SIDM Setup

Item	Factory default setting	Description
SIDM Manual ID#	2	Set up Pn specified in MANUAL by MANUAL-1 ID No.FX/PPR Emu in CSF control command (ESC EM Pn).
SIDM Manual2 ID#	3	Set up Pn specified in MANUAL by MANUAL-2 ID No.FX/PPR Emu in CSF control command (ESC EM Pn).
SIDM MP Tray ID#	4	Set up Pn specified TRAY 0 (MP Tray) by MP Tray ID No.FX/PPR Emu in CSF control command (ESC EM Pn).
SIDM Tray1 ID#	1	Set up Pn specified TRAY 1 by Tray 1 ID No.FX/PPR Emu in CSF control command (ESC EM Pn).
SIDM Tray2 ID# (Optional)	5	Set up Pm specified TRAY 2 by Tray 2 ID No.FX/PPR Emu in CSF control command (ESC EM Pn).
SIDM Tray3 ID# (Optional)	6	Set up Pn specified TRAY 3 by Tray 3 ID No.FX/PPR Emu in CSF control command (ESC EM Pn).

IBM PPR Setup

Item	Factory default setting	Description
Character Pitch	10 CPI	Specifies character pitches in IBM PPR emulation.
Font Condense	12CPI to 20CPI	Specifies 12CPI pitches for Condense Mode.
Character Set	SET-2	Specifies a character set.
Symbol Set	IBM-437	Specifies a symbol set.
Letter O Style	Disable	Specifies the style that replaces 9BH with letter o and 9DH with a zero.

Item	Factory default setting	Description
Zero Character	Normal	Sets the zero to be slashed or unslashed.
Line Pitch	6 LPI	Specifies the line spacing.
White Page Skip	OFF	Selects whether to print blank pages.
CR Function	CR	Selects a carriage return from [CR] or [CR+LF].
LF Function	LF	Selects a line feed from [LF] or [LF+CR].
Line Length	80 Column	Specifies the number of characters per line.
Form Length	11.7 inch or 11 inch	Specifies the length of paper.
TOF Position	0.0 inch	Specifies the distance from the top edge of paper.
Left Margin	0.0 inch	Specifies the distance from the left edge of paper so that the print starting point shifts to the right horizontally.
Fit To Letter	Disable or Enable	Sets the printing mode that can fit paper to the printable area equivalent to 11 inches (66 lines).
Text Height	Same	Sets the height of a character. SAME: The height stays the same regardless of CPI. DIFF: The height varies according to CPI.

EPSON FX Setup

Item	Factory default setting	Description
Character Pitch	10 CPI	Specifies character pitches.
Character Set	SET-2	Specifies a character set.
Symbol Set	IBM-437	Specifies a symbol set.
Letter O Style	Disable	Specifies the style that replaces 9BH with letter o and 9DH with a zero.
Zero Character	Normal	Sets the zero to be slashed or unslashed.
Line Pitch	6 LPI	Specifies the line spacing.
White Page Skip	OFF	Selects whether to print blank pages.
CR Function	CR	Select a carriage return from [CR] or [CR+LF].
Line Length	80 Column	Specifies the number of characters per line.
Form Length	11.7 inch or 11 inch	Specifies the length of paper.
TOF Position	0.0 inch	Specifies the distance from the top edge of paper.
Left Margin	0.0 inch	Specifies the distance from the left edge of paper so that the print starting point shifts to the right horizontally.

Item	Factory default setting	Description
Fit To Letter	Disable or Enable	Sets the printing mode that can fit paper to the printable area equivalent to 11 inches (66 lines).
Text Height	Same	Sets the height of a character. SAME: The height stays the same regardless of CPI. DIFF: The height varies according to CPI.

Private Print Setup

Item	Factory default setting	Description
Verify job option	Disable	Set whether to verify a job before printing. If enabled, the machine verifies that the job is not altered before starting printing. The security is enhanced, however it will take longer to start printing.
Erase job option	No overwrite	Set how to delete a job. You can overwrite deleted data so that it will not be restored. If enabled, it will take longer to delete. Available value: No overwrite/Zero out once
Keep job for	2 hours	Set the storage period of jobs. If the set period elapses after jobs are stored, the jobs will be automatically deleted. Available value: 15 minutes/ 30 minutes/ 1 hour/ 2 hours/ 4 hours/ 8 hours/ 12 hours/ 1 day/ 2 days/ 3 days/ 4 days/ 5 days/ 6 days/ 7 days
Job Limitation	Disable	Sets whether to save a restricted print job. If [Private Print Only] is selected, print jobs other than private print are not accepted.
Job Password Authentication	OFF	Sets whether to verify a job password when the access control is enabled.

Network Menu

- Network Setup
- Mail Server Setup
- LDAP Server Setting
- Secure Protocol Server Setting

Network Setup

• Network Setting

Item	Factory default setting	Description
Enabling Default Gateway	Wired	Sets which default gateway to be enabled between wired LAN or wireless LAN. This item is displayed, if wireless LAN module fitted.
Wired	Enable	Sets whether to enable wired LAN.
TCP/IP	Enable	Sets whether to enable TCP/IP.
NetBIOS over TCP	Enable	Sets whether to enable NetBIOS over TCP/IP. This item is displayed when TCP/IP protocol is enabled.
IP Address Set	Auto	Sets the method of assigning an IP address.
IPv4 Address	192.168.100.100	Sets an IP address. This item is displayed when TCP/IP protocol is enabled.
Subnet Mask	255.255.255.0	Sets a subnet mask. This item is displayed when TCP/IP protocol is enabled.
Gateway Address	0.0.0.0	Sets a gateway address. This item is displayed when TCP/IP protocol is enabled.
DHCPv6	Disable	Selects enable / disable of DHCP when IPv6 is used.
DNS Server (Primary)	0.0.0.0	Sets the IP address for a Primary DNS server. This item is displayed when TCP/IP protocol is enabled.
DNS Server (Secondary)	0.0.0.0	Sets the IP address for a Secondary DNS server. This item is displayed when TCP/IP protocol is enabled.
WINS Server (Primary)	0.0.0.0	Sets the name or the IP address for the WINS server. This item is displayed when TCP/IP protocol is enabled.

Item	Factory default setting	Description
WINS Server (Secondary)	0.0.0.0	Sets the name or the IP address for the WINS server. This item is displayed when TCP/IP protocol is enabled.
Proxy	Disable	Sets whether to use proxy.
Proxy Server	(NULL)	Sets the name or IP address of the proxy server. You can enter up to 15 characters.
Proxy Server Port No.	8080	Sets the port number of the proxy server.
Proxy User ID	(NULL)	Sets the user ID to connect to the proxy server.
Proxy Password	(NULL)	Sets the password to connect to the proxy server.
Web	Enable	Sets whether to enable access from a Web browser. This item is displayed when TCP/IP protocol is enabled.
Telnet	Disable	Sets whether to enable access from the Telnet. This item is displayed when TCP/IP protocol is enabled.
FTP	Disable	Sets whether to enable access with FTP. This item is displayed when TCP/IP protocol is enabled.
IPSec	Disable	This item is displayed only if IPSec is set to valid. This item can be changed to disable only. [Enable] can only be set on the web page.
SNMP	Enable	Sets whether to enable access from SNMP. This item is displayed when NetWare or TCP/IP protocol is enabled.
Network Scale	Normal	[Normal]: The machine operates effectively even if connected to a HUB with the spanning tree function. However, the machine takes longer to start up if it is connected to a small LAN that consists of two or three computers. [Small]: This setting covers a small LAN that consists of two or three computers to a large LAN, but the machine may not operate efficiently if it is connected to a HUB with the spanning tree function.
Gigabit Network	Disable	Sets whether to enable access with Gigabit Ethernet.
HUB Link Setting	Auto	Sets the hub linking method. Normally, select [Auto Negotiate].

• **Wireless (Infrastructure) Setting (If wireless LAN module fitted)**

Item	Factory default setting	Description
Wireless(Infrastructure)	Disable	Sets whether to enable Wireless(Infrastructure).

Item			Factory default setting	Description
Network Setting	IP Address Set		Auto	Sets the method of assigning an IP address.
	IPv4 Address		192.168.101.100	Sets an IP address. This item is displayed when TCP/IP protocol is enabled.
	Subnet Mask		255.255.255.0	Sets a subnet mask. This item is displayed when TCP/IP protocol is enabled.
	Gateway Address		0.0.0.0	Sets a gateway address. This item is displayed when TCP/IP protocol is enabled.
	DHCPv6		Disable	Specify whether to enable DHCP when using IPv6.
Automatic Setup (WPS)	WPS-PBC		-	WPS-PBC is executed.
	WPS-PIN		-	WPS-PIN is executed.
Wireless Network Selection	A list of access point name found in the search		-	Displays a list of wireless LAN access points' names that are found in a search.
	Manual Setup	SSID	(NULL)	Enter an SSID.
		Security	Disable	Selects the security of the wireless LAN function. [WPA/WPA2-EAP] and [WPA2-EAP] can be set only on the Web.
		WEP Key	(NULL)	Displays if [Security] is set to [WEP]. Enter the WEP key.
		WPA Encryption Type	AES	Select a WPA2-PSK encryption type. Displays if [WPA/WPA2-PSK] or [WPA2-PSK] is selected for [Security].
		WPA Pre-shared Key	(NULL)	Enter the Pre-shared Key. Displays if [WPA/WPA2-PSK] or [WPA2-PSK] is selected for [Security].
Wireless reconnection			-	Wireless(Infrastructure) reconnection is executed.

• **Wireless(AP Mode) Setting (If wireless LAN module fitted)**

Item		Factory default setting	Description
Wireless(AP Mode)		Disable	Sets whether to enable Wireless(AP Mode).
Automatic connection (push-button)		-	Connects automatically (push button) using Wireless(AP Mode).
Manual Setup	SSID	(Device-specific string)	Displays SSID of Wireless(AP Mode).
	Password	(8-digit number)	Displays the password of Wireless(AP Mode).

Item		Factory default setting	Description
Connection Setting	SSID	(Device-specific string)	Sets SSID of Wireless(AP Mode).
	Password	(8-digit number)	Sets the password of Wireless(AP Mode).
	IPv4 Address	192.168.110.100	Sets the password of Wireless(AP Mode).
AP Mode User Setting		Don't disclose user	Sets whether to open the AP mode information to other than the administrator.

- **Factory Defaults**

Item	Factory default setting	Description
Factory Defaults	-	The settings of the network, mail server, LDAP server, and secure protocol server are returned to the default settings.

Mail Server Setup

Item	Factory default setting	Description
SMTP Server	(NULL)	Sets the IP address or server name for the SMTP server.
SMTP Port	25	Sets the port number for the SMTP server. Normally, use the default setting. Available range: 1 to 65535
SMTP Encryption	None	Selects an encryption method in the SMTP communication.
Receive Setting	Disable	Sets the protocol to be used for receiving e-mails.
POP3 Server	(NULL)	Sets the IP address or server name for the POP3 server.
POP3 Port	110	Sets the port number prepared by POP3 on the POP3 server. Available range: 1 to 65535
POP Encryption	None	Selects an encryption method in the POP communication.
Authentication Method	No Authentication	Selects an authentication method for e-mail transmissions.
SMTP User ID	(NULL)	Sets the login name to the server used for SMTP authentication.
SMTP Password	(NULL)	Sets a login password to the server used for SMTP authentication.
POP User ID	(NULL)	Sets a login name to the server used for POP certification or for printing received e-mail attachment files.

Item	Factory default setting	Description
POP Password	(NULL)	Sets a login password to the server used for POP certification or for printing received e-mail attachment files.

LDAP Server Setting

Item		Factory default setting	Description
Server Setting	LDAP Server	(NULL)	Sets the IP address or server name for the LDAP server.
	Port No.	389	Sets the port number for the LDAP server. Available range: 1 to 65535
	Timeout	30 seconds	Sets the timeout value for the search response from the LDAP server. Available range: 10 to 120 seconds
	Max. Entries	100	Sets the maximum number of search results from the LDAP server.
	Search Root	(NULL)	Specifies a position to start searching the LDAP directory.
Attribute	Name1	cn	Specifies the attribute name searched for as the user name. Used for searching destinations for Scan To E-mail. Entry for [Name1] is required. To add attributes to search, enter [Name2] and [Name3].
	Name2	sn	
	Name3	givenName	
	E-mail Address	mail	Specifies the attribute name searched for as an e-mail address. Used for searching destinations for Scan To E-mail.
	Additional Filter	(NULL)	Specify searching scheme to be added when searching. Used for searching destinations for Scan To E-mail. (Ex: employeeNumber>=1000)
Authentication	Method	Anonymous	Sets the authentication method. For Digest-MD5, the DNS server must be set. For Secure Protocol, the SNTP server, DNS server, and secure protocol server must be set.
	User ID	(NULL)	Sets a user ID for LDAP server authentication. You can enter up to 80 characters. This item is displayed when the LDAP authentication method is not set to [Anonymous].
	Password	(NULL)	Sets a password for LDAP server authentication. You can enter up to 32 characters. This item is displayed when the LDAP authentication method is not set to [Anonymous].
Encryption		None	Sets the encryption of communication to the LDAP server.

Secure Protocol Server Setting

Item	Factory default setting	Description
Domain	(NULL)	Sets a realm name for the Kerberos certification. Use upper-case letters for alphabets.You can enter up to 64 characters.

To apply the settings that are changed on the [Network Menu] menu, you must restart a network card. Restart the network card according to a confirmation screen that is displayed when you change settings.

Configure Home Screen

Factory default setting	Description
Copy Scan Print Fax/Internet Fax Troubleshoot	Register frequently-used functions on the Home Screen.

Manage Unit

• Default Mode

Item	Factory default setting	Description
Default Mode	Home	Sets the default mode screen of this machine.

• Operation Clear

Item	Factory default setting	Description
Operation Timeout	3	Sets time for automatic reset of screen to begin. Available range: 1 to 10 minutes
Clear After Job	OFF	Sets whether to reset after job is completed.

• Sound Control

Item		Factory default setting	Description
Key Touch Tone Volume		Middle	Sets the volume of the key-touch tone.
Copy Buzzer Volume		Middle	Sets the volume for the copy complete sound.
FAX Buzzer Volume		Middle	Sets the volume for the transmission complete sound.
JAM Buzzer Volume	Volume	Middle	Sets the volume for the paper jam alert tone.
	Type	Type 1	Sets the sound type of paper jam alert.
AirPrint Buzzer Volume		Low	Sets the AirPrint confirmation operation sound.

• Local Interface*1

Item		Factory default setting	Description
USB Menu	Soft Reset	Disable	Sets whether to enable the soft reset command.
	Speed	480Mpbs	Selects the maximum transfer speed of USB interface.
	Offline Receive	Disable	Set whether to receive data in offline state or in recoverable error state.
	Serial Number	Enable	Sets whether to use a USB serial number.
	Connected Host	Normal	Sets a host to be connected.

• System Setup

Item	Factory default setting	Description
Access Control	Disable	Sets access control.
Default Authent. Method Sett.	Local Name	Available only when [Access Control] is set to [Enable].
Unit of Measure	Millimeter or Inch	Selects a displayed unit (millimeter / inch).
Default Paper Size	A4 or Letter	Sets the default paper size.
Default Scan Size	A4 or Letter	Sets the default document size.
Date Format	dd/mm/yyyy or mm/dd/yyyy	Sets the date format.
Allow All Reports To Print	Disable	Sets whether to allow printing reports with personal information.
Near Life LED	Enable	Sets whether to light an LED if a near life warning occurs.
Status in Near Life	Enable	Sets whether to display a message if a near life warning occurs.
USB Memory Interface	Enable	If [Disable] is set, the Scan To USB Memory and the print from USB Memory functions cannot be used.
Panel Brightness During Operating	7	Sets the LCD panel brightness. Available range: 1 to 7 (1 increments)
Panel Brightness While Power Save	0	Sets the LCD panel brightness. Available range: 0 to 7 (1 increments)
Panel Calibration	Execute	Executes LCD panel calibration.

• Power Save

Item	Factory default setting	Description
Power Save Time	1 minute	Sets when to enter Power Save mode.
Sleep Time	15 minutes	Sets when to enter Sleep mode.
Auto Power Off Time	4 hours	Sets when to enter Auto Power Off.
Silent Mode	ON	Specifies a print preparation operation when entering standby status from Sleep mode. If [ON] is set: it is quiet as there is no print preparation. If [OFF] is set: there is a rotation noise of the image to perform print preparation but you can start first printing early.
ECO Mode*1	ON	If [ON] is set: Printing starts even before the temperature of the fuser reaches the prescribed degrees, if the job is small. If [OFF] is set: Printing starts after the temperature of the fuser reaches the prescribed degrees.

- **Memory Setup**

Item	Factory default setting	Description
Receive Buffer Size	Auto	Sets the reception buffer size that local interface secures.
Resource Save	OFF	Sets the resource save area.

- **Flash Memory Setup*1**

Item		Factory default setting	Description
Initialize		Execute	Initializes a flash memory. This item is displayed when [Initial Lock] is set to [Disable].
Format Partition	PCL	(NULL)	Formats a partition.
	Common	(NULL)	
	PS	(NULL)	

- **Storage Maintenance Setup**

Item	Factory default setting	Description
Check File System	Execute	Resolves any mismatch between actual memory and displayed memory available in a file system and performs administration data (FAT information) recovery.
Initial Lock	Enable	Sets whether to give permission to change settings associated with the memory initialization.

- **Language Maint Setup**

Item	Factory default setting	Description
Select Language	English	Selects display language for the LCD panel.
Initialize*1	Execute	Deletes downloaded message files.

- **Keyboard Layout**

Item	Factory default setting	Description
Keyboard Layout	QWERTY	Select which to use QWERTY keyboard or AZERTY keyboard for your keyboard on the touch panel.

- **Admin Password**

Item	Factory default setting	Description
New Password Enter password (Verify)	999999	Changes the administrator password. 6 to 12 characters can be used.

- **Reset Settings*2**

Item	Factory default setting	Description
Reset Settings*2	-	Deletes job macros, fax transmission / reception data, and the history information, and returns the settings to the default.

- **Job Log Setup**

Item	Factory default setting	Description
Clear Job Log*3	-	Clears the saved job logs.

- **Print Statistics**

Item	Factory default setting	Description
Maintenance Counter	Disable	Sets whether to print the consumable counter's report.
Reset Main Counter	-	Resets the main counter.
Reset Supplies Counter	-	Reset the consumable counter. This item is displayed when [Maintenance Counter] is set to [Enable].

*1 A message is displayed to confirm the equipment restarts automatically when changes have been made. Select [Yes] to continue. Select [No] to cancel.
*2 A message is displayed to confirm the equipment restarts automatically when executed. Select [Yes] to continue. Select [No] to cancel.
*3 A message is displayed to confirm that all job logs are deleted when executed. Select [Yes] to continue. Select [No] to cancel.

User Install

Item			Factory default setting	Description
Time Zone			+00:00	Sets the time GMT zone. Available range: -12:00 to +13:00 (15 minutes / increment)
Daylight Saving			ON	Sets whether to enable the Daylight Saving mode.
Time Setup	Auto Setup	SNTP Server (Primary)		Sets the SNTP server to use for setting the current date and time. You can enter up to 64 characters.
		SNTP Server (Secondary)		
	Manual Setup		2001/01/01 0:00	Sets the current date and time manually.
Power Setup	Auto Power Off	Auto Config		Sets the behavior of Automatic Power Off.
	Power Supply Return		State Continue	Sets a power supply method at the time of recovery from the power failure. Select [Manual] if you do not want to make the machine automatically to turn on after the recovery.
Office Document Mode			Mode1	This mode allows to always enable the toner save function. To forcibly enter the machine in toner save mode, select Mode2.
High Humid Mode			OFF	Sets whether to enable the humidity mode. Selecting [Enable] reduces curl generated while printing.
Quiet Mode			OFF	Sets whether to reduce the printing noise. Setting to [ON] affects printing speed.
Drum Near Life Timing			1000	Sets the timing for the near life warning for the drum cartridges.
Fuser Near Life Timing			1000	Sets the timing for the near life warning for the fuser unit.
Belt Near Life Timing			1000	Sets the timing for the near life warning for the belt unit.
MF (Tone) / DP (Pulse)			Tone	Select a dial type. Tone Pulse
Reception Mode			Fax Ready Mode	Sets a reception mode. Fax Ready Mode Tel / Fax Ready Mode Ans / Fax Ready Mode Tel Ready Mode DRD (Distinctive Ring Detection)
DRD Type			Type 1	Set Distinctive Ring Detection. Type 1 Type 2 Type 3 Type 4

Item		Factory default setting	Description
Dial Tone Detection*2		OFF	Sets whether to detect a dial tone.
Busy Tone Detection		ON	Sets whether to detect a busy tone.
Monitor Control		OFF	Select from three choices. OFF: Not to monitor. Type 1: To monitor for about five seconds after being connected to the sender when receiving faxes or from the time you are connected to the receiver to the time the fax signal is received when sending faxes. Type 2: To monitor all the time.
Monitor Volume		Middle	Sets the Monitor Volume. OFF Low Middle High
TTI Register / Edit	TTI 1	(NULL)	Registers or changes the transmission terminal identification (the name of a sender). You can enter up to 22 characters.
	TTI 2		
	TTI 3		
Standard TTI		TTI 1	Selects the default sender's name from the registered list. TTI 1 TTI 2 TTI 3
TTI Number		(NULL)	Register the fax number of this machine.
TTI Calendar Type		dd/mm/yyyy or mm/dd/yyyy	Sets the calendar date format of sender's information.
Super G3		ON	Sets whether to use Super G3 (ultra high-speed communication mode).
Wireless Module		Disable	Sets whether to enable or disable wireless LAN.
Erase Privacy Data*1		-	Deletes the registered privacy data. • Data saved to E-mail address list, phonebook, profile, one-touch buttons • Values set to the Admin Password and other menu items. • Fax communication data • Various histories • Access control information and user information registered to the device
Business Phone Setup	Business Phone Cooperation	Disable	Sets whether to enable Business Phone Cooperation.
	Connection IP Address	0.0.0.0	Sets the IP address of the connected device.
	Connection Port No.	59000	Sets a port number of the connected device.

*1 A message is displayed to confirm the equipment restarts. Select [Yes] to continue. Select [No] to cancel.
*2 When you set the dial tone detection setting to [ON], the machine does not dial if the dial tone is not detected.

Management Software

This section describes useful software for managing the machine.

- **Configuration Tool**

- **Web Page of This Machine**

User Authentication (Access Control)

Access control refers to the function with which authenticated users can use limited operations.

Before using the machine, authentication is required. Information necessary for user authentication is any of the following: user name and password, PIN (personal identification number), and IC card.

Administrator of the machine needs to register user information, set authentication method, and enable access control so that the access control function can be used.

For the preparation process to use the access control function, refer to "Preparation (For Administrator)".

When the access control function is enabled, the control panel of the machine displays the following screen.

To use IC card authentication, connecting an IC card reader is required.

The message, "Authent. by IC card is also available." is not displayed if no IC card reader is connected.

If you cannot perform operation after you are authenticated, ask the administrator if you are authorized to perform the operation.

- Preparation (For Administrator)
- Log in to This Machine
- Printing from a Computer
- Sending a Fax from a Computer (Windows)
- Registering IC Card Information

Preparation (For Administrator)

Before using the access control function, the following procedure is required to be performed on the Web page by the administrator.

Register roles for enabling/disabling operations.

🔗 Registering Roles

There are two types of user authentication methods: Local authentication (using the user information registered in the machine) and Server authentication (using the user information registered in the server).

When using Local authentication for the user authentication, register user names and groups.

🔗 Registering Users

🔗 Registering Groups

The registration can also be performed on Configuration Tool.

🔗 Registering a User Name and Password

When using Server Authentication system as a user authentication, make settings for Server authentication.

🔗 Setting the Authentication Server

After the user information is registered and the server authentication setting is completed, enable the access control.

🔗 Enabling Access Control

Registering Roles

Register roles to assign the users. For example, you can create roles for departments or positions, assign authorized operations to each role, and then register.

Up to 100 roles can be registered.

Controllable operations by roles are as follows:

- **Copy**

- **Scan To Fax Server**

- **Scan To E-mail**

- **Scan To USB Memory**

- **Scan To Fax**

- **Sending Data to the Fax Server**

- **Internet Fax Sending**

- **Printing from a Computer**

- **Printing from USB Memory**

Two types of roles are registered by factory default.

- **.AdminRole:**

  This role is for the administrator of the machine. It can be assigned to general users. Users assigned to [.AdminRole] can act as administrators of the machine, and can access to the [Administrator Login] page on the web. (As long as the access control is enabled and they are registered as local users.)

  [.AdminRole] cannot be deleted or edited.

- **.DefaultRole:**

  This role is to be assigned to users having no roles when being registered.

  [.DefaultRole] cannot be deleted, but the access right can be edited.

Two or more roles can be assigned to one user.

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

🔗 Log In as the Administrator

3 Click [User Management].

4 Click [Role List].

5 Click [+].

6 When the Role information screen appears, enter the required information.

- Role Name: Enter a role name.

  You cannot register the same [Role Name]. You cannot omit [Role Name]. It is displayed with [Role Descriptions] on the role list.

- Role Description: Enter explanation for the role, etc.

- Permission: Set to Permit/Prohibit each operation or Forced prohibit to any operations.

  If Forced prohibit is set, operations that are allowed with other roles are forbidden.

- Local User List: Add users to whom the role is assigned. Select the user from the list and assign the role. Users can be assigned to roles being edited. You can cancel the user's assignment. You can assign roles to users at the same time you register the users.

- Kerberos User List: Add Kerberos users to whom the role is assigned.

7 Click [Submit].

You can copy registered roles to add.

Click [Copy] on the right of the role name to display the role information screen, change items if required, and then register.

Registering Users

When using Local authentication for the user authentication, register users on a web browser. Up to 5000 users can be registered.

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

🔗 Log In as the Administrator

3 Click [User Management].

4 Click [User List].

5 Specify the user type.

- Local User: Register user information to the machine.
- LDAP User: User registered to the LDAP server.

  LDAP server authentication setting is required. LDAP User cannot be registered. Only viewing users is available.

  You can check users who used the machine.

- Kerberos User: Users registered to the Kerberos server.

  Kerberos server authentication setting is required. Kerberos User cannot be registered. Only viewing users is available.

  You can check the list of users who used the machine.
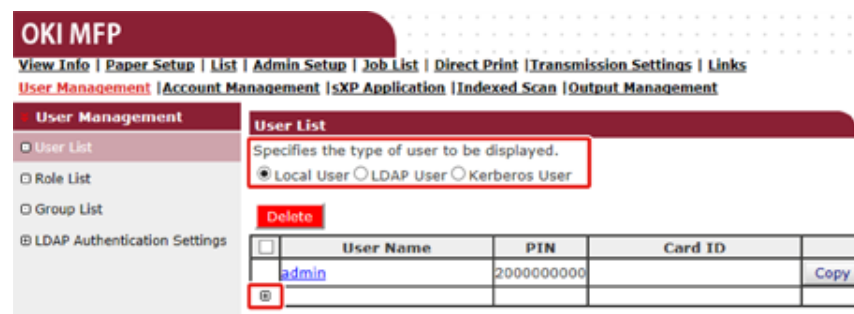
6 Click [+].

7 When the user information setting screen appears, enter the required information.

- User Name: Enter a user name.

  You cannot register the same [User Name].

- Password: Enter a password.
- Display Name: Enter a display name.
- E-mail address: Enter the mail address of the user.
- Language Code: Enter the language code.
- PIN: Enter the PIN.
- Card ID: Enter the IC card information.
- Role: Sets the role. Several roles can be assigned to a user.
- Group: Set the group the user belongs to.

  Group can be used in the Account Management function.

8 Click [Submit].

You can copy registered users to add.

Click [Copy] on the right of the user name to display the user information screen, change items if required, and then register.

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Registering Groups

You can manage several users in a group. Up to 1,000 groups can be registered. Up to 5,000 users can be registered in a group.

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

🔗 Log In as the Administrator

3 Click [User Management].

4 Click [Group List].
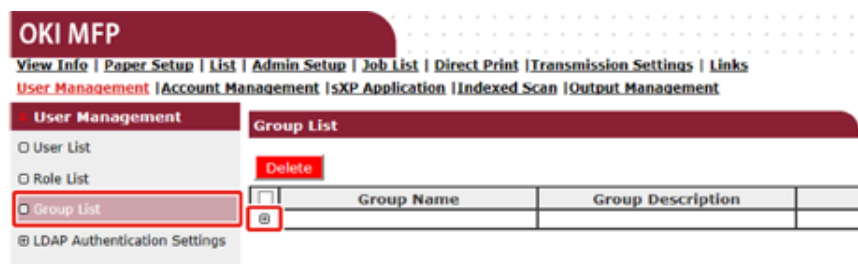
5 Click [+].

6 When the group information screen appears, enter the required information.

- Group Name: Enter a group name.
- Group Description: Enter explanation for the group, etc.
- Local User List: Add users to the group.

- Kerberos User List: Add Kerberos users to the group.

7 Click [Submit].

You can copy registered roles to add.

Click [Copy] on the right of the group name to display the group information screen, change items if required, and then register.

Setting the Authentication Server

When using Server Authentication system for the user authentication, make server settings on the web browser.

The procedure when using the LDAP authentication server is used as an example.

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

🔗 Log In as the Administrator

3 Click [User Management].

4 Click [LDAP Authentication Setting].

5 Click [LDAP Authentication Setting].

6 Enter an LDAP key to obtain information.

- Display name: Specify the attribute key to obtain the display name of the user information.
- Mail address: Specify the attribute key to obtain the E-mail address of the user information.
- Language code: Specify the attribute key to obtain the language code of the user information.
- Group: Set when automatically assigning users to groups.
- Card ID: Set when using IC card authentication. You do not need to enter if you do not use the IC card authentication.
- PIN: Set when using the PIN authentication. You do not need to enter if you do not use the PIN authentication.
- User Name: Sets the attribute key of the user name registered in the LDAP server.

  The default User Name is set to "sAMAccountName", the attribute key of Windows server.

  The Windows server users do not need to change the setting.

- Cache authentication information: [Cache authentication information] in [User information cache settings] specifies whether to save the LDAP authentication information into the cache the machine. This setting is to set if you temporarily save authentication information in the machine.

  [Disable] (does not cache) is set by default. Enablingthis setting allows you to unlock the authentication whenever you want to use the machine, even if you cannot connect to the LDAP server due tocommunication errors.

- Validity period of cash authentication information: Enabling [Cache authentication information] displays the setting items.

  You can set an expiration date for the cache authentication information. The setting can be entered in one-day increments.

1 to 2000 days can be set. Whenthe specified days elapse from when the authentication using the authentication server succeeds, the cache authentication is not available anymore.

7 Click [Submit].

8 Click [Role Assignment Regulations].

9 To add a new rule for assigning a role, click [+].

10 When the role assigning screen appears, enter the required information.

11 Click [Submit].

Enabling Access Control

After the user information is registered and the server authentication setting is completed, enable the access control.

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

🔗 Log In as the Administrator

3 Click [Admin Setup].

4 Click [Management].

5 Click [Access Control Setup].
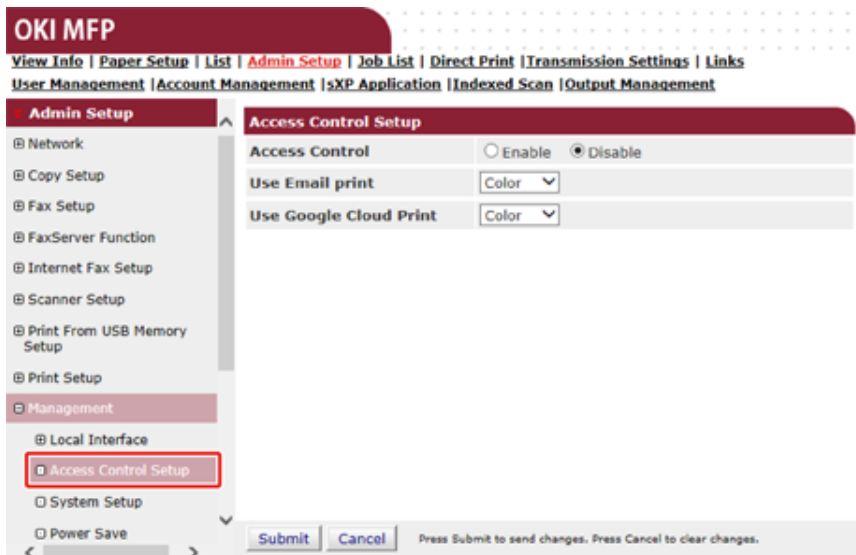
6 Select [Enable] for [Access Control].
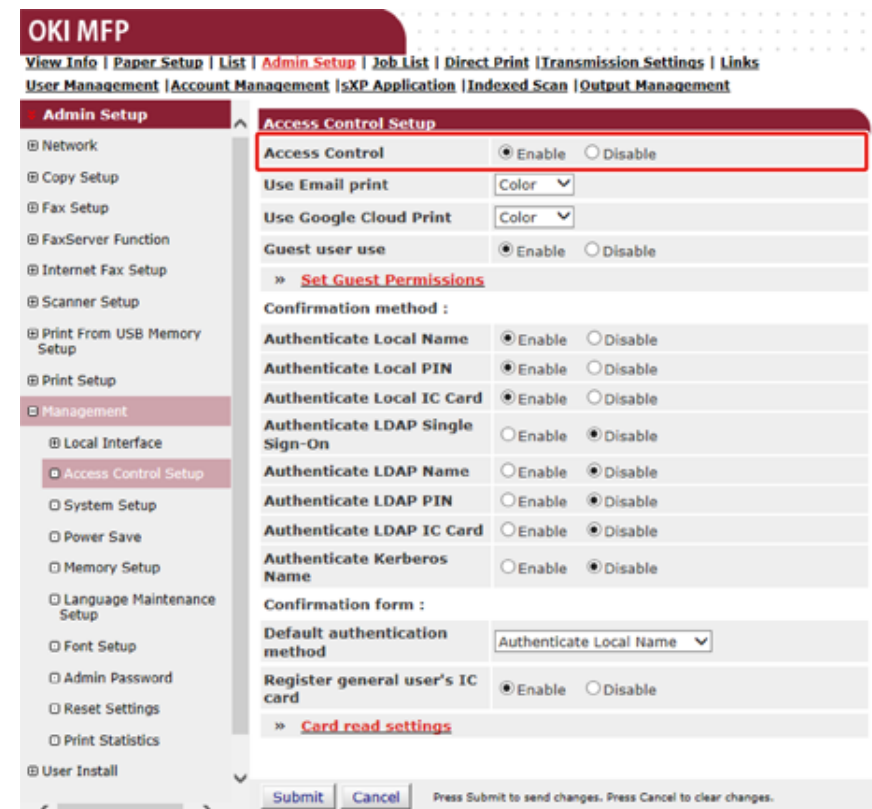
7 Make the access control setting according to your environment.

- Use Email print: Make the access control setting for the [Email print] function. Three options, [Color], [Mono], and [Disable] can be set.

  If [Color] is selected, received attached files are printed in color and monochrome according to their color settings.

  If [Mono] is set, the received attached files are printed in monochrome.

  If the attached files are set to color, they are converted to monochrome before being printed.

  If [Disable] is set, received Email attachment is not printed.

- Use Google Cloud Print: Make the access control settings of the [Google Cloud Print] function. Three options, [Color], [Mono], and [Disable] can be set.

  If [Color] is selected, received attached files are printed in color and monochrome according to their color settings.

If [Mono] is set, the received attached files are printed in monochrome.

If the attached files are set to color, they are converted to monochrome before being printed.

If [Disable] is set, Google Cloud Print is not performed.

- Guest user use: Enables or disables guest users to use while the access control is enabled.

  If [Enable] is set, [Guest] is displayed on the authentication screen of the operator panel.

- Set Guest Permissions: The setting screen for guest permission pops up. By default, all functions can be used by guests. Change the setting according to your operating policy.

- Confirmation method: Enable/disable each authentication method.

- Confirmation form: Set the authentication method used when logging in the machine or printing.

- Card read settings: Set for when authenticating with a FeliCa card.

If you want to discard jobs from unknown users, set [Guest user use] to [Disable] or disallow the print right of guest users in [Set Guest Permissions].

8 Click [Submit].

When the access control function is enabled, the top screen on the control panel of the machine is changed as follows.

To use IC card authentication, connecting an IC card reader is required.

The message, "Authent. by IC card is also available." is not displayed if no IC card reader is connected.

Log in to This Machine

When the access control function is enabled, the user authentication is required to display the login screen, or copy or scan screen.

This section describes how to log in to the machine using the user authentication with user name and password.

When you want to use an IC card to log in to the machine, register the IC card information to the machine in either of the following ways beforehand.

- The administrator specifies IC card information when registering user information.

  🔗 Registering Users

- Users hold their IC cards over the machine to register after logging in to the machine with user name and password, or PIN.

  🔗 Registering IC Card Information

Login
Please enter the User Name and Password and press [OK].

User Name

---No Setting---   ▶

Password

---No Setting---   ▶

Authentication Type:
Local

Authentication Method

Administrator

Guest

IC Authent. by IC card is also available.

OK

1 Enter a user name.

2 Enter a password.

  🔗 Log In as the Administrator

3 Perform an operation such as copy or scan.

- If you do not operate the panel for a certain period of time, you are automatically logged out.
- Passing an IC card over the screen on which [Logout] is displayed logs the user out immediately and lets you log in with the information of the held IC card. (User switching)
- If you cannot copy or scan, ask the administrator if you are authorized to perform the operation.

To log out, press [Logout].

Printing from a Computer

If the access control is enabled, enter user information from the printer driver to print.

For Windows

The procedure when using the memo pad and PCL printer driver is used as an example.

1 Select [Print] from the [File] menu.

2 Select the necessary printer driver in [Select Printer], and then click [Preferences].

3 Select the [Extend] tab.

4 Click [User Authentication].
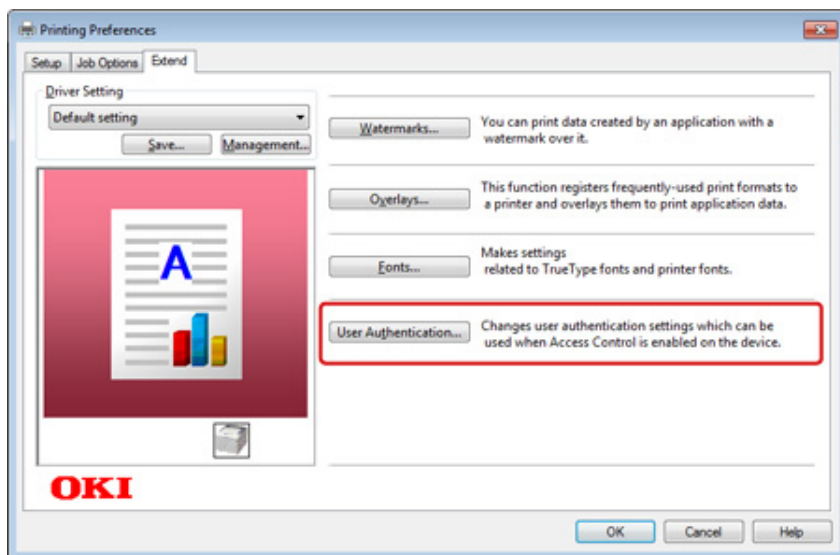
5 Set [User Name], [Password] of the user for user's authentication information and [Authentication Type], [Summary Account Name] for specifying user's authentication destination and authentication type.

Depending on the setting for [User Authentication Options...] in the [Device Options] tab, [Password], [Authentication Type], [Summary Account Name], and [Use User Authentication] may not be displayed.
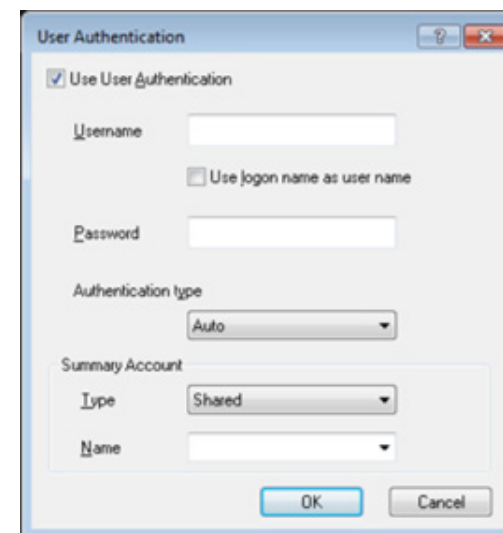
6 Select the [Use User Authentication] check box if it is displayed.

Clear the [Use User Authentication] check box if you want to use the Job Accounting Client PIN as the user authentication information.

7 Enter the user name and password.

Depending on the setting for [User Authentication Options...] in the [Device Options] tab, user name may be fixed to the logon name.

Select the [Use logon name as user name] check box if you use the logon name to Windows as a user name.

8 If [Authentication Type] is displayed, select user's authentication destination and authentication type from the list.

- Auto: Follows the logon method to Windows. When the user has logged on to the domain, [Server LDAP] is used and when the user logged on to the local computer, [Device Local] is used as the authentication method.
- Device Local: Authenticates with the user information stored in the machine.
- Server LDAP: Authenticates with the user information stored in the server using LDAP.

• Server Kerberos: Authenticates with the user information stored in the server using Kerberos.

Default authentication type can be set in [User Authentication Options...] in the [Device Options] tab.

9 If [Summary Account Name] is displayed, set a type of summary account (account) to be charged usage amount of printing (points) and name.

If you want to add up for each user and group to which the user belongs, select a group from [Type] and specify the group name in [Name].

If you want to add up for shared account which multiple users can use, select a shared account from [Type] and specify the shard account name in [Name].

10 Click [OK].

11 Change other settings if necessary, and then click [OK].

12 Click [Print] on the [Print] screen.

• **Setting User Authentication Options**
Set the user authentication options of printer driver from the [Device Options] tab or [Device Settings] tab in Printer Properties.

1 Click [Start], and then select [Devices and Printers].

2 Right-click [OKI MC573 *] and then select [Printer properties].
* Driver type (ex. PCL6/PS)

3 For Windows PCL driver, select [Device Options] and click [User Authentication Options...]. For Windows PS driver, select [Device Options] and extend [Installable Options].

4 Specifies the user authentication options.
• Set User Authentication Options for each user: Displays [Use User Authentication] on the [User Authentication] dialog to set whether to enable or disable user authentication.

If the [Set User Authentication Options for each user] check box is clear, use user authentication and follow the Windows logon method as an authentication type. When the user has logged on to the domain, [Server LDAP] is used and when the user logged on to the local computer, [Device Local] is used as the authentication method.

• Input user authentication information when printing: Displays user authentication setting every time you print. Use this setting when you need to specify the actual user for each print job under the environment where multiple users use the same logon account on the same computer.

This option is not available if the [Set User Authentication Options for each user] check box is selected.

• Summary Account Name: Enables to set summery account for user authentication setting.

• Authentication Type: Enables to set authentication type for user authentication setting.

• Default Authentication Type: Specifies default authentication type which is used when authentication type cannot be specified.

5 For the Windows PCL driver, click [OK].

6 Click [OK].

For Mac OS X

The following procedure uses TextEdit as an example.

1 Select [Print] from the [File] menu.

2 Select the printer driver of this machine.

3 Select [User Authentication] from the panel menu.

4 Select the [Use User Authentication] check box.
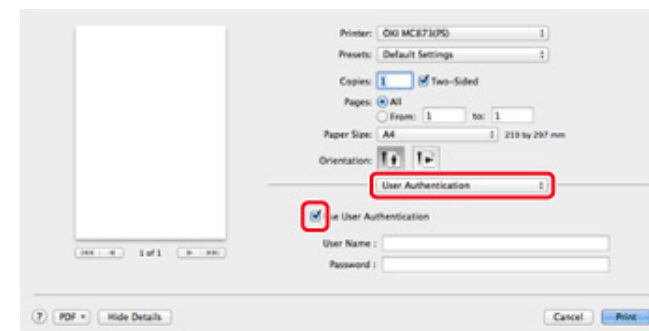
Clear the [Use User Authentication] checkbox if you want to use the Job Accounting Client PIN as the user authentication information.

5 Enter [User Name] and [Password].

Select the [Use logon name as user name] check box if you use the logon name to Mac as a user name.

6 If [Authentication Type] is displayed, select user's authentication destination and authentication type from the list.

- Auto: Follows the logon method to Mac When the user has logged on to the domain, [Server LDAP] is used and when the user don't logged on to the domain, [Device Local] is used as the authentication method.
- Device Local: Authenticates with the user information stored in the machine.
- Server LDAP: Authenticates with the user information stored in the server using LDAP.
- Server Kerberos: Authenticates with the user information stored in the server using Kerberos.

7 If [Summary Account Name] is displayed, set a type of summary account (account) to be charged usage amount of printing (points) and name.

If you want to add up for each user and group to which the user belongs, select a group from [Type] and specify the group name in [Name].

If you want to add up for shared account which multiple users can use, select a shared account from [Type] and specify the shard account name in [Name].

8 Make required settings.

9 Click [Print].

• **When using authentication type and Summary Account**

1 Select [System Preferences] from the Apple menu.

2 Click [Print & Scan].

3 Select the device, and then click [Options & Supplies].

4 Check functions you want to use in the [Options] tab.

5 Change Default Authentication Type and then click [OK].

Sending a Fax from a Computer (Windows)

If the access control is enabled, enter user information from the printer driver to send a fax from a computer.

The procedure to send a fax using the memo pad is used as an example.

1 Select [Print] from the [File] menu.

2 Select the necessary printer driver in [Select Printer], and then click [Preferences].

3 Click [User Authentication] in the [Setup] tab.
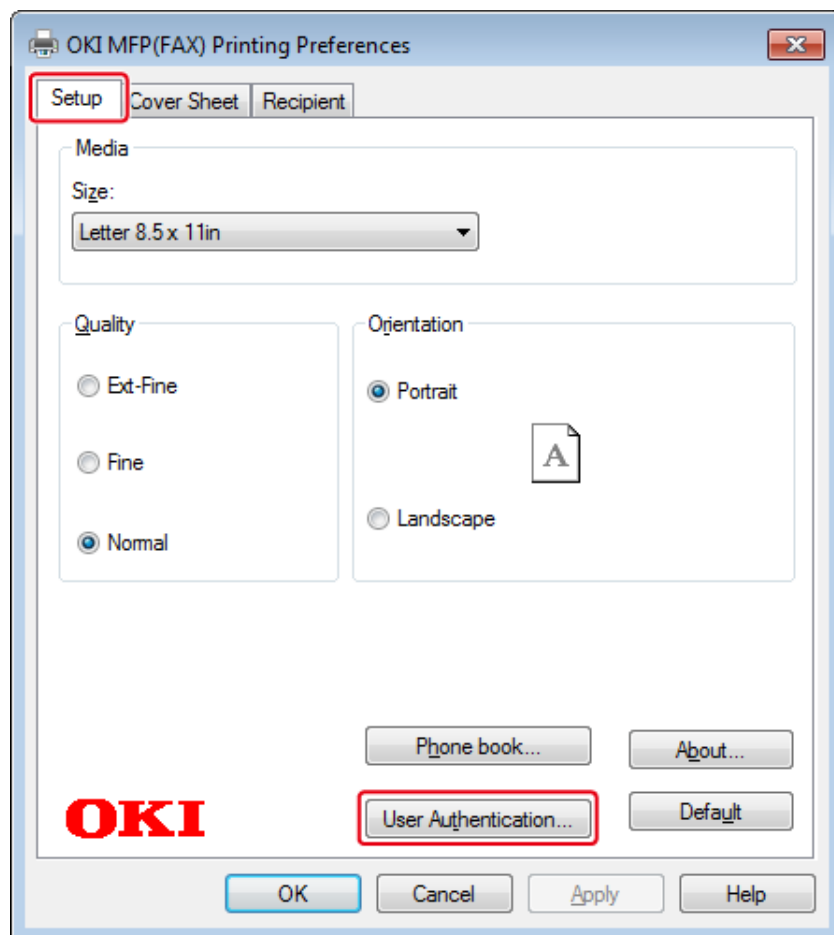
4 Select the [Use User Authentication] checkbox if it is displayed.

Clear the [Use User Authentication] check box if you want to use the Job Accounting Client PIN as the user authentication information.
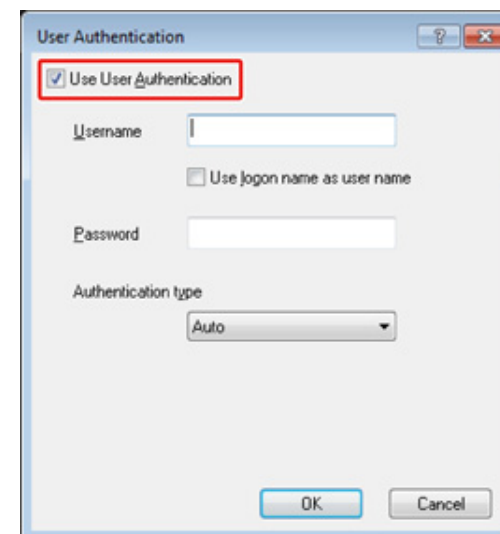
5 Enter the user name and password.

Select the [Use logon name as user name] check box if you use the logon name to Windows as a user name.

6 Select [Authentication Type]. Select user's authentication destination and authentication type from the list.

- Auto: Follows the logon method to Windows. When the user has logged on to the domain, [Server LDAP] is used and when the user has logged on to the local computer, [Device Local] is used as the authentication method.
- Device Local: Authenticates with the user information stored in the machine.
- Server LDAP: Authenticates with the user information stored in the server using LDAP.
- Server Kerberos: Authenticates with the user information stored in the server using Kerberos.

Default authentication type can be set in [User Authentication Options...] in Device Options.

7 Click [OK].

8 Click [OK], and then click [Print].

- **Setting default authentication type**
  The default authentication type can be set from the [Device Options] tab on the printer properties.

1 Click [Start], and then select [Devices and Printers].

2 Right-click [OKI MC563 FAX] and then select [Printer properties].

3 Select [Device Options] and click [User Authentication Options...].

4 Set the default authentication type.

Registering IC Card Information

To log in the machine using an IC card, register the IC card information. You can register your IC card information yourself.

- To use IC card authentication, connecting an IC card reader (optional) is required.
- If you log in to the machine using an authentication method other than the local authentication, this function is not available.
- If "Register general user's IC card" is set to [Disable] by the administrator, this function is not available.

  🔗 Enabling Access Control

1 Log in to the machine using the local authentication.

  🔗 Log In as the Administrator

2 Press [Device Settings] on the touch panel.

3 Press [UserAccount Info].

4 Press [Register IC card].

5 Follow the onscreen instructions to register IC card information.

Account Management

⊙

If you use Print Job Accounting, this function cannot be used together.

When the access control is enabled, you can control amount of print jobs for each user or common account (an account shared by the users) using the web page of the machine.

Once user information is registered, an account is automatically assigned to each user. Common accounts should be registered by administrators.

Administrators need to set limit amount (points) of usage to each account.

And then assign a number of points to each job, for example, XX points for color copying, etc.

Each time users print, corresponding numbers of points are subtracted from their accounts. Users whose remaining points reach 0 cannot print.

Before enabling the account management, you need to register user information.

🔗 Preparation (For Administrator)

- Enabling Account Management
- Setting a Number of Points to Each Account
- Creating a Shared Account
- Setting Paper Size Points/Toner Points
- Printing When Account Management is Enabled
- Precautions when Operating

Enabling Account Management

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

🔗 Log In as the Administrator

3 Click [Account Management].

4 Click [Set Access Limits] in [STEP1. Set access limits]

5 Enable [Access Control], and then click [Submit].

⚠

When the access control is enabled, the login screen appears on the touch panel.

6 Click [Account Management] again.

7 Enable [Quota Management] in [STEP2. Quota Management Settings], and then click [Submit].

✎

The quota management means managing amount of usage.

8 Set each item following the on-screen instructions, and then click [Submit].

- Limited Format Setting: Set an action when your points are insufficient.

- Display Time of The "Insufficient Balance" Error: When you do not have enough points to perform the job, the error screen appears on the operator panel. Set the period of time for displaying the error screen.

- Point Calculation Type: Specify calculation type used for printing. For [Simple], setting is available on the Web page of the machine and for [Standard], setting is not available on the Web page.

- Toner Saving Calculation Setting: Specify whether to take the toner save setting into account of point calculation.
- Operations When Balance is Insufficient: Set whether to cancel or continue printing when the remaining points reach 0.

Setting a Number of Points to Each Account

Set a number of points to each account.

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

🔗 Log In as the Administrator

3 Click [Account Management].

4 Click [Summary Account Settings].

5 Click [Personal Account settings].

6 Click a user whom you set a number of points.

7 Enter assigned amount, balance, and set operation when balance is insufficient. Points are charged for each print job.

For the balance, you cannot enter a number larger than that for the assigned amount.

8 Click [Submit].

Creating a Shared Account

Create a shared account which can be used by the users.

1 Open the Web page of the machine.

2 Log in as the administrator.

3 Click [Account Management].

4 Click [Summary Account Settings].

5 Click [Creating/setting/deleting shared account].

6 Click [+].

7 Enter [Shared Account Name], [Assigned Amount], and [Balance], and then set [Operation When Balance is Insufficient].

8 Set a role which can use the shared account.

For the role, see "Preparation (For Administrator)".

9 Click [Submit].

Setting Paper Size Points/Toner Points

⚠

Only when Point Calculation Type is a default setting, the setting is available on the Web page of the machine. If [Cost Settings] is not displayed, check the Point Calculation Type setting.

Set numbers of points for paper size and Color/Mono (Grayscale). For example, you can set so that bigger size paper needs more points or color printing needs more points than grayscale printing. Points are charged on a page-by-page basis, so when you print two pages, you need twice as much as the set rate.

In addition, you can apply point reduction system for two-sided printing or saving toner to print. The reduction rate for saving toner also depends on [Toner Saving Calculation Setting].

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

🔗 Log In as the Administrator

3 Click [Account Management].

4 Click [Cost Settings].

5 Click [Paper Size Points Settings] or [Toner Points Settings].

The setting screen opens separately.

The default value for each paper size point is calculated based on the area ratio of the paper to A4 paper.

Paper Size Point Settings

The default paper size point value is the value calculated with the area ratio based on A4.

Paper size	Paper points (0-1,000)	Toner points (0-1,000) Mono(K)	Color(C,M,Y)
A4	18	30	130
A5	8	14	64
A6	4	7	32
C5 Envelope	10	17	77
Chinese 16K(184x260mm)	13	23	99
Chinese 16K(195x270mm)	15	25	109
Chinese 16K(197x273mm)	15	25	112
Com-10 Envelope	7	12	52
Com-9 Envelope	6	10	46
DL Envelope	6	11	50
Envelope1 (Nagagata #3)	8	13	58
Envelope2 (Nagagata #4)	5	8	38
Envelope3 (Yougata #4)	7	11	51
Executive	14	23	102
Hagaki (Japanese postcard)	4	7	30
Index Card	2	4	20
JIS B5	13	22	97
JIS B6	6	11	48
Legal 13	20	34	148
Legal 13.5	21	35	154
Legal 14	22	36	160
Letter	17	29	125

Submit Cancel   Press Submit to send changes. Press Cancel to clear changes.

6 Enter the setting value and click [Submit].

7 Close the setting screen.

8 Click [Duplex Printing Discount Settings], or [Toner Saving Discount Rate Settings(Only When Toner Saving Calculation Setting is Enable)].

The setting screen opens separately.

Discount Rate Settings

Double-sided printing discount	50	(%)
Toner saving discount rate		
Low	15	(%)
Middle	25	(%)
High	50	(%)

Submit Cancel   Press Submit to send changes. Press Cancel to clear changes.

9 Enter the setting value and click [Submit].

10 Close the setting screen.

To restore the factory default settings, click [Reset] on the Cost Settings.

Printing When Account Management is Enabled

For copying, printing from USB Memory, Shared Print, or Private Print, follow the procedure below.

1 Log in to the machine.

2 If several accounts are available, select an account to use.

To switch accounts, log out from the current account, and then log in to another account.

3 Perform required operation.

When printing from a computer, see "Printing from a Computer".

Precautions when Operating

If the Account Management is enabled and the remaining points run out, printing stops automatically.

If jobs are not executed, ask your administrator for checking your balance in [Summary Account Settings]. The period of time from when the shortage of points is detected to when the machine stops the job can be set in [Display Time of The "Insufficient Balance" Error].

If [Display Time of The "Insufficient Balance" Error] is set to the value other than 0 second and printing stops, you need to cancel the current job or add points and complete printing to execute the next print jobs.

Contact the administrator if you want to check your balance yourself.

Moving/Transporting This Machine

This section describes how to move or transport the machine.

- Moving This Machine
- Transporting This Machine

Moving This Machine

⚠ CAUTION	Injury may result.	⚠
Lift this machine by 2 persons, because it weighs approximately 31 kg.		

1 Turn off the machine.

🔗 Turning On or Off the Machine (User's Manual)

2 Unplug all the cables.
- Power cord
- LAN or USB cable
- Telephone cable

3 Remove any paper from the paper trays.

4 Lift up this machine, and then move it to a new location.

Transporting This Machine

⚠ CAUTION	Injury may result.	⚠
Lift this machine by 2 persons, because it weighs approximately 31 kg.		

1 Turn off the machine.

🔗 Turning On or Off the Machine (User's Manual)

2 Unplug all the cables.
- Power cord
- LAN or USB cable
- Telephone cable

3 Remove any paper from the paper trays.

4 If the optional additional tray unit is installed, remove the 2 lock pieces.

5 Lift up the machine to remove the additional tray unit.

6 Attach the packing material to the machine.

ⓘ

Use the packing box and packing material attached to this machine when purchased.

7 Lift up the machine, and put it in the packing box.

10 Network

AirPrint

Google Cloud Print

Network-Related Software

Network Settings

Network Problems

This section describes the network operation of the machine.

AirPrint

Using AirPrint (Print/Scan/FaxOut Service) allows you to print, scan, and send a fax from a Mac without installing drivers. You can print from an iPhone, iPad and iPod touch with using AirPrint (Print). An overview of AirPrint is provided, and the basic settings are described here.

- About AirPrint (Print/Scan/FaxOut Service)
- Setting AirPrint (Print/Scan/FaxOut Service)
- Registering the Machine in a Computer (Mac OS X)
- Printing with AirPrint (Print)
- Scanning with AirPrint (Scan)
- Sending a Fax with AirPrint (FaxOut Service)

About AirPrint (Print/Scan/FaxOut Service)

AirPrint (Print/Scan/FaxOut Service) is a function that enables you to easily print, scan, and send a fax from a Mac. You can print from an iPhone, iPad and iPod touch with using AirPrint (Print). The mobile device or Mac automatically detects this machine.

With AirPrint (Print), you can easily print a photo, e-mail, Web page or other displays on the screen just by tapping the screen a few times.

AirPrint (Scan) is a feature to send scanned image on this machine to a Mac.

AirPrint (FaxOut Service) is a FAX sending function that is provided by Apple Inc. AirPrint (FaxOut Service) allows you to send faxes directly from a Mac.

These features require to connect this machine to a Mac via a wired LAN, wireless LAN, or USB cable.

For more information about AirPrint, visit the Apple Inc. website.

Setting AirPrint (Print/Scan/FaxOut Service)

Connect this machine to the same network as a mobile device.

Connect this machine to a mobile device via wireless access points or by wireless LAN (AP mode) directly.

Connect this machine to the access points with a wired or wireless LAN (Infrastructure).

If you want to connect with a wireless LAN (Infrastructure), set the wireless LAN (Infrastructure) in advance.

🔗 Before Connecting to a Wireless LAN (User's Manual)
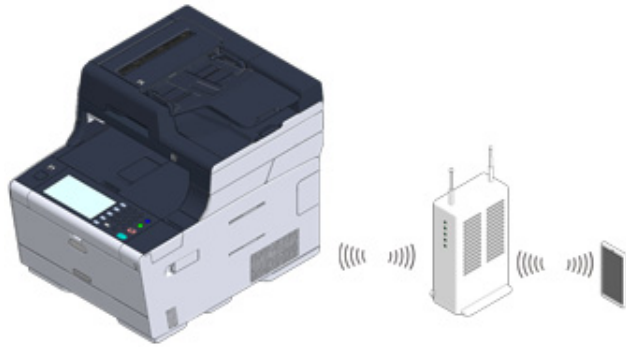
If you want to connect with a wired LAN, connect this machine to the access points with a LAN cable.
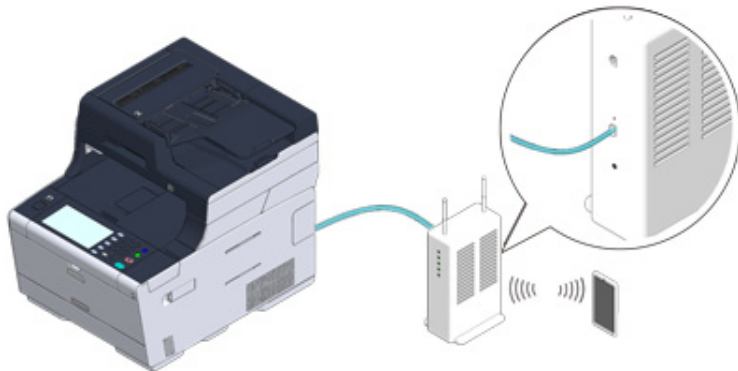
If you want to connect with a wireless LAN (AP mode), set the wireless LAN (AP mode) in advance.

🔗 Before Connecting to a Wireless LAN (User's Manual)

To use AirPrint from a Mac computer, connect this machine to the Mac.

To print by using AirPrint (Print), you must configure settings from the terminal side. Proceed to "Printing with AirPrint (Print)".

Registering the Machine in a Computer (Mac OS X)

If you use AirPrint (Print/Scan/FaxOut Service) for the first time, you must add the machine to a computer.

The screen of OS X 10.10 is used as an example.

1 Turn on the machine and computer.

2 Connect the machine and computer via a wired or wireless connection.

3 Select [System Preferences] from the Apple menu.

4 Click [Printers & Scanners].

5 Click [+], and then click [Add Printer or Scanner].
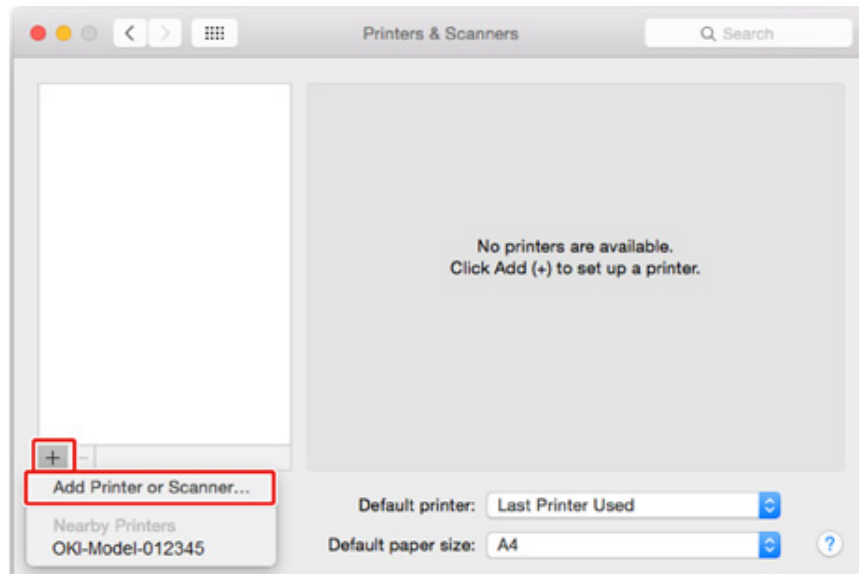
6 Select [OKI-MC573-******] and then click [Add].
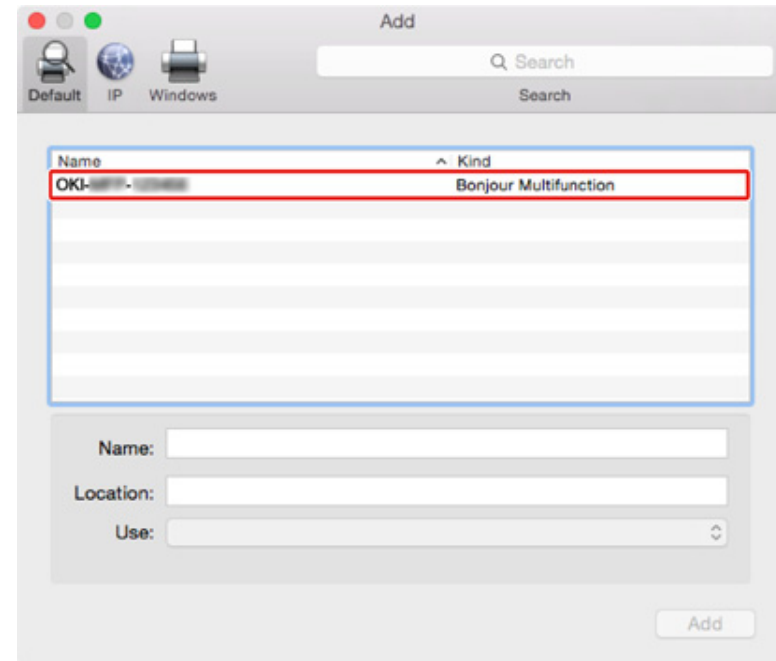
7 Check that the machine is displayed in [Printers], and [MC573-AirPrint] is displayed in [Kind].
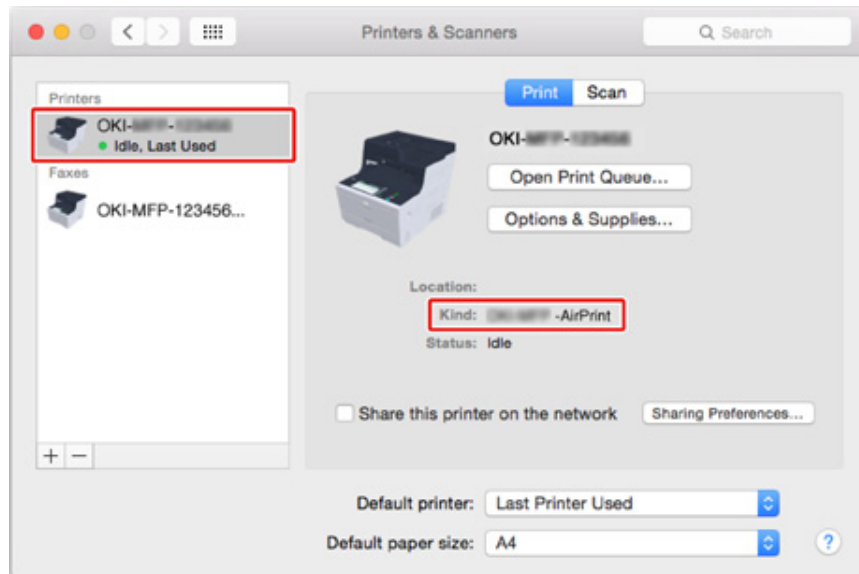
8 Close [Printers & Scanners].

Printing with AirPrint (Print)

- Printing from an iOS Device
- Printing from a Computer (Mac OS X)

Before using AirPrint with Mac OS X, register this machine on the computer.

🔗 Registering the Machine in a Computer (Mac OS X)

Printing from an iOS Device

1 Open a file.

2 Tap ⬆ (Action).

3 Tap 🖨 (Print).

The name of the printer model that you used most recently and exists on the same network is displayed.

⚠

If you print for the first time and any model name other than this machine is displayed, select this machine in step 4.

4 Tap [Printer] to select your machine.

Printer Options

Printer	Select Printer >

1 Copy   − +
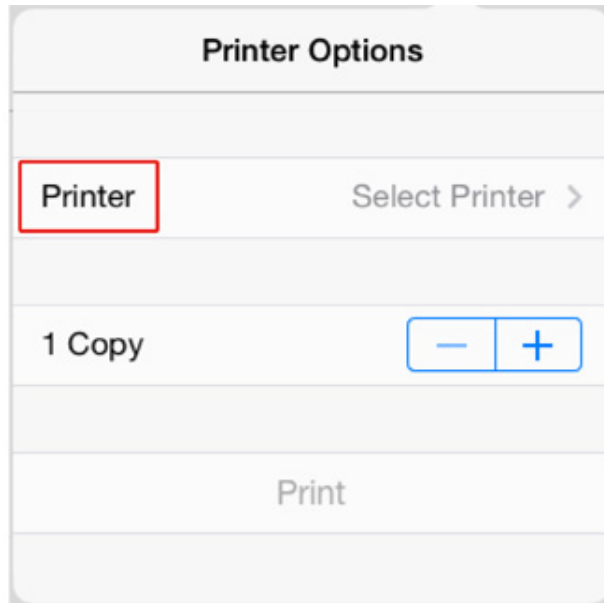
Print

The functions that this machine supports are displayed.

5 Set options.

Printer Options

Printer	OKI-█████-█████ >

| Range | All Pages > |

1 Copy   − +

Double-sided   ⬤
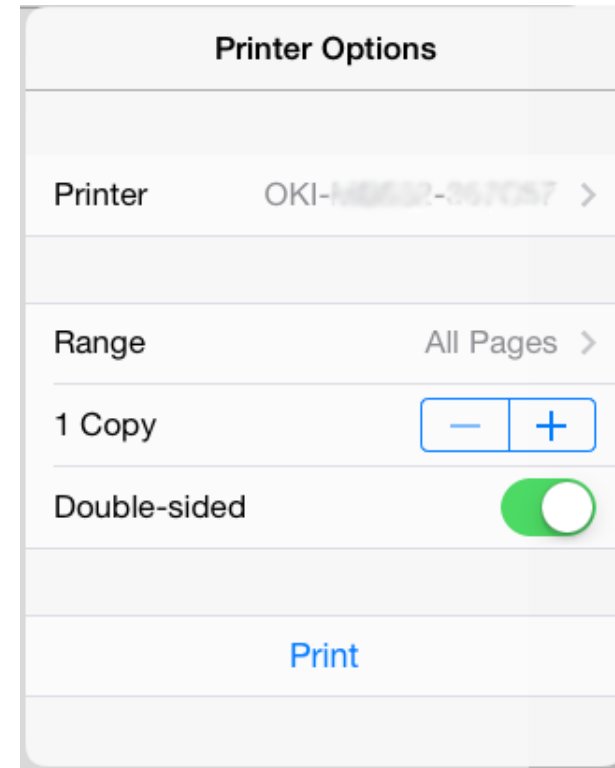
Print

6 Tap [Print].

Printing from a Computer (Mac OS X)

1 Open a file.

2 Select [Print] from the [File] menu.

3 Select [OKI-MC573-******] from [Printer].
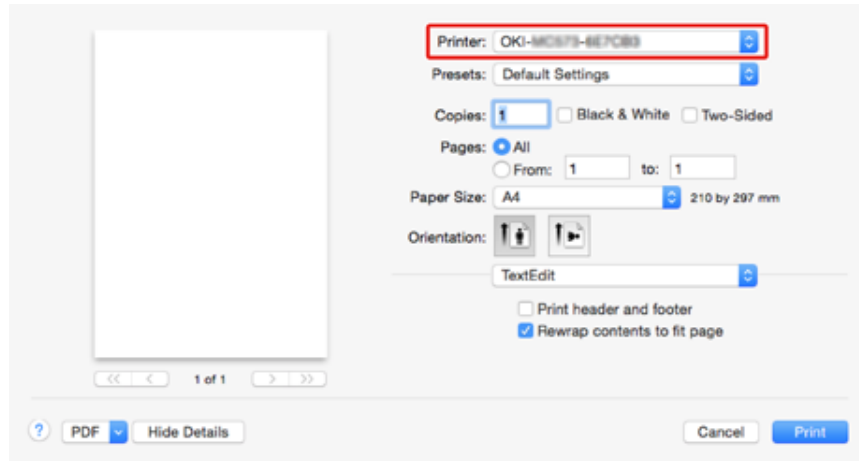
4 Set options.

5 Click [Print].

Before using AirPrint with Mac OS X, register this machine on the computer.

🔗

Selecting a Remote Scan Mode

There are three Remote Scan modes: Simple Scan, Manual Scan, and Secure Scan.

Simple Scan: If the machine is waiting, scanning is always available.

Manual Scan: After set the machine to the remote scan mode, scanning is available.

Secure Scan: Set the machine to the remote scan mode and specify the scanning device. Scanning is only available for the specified device.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Scanner Setup].

5 Press [PC Scan Mode].

6 Select a scan mode, and then press [OK].
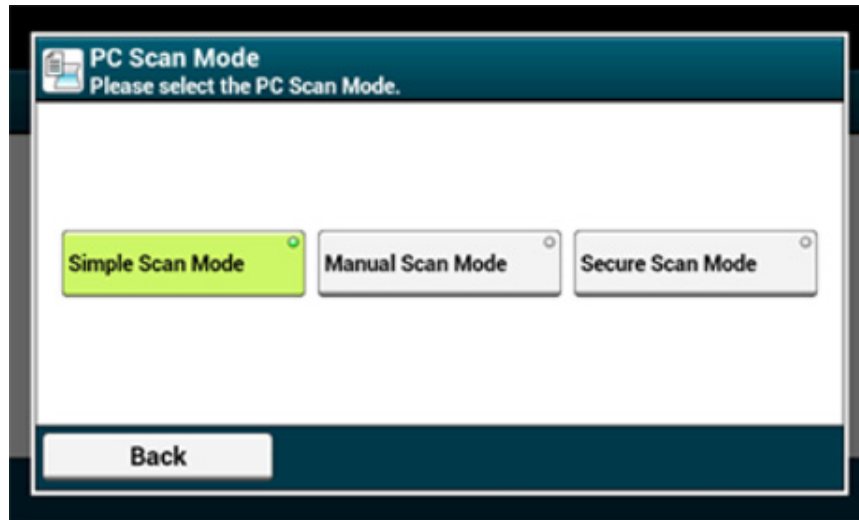
7 Press [Back] until the home screen is displayed.

Simple Scan Mode

1 Confirm that this machine is in the standby mode (home screen).

2 Set a document in the ADF or on the document glass.

3 Start a scan program on the computer.

4 Click a scan button in the scan program.

Manual Scan Mode

1 Press the ⬜ (SCAN) button.
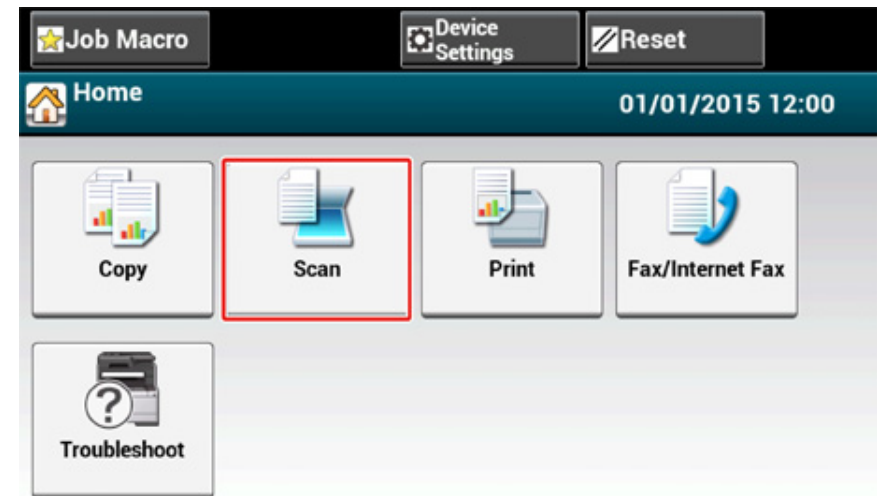
2 Set a document in the ADF or on the document glass.

3 Press [Remote Scan AirPrint].
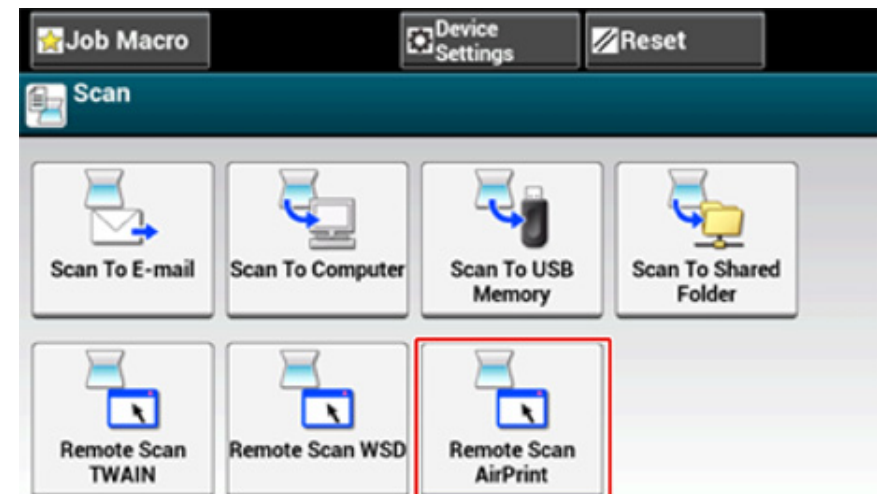
4 Start a scan program on the computer.

5 Click a scan button in the scan program.

Secure Scan Mode

1 Press the ▭ (SCAN) button.
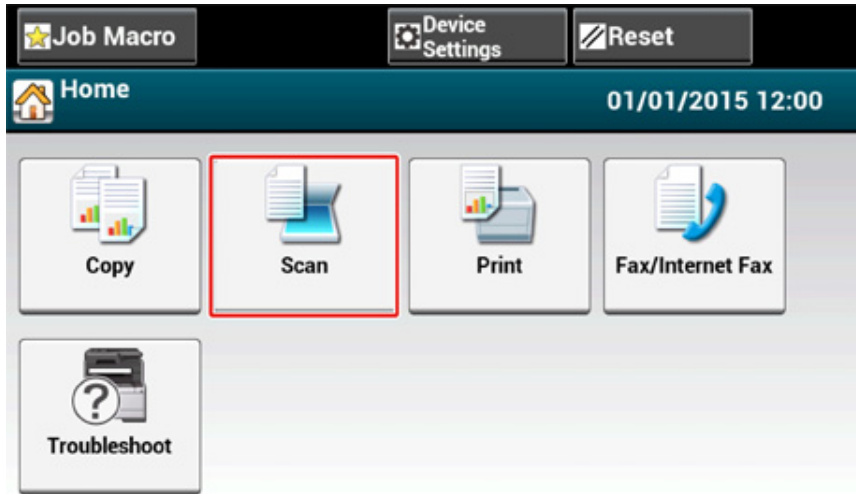
2 Set a document in the ADF or on the document glass.

3 Press [Remote Scan AirPrint].

4 Start a scan program on the computer.

5 Click a scan button in the scan program.

Sending a Fax with AirPrint (FaxOut Service)

Before using AirPrint with Mac OS X, register this machine on the computer.

🔗 Registering the Machine in a Computer (Mac OS X)

The screen of Mac OS X 10.10 is used as an example.

1 Open a file.

2 Select [Print] from the [File] menu.

3 Select [OKI-MC573-******-Fax] from [Printer].

4 Enter the destination.

Enter [Dialing Prefix], and check [Use cover page] as necessary.
You can specify multiple destinations.
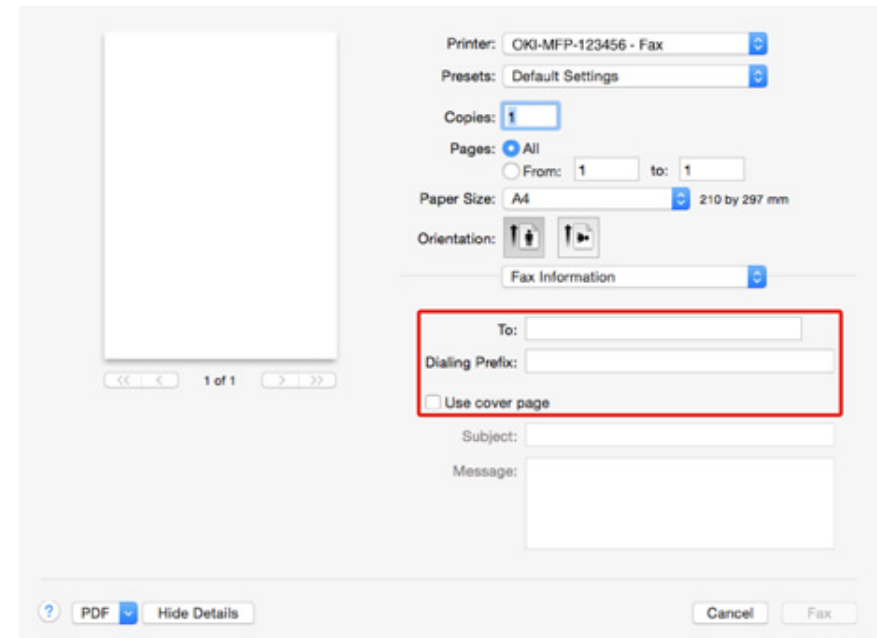
5 Select [Fax].
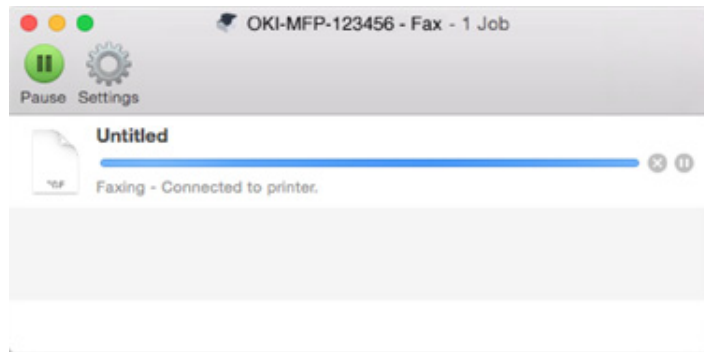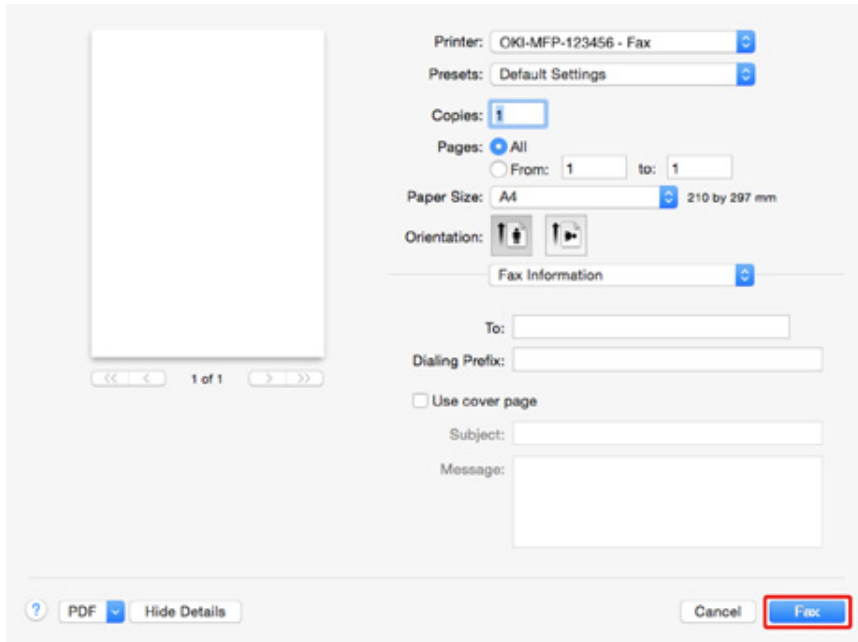
To display this screen, open [Open Print Queue] of [Printers & Scanners] from [System Preferences] before procedures.

To cancel, select [x].

Google Cloud Print

Google Cloud Print is a print service provided by Google that enables you to print from a mobile phone, smartphone, computer, or other network devices. An overview of Google Cloud Print is provided, and the basic settings and management are described here.

- About Google Cloud Print
- Setting Google Cloud Print
- Printing with Google Cloud Print
- Checking Google Cloud Print Registrations
- Checking or Changing the Use of Cloud Service Settings
- Deleting the Registered Information
- Checking That Deletion is Complete
- About Importing the CA Licenses of the Proxy Server

About Google Cloud Print

The machine supports Google Cloud Print.

Google Cloud Print is a print service that enables you to output data to a printer from a mobile phone, smartphone, computer, or other devices via the Internet.

With Google Cloud Print, you can send documents or images to a specified printer from anywhere. For example, you can print from your computer at home to a printer in your office, or from the application you always use to your printer at home - such printing can be easily achieved. There is no need to install drivers or download software.
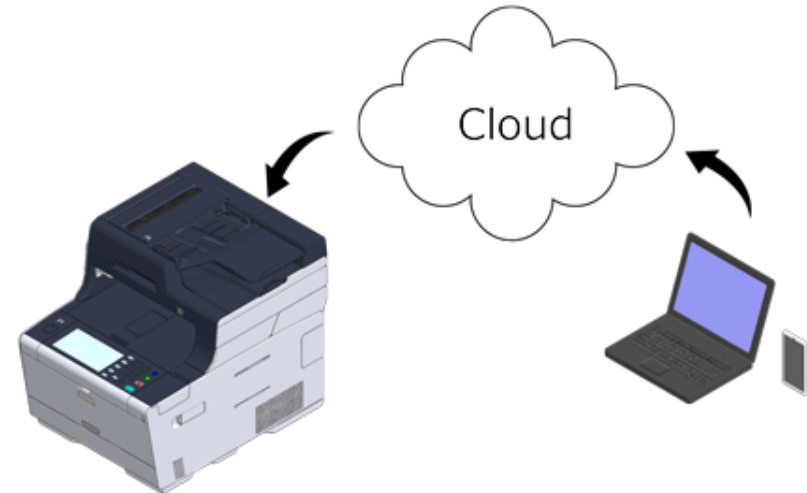
To use Google Cloud Print, you must prepare the following.

- **This machine**

  When setting Google Cloud Print, the machine must be connected to the Internet.

  🔗 Connecting a LAN Cable/USB Cable (User's Manual)

  🔗 Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)

  Since Google Cloud Print establishes communications via the Internet, it is recommended to employ security measures.

  - Restrict communications from the Internet with a firewall or other security system.
  - Change the administrator password that is provided by the machine from the default value.

- **Network devices**

  The network devices are computers or mobile devices that are connected to the Internet. Set up Google Cloud Print or perform print operations from supported applications.

- **Google account**

  This account is required for setting up Google Cloud Print or printing from a supported application.

- **Supported application**

  Applications that run on a network device and allow for Google Cloud Print.

  For details on supported OSs and applications, visit the Google Web site. The recommended browser is Google Chrome.

  🔗 Google Web site (http://www.google.com/cloudprint/learn/apps.html)

- **Network**

  Used between the network devices and the Cloud, and the Cloud and the machine.

  Google Cloud Print does not support IPv6.

Setting Google Cloud Print

To use Google Cloud Print, a Google account is required. This section describes how to register the machine in Google Cloud Print using a Google account.

If you already have an account, there is no need to create a new account. Proceed to step 3.

🖉

- To enter the [Google Cloud Print] menu, the administrator name and password are required. The factory default administrator name and password are "admin" and "999999" respectively.
- Although this manual describes the procedure for setting the servers from the operator panel, it is recommended to set the servers from the Web page of this machine if you can operate from a computer.

  To check from the Web page, select [Admin Setup] > [Network] > [TCP/IP] in "About Items That Can be Set or Checked".

1 Access the Google Web site from a computer, smartphone, or other mobile device.

  🔗 Google Web site (https://accounts.google.com/signup)

2 Create a Google account by following the on-screen instructions.

3 Check the IP address, subnet mask, and gateway address of the machine are set correctly.

4 Press [Device Settings] on the touch panel.

5 Press [Google Cloud Print].
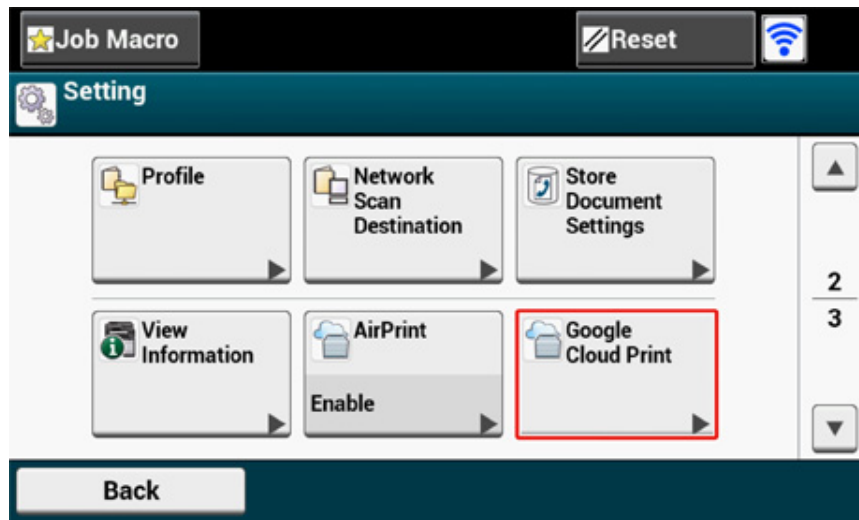

6 Press [Google Cloud Print Settings].
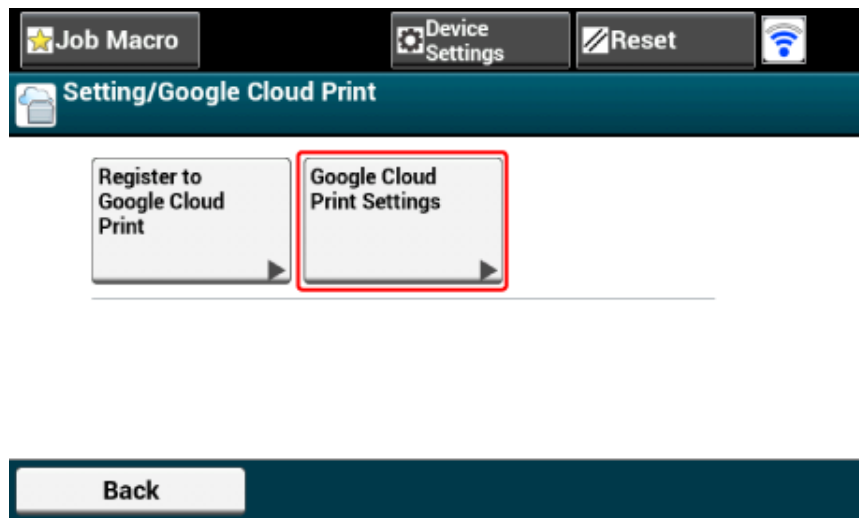
7 Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "999999" respectively.

8 Check the [DNS Server (Primary)] setting value.

Since [0.0.0.0] indicates that the value is not set correctly, set the IP address that suits your environment. (Example: 172.26.79.61)
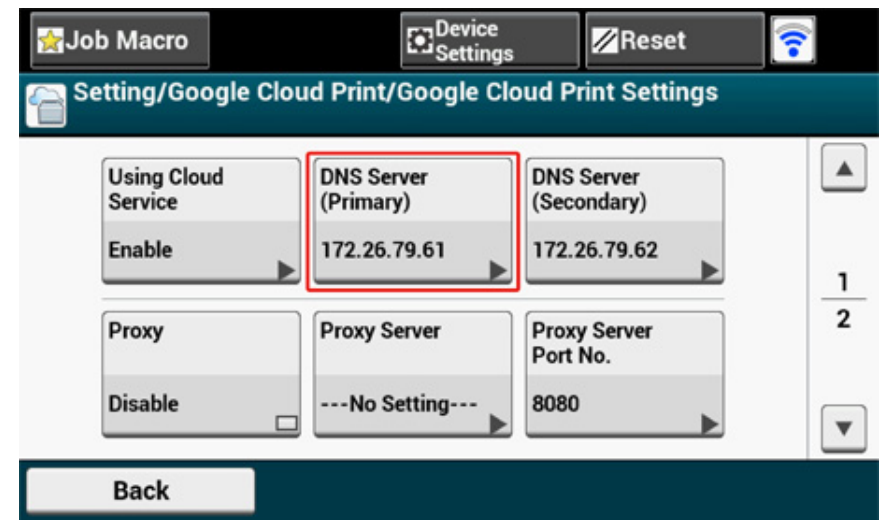
If the secondary DNS server is used, check the [DNS Server (Secondary)] setting value. (Example: 172.26.79.62)
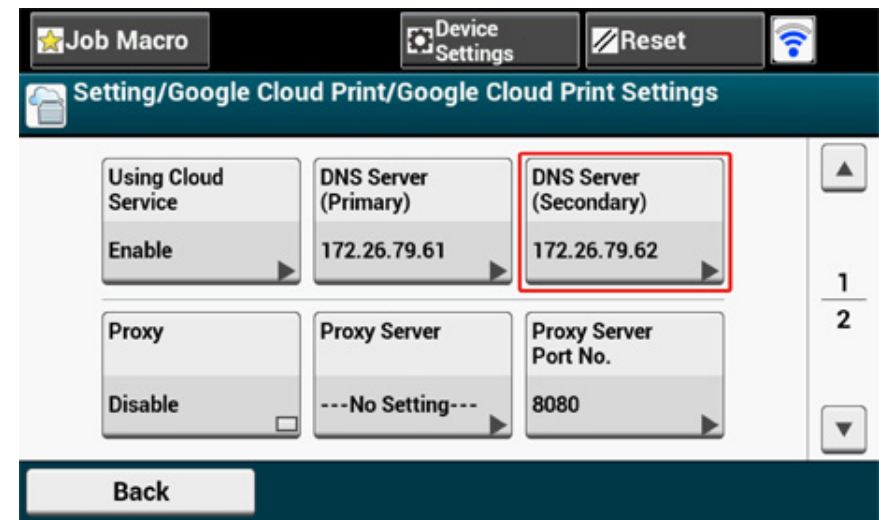
If the proxy server is used, press [Proxy] to [Enable].
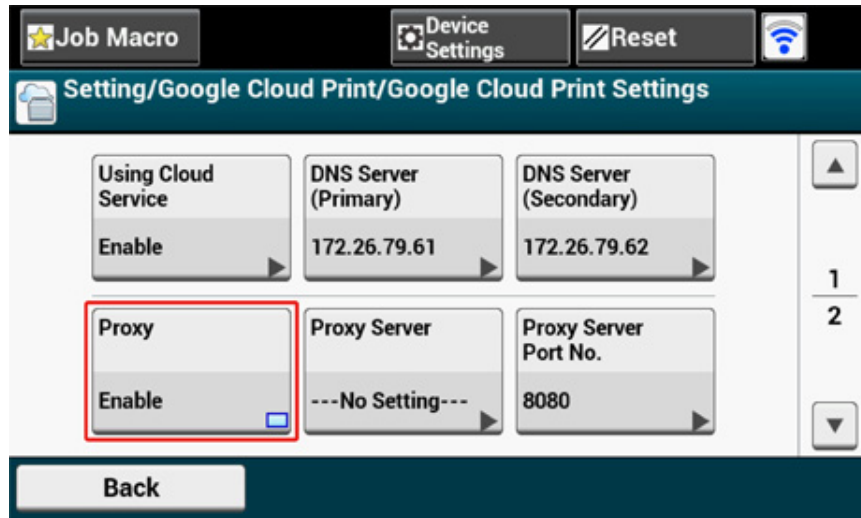
If the proxy server is not used, proceed to step 22.

9 Press [Proxy Server].
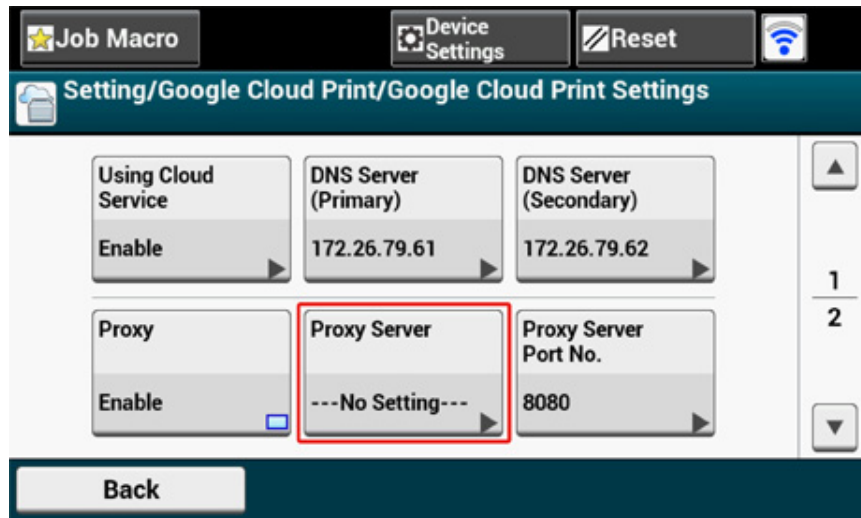
10 Enter a server name.

You can enter up to 64 characters.

11 Press [OK].

12 Press [Proxy Server Port No.].
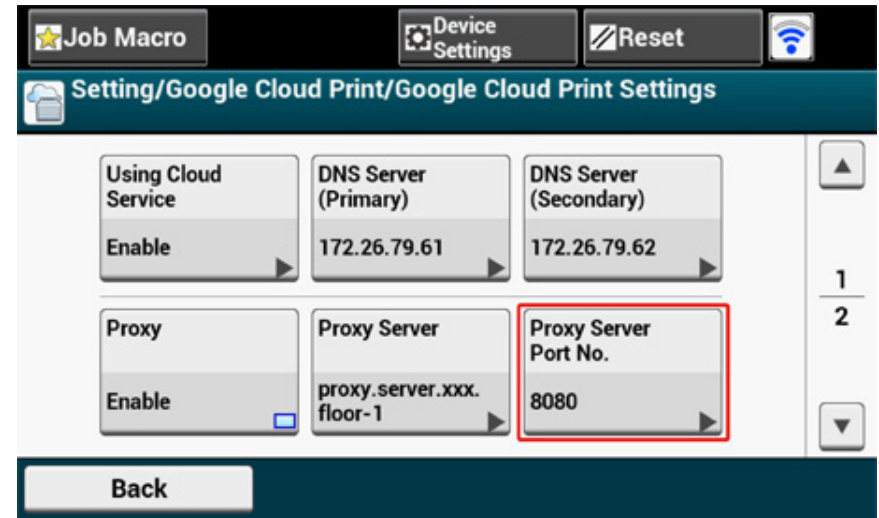
13 Enter the proxy server port number.

14 Press [OK].

15 Press [Proxy User ID].
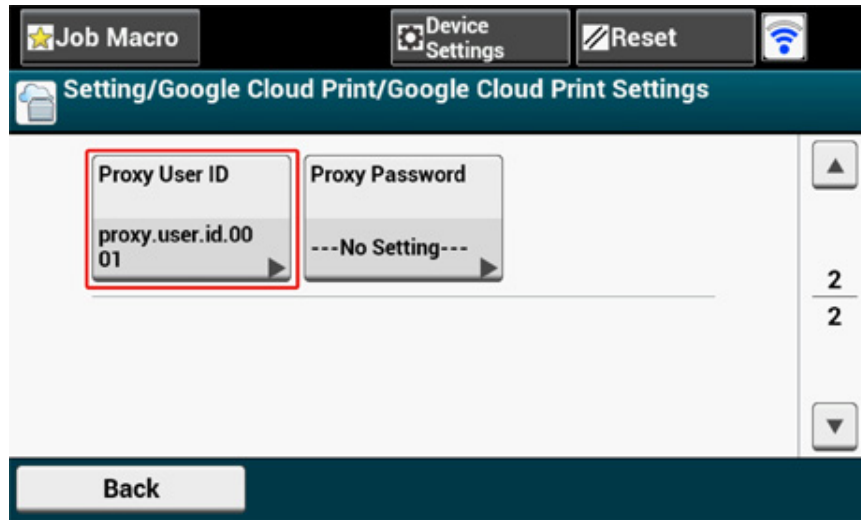
16 Enter the proxy user ID.

You can enter up to 64 characters.

17 Press [OK].

18 Press [Proxy Password].
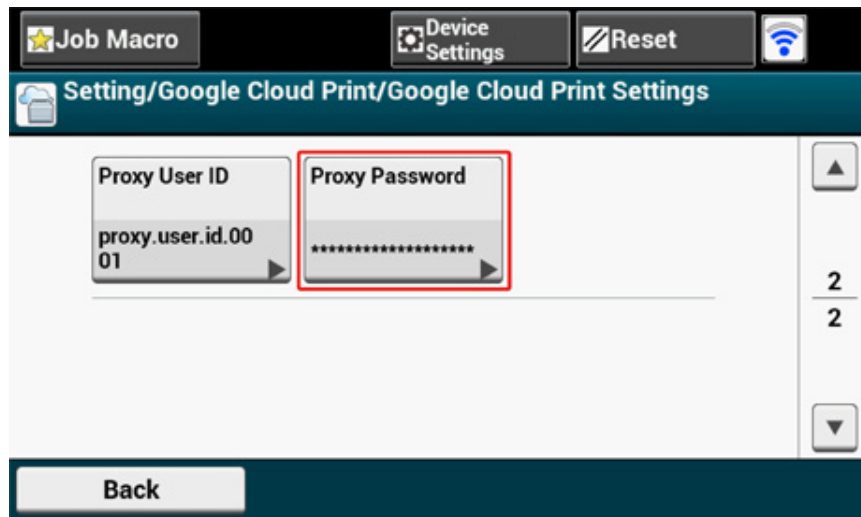
19 Enter the proxy password.

You can enter up to 64 characters.

For the setting values, contact your network administrator.

20 Press [OK].

21 Press [Back] to return to the [Google Cloud Print] menu.

22 Press [Register to Google Cloud Print].
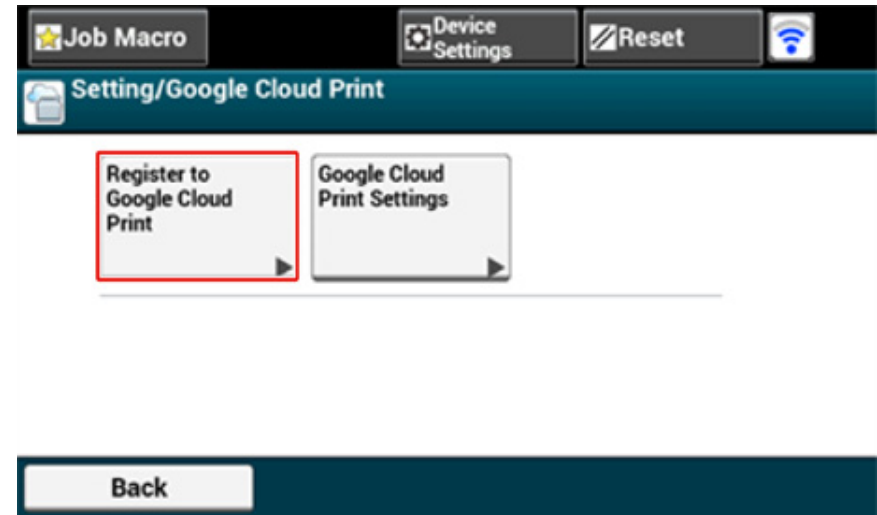
23 Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "999999" respectively.

24 When the [Register device to Google Cloud Print? Note: A Google account is required for registration.] message is displayed, select [Yes].
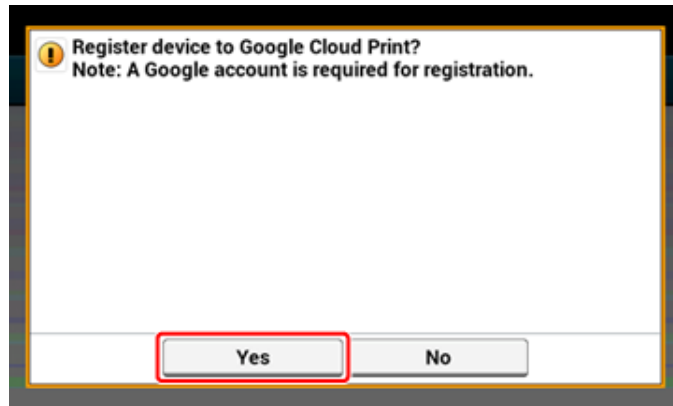
25 The authentication destination URL is displayed.
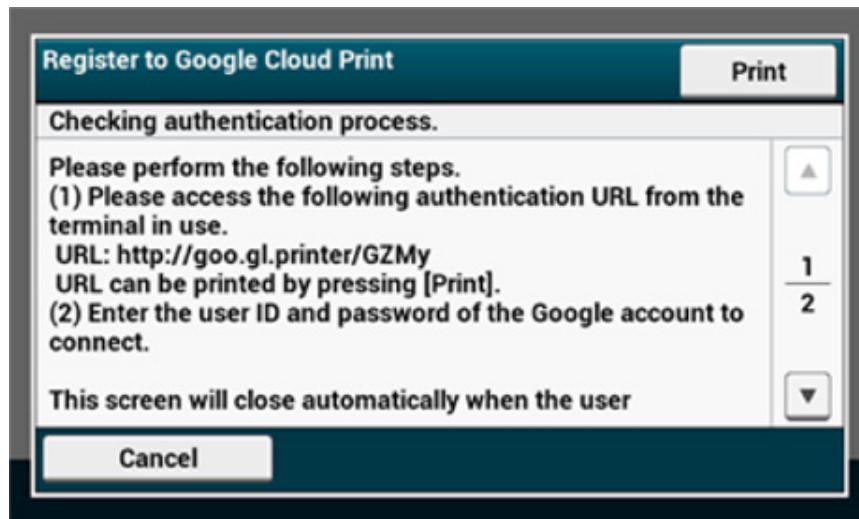
Press [Print] and the authentication destination URL is printed.

⚠️
- There is a time restriction for registration (authentication) processing (approximately 10 minutes).
- Proceed to step 30 within the time restriction to complete the registration.
- If you cannot complete within the time restriction and an error message is displayed, return to step 22, and then register again.

26 Access the authentication destination URL that you printed in step 25 from a computer or mobile device.

27 When the Google account login screen is displayed, enter the Google account information, and then click [Sign in].
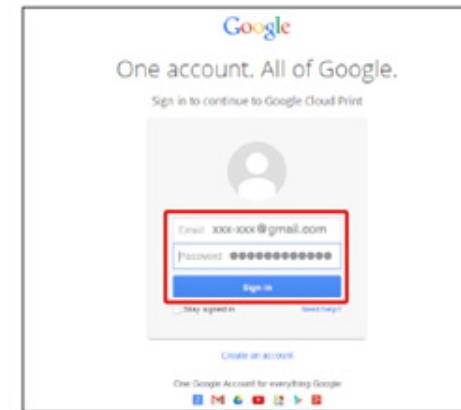
28 When the registration screen is displayed, click [Finish printer registration].
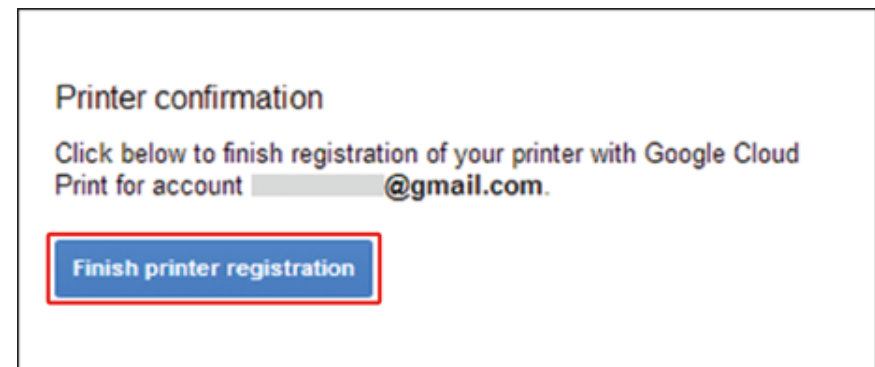
29 Wait until the [Thanks, you're ready to go!] message is displayed.

Thanks, you're ready to go!

Your printer is now registered with Google Cloud Print.

Manage your printers
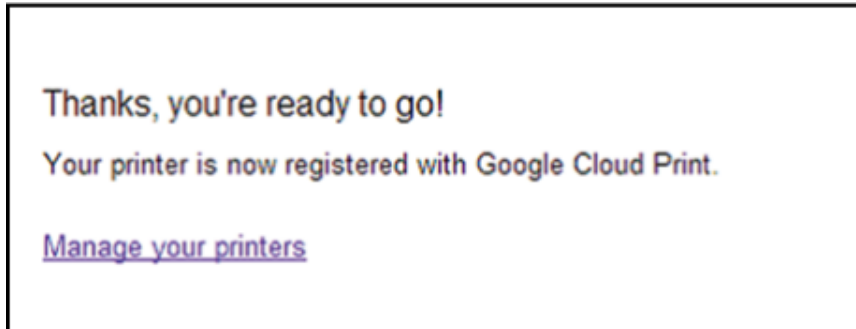
30 When the registration content and completion message is displayed on the operator of the machine, check the message.

Google Cloud Print registration complete.

Mail: xxx@gmail.com
Device Name: OKI-XXXXX-XXXXXX

1
1

Close
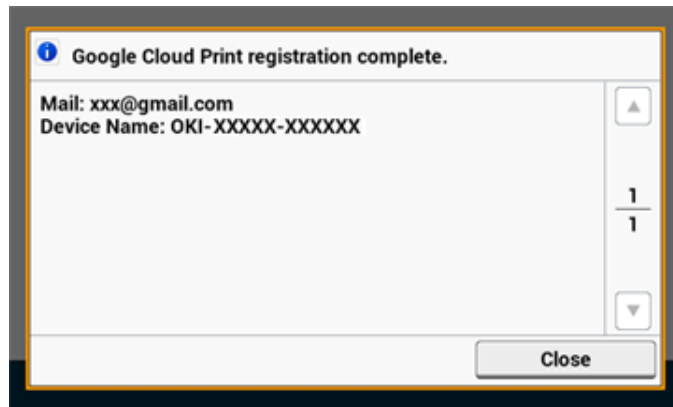
🔗 Printing with Google Cloud Print

Printing with Google Cloud Print

- Printing Automatically
- Printing Manually
- Changing Printing Settings
- Cancelling Printing

Set when to start printing when the machine receives print data from Google Cloud Print.

- Set the Google Cloud Print function before using Google Cloud Print.

  🔗 Google Cloud Print
- The print quality may not be the same as when printing with the printer driver or printing from the machine.
- PDF files with transparency effects applied may not be printed correctly.
- Encrypted PDF files may not be printed.

Printing Automatically

When the machine receives the print data, it is automatically printed.

1 Check that the machine is turned on.

2 Start an application that supports Google Cloud Print from a computer or mobile device.

Google Cloud Print supports Google Chrome, Gmail, Google Drive, or other applications.

3 Tap the wrench icon or the drop-down list in the application, and then select [Print] from the displayed drop-down list.

4 Select the registered machine on the displayed screen.

5 Set the printing settings, and then print.

- To print, use the Google account that you used to register the machine in Google Cloud Print.
- To print with a different Google account, you must set the [Share] settings that are provided by the Google Cloud Print service.

Printing Manually

Print manually if you cannot print automatically or you want to print immediately after receiving data.

1 Check that the machine is turned on.

2 Press [Print] or the ⬤ (PRINT) button.

3 Press [Google Cloud Print].
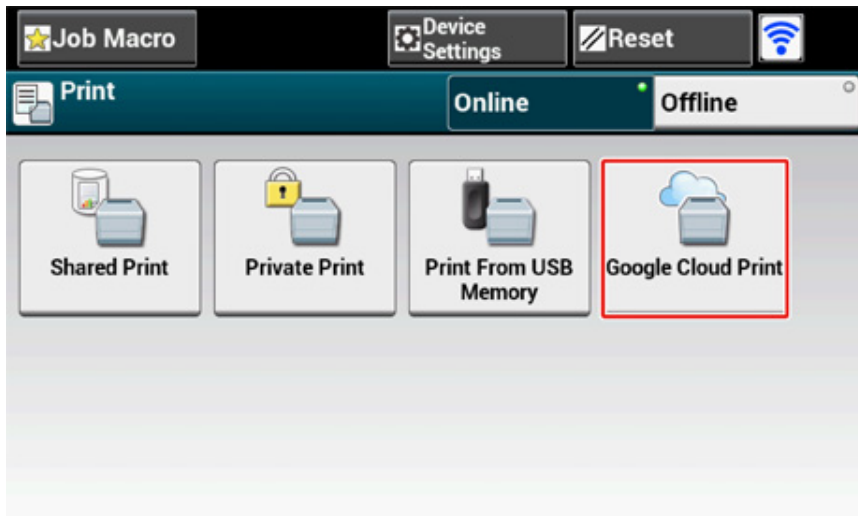
4 Press [Yes] on the confirmation screen.

5 If the print data exists on the Google Cloud Print service, printing starts.

To print manually, set [Using Cloud Service] to [Enable] or [Pause].

For details on [Using Cloud Service], refer to "Checking or Changing the Use of Cloud Service Settings".

Changing Printing Settings

To change printing settings, select [Option] on the printer selection screen that is displayed when you print from a supported application.

You cannot change printing settings from the machine.

Cancelling Printing

To cancel during printing, cancel from the machine.

🔗 Cancelling a Print Job   (User's Manual)

To cancel before printing, delete a print job from the management screen of Google Cloud Print.

🔗 The Google Cloud Print administrator screen (https://www.google.com/cloudprint)

Checking Google Cloud Print Registrations

- Checking from the Management Screen of Google Cloud Print
- Checking from the Web Page
- Checking from the Operator Panel

You can check whether the machine is registered in Google Cloud Print in one of the following three ways.

Checking from the Management Screen of Google Cloud Print

1 Access the Google Web site from a computer, smartphone, or other mobile device.

🔗 The Google Cloud Print administrator screen (https://www.google.com/cloudprint)

2 Enter the Google account information, and then click [Sign in].

3 Click [Print].
The registered printers are displayed.

Checking from the Web Page

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [View Information].

4 Click [Network].

5 Check that [Registered] is displayed for [Google Cloud Print].

Checking from the Operator Panel

1 Press [Device Settings] on the touch panel.

2 Press [Google Cloud Print].

3 Check that the following three items are displayed.
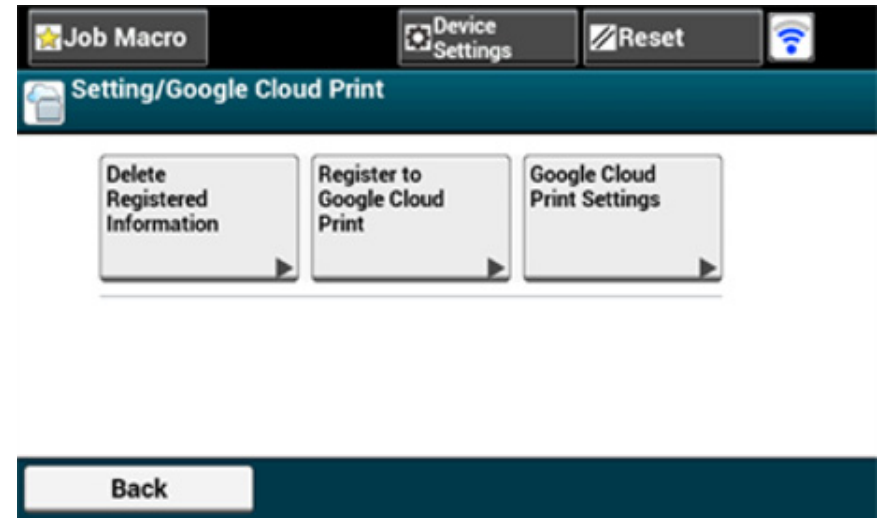
Checking or Changing the Use of Cloud Service Settings

- Checking the Use of Cloud Service Settings
- Changing from the Web page
- Changing from the Operator Panel

You can check and edit the Google Cloud Print settings.

Checking the Use of Cloud Service Settings

Check the use status of the Cloud service from the Web page of this machine.

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [View Information].

4 Click [Network].

5 Click [Google Cloud Print].

6 Check [Using Cloud Service].

The use status is displayed. There are three use statuses:

Enable: You can print automatically or manually.

Pause: You can print manually. Set this status if you do not want to print automatically.

Disable: You cannot print. Set this status if you want to suspend the use of Google Cloud Print or other cases.

Changing from the Web page

Change the Use of Cloud Service settings from the Web page of this machine.

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Click [Network].

5 Click [Google Cloud Print].

6 Click [Using Cloud Service].

7 Change settings.

Changing from the Operator Panel

1 Press [Device Settings] on the touch panel.

2 Press [Google Cloud Print].

3 Press [Google Cloud Print Settings].

4 Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "999999" respectively.

5 Press [Using Cloud Service].

6 Select the type of settings.

Deleting the Registered Information

Delete the information about the machine that is registered in Google Cloud Print by following the procedure below.

1 Check that the machine is connected to a network.

If you delete the information with the machine connected to a network, the registration information on the Google Cloud Print administrator screen is also deleted at the same time.

🔗 The Google Cloud Print administrator screen (https://www.google.com/cloudprint)

2 Press [Device Settings] on the touch panel.

3 Press [Google Cloud Print].

4 Press [Delete Registered Information].
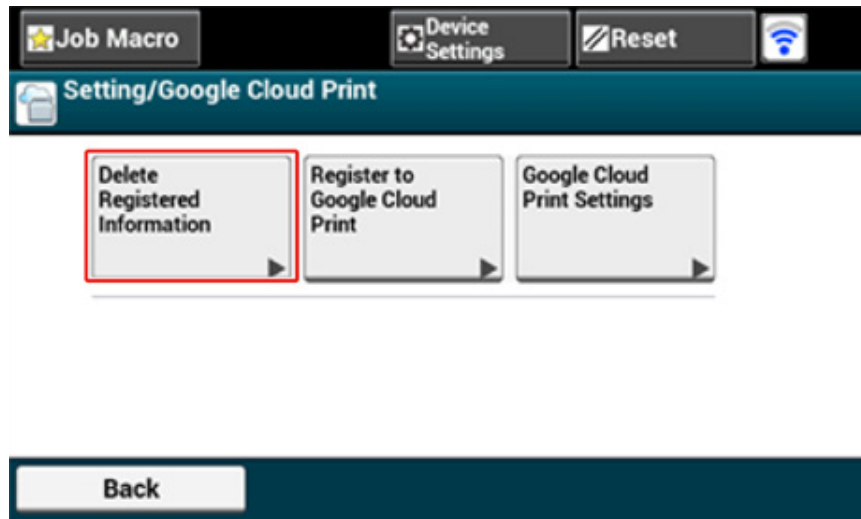
5 Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "999999" respectively.

6 Press [Yes] on the confirmation screen.
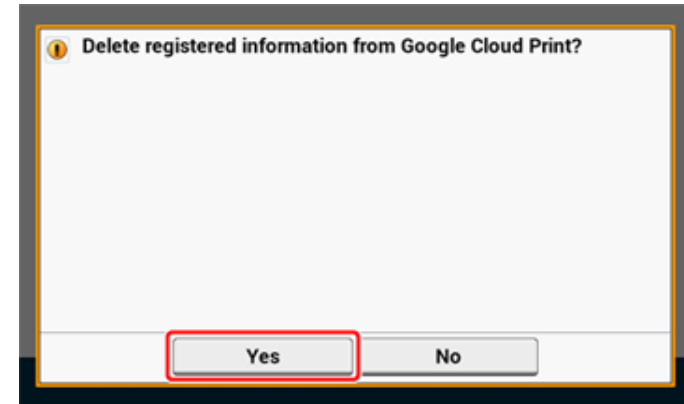
7 When the deletion is complete, the following screen is displayed.
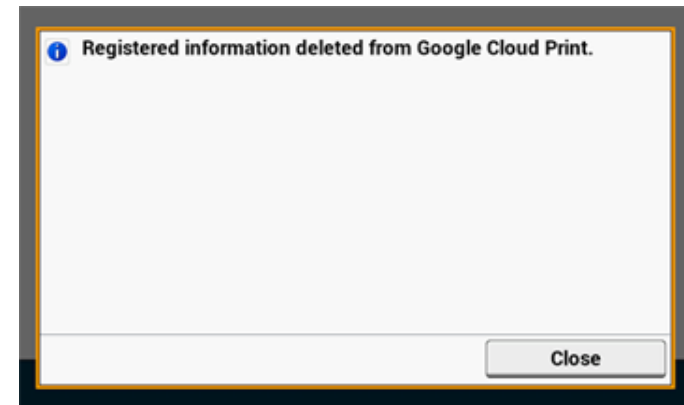
Checking That Deletion is Complete

- Checking from the Management Screen of Google Cloud Print
- Checking from the Web Page
- Checking from the Operator Panel
- If the Registration Information Remains on the Google Cloud Print Administrator Screen
- If You Deleted the Information on the Google Cloud Print Administrator Screen

You can check whether the machine is deleted from Google Cloud Print in one of the following three ways.

Checking from the Management Screen of Google Cloud Print

1 Access the Google Web site from a computer, smartphone, or other mobile device.

🔗 The Google Cloud Print administrator screen (https://www.google.com/cloudprint)

2 Enter the Google account information, and then click [Sign in].

3 Click [Print].

Check that the machine is not displayed.

Checking from the Web Page

1 Open the Web page of the machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [View Information].

4 Click [Network].

5 Check that [Registered] is displayed for [Google Cloud Print].

Checking from the Operator Panel

1 Press [Device Settings] on the touch panel.

2 Press [Google Cloud Print].

3 Check that the only two items, [Register to Google Cloud Print] and [Google Cloud Print Settings] are displayed.

If the Registration Information Remains on the Google Cloud Print Administrator Screen

If you delete the registration information by following the procedure in "Deleting the Registered Information" with the machine not being connected to a network, the registered machine may remain on the Google Cloud Print administrator screen (https://www.google.com/cloudprint). In such a case, delete the machine on the Google Cloud Print administrator screen.

If You Deleted the Information on the Google Cloud Print Administrator Screen

If you deleted the registered machine on the Google Cloud Print administrator screen (https://www.google.com/cloudprint) when the machine is not connected to the network or the Internet, the registration information remains in the machine. In such a case, delete the registration information from the operator panel of the machine.

1 Press [Device Settings] on the touch panel.

2 Press [Google Cloud Print].

3 Press [Delete Registered Information].
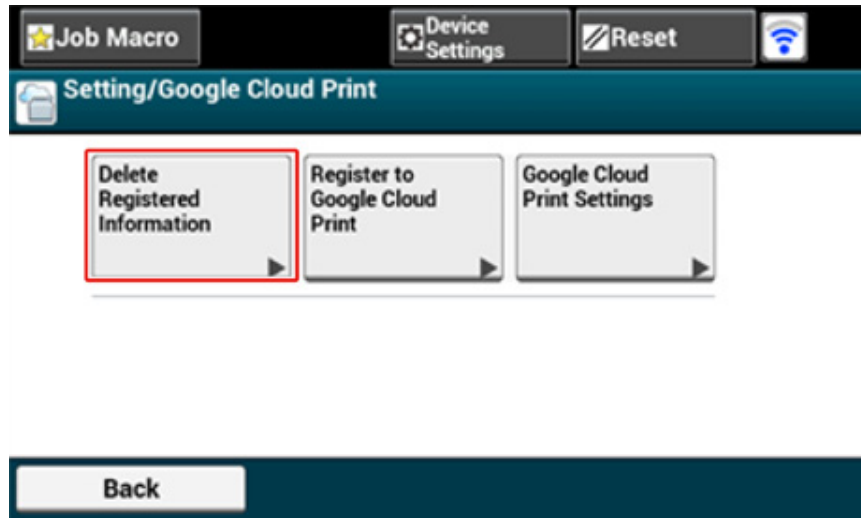
4 Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "999999" respectively.

5 Press [Yes] on the confirmation screen.
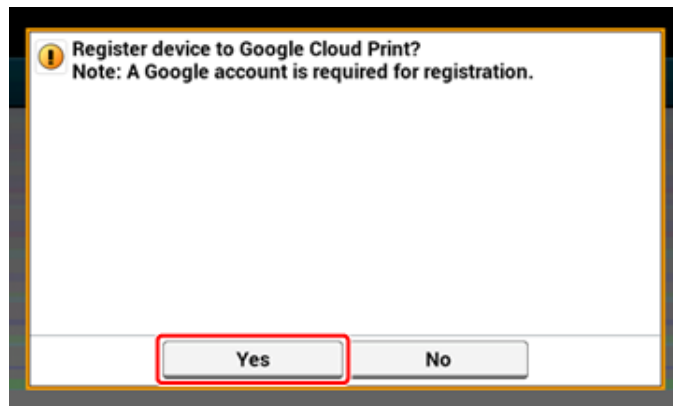
About Importing the CA Licenses of the Proxy Server

You can import the CA licenses from the Web page of this machine (http://(The IP address of this machine)).

Specify the certificate that is issued by the certificate authority trusted by the proxy server. You can import a PEM, DER, and PKCS#7 files.

For details on your network, contact your network administrator.

Network-Related Software

This section describes useful software when using the machine connected to a network.

- **Web Page of This Machine**

- **Configuration Tool**

- **OKI LPR Utility**

- **Network Extension**

- **Network Card Setup (Mac OS X)**

Network Settings

This section describes how to connect the machine to a network and to set up the network.

- Using Wired LAN and Wireless LAN at the Same Time (Only When the Wireless LAN Module is Mounted)
- Initializing the Network Settings

Using Wired LAN and Wireless LAN at the Same Time (Only When the Wireless LAN Module is Mounted)

You can connect this machine to the wired and wireless LAN simultaneously.

The available combinations are as follows.

✔:Enable,   ✘ :Unable

Connected with LAN cable	Wireless (Infrastructure)	Wireless (AP Mode)
✔	✔	✘
✔	✘	✔

Wireless(Infrastructure) and Wireless(AP Mode) cannot be enabled at the same time.

If a wired LAN and wireless LAN are connected to the same subnet, the communication may be unstable.

Connecting a LAN Cable/USB Cable (User's Manual)

Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)

Initializing the Network Settings

- Initializing from Setting Menus of this Machine
- Initializing from the Operator Panel of this Machine (Boot Menu)

⚠

This procedure initializes all the network settings.

Initializing from Setting Menus of this Machine

You can restore the network settings to the factory default settings.

1 Press [Device Settings] on the touch panel.

2 Press ▲ or ▼ several times and press [Admin Setup].

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

The factory default administrator name and password are "admin" and "999999" respectively.

4 Press [Network Menu].

5 Press [Network Setup].

6 Press [Factory Defaults].

7 Press [Yes].

Initializing from the Operator Panel of this Machine (Boot Menu)

If you cannot initialize from the configuration menu of this machine, you can initialize from the operator panel.

1 Turn on the machine while pressing and holding "6" on the numeric keypad.

2 Enter the password.

The factory default password is "999999".

3 Press "#" on the numeric keypad.

The [Boot Menu] screen is displayed.

4 Press "1" on the numeric keypad.

```
Boot Menu

1 Network Factory Defaults
2 Normal Boot
```

5 Press "1" on the numeric keypad.

```
Would you like to execute?
1 Yes
2 No
```

Network Problems

This section describes how to solve problems when the machine is connected to a network.

- **Unable to print from network**

  🔗 Unable to Print (User's Manual)

  🔗 Network Connection Problems (Print)

- **Unable to save scanned images in a network folder**

  🔗 Unable to Save Files in a Network Folder

- **Unable to send scanned data as an E-mail attachment**

  🔗 Scan To E-Mail Problems

11 Utility Software

This chapter describes utility software to make the machine more comfortable.

List of Utility Software

This section describes utilities you can use on this machine. For how to use each utility, refer to its topic.

- Windows Utilities
- Mac OS X Utilities

Windows Utilities

- **System Requirements**
  Windows 10/Windows 8.1/Windows 8/Windows 7/Windows Vista
  Windows Server 2016/Windows Server 2012 R2/Windows Server 2012
  Windows Server 2008 R2/Windows Server 2008

Item	Description	References
Color Correct Utility	Adjust the Color Matching when printing from a computer. You can change the overall trend of output colors by adjusting the palette color output, gamma value, hue or saturation of the primary colors.	🔗 Color Correct Utility
Color Swatch Utility	Prints RGB color sample. You can check the RGB value on the printed color sample in order to print with desired colors.	🔗 Color Swatch Utility
PS Gamma Adjuster Utility	You can adjust the color density used for photographs when printing from a computer.	🔗 PS Gamma Adjuster Utility
Configuration Tool	You can set the access control settings of this machine, change the menu, and register the e-mail address, speed dials, profiles, PIN number, auto delivery settings, network scan settings, register and delete the formdata, and ICC profile to the printer and manage it. The registered ICC profile is used to the color matching in the [Graphic Pro] mode of the printer driver.	🔗 Configuration Tool
PDF Print Direct	Prints out PDF files without launching any applications.	🔗 Printing without Opening a PDF File (PDF Print Direct)
ActKey	Use when forwarding a scanned image to the specified application or saving in the specified folder in the computer, sending a fax with the PCFax Software.	🔗 ActKey
OKI LPR Utility	You can check the status of device connected to a network or transfer print data to another device from a computer.	🔗 OKI LPR Utility

Item	Description	References
Network Extension	You can check the settings of this machine and option settings from the printer driver. This utility is automatically installed when installing a printer driver via a network connection.	🔗 Network Extension
Print Job Accounting Client	You can set user ID (PIN) in the printer driver for using the job account function or authorizing access to the machine.	🔗 Print Job Accounting Client

Mac OS X Utilities

- **System Requirements**
  OS X 10.8.5 to 10.12

Item	Description	References
PS Gamma Adjuster	You can adjust the color density used for photographs when printing from a computer.	🔗 PS Gamma Adjuster Utility
Color Correct Utility	Adjust the Color Matching when printing from a computer. You can change the overall trend of output colors by adjusting the palette color output, gamma value, hue or saturation of the primary colors.	🔗 Color Correct Utility
Network Scanner Setup Tool	You can register the computer name, IP address, and port number of the computer to the machine as the destination for Scan To PC.	🔗 Network Scanner Setup Tool (Mac OS X)
Network Card Setup	You can set a network.	🔗 Network Card Setup (Mac OS X)
Profile Assistant	Registers ICC profile to the printer and manage it. The registered ICC profile is used to the color matching in the [Graphic Pro] mode of the printer driver.	Download from the web site.
Print Job Accounting Client	You can set user ID (PIN) in the printer driver for using the job account function or authorizing access to the machine.	🔗 Print Job Accounting Client

Installing Software

Install the utility you want to use by following the procedure below.

- For Windows
- For Mac OS X

Install utility software by using the Software DVD-ROM.

- **PCL6 Printer Driver**

- **PS Printer Driver**

- **XPS Printer Driver**

- **Fax Driver**

- **Scanner Driver**

- **ActKey**

- **OKI LPR Utility**

- **Color Correct Utility**

- **Color Swatch Utility**

- **PS Gamma Adjuster Utility**

- **Configuration Tool**

- **PDF Print Direct**

- **Print Job Accounting Client**

Connect the machine to a computer via a network or USB interface.

Check the status of this machine before installing.

- This machine is turned on.
- This machine is connected to a network with a network cable and the IP address or other settings are set.

1 Insert the "Software DVD-ROM" into a computer.

2 When [AutoPlay] is displayed, click [Run Setup.exe].

If the [User Account Control] dialog is displayed, click [Yes].

3 Select a language from the drop-down list.

4 Read the license agreement, and then click [Accept].

5 Read Environmental advice for Users and click [Next].

6 Select [Network] or [USB] corresponding to your connection environment, and then click [Next].

If the [Windows Security Alert] dialog is displayed, click [Allow access].

7 Select the model name of this machine, and then click [Next].
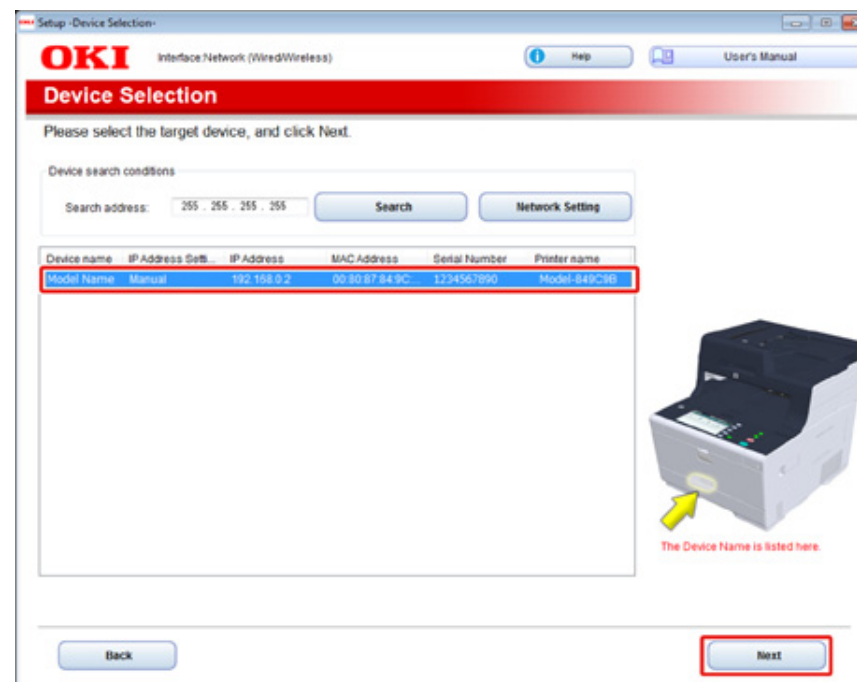
8 Click [Custom Install].
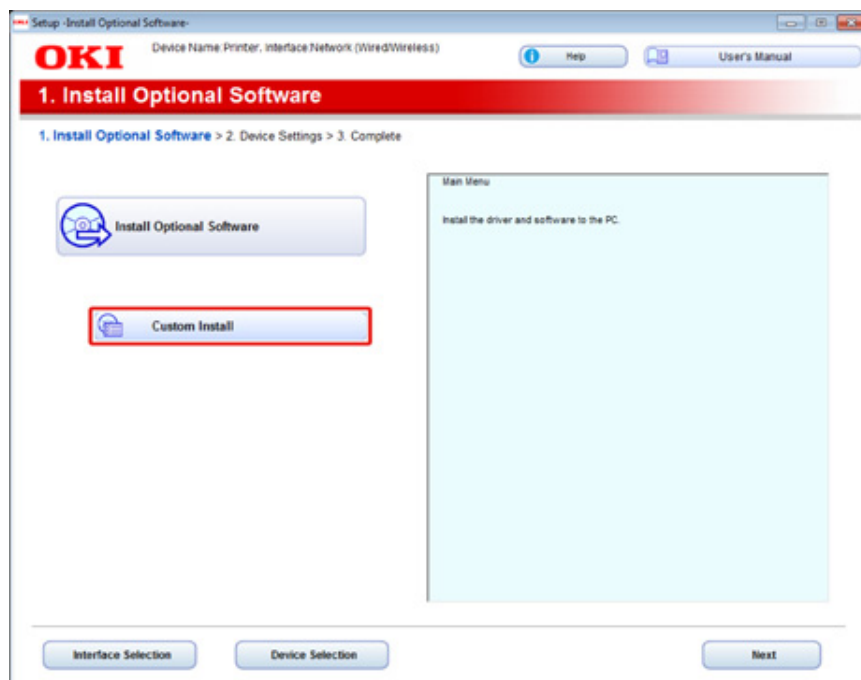
9 Click [Separate Install].
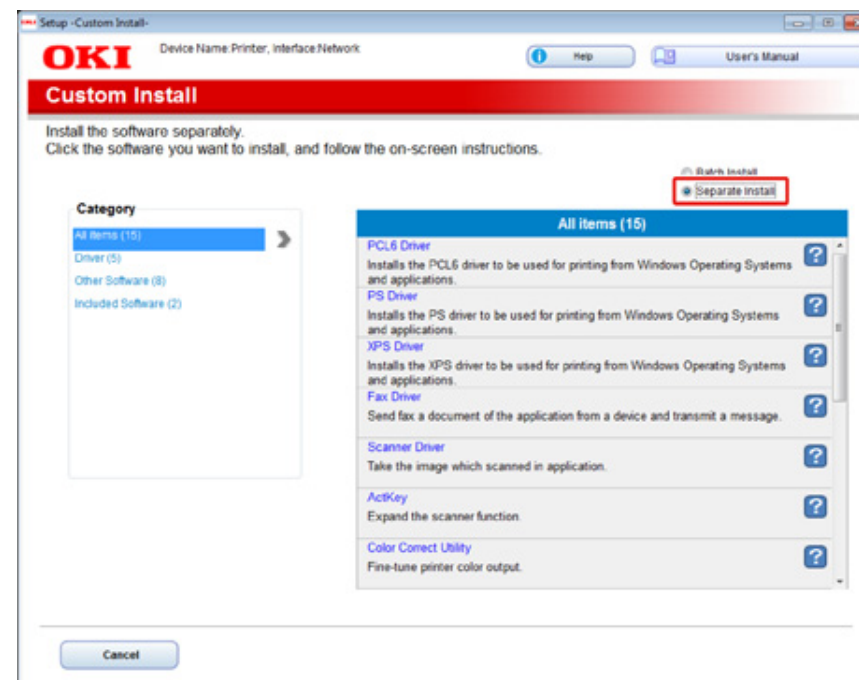
10 Click a driver or software to install.

Installation starts.

The procedure below varies depending on the selected software.

The installation of the Configuration Tool is used as an example.

11 Select plug-ins you want to install and click [Install].

Usually, select all plug-ins.
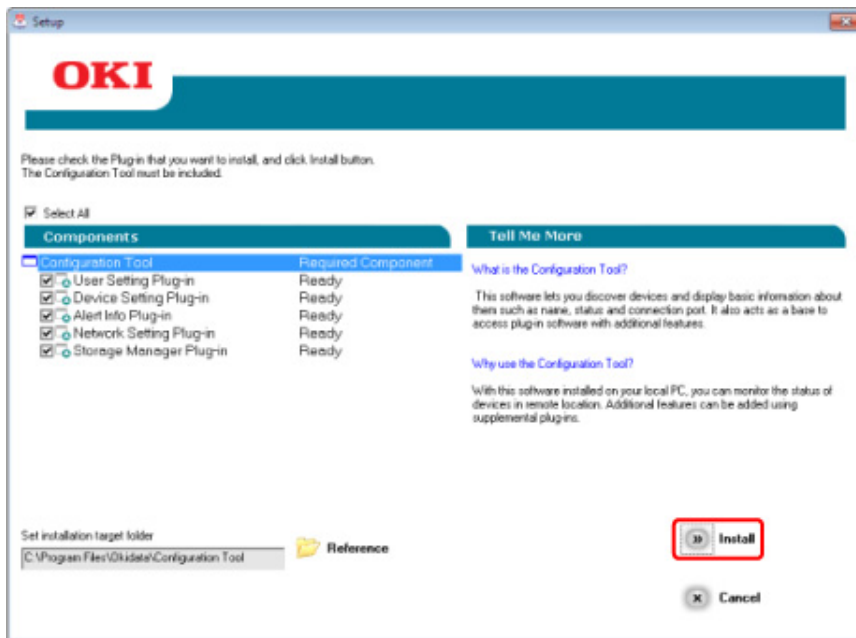
12 When installation is complete, click [Close].

For Mac OS X

You can copy a utility by dragging to any location. You can also run a utility directly from the "Software DVD-ROM".

1 Insert the included "Software DVD-ROM" into a computer.

2 From [OKI] > double-click the [Utilities] folder.

3 Copy the folder of a utility to install by dragging to any location.

To start utility software, double-click the software icon in the folder.

Web Page of This Machine

You can make network settings or menu settings from the Web page of this machine.

Open the Web Page of This Machine

- Check whether your browser is set as follows.
- Set the security setting for the Web page to the middle level, or enable Cookie.
- To enter the [Admin Setup] menu, the administrator password is required. The factory default password is "999999".
- To change settings of the machine on the Web page, you must log in as the administrator of the machine.

The description uses the following environment as an example.

- **Device name: MC573**

- **IP address of the machine: 192.168.0.2**

1 Start a Web browser.

2 Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine, refer to "Printing a Report to Check".

If the IP address includes a value in one or two digits, do not enter "0" before the value. Communications may not be performed correctly.

- An example of a correct entry: http://192.168.0.2/
- An example of an incorrect entry: http://192.168.000.002/

Log In as the Administrator

To change settings of the machine on the Web browser, you must log in as the administrator of the machine.

1 Click [Administrator Login].

2 Enter "admin" in [User Name] and the current password in [Password], and then click [OK].
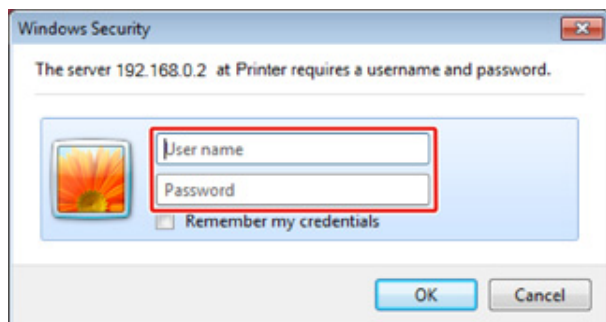
- The password is the same as the "administrator password" on the operator panel.
- The factory default administrator password is "999999". If the administrator password is changed, enter the updated password.

3 Set the machine information that can be checked on a network, click [OK] or [SKIP].

- To omit the setting, click [SKIP].
- To not display from the next login, select the [Do not show this page again.] check box, and then click [OK] or [SKIP].

4 The following screen is displayed.

The following items are for developers and not available for general users.

- Indexed Scan
- sXP Application
- OutputManagement

Changing the Administrator Password (Web Page)

You can change the administrator password of this machine from the Web page. The administrator password specified on the Web page is used when logging from the Web page or operator panel.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Management] > [New Admin Password].

5 Enter a new password in [New Password].

- We suggest you to write down the set password not to forget it.
- The administrator password is required when changing the settings, etc.
- Note that if you forgot or lost your administrator password, you could not change the [Admin Setup] or [Easy Setup] settings.

- You can enter 6 to 12 alphanumeric characters for the password.
- The password is case sensitive.

6 Re-enter the new password in [New Admin Password (Verify)].

The password is not be displayed. Write down the password and keep it in a safe place.

7 Click [Submit].

The new settings take effect when the network function of this machine restarts.

You do not need to restart the machine. The next time you log in as the administrator, you can use the new password.

Checking or Changing the Settings of This Machine

You can operate the following from the Web page of this machine.

- About the Operating Environment
- Displaying the Machine Status

The Web page can be used for Windows and Mac OS X.

- **Displaying the status of the machine**

- **Creating a profile**

- **Setting a tray, network, default setting of a function, and the machine**

- **Displaying a list of jobs**

- **Printing a PDF file without using the printer driver**

- **Setting auto delivery and transmission data save**

- **Linking to frequently-used Web pages**

About the Operating Environment

- Set the security setting for your browser to the middle level, or enable Cookie.
- To enter the [Admin Setup] menu, the administrator password is required. The factory default password is "999999".
- To change settings of the machine on the Web page, you must log in as the administrator of the machine.

About how to set a network

Connecting a LAN Cable/USB Cable (User's Manual)

Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted) (User's Manual)

The description uses the following environment as an example.

· **Device name: MC573**

· **IP address of the machine: 192.168.0.2**

Displaying the Machine Status

1 Open the Web page of this machine.

Open the Web Page of This Machine

2 Log in as the administrator.

3 The following screen is displayed.

You can check the remaining amount of the consumables, printing counter, and information of network and system of this machine.

You can change settings of this machine from the following tabs.

- **Paper Setup**

You can set a paper size and type for each tray. You can specify the output tray for the copy, scan, print, and fax functions respectively.

- **List**

- **Admin Setup**

- **Job list**

- **Direct Print**

- **Transmission Settings**

- **Link**

- **Access Control**

- **Usage control**

Encrypting Communication with SSL/TLS

You can encrypt communication between your computer and this machine. Communication is encrypted with SSL/TLS in the following cases. When you set HTTPS communication, you can use a certificate that is pre-installed in this machine.

Creating a Certificate

You can use a certificate when sending data to this machine that is connected to a network.

This section describes how to create a certificate by using the Web page.

You can create the two types of certifications below.

- **Self-signed certificate**

  This is a certificate issued by the machine itself.

- **Authority-issued certificate**

  This is a certificate signed and issued by the external certification authority to meet the CSR (certificate signing request) created on the machine.

⊘

- Before you create a certificate, be sure to delete the existing certificate.

- If you set the IP address in [Common Name] of the certificate and change the IP address of this machine after creating the certificate, the certificate becomes invalid. Recreate the certificate.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [Security] > [SSL/TLS].

📝

To delete the existing certificate, click [Delete Certificate].

5 Specify detailed settings by following the on-screen instructions.

6 Check the settings, and then click [OK].

- In the case of a self-signed certificate, close the Web page by following the on-screen instructions, proceed to "Enabling Encryption Settings".
- If you want to obtain a certificate issued by the certificate authority, proceed to step 7.

7 Send the CSR to a certificate authority by following the on-screen instructions.

8 Click [OK].

9 Install a certificate from a certificate authority by following the on-screen instructions.

10 Click [Submit].

Proceed to "Enabling Encryption Settings".

Importing a Certificate and a Private Key

This section describes how to import a certificate and a private key on the Web page.

You can import issued certificate and private key to use the certificate issued by an external authority.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Select [Network] > [Security] > [SSL/TLS].

5 Select [Using Certificate and Private Key after imported] to import a certificate.

You can import a certificate in PKCS#12 format.

Proceed to "Enabling Encryption Settings".

Enabling Encryption Settings

You can enable encryption after creating a certificate. This section describes how to enable encryption on the Web page.

If you enable encryption, communication is encrypted immediately after the settings is changed from the Web page.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [Security] > [SSL/TLS].

5 Select [Enable] for the protocol to which apply the encryption.

6 Click [Submit].

Exporting a Certificate

This section describes how to export a certificate on the Web page.

For functions that communicate with SSL/TLS, a procedure to trust the exported certificate is required on the computer.

Import the exported certificate of this machine into the trusted certificate store of the computer to trust the certificate.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Select [Network] > [Security] > [SSL/TLS].

5 Select [Export Certificate] to export a certificate.

You can export a certificate in PEM format.

Using IPP

Add this machine to your computer as an IPP printer.

If you enable IPP print, you can send print data to this machine via the Internet.

Setting This Machine as the IPP Printer in a Windows Environment

1 Click [Start], and then select [Devices and Printers] > [Add a Printer].

2 Select [Add a network, wireless or Bluetooth printer] in the [Add Printer] wizard.

3 Select [The printer that I want isn't] from the list of available printers.

4 Select [Select a shared printer by name].

5 Enter "http://(The IP address of this machine)/ipp" or "http://IP address of this machine)/ipp/lp", and then click [Next].

6 Click [Have Disk].

7 Insert the "Software DVD-ROM" into the computer.

8 Enter the following value in [Copy manufacturer's files from], and then click [Use].
- For PCL driver: "D:\Drivers_PCL"
- For PS driver: "D:\Drivers\PS"
- For XPS driver: "D:\Drivers\XPS"

The above value is an example of the DVD-ROM drive is set to the D drive.

9 Select the INF file, and then click [Open].

10 Click [OK].

11 Select a model, and then click [OK].

12 Click [Next].

13 Select [Finish].

14 Print the test page after installation is complete.

Setting This Machine as the IPP Printer in a Mac OS X Environment

1 Insert the "Software DVD-ROM" into the computer, and then install the driver.

🔗 Installing Software

2 Select [System Preferences] from the Apple menu.

3 Click [Print & Scan].

4 Click [+].

5 Click the [IP] tab.

6 Select [IPP (Internet Printing Protocol)] from [Protocol].

7 Enter the IP address of this machine in [Address].

8 Enter "ipp/lp" in [Queue].

9 Click [Add].

10 Click [Continue].

11 Check that the machine is registered in [Print & Scan].

Encrypting Communication with IPSec

You can encrypt communication between your computer and the machine.

The communication is encrypted by IPSec. When IPSec is enabled, encryption is applied for all the applications by using IP protocols.

You can specify up to 50 hosts by their IP addresses. When a host that is not registered tries to access the machine, it is rejected. When you try to access a host that is not registered, the attempt is invalid.

Be sure to configure the machine in advance, before configuring your computer.

You must have a pre-shared key readied in advance.

Setting This Machine

To enable IPSec, you must set this machine by using the Web page in advance.

- If IPsec is set to this machine and the host, IPSec communication is established. If IPSec is not set to the host, IPSec communication is not established.
- Do not forget to take notes of the values specified in this procedure. These values are necessary when setting IPSec on a computer.

1 Open the Web page of this machine.

Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [Security] > [IPSec].

5 Specify detailed settings by following the on-screen instructions.

You must enable either [AH] or [ESP] in the [Phase2 Proposal] setting.

6 Click [Submit].
The new settings take effect when the network function of this machine restarts.

If you were unable to set up IPSec due to the inconsistency of the parameters that were specified, you cannot access the Web page. In such a case, disable the IPSec from the operator panel of this machine or initialize the network settings.

Proceed to setting a computer.

Setting a Computer

Setting a Computer

- Creating an IP Security Policy
- Setting Key Exchange
- Setting an IP Filter
- Setting Filter Actions
- Assigning an IP Security Policy

Set IPSec to a computer.

Follow the procedure below, and be sure to perform all the steps in order.

Set this machine before setting the computer.

Setting This Machine

Creating an IP Security Policy

1 Click [Start], and then select [Control Panel] > [System and Security] > [Administrative Tools].

2 Double-click [Local Security Policy].

3 Click [IP Security Policies on Local Computer] in the [Local Security Policy] window.

4 Select [Create IP Security Policy] from the [Action] menu.

5 Click [Next] in [IP Security Policy Wizard].

6 Enter [Name] and [Description], and then click [Next].

7 Clear the [Activate the default response rule (earlier versions of Windows only)] check box, and then click [Next].

8 Select the [Edit Properties] check box, and then click [Finish].

Setting Key Exchange

1 Select the [General] tab in the New IP Security Policy Properties window.

2 Click [Settings].

3 Enter a value (minutes) in [Authenticate and generate a new key after every] in the [Key Exchange Settings] window.

   ⚠

   Specify the same value as [Lifetime] in the "Phase1 Proposal" setting in "Setting This Machine". Enter a value in minutes in this step even if [Lifetime] is specified in seconds.

4 Click [Methods].

5 Click [Add] in the [Key Exchange Security Methods] window.

6 Specify [Integrity algorithm], [Encryption algorithm], and [Diffie-Hellman group].

   ⚠

   Select the same value specified in [IKE Encryption Algorithm], [IKE Hush Algorithm], and [Diffie-Hellman group] in the "Phase1 Proposal" setting in "Setting This Machine".

7 Click [OK].

8 Select [OK] in the [Key Exchange Security Methods] window.

9 Click [OK] in the [Key Exchange Settings] window.

Setting an IP Filter

1 Select the [Rules] tab in the IP security policy properties window.

2 Click [Add].

3 Click [Next] in [Security Rule Wizard].

4 Select [This rule does not specify a tunnel] on the [Tunnel Endpoint] screen, and then click [Next].

5 Select [All Network Connections] on the [Network Type] screen, and then click [Next].

6 Click [Add] on the [IP Filter List] screen.

7 Click [Add] in the [IP Filter List] window.

8 Click [Next] on [IP Filter Wizard].

9 Click [Next] on the [IP Filter Description and Mirrored property] screen.

10 Click [Next] on the [IP Traffic Source] screen.

11 Click [Next] on the [IP Traffic Destination] screen.

12 Click [Next] on the [IP Protocol Type] screen.

13 Click [Finish].

Setting Filter Actions

1 Click [OK] in the [IP Filter List] window.

2 Select a new IP filter from the list on the [Security Rule Wizard], and then click [Next].

3 Click [Add] on the [Filter Action] screen.

4 Click [Next] in the [Filter Action Wizard].

5 Enter [Name] and [Description] on the [Filter Action Name] screen, and then click [Next].

6 Select [Negotiate security] on the [Filter Action General Options] screen, and then click [Next].

7 Select [Do not allow unsecured communication] on the [Communicating with computers that do not support IPsec] screen, and then click [Next].

8 Select [Custom] on the [IP Traffic Security] screen, and then click [Settings].

9 Set in the [Custom Security Method Settings] window, and then click [OK].

⚠

Set the same values as those specified in [ESP Encryption Algorithm], [ESP Authentication Algorithm], [AH Authentication Algorithm], and [LifeTime] in the "Phase2 Proposal" setting in "Setting This Machine".

10 Click [Next] on the [IP Traffic Security] screen.

11 Select the [Edit Properties] check box, and then click [Finish].

Assigning an IP Security Policy

1 If you want to enable Key PFS, select the [Use session key perfect forward secrecy (PFS)] check box in the [Filter Action Properties] window.

2 If you perform IPSec communication with the IPv6 global address, select the [Accept unsecured communication, but always respond using IPsec] check box.

3 Click [OK].

4 Select the new filter action, and then click [Next].

5 Select the authentication method on the [Authentication Method] screen, and then click [Next].

⚠

If the pre-shared key is set in "Setting This Machine", enable "Use this string to protect the key exchange (preshared key)" on the [Authentication Method] screen and enter the pre-shared key.

6 Click [Finish].

7 Click [OK] in the New IP Security Policy Properties window.

8 Select the new IP security policy in the [Local Security Policy] window.

9 Select [Assign] from the [Action] menu.

10 Check that [Yes] is displayed for [Policy Assigned] for the new IP security policy.

11 Click [x] in the [Local Security Policy] window.

Limiting by Using an IP Address (IP Filtering)

You can control access to the machine by using an IP address. You can set whether to allow for setting or printing from a specified IP address. IP filtering is disabled by factory default.

⚠

- Be sure to specify the correct IP address. An incorrect entry of an IP address does not allow for access to the printer by using the IP protocol.
- If you enable IP filtering, access to hosts that are not specified in this setting is rejected.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [Security] > [IP Filtering].

5 Specify detailed settings by following the on-screen instructions.

⚠

- If nothing is registered in [Administrator's IP Address to Register], any access to the machine may not be allowed depending on the specified IP address range.
- If you use a proxy server, [Your Current Local Host/Proxy IP Address] and the IP address of your host may not match.

6 Click [Submit].

The new settings take effect when the network function of this machine restarts.

You can use only IPv4 for IP filtering.

Limiting by Using a MAC Address (MAC Address Filtering)

You can control access to the machine by using a MAC address. You can allow for or reject access from a specified MAC address.

⚠

Be sure to specify the correct MAC address. An incorrect entry of a MAC address does not allow for access to the machine from a network.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [Security] > [MAC Address Filtering].

5 Specify detailed settings by following the on-screen instructions.

⚠

- If nothing is registered in [Administrator's MAC Address to Register], access to the machine may not be allowed depending on the specified MAC address.
- If you use a proxy server, [Your Current Local Host/Proxy MAC Address] and the MAC address of your host may not match.

6 Click [Submit].

The new settings take effect when the network function of this machine restarts.

You cannot specify to accept or to reject for each address.

E-mail Alert

To use this function, you need to set up your mail server in advance.

🔗 E-mail Setup (Web Page)

Setting to Send an E-mail Alert if an Error Occurs

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [E-mail] > [Alert Settings].

5 Enter an e-mail address to receive a notification in [Failure Notification Settings].

6 Click [Setting] of the entered e-mail address.

If you want to apply the notification conditions to another address, click [Copy].

7 Select [Upon occurrence of an event] in [Way of E-mail Alerting], and then click [To Step 2].

8 Specify detailed settings by following the on-screen instructions.

If you insert a check in any errors or warnings that require notification, a window to specify the time difference between the sending of the notification and the occurrence of the error is displayed.

9 Click [OK].

10 Click [View a summary of current configuration] to check the current settings, and then click [x] to close the window.

You can check the current settings of up to two addresses in the main window. Select the address you want to check from the list box.

11 Click [Submit].

The new settings take effect when the network function of this machine restarts.

Setting to Send an E-mail Alert Regularly

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [E-mail] > [Alert Settings].

5 Enter an e-mail address to receive a notification in [Failure Notification Settings].

6 Click [Setting] of the entered e-mail address.

If you want to apply the notification conditions to another address, click [Copy].

7 Select [Periodically] in [Way of E-mail Alerting], and then click [To Step 2].

8 Specify detailed settings by following the on-screen instructions.

9 Click [OK].

10 Click [View a summary of current configuration] to check the current settings, and then click [x] to close the window.

You can check the current settings of up to two addresses in the main window. Select the address you want to check from the list box.

11 Click [Submit].

The new settings take effect when the network function of this machine restarts.

If any failure that is not eligible for notification, an e-mail is not sent.

Using SNMPv3

If you use an SNMP manager that supports SNMPv3, you can encrypt the machine management with SNMP.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [SNMP] > [Settings].

5 Specify detailed settings by following the on-screen instructions.

6 Click [Submit].

The new settings take effect when the network function of this machine restarts.

You can confirm and change the machine settings with a commercially available SNMP manager tools. For the MIB in the machine, refer to the "Software DVD-ROM", and check the MIB definitions file in the [Misc] > [MIB Files] folder.

Using IEEE802.1X (Wired LAN)

This machine supports IEEE802.1X authentication. IEEE802.1X authentication is performed after IEEE802.1X authentication is enabled on the web page of this machine and the machine is reconnected is to the authentication switch.

Setting by Using EAP-TLS

This section describes how to set EAP-TLS, which is an EAP authentication type.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [IEEE802.1X].

5 Select [Enable] for [IEEE802.1X].

6 Select [EAP-TLS] for [EAP Type].

7 Enter a user name in [EAP User].

8 Select [Do not use SSL/TLS Certificate for EAP authentication], and then click [Import].

9 Enter the file name of the certificate.

You can only import a PKCS#12 file.

10 Enter the password of the certificate, and then click [OK].

11 Select [Authenticate Server], and then click [Import].

12 Enter the file name of the CA certificate, and then click [OK].

Specify the certificate of the certificate authority (CA) to be used when authenticating RADIUS server. You can import a PEM, DER, and PKCS#7 file.

13 Click [Submit].

The new settings take effect when the network function of this machine restarts.

14 Turn off the machine after this machine becomes online.

15 Remove the LAN cable from the machine.

16 Go to "Connecting the Machine to the Authentication Switch".

Setting by Using PEAP

This section describes how to set PEAP, which is an EAP authentication type.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [IEEE802.1X].

5 Select [Enable] from [IEEE802.1X].

6 Select [PEAP] from [EAP Type].

7 Enter a user name in [EAP User].

8 Enter a password in [EAP Password].

9 Select [Authenticate Server], and then click [Import].

10 Enter the file name of the CA certificate, and then click [OK].

Specify the certificate of the certificate authority (CA) to be used when authenticating RADIUS server. You can import a PEM, DER, and PKCS#7 file.

11 Click [Submit].

The new settings take effect when the network function of this machine restarts.

12 Turn off the machine after this machine becomes online.

13 Remove the LAN cable from the machine.

14 Go to "Connecting the Machine to the Authentication Switch".

Connecting the Machine to the Authentication Switch

1 Check that the machine is turned off.

2 Connect the LAN cable to the network interface connector of the machine.

3 Connect the other side of LAN cable to the authentication port of an authentication switch.

4 Turn on the machine.

5 Set the IP address of the machine, etc.

Setting IEEE802.1X (Wireless LAN)

You can set the IEEE802.1X authentication using the wireless LAN connection. In the first place, set the IEEE802.1X authentication on the web page of this machine, and then set the wireless settings on the web page.

Setting by Using EAP-TLS

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Select [Network] > [IEEE802.1X].

5 Select [Disable] for [IEEE802.1X].

6 Select [EAP-TLS] for [EAP Type].

7 Enter a user name in [EAP User].

8 Select [Do not use SSL/TLS Certificate for EAP authentication], and then click [Import].

🖉

If [Use SSL/TLS Certificate for EAP authentication] is selected, set the certificate in the [SSL/TLS] menu beforehand.

9 Select the certificate file.

You can only import a PKCS#12 file.

10 Enter the password of the certificate, and then click [OK].

11 Select [Authenticate Server], and then click [Import].

🖉

If you select [Not authenticate Server], go to step 13.

12 Select the CA certificate file, and then click [OK].

🖉

Specify the certificate of the certificate authority (CA) to be used when authenticating RADIUS server. You can import a PEM, DER, and PKCS#7 file.

13 Click [Submit].

14 Go to "Setting Wireless LAN (WPA/WPA2-EAP)" when the machine becomes online.

Setting by Using PEAP

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Select [Network] > [IEEE802.1X].

5 Select [Disable] for [IEEE802.1X].

6 Select [PEAP] for [EAP Type].

7 Enter a user name in [EAP User].

8 Enter a password in [EAP Password].

9 Select [Authenticate Server], and then click [Import].

🖉

If you select [Not authenticate Server], go to step 11.

10 Select the CA certificate file, and then click [OK].

🖉

Specify the certificate of the certificate authority (CA) to be used when authenticating RADIUS server. You can import a PEM, DER, and PKCS#7 file.

11 Click [Submit].

12 Go to "Setting Wireless LAN (WPA/WPA2-EAP)" when the machine becomes online.

Setting Wireless LAN (WPA/WPA2-EAP)

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Select [Network Menu] > [Wireless(Infrastructure)] > [Manual Setup].

5 Select [Enable] for [Wireless(Infrastructure)] in [Basic Settings].

"Disable" is set by default.

6 Enter SSID name for wireless access point you want to connect in [SSID].

The entry box is blank by default.

7 Select [WPA/WPA2-EAP] for [Security] in [Security Settings].

8 When all the settings in Basic Settings and Security Settings are complete, click [Submit] on the bottom left of the web page to reflect the settings. It may take approximately one minute to establish the wireless AP connection. If connection fails, retry the wireless setting on the operator panel or switch to a wired LAN on the operator panel, and then retry the wireless setting on the web page of the machine.

Setting the LDAP Server

For details on the LDAP server and encryption setting, contact your network administrator.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [LDAP].

5 Enter the FQDN or IP address of the LDAP server in [LDAP Server].

⚠ When you select [Digest-MD5] or [Secure Protocol] for [Method] in step 13, do not enter an IP address, but enter an FDQN. FQDN is a combination of a host name and domain name. (Example: Server1.domain1.local)

6 Enter the port number of the LDAP server in [Port Number].

7 Specify a value of time-out to wait for the search results in [Timeout].

8 Specify the maximum number of the search result entries in [Max. Entries].

9 Specify a BaseDN to access the LDAP server in [Search Root].

10 Enter attribute types to search as the user types in [User Name].
Attribute types are used for searching destinations for Scan To E-mail.
Be sure to enter a value in [Name 1]. To add attributes to search, enter [Name 2] and [Name 3].

11 Enter attribute type to search as an e-mail address to search for in [Mail Address].
Attribute types are used for searching destinations for Scan To E-mail.

12 Specify a search condition in [Additional Filter] if necessary.

13 Select a necessary authentication method in [Method].
[Anonymous]: Connects to the LDAP server by Anonymous authentication.

[Simple]: Connects to the LDAP server by Simple authentication.

[Digest-MD5]: Connects to the LDAP server by Digest-MD5 authentication.

[Secure Protocol]: Connects to the LDAP server by Secure Protocol (Kerberos) authentication.

(!)

If you select [Anonymous], the machine always authenticates by Anonymous authentication. If you use the LDAP server for the LDAP Name authentication, select an authentication method other than [Anonymous].

- If you select [Digest-MD5], you must set the DNS server.
- If you select [Secure Protocol], you must set SNTP server, DNS server, and secure protocol server.

14 If you select other than [Anonymous] in step 13, specify the user ID and password to log in to the LDAP server.

15 Select the encryption method in [Encryption].

[None]: Encryption is not performed.
[LDAPS]: Encryption in LDAPS method is performed.
[STARTTLS]: Encryption in StartTLS method is performed.

16 Click [Submit].

E-mail Setup (Web Page)

You can set reception protocol (POP3, SMTP, etc.) so that the machine can receive e-mail.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Click [Network] > [Mail Server] on the left side of the screen.

5 Set the mail server based on the information on the setting information sheet if necessary.

6 Click [Submit].

7 Click [E-mail] > [Receive Settings] on the left side of the screen.

8 Select [POP3] or [SMTP], and then click [To STEP2].

9 Set the POP3 protocol if necessary.

10 Click [Submit].

Setting Power Save Mode (Web Page)

Set the length of idle time before entering Power Save mode.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Click [Management] > [Power Save].

5 Select the transition time from [Power Save Time], and then click [Submit].

Setting Sleep Mode (Web Page)

Set the length of idle time before entering Sleep mode.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Click [Management] > [Power Save].

5 Select the transition time from [Sleep Time], and then click [Submit].

📎

🔗 Restrictions in Power Saving Function (User's Manual)

Setting Auto Power Off Mode (Web Page)

- Setting Auto Power Off
- Setting the Transition Time

You can set Auto Power Off.

Setting Auto Power Off

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Click [User Install] > [Power Setup].

5 Select [Auto Power Off], and then click [Submit].

Setting the Transition Time

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [Admin Setup].

4 Click [Management] > [Power Save].

5 Select [Auto Power Off Time], and then click [Submit].

Registering a Destination (Profile) (Web Page)

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Profile] on the left side of the screen.

5 Click [New].

6 Enter the name of a transmission destination in [Profile Name].

7 Select [CIFS] for [Protocol] to register a shared folder.

8 Enter the path of the shared folder that you set on the computer in [Target URL].

9 Enter the port number to use in [Port Number].

10 If access privileges are set to the shared folder, enter the user name and password in [User Name] and [Password].

11 Select [CIFS Character Set] and [Encode Communication] if necessary.

12 Set [Detail] if necessary.

13 Click [Submit].

Changing a Destination (Profile) (Web Page)

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Profile] on the left side of the screen.

5 Click a profile to change.

6 Click [Edit].

7 Edit the profile if necessary.

8 Click [Submit].

Deleting a Destination (Profile) (Web Page)

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Profile] on the left side of the screen.

5 Click a profile to delete.
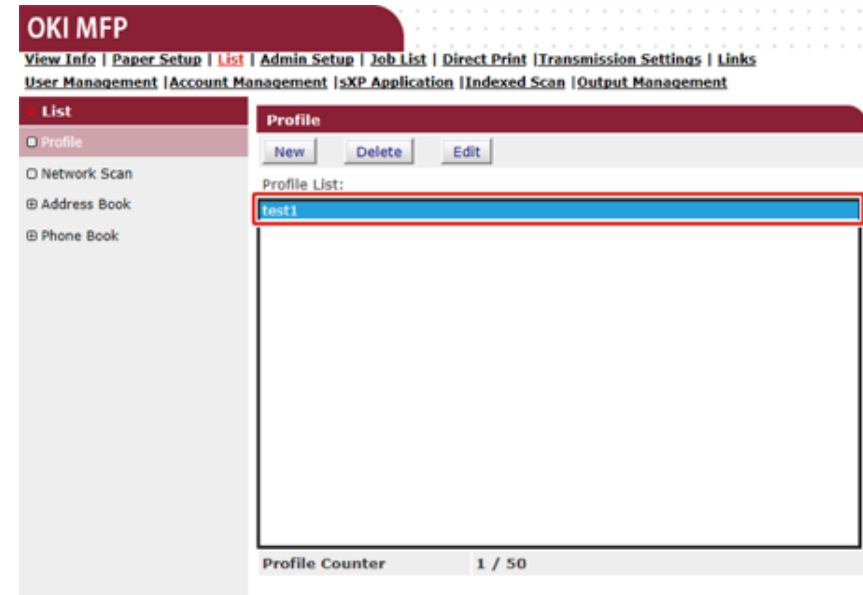
6 Click [Delete].

7 Click [OK] in a dialog.

Registering and Editing an E-mail Address (Web Page)

- Registering an E-mail Address
- Editing an E-mail Address

You can register destination e-mail addresses in the address book on the machine and edit them.

You can register up to 1000 e-mail addresses in the address book.

Registering an E-mail Address

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Address Book] on the left side of the screen.

5 Click [E-mail Address].

6 Click [New].

7 Enter an e-mail name and an e-mail address.

8 Click [Submit].

Editing an E-mail Address

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Address Book] on the left side of the screen.

5 Click [E-mail Address].

6 Click [Edit] of the e-mail address you want to edit.

7 Enter the information to edit.

8 Click [Submit].

Registering and Editing an E-mail Group (Web Page)

- Registering an E-mail Group
- Editing an E-mail Group

You can register multiple registered e-mail addresses as a group. If you specify a group as a destination, you can send an e-mail to multiple e-mail addresses at a time.

You can create up to 32 e-mail address groups.

Registering an E-mail Group

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Address Book] on the left side of the screen.

5 Click [E-mail Group].

6 Click [New].

7 Enter a group name.

8 Select the e-mail addresses you want to add from the e-mail address list.

9 Click [Submit].

Editing an E-mail Group

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Address Book] on the left side of the screen.

5 Click [E-mail Group].

6 Click [Edit] of the group name you want to edit.

7 Enter the information to edit.

8 Click [Submit].

Deleting a Registered Destination (Web Page)

You can delete a registered e-mail address.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Address Book] on the left side of the screen.

5 Click [E-mail Address].

6 Click [Delete] of the e-mail address you want to delete.

7 Click [OK].

Deleting a Registered E-mail Group (Web Page)

You can delete a registered e-mail address group from the address book.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Address Book] on the left side of the screen.

5 Click [E-mail Address].

6 Click [Delete] of the group name you want to delete.

7 Click [OK].

Registering and Editing a Fax Number (Web Page)

- Registering a Destination to Speed Dial
- Editing a Destination to Speed Dial

You can register and edit a destination speed dial.

You can register up to 1000 destinations to speed dial.

Registering a Destination to Speed Dial

1 Open the Web page of this machine.

   🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Phone Book] on the left side of the screen.

5 Click [Speed Dial].

6 Click [New].

7 Enter a speed dial name and a fax number.

8 Click [Submit].

Editing a Destination to Speed Dial

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Phone Book] on the left side of the screen.

5 Click [Speed Dial].

6 Click [Edit] of the speed dial you want to edit.

7 Enter the information to edit.

8 Click [Submit].

Registering and Editing a Group Number (Web Page)

- Registering a Group Number
- Editing a Group Number

You can register multiple registered speed dials as a group.

You can create up to 32 groups, and register the entire groups as speed dial numbers.

Registering a Group Number

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Phone Book] on the left side of the screen.

5 Click [Group No.].

6 Click [New].

7 Enter a group name.

8 Select the speed dials you want to add from the speed dial list.

9 Click [Submit].

Editing a Group Number

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Phone Book] on the left side of the screen.

5 Click [Group No.].

6 Click [Edit] of the group name you want to edit.

7 Enter the information to edit.

8 Click [Submit].

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Deleting a Registered Fax Number (Web Page)

You can delete registered speed dials.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Phone Book] on the left side of the screen.

5 Click [Speed Dial].

6 Click [Delete] of the speed dial you want to delete.

7 Click [OK].

Deleting a Registered Group Number (Web Page)

You can delete registered speed dial groups.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [List] at the top of the screen.

4 Click [Phone Book] on the left side of the screen.

5 Click [Group No.].

6 Click [Delete] of the group name you want to delete.

7 Click [OK].

Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)

This section describes the auto delivery function and how to set it.

The auto delivery function automatically forwards received data to specified destinations. You can specify up to five e-mail addresses and one network folder as destinations.

You can use this function for received faxes, Internet Faxes, and e-mail attachment files. The data is forwarded as a PDF or TIFF file depending on the file format of the received data.

You can register up to 100 sets of forwarding destinations for the auto delivery function.

(!)

The auto delivery function is not available when using the following functions.

- Reception by using Fcode confidential communication
- Fax reception using Secure Receive

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Transmission Settings].

You must set a server in advance.

🔗 E-mail Setup (Web Page)

4 Click [New] on the [Automated Delivery Setup] page.

5 Enter a name in [Automated Delivery].

6 Select [ON] for [Automated Delivery].

7 Select the check box of a required item for [Search field].

8 Click [Edit] in [Deliver To].

9 Enter a destination e-mail address, and then click [Add].

10 Check that the entered address is displayed in [Address List], and then click [OK].

11 Click [Edit] in [Deliver to].

To specify a network folder, register a destination (profile) in advance.

🔗 Creating a Shared Folder in a Computer (User's Manual)

12 Select a destination from [Profile List], and then click [OK].

13 Select [OFF] for [Print].

To print the received data, select [ON].

14 Click [Submit].

- If [Forwarding Setting] is enabled, received faxes are not automatically delivered with this function.
- A received fax is delivered as a PDF file.
- If a received e-mail attachment file is not a PDF, JPEG, or TIFF file, the file is not forwarded.
- The body text of received e-mails cannot be forwarded.
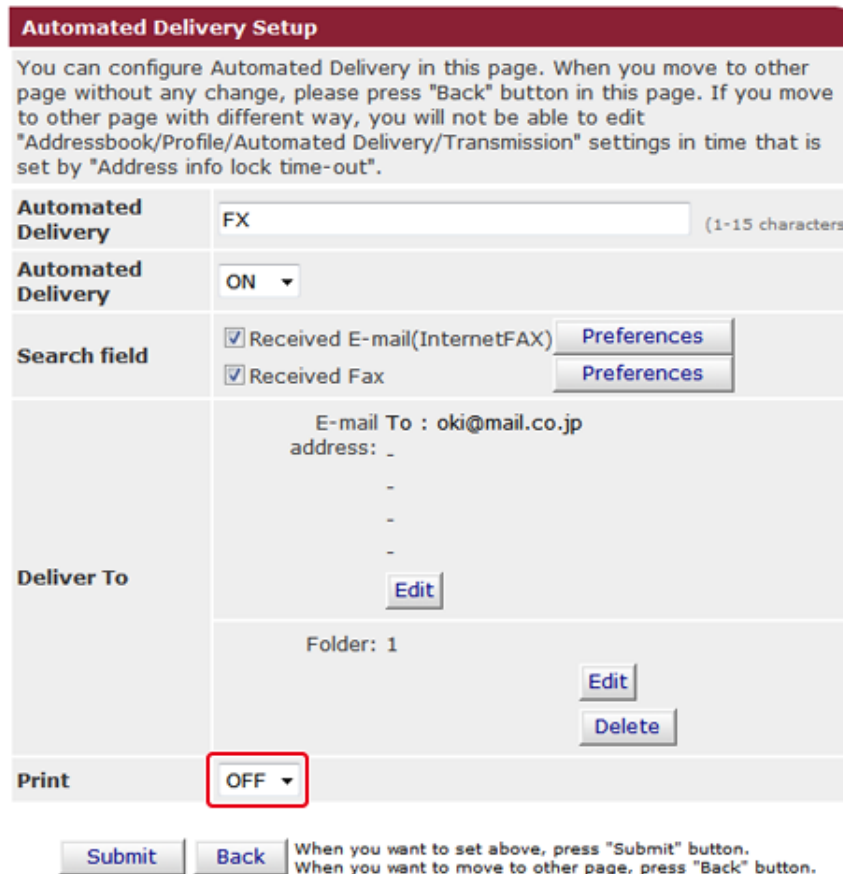- The size of data that this function can handle is limited.
- If the memory card space of the machine is insufficient to save received faxes, Internet Faxes or e-mail attachment files, the transmission data is not automatically delivered.

Saving Sent and Received Data (Transmission Data Save)

This section describes the transmission data save function and how to set it.

The transmission data save function automatically saves sent e-mails (Internet fax, FaxServer), received e-mails (Internet fax), sent faxes, and received faxes in a specified network folder. For sent e-mails, only attachment files are saved. You can only specify one network folder for each setting, but you can specify a different save destinations for sent data and received data respectively.

The data is saved as a PDF or TIFF file depending on the file format of the source data.

The transmission data save function is not available when using the following functions.

- Real time transmission
- Polling transmission by using Fcode bulletin board communication
- Reception by using Fcode confidential communication
- Secure Receive

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Transmission Settings].

You must set a server in advance.

🔗 Before Using Scan To E-mail (User's Manual)

4 Select [Transmission Settings].

5 Select a data category to save, and then click [Edit].

6 Select [ON].

The items in the screen is depending on your selected category.

7 Click [Select Profile List].

Register a profile in advance.

🔗 Creating a Shared Folder in a Computer (User's Manual)

8 Select a data save destination from [Profile List], and then click [OK].

9 Click [Submit].

- Repeat steps 5 to 9 until you complete setting all the categories of data to save.
- A sent or received fax is saved as a PDF file.
- If a sent or received e-mail attachment file is not a PDF, JPEG, or TIFF file, the file is not saved.
- The body text of an e-mail cannot be saved.
- The size of data that this function can handle is limited.
- If the memory space of the machine is insufficient to save received and sent faxes, Internet Faxes or e-mail attachment files, the transmission data is not saved.

Fax Reception Notification

This function sends E-mail for fax reception notification. You can set up to five addresses to which E-mail messages are sent.

To use this function, you need to set up your mail server in advance.

1 Open the Web page of this machine.

    🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Select [Admin Setup].

4 Select [Network] > [E-mail] > [Fax Reception Notification Settings].

5 Select [Enable] from [Fax Reception Notification].

6 Enter an e-mail address to receive a notification in [Address].

7 Click [Submit].

JOB MACRO (Web Browser)

This machine is equipped a web browser on the touch panel. The browser helps you access web application running on the server to use various solutions.

The affiliate software vendors offer the web application which becomes available only if you make an agreement with the vendor and install it. The application created based on our solution platform (smart Extendable Platform(sXP)) to run on the server is called sXP application.

The sXP application operation screens are displayed on the web browser of the machine. To open the sXP application operation screen, register the URL for the sXP application and call from JOB MACRO.

The web browser on the machine is only for using the sXP application.

✍

The sXP application can offer solutions which manage printing process, digitalize paper documents to systematize work, etc.

- **Registering sXP Application**
  The sXP application can be registered on the Web page of this machine.

1 Open the Web page of this machine.

    🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [sXP Application].

4 Click [+].

5 Enter "Application Name" and "URL Address", and then click [OK].

The application name set here is registered as a job macro name and is displayed in the Job Macro list.

✍

- "Application Name" and "URL Address" used when registered are regulated by the sXP application supplier.
- For the "URL Address", always enter the complete address.
- If "Web browser" is set as the default mode of the machine, the selected sXP application will be displayed on "Default Mode". To set on "Default Mode", select the radio button for sXP application and click [OK].

• **Starting the Registered sXP Application**
You can start the registered sXP application.
The registered sXP application is saved in Job Macro. Refer to "Using a Registered Macro".

• **Editing the Name and URL of sXP Application**
The name and URL of sXP application can be edited from the Web page of this machine.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [sXP Application].

4 Click the application name you want to edit.

5 Edit "Application Name" and "URL Address" and click [OK].

• **Deleting the Registered sXP Application**
The sXP application can be deleted on the Web page of this machine.

1 Open the Web page of this machine.

🔗 Open the Web Page of This Machine

2 Log in as the administrator.

3 Click [sXP Application].

4 Select the check box for the application name you want to delete.

5 Click [Delete].

6 Click [OK].

About Items That Can be Set or Checked

• **View Information**
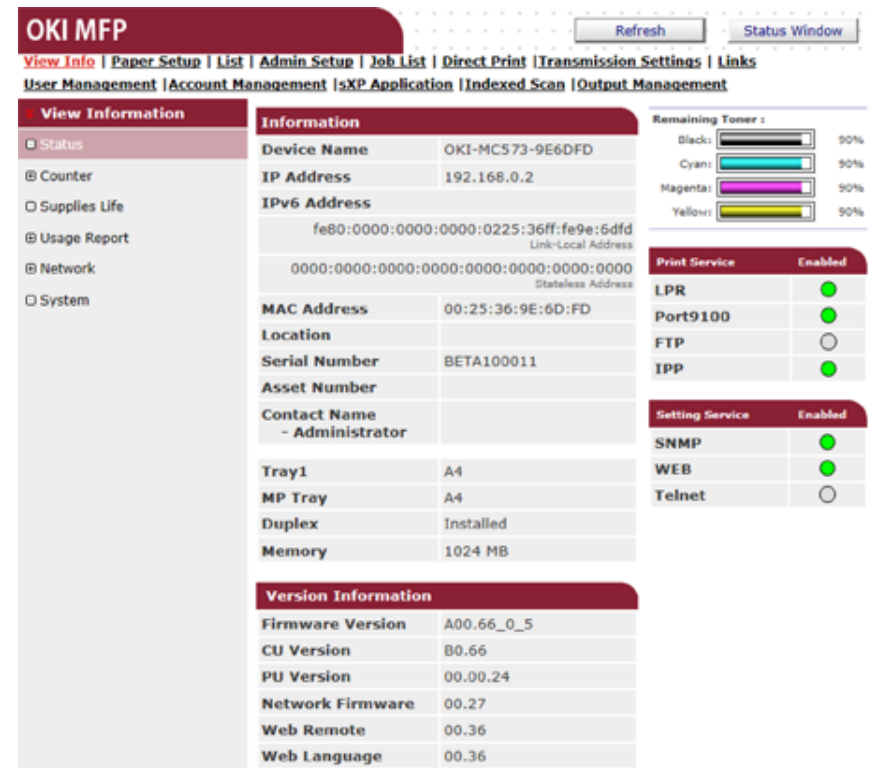
Item	Description
Status	Displays the current status of the machine. All the warnings and errors that have occurred on the machine are displayed as "Alert information". You can also check the operating status of each network service, a list of machine information, and the IP address that is set to the machine.
Counter	Displays the number of printouts by printing or scanning.
Supplies Life	Displays the remaining amount and lifetime of consumables.
Usage Report	Displays the print statistics results.

Item	Description
Network	You can check general information, the status of TCP/IP, maintenance information, and other Network setting information.
System	Displays the machine information.

- **Paper Setup**

  This function is displayed only if you log in as the administrator of the machine.
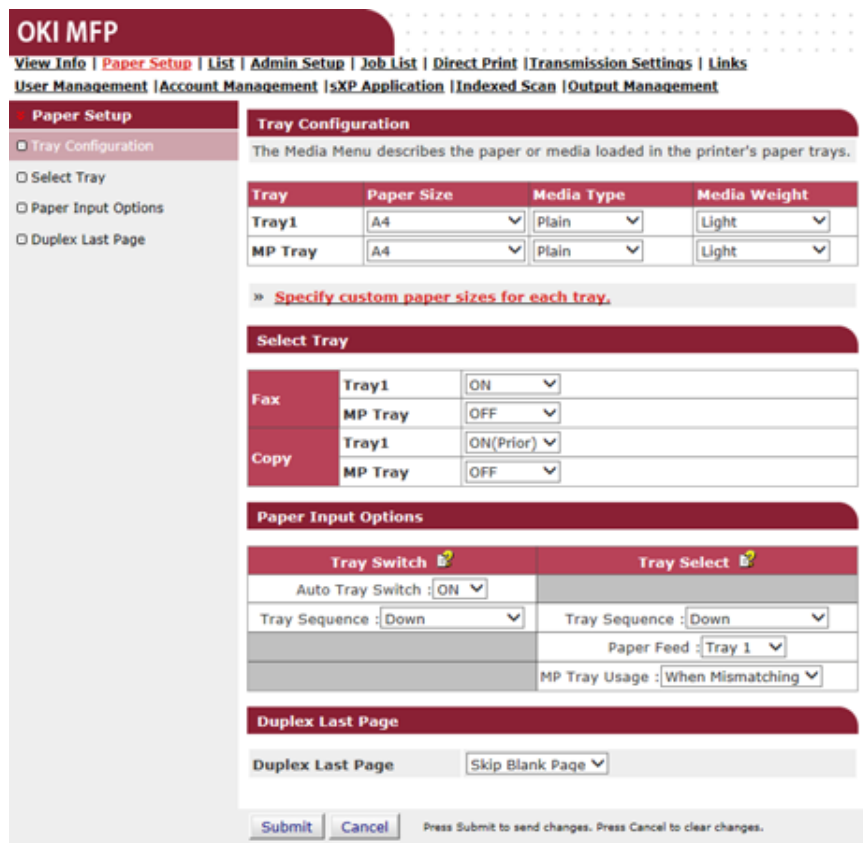
Item	Description
Tray Configuration	You can set a paper size for each tray, custom paper, and other settings. When using the printer driver, the values that are set with the printer driver are given priority over these settings.

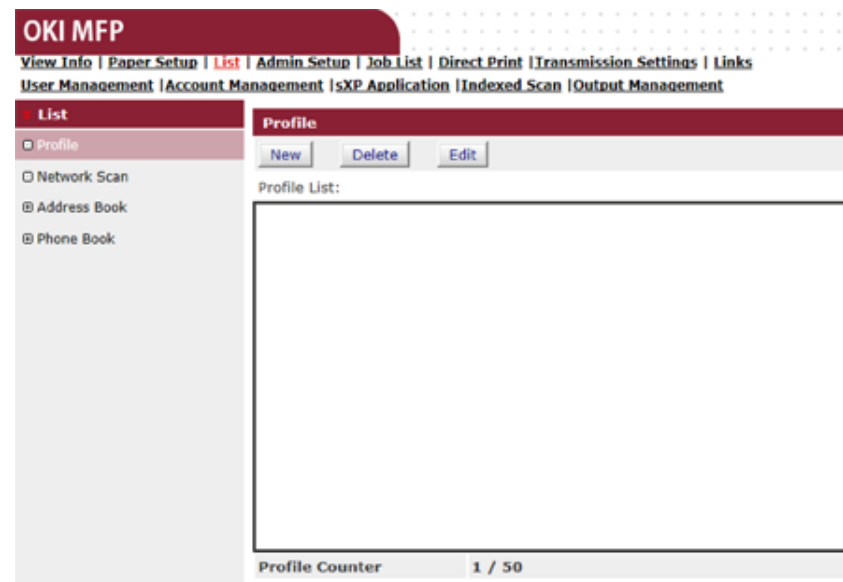| Item	Description
Select Tray	Select a tray that is used when a received document is printed or paper is automatically selected.
Paper Input Options	Sets tray switch and a priority order.
Duplex Last Page	Sets whether to perform duplex printing if the last page is a simplex page.

- **List**

  This function is displayed only if you log in as the administrator of the machine.

Item	Description
Profile	You can set information that is required for performing Scan to Network PC, and register it as a profile. You can set a protocol, save destination URL, file name, density, document size, color format, monochrome format, and other settings to a profile.
Network Scan	Registers, deletes, and edits a destination for a network scan.
Address Book	Registers and deletes e-mail addresses and e-mail groups in or from the address book of the machine.
Phone Book	Registers and deletes fax numbers and group numbers in or from the address book of the machine.

- **Admin Setup**

  This function is displayed only if you log in as the administrator of the machine.

- **Network**

Item	Description
General Network Settings	Sets the general network settings.
Wireless(Infrastructure) Setting	Sets the Wireless(Infrastructure) settings.
Wireless(AP Mode) Setting	Sets the Wireless(AP Mode) settings.
TCP/IP	Sets TCP/IP information.
NBT	Sets NetBIOS over TCP information.
Mail Server	Sets a mail server.

Item		Description
E-mail	Receive Settings	Sets an e-mail receive settings. 🔗 Before Using Scan To E-mail (User's Manual)
	Alert Settings	Sets the function that enables you to receive e-mail alerts about events that have occurred on the machine. 🔗 E-mail Alert
	Fax Reception Notification Settings	Sets Fax Reception Notification.
SNMP	Settings	Sets SNMP.
	Trap	Sets SNMP Trap.
IPP	Settings	Sets the function that enables you to perform IPP print.
	Authentication	Sets authentication.
Google Cloud Print		Sets Google Cloud Print information.
Windows Rally		Sets Windows Rally information.
IEEE802.1X		Sets EEE802.1X/EAP information.
Secure Protocol Server		Sets secure protocol server information.
LDAP		Sets LDAP information.
Proxy		Sets Proxy information.
Security	Protocol ON/OFF	Stops a network protocol and network service that are not used.
	IP Filtering	Restricts access by using IP addresses. Access from outside your company is also supported. However, this function requires sufficient knowledge about IP addresses. Some settings may result in serious problems that prevent you from accessing the machine via a network.
	MAC Address Filtering	Restricts access by using MAC addresses. Access from outside your company is also supported. However, this function requires sufficient knowledge about MAC addresses. Some settings may result in serious problems that prevent you from accessing the machine via a network.
	SSL/TLS	Encrypts communications between a computer (client) and the machine.
	IPSec	Sets the encryption for communications between a computer (client) and the machine, and settings to prevent tampering.
	WebPage Authentication Method	Sets WebPage Authentication Method.

Item		Description
Maintenance	Reset/Restore	Restarts and resets a network. Even if you access the Web page from the Web browser after restarting, the Web page is not displayed until the restart is complete. Resetting restores the IP address to its default status, resulting in information you manually set being lost. In such a case, the Web page cannot be displayed.
	Network Scale	Improves operation efficiency on a network. This setting is very effective when a hub that has the spanning tree function is used, or a computer and the machine are connected one-on-one with a cross cable.

• **Copy Setup**

You can set the image quality, density, scan size, margins, edge erase, duplex, and other settings.

• **Fax Setup**

Item	Description
Default Settings	Sets the image quality, density, and other default settings for sending faxes.
Security Function	Sets security for sending faxes.
Other Settings	Sets other settings for sending faxes.

• **FaxServer Function**

Item	Description
Environmental Settings	Sets the environmental settings.
Default Settings	Sets the default settings.
Security Function	Sets the security settings.

• **Internet Fax Setup**

Sets Internet Fax.

• **Scanner Setup**

Item	Description
Default Settings	Sets the image quality, density, and other default settings for scanning.
E-mail Setup	Sets e-mail settings that are required for performing Scan to E-mail.
USB Memory Setup	Sets USB Memory settings for performing Scan to USB Memory.
TWAIN Setup	Sets TWAIN.

Item	Description
WSD Scan Setup	Sets WSD Scan.
PC Scan Mode	Sets PC Scan mode.
Scanner Adjust	Sets Auto Color Judge Level and Blank Page Skip Level.

• **Print From USB Memory Setup**

Set Print From USB Memory.

Item	Description
Default Settings	Sets default settings when printing from USB Memory.

• **Print Setup**

Item		Description
Print Menu	Print Setup	Sets the number of copies, resolution, and other settings. When using the printer driver, the values that are set with the printer driver are given priority over these settings.
	Printer Adjust	Sets manual timeout, jam recovery, and other print adjustment settings.
	Print Position Adjust	Adjusts front X, front Y, back X and back Y positions.
	Drum Cleaning	Sets cleaning of an image drum.
	Hex Dump	Displays all the received print data in hex. To exit this mode, restart the machine.
Color Menu		Sets Color settings.
System Configuration Menu		Sets operation modes, alarm release, and other machine operation settings for each situation.
Emulation	PCL Setup	Sets PCL.
	PS Setup	Sets PS.
	XPS Setup	Sets XPS.
	IBM PPR Setup	Sets IBM PPR Setup.
	EPSON FX Setup	Sets EPSON FX Setup.

Item		Description
Private Print Setup	Job Verification	Sets whether to verify a job before printing. If enabled, the machine verifies that the job is not altered before starting printing. The security is enhanced, however, it will take longer to start printing.
	Erase job option	Sets how to delete a job. You can overwrite deleted data so that it will not be restored. If enabled, it will take longer to delete. Available value: No overwrite/Zero out once/Multiple random overwrites
	Storage Period of Jobs	Sets the storage period of jobs. If the set period elapses after jobs are stored, the jobs will be automatically deleted. Available value: 15 minutes/30 minutes/1 hour/2 hours/ 4 hours/8 hours/12 hours/1 day/2 days/3 days/4 days/5 days/6 days/7 days

- **Management**

  You can set device settings.

Item		Description
Local Interface	USB Menu	Sets USB.
Access Control Setup		Sets user authentication and access control.
System Setup		Sets display units and other settings.
Power Save		Sets power save settings.
Memory Setup		Sets the reception buffer size and resource save area.
Language Maintenance Setup		Sets Language settings.
Font Setup		Sets the output mode for fonts.
Admin Password		Sets an administrator password.
Reset Settings		Initializes all the data that is set in "Management", including speed dial, copy and fax function settings.
Print Statistics		Enables/disables consumable counter.

- **User Install**

Item	Description
Power Setup	Sets Auto power off and Power supply Return.
Fax Setup	Sets a fax line, sender, and other settings.
Time Setup	Sets the time to the machine.
Business Phone Setup	Sets up business phones.
Other Settings	Sets other settings.

If [Auto] is selected for Time Setup, the time cannot be set from the operator panel.

- **Job List**

Item	Description
Job List	Displays a list of print jobs that are sent to the machine. You can delete unnecessary jobs.
Job Log	Display the job history.

- **Direct Print**

Item		Description
Web Printing		Specifies and prints a PDF file.
E-mail Printing	E-mail Printing	Prints a PDF, JPEG and TIFF file if it is attached on an e-mail that the machine receives.
	Receive Settings	Sets an e-mail receive settings.

- **Transmission Settings**

  This function is displayed only if you log in as the administrator of the machine.

Item	Description
Automated Delivery Setup	Sets the function that enables you to automatically convert a received fax into an e-mail and send it, and the function that enables you to automatically deliver a received e-mail.
Transmission Settings	Sets the function that enables you to save received and sent faxes and e-mail data to a server and other storages.
Automated Delivery Log	Displays the automated delivery logs.
Transmission Log	Displays the transmission logs.

• **Links**

Item	Description
Links	Displays the links that are set by the manufacturer, and the links that are set by your administrator.
Edit Links (This function is displayed only if you log in as the administrator of the machine.)	Your administrator can set any URLs. Five support links and five other links can be registered. Include "http://" in an entered URL.

Color Correct Utility

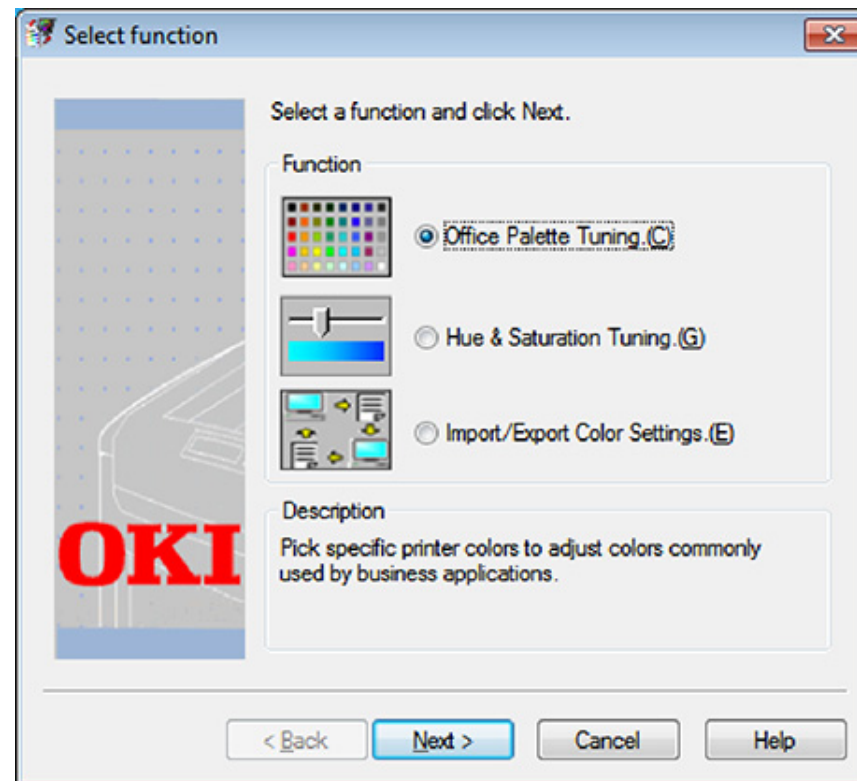This section explains how to adjust the color using the Color Correct Utility.

(!)

- Apply settings for each printer driver.
- You must be logged in as an administrator to use the Color Correct Utility.

Changing Palette Color

Color Correct Utility allows you to specify colors on the palette selected in software such as Microsoft Excel.

- **For Windows**

1 Click [Start] and select [All Programs] > [Okidata] > [Color Correct Utility] > [Color Correct Utility].

2 Select [Office Palette Tuning] and then click [Next].

3 Select the machine and click [Next].

4 Select the name the setting you want and then click [Print Sample].

⚠

If the settings are initialized after the printer driver is updated or reinstalled, start Color Correct Utility to reset the color correction name automatically. Please check that the color correction name is displayed on the [Select Setting] screen.

5 Click [Next].

6 Click [Print Palette].

7 Compare the colors of the color palette on the screen with those of the printed color sample for adjustment.

Colors marked with cross cannot be adjusted.

8 Click the color you want to adjust.

9 Check each adjustable range from the pull-down menu for X and Y.

The adjustable value varies depending on the color.

10 Check the printed color swatch to select the most suitable color you want within the adjustable range, and then check the X and Y values.

11 Select the values you checked at step 10, and then click [OK].

12 Click [Print Palette] and check if the adjusted color is closer to the color you want and then click [Next].

If you want to change the color more or change other colors, repeat steps 8 to 11.

13 Enter a name to save as, and then click [Save].

14 Click [OK].

15 Click [Finish].

• **For Mac OS X**
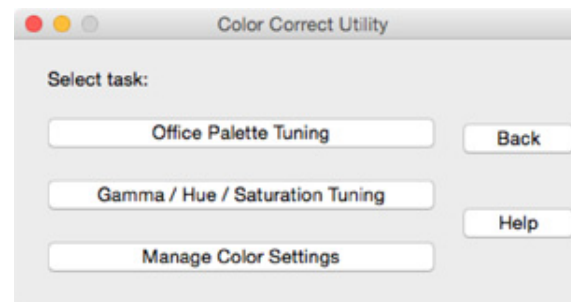
1 Launch Color Correct Utility.

2 Select the machine.

3 Click [Next].

4 Click [Office Palette Tuning].

5 Select the name of the setting you want, and then click [Print Swatches].

6 Click [Next].

7 Click [Print Palette].

8 Compare the colors of the color palette on the screen with those of the printed color sample for adjustment.

Colors marked with cross cannot be adjusted.

9 Click the color you want to adjust.

10 Check each adjustable range from the pull-down menu for X and Y.

The adjustable value varies depending on the color.

11 Check the printed color swatch to select the most suitable color you want within the adjustable range, and then check the X and Y values.

12 Select the values you checked at step 11, and then click [OK].

13 Click [Print Palette] and check that the adjusted color is closer to the color you want.

If you want to change the color more or change other colors, repeat steps 9 to 13.

14 Enter a name and then click [Save].

15 Select [Printers & Scanners] from [System Preferences] to delete and reregister all machines for which adjustments were made.

Changing Gamma Value or Hue

You can adjust tone by adjusting the gamma value and output color by adjusting the hue.

- **For Windows**

1 Click [Start] and select [All Programs] > [Okidata] > [Color Correct Utility] > [Color Correct Utility].

2 Select [Hue & Saturation Tuning.] and then click [Next].

3 Select the machine and click [Next].

4 Select the standard mode and click [Next].

  ⊙

  If the settings are initialized after the printer driver is updated or reinstalled, start Color Correct Utility to reset the color correction name automatically. Please check that the color correction name is displayed on the [Select Setting] screen.

5 Apply settings as necessary by adjusting the slide bar.

If you select the [Use printer's unadjusted color] check box, 100 percent of each color is used for printing, and the slide bar of hue is fixed.

6 Click [Print Test].

7 Check the print result.

If you are not satisfied with the result, repeat steps 5 to 7.

8 Click [Next].

9 Enter a name and then click [Save].

A dialog appears.

10 Click [OK].

11 Click [Finish].

- **For Mac OS X**

1 Launch Color Correct Utility.

2 Select the machine.

3 Click [Next].

4 Click [Gamma/Hue/Saturation Tuning].

5 Select the standard mode and click [Next].

6 Apply settings as necessary by adjusting the slide bar.

If you select the [Use default printer hue] check box, 100 percent of each color is used for printing, and the slide bar of hue is fixed.

7 Click [Print Test].

8 Check the print result.

If you are not satisfied with the result, repeat steps 6 to 8.

9 Enter a name and then click [Save].

10 Select [Printers & Scanners] from [System Preferences] to delete and reregister all machines for which adjustments were made.

Printing in Adjusted Color Settings

• **For Windows PCL Printer Driver**

1 Open the file you want to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences] or [Properties].

4 Click [Detail] in the [Setup] tab and select [Office Color].

5 Select the [Color Correct Utility Settings] and select the setting you created with the Color Correct Utility and then click [OK].

• **For Windows PS Printer Driver**

1 Open the file you want to print.

2 Select [Print] from the [File] menu.

3 Click [Preferences] or [Properties].

4 Select the [Color] tab and select [Office Color] and then click [Detail].

5 Select the [User Settings] and select the setting you created with the Color Correct Utility and then click [OK].

• **For Mac OS X**

1 Open the file you want to print.

2 From the [File] menu, select [Print].

3 Click [Office Color] on the [Color] panel.

4 Select the setting you created with the Color Correct Utility from [RGB Color Setting].

Saving Color Correction Settings

You can save the adjusted color settings to a file.

- **For Windows**

1 Click [Start] and select [All Programs] > [Okidata] > [Color Correct Utility] > [Color Correct Utility].

2 Select [Import/Export Color Settings.] and then click [Next].

3 Select the machine and click [Next].

4 Click [Export].

5 Select the settings to export and click [Export].

6 Specify the file name and the folder to save to, and then click [Save].

7 Click [OK].

8 Click [Finish].

- **For Mac OS X**

1 Launch Color Correct Utility.

2 Select the machine.

3 Click [Next].

4 Click [Manage Color Settings].

5 Click [Export].

6 Select the settings to export and click [Export].

7 Specify the file name and the folder to save to, and then click [Save].

8 Click [Cancel].

Importing Color Correction Settings

You can import color correct settings from files.

- **For Windows**

1 Click [Start] and select [All Programs] > [Okidata] > [Color Correct Utility] > [Color Correct Utility].

2 Select [Import/Export Color Settings.] and then click [Next].

3 Select the machine, and click [Next].

4 Click [Import].

5 Select the file and click [Open].

6 Select the settings to import and click [Import].

7 Check that the setting is imported properly and then click [Finish].

- **For Mac OS X**

1 Launch Color Correct Utility.

2 Select the machine.

3 Click [Next].

4 Click [Manage Color Settings].

5 Click [Import].

6 Select the folder in which settings to be imported are saved, and click [Open].

7 Select the settings to import and click [Import].

8 Click [Cancel].

9 Check that the setting is imported properly.

Deleting Color Correction Settings

Delete the color setting.

- **For Windows**

1 Click [Start] and select [All Programs] > [Okidata] > [Color Correct Utility] > [Color Correct Utility].

2 Select [Import/Export Color Settings.] and then click [Next].

3 Select the machine, and click [Next].

4 Select the file you want to delete and click [Delete].

5 On the confirmation screen, click [Yes].

6 Check that the setting is deleted properly and then click [Finish].

- **For Mac OS X**

1 Launch Color Correct Utility.

2 Select the machine.

3 Click [Next].

4 Click [Manage Color Settings].

5 Select the setting you want to delete and click [Delete].

6 On the confirmation screen, click [Yes].

7 Check that the setting is deleted properly.

Color Swatch Utility

This section explains the Color Swatch Utility. You can print the RGB color swatch using the Color Swatch Utility. You can check the printed color sample and adjust RGB value accordingly in order to print with desired colors from the application.

When the printer driver is installed, the color swatch utility software is installed at the same time.

- Printing Color Swatch
- Customizing the Color Swatch
- Printing a File With the Color You Want

Printing Color Swatch

1 Click [Start], and select [All Programs] > [Okidata] > [Color Swatch Utility] > [Color Swatch Utility].
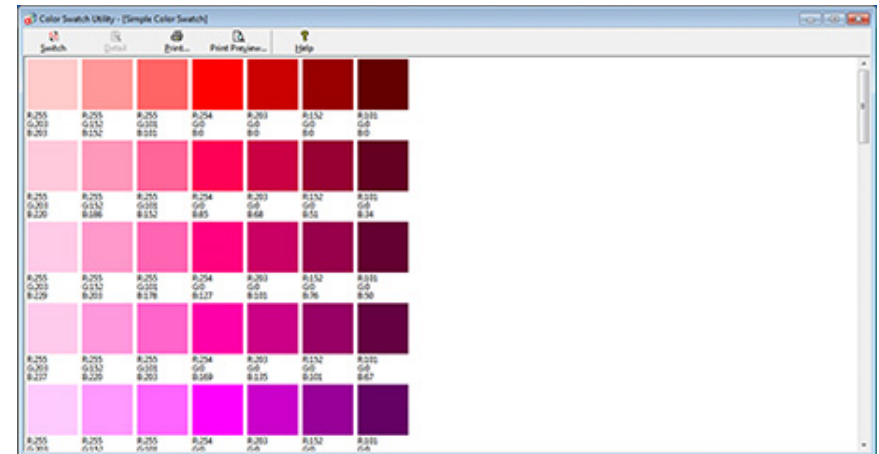
2 Click [Print].

3 Select the machine from [Name].

4 Click [OK].

5 Check the color swatch for the colors you want to print, and then write down the RGB values.

Customizing the Color Swatch

If you cannot find the color you want in "Printing Color Swatch" step 5, follow the procedures below to customize the color.

1 Click [Switch].

2 Click [Detail].

3 Adjust the three slide bars until the color you want appears.

4 Click [Close].

5 Click [Print].

6 Select the machine from [Name].

7 Click [OK].

8 Check that the color is adjusted as you want.

If you are not satisfied with the printing result, repeat from step 1 to 8.

Printing a File With the Color You Want

1 Open the file you want to print.

2 Select the text or graphic to adjust the RGB values in an application.

3 Print out the file.

- For details on how to specify the color in the application, refer to the application's manual.
- When printing color swatches and the file you want, use the same printer driver settings.

PS Gamma Adjuster Utility

You can adjust the half-tone density of CMYK colors printed by the printer. Use this function if the color in a photograph or graphic is too dark.

⚠️

- This function can be used with PS Printer Driver.

- With Windows, the [Gamma Adjuster] menu or its content may not be displayed on the [Color] tab of the printer driver after registering a halftone adjustment name in [Custom Gamma Adjustment]. In such a case, restart your computer.

- Using the halftone adjustment may cause printing to become slower. If you want to prioritize speed, uncheck [Custom Gamma Adjustment] check box in the [Color] tab for the windows print driver, or select [None] for [Custom gamma] in the [Quality2] tab on the [Print Options] panel for the Mac OS X printer driver.

- Applications that were started before registering [Gamma Curve Name] must be restarted before printing.

- Some applications allow you to specify dot gain compensation and halftone adjustment when printing or have the function that includes such settings in an EPS file. To use such functions provided by the application, uncheck [Custom Gamma Adjustment] check box in the [Color] tab for the windows print driver, or select [None] for [Custom gamma] in the [Quality2] tab on the [Print Options] panel for the Mac OS X printer driver.

- The "Select Printer" list of PS Gamma Adjuster displays model names. If more than one printer of the same model exist in the [Printer and Device] folder, the registered [Gamma Curve Name] is applied to all same-model printers.

- Registering an Adjusted Halftone
- Printing with a Registered Halftone

Registering an Adjusted Halftone

For Windows PS Printer Driver

1 Click [Start], and then select [All Programs] > [Okidata] > [PS Gamma Adjuster] > [PS Gamma Adjuster].

2 Select [OKI MC573 PS] from [Select Printer].

3 Click [New].

4 Adjust the halftone.

Edit the graph or enter the gamma value or the tone density in the text box to adjust the halftone.

5 Enter a setting name in [Gamma Curve Name], and then click [OK].

6 Click [Add].

7 Click [Apply].

8 Click [OK].

9 Click [Exit] to exit PS Gamma Adjuster Utility.

For Mac OS X

1 Start PS Gamma Adjuster.

2 Click [New].

3 Adjust the halftone.

Edit the graph or enter the gamma value or the tone density in the text box to adjust the halftone.

4 Enter a setting name in [Gamma Curve Name], and then click [Save].

5 Click [Select PPD].

6 Select a PPD file to register an adjusted halftone, and then click [Open].

7 Select the created halftone adjustment, and then click [Add].

8 Click [Save].

9 Select [Printers & Scanners] in [System Preferences].

10 Delete the registered printer to which the adjustment has been made, and then register the printer again.

- Do not click the [Configure] button that is displayed while the printer is being registered.
- If a dialog in which you can select a printer option is displayed while the printer is being registered, click [Cancel], and then register the printer again.

Printing with a Registered Halftone

For Windows PS Printer Driver

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Click [Properties].

4 Check the [Custom Gamma Adjustment] check box on the [Color] tab.

5 Select the registered halftone adjustment name.

6 Change other settings if necessary, and then click [OK].

7 Click [Print] on the [Print] screen.

For Mac OS X

1 Open the file to print.

2 Select [Print] from the [File] menu.

3 Select the [Print Options] panel.

4 Select the created halftone adjustment from [Custom gamma] in the [Quality2] tab.

5 Change other settings if necessary, and then click [Print].

Configuration Tool

In the Configuration Tool, you can check the status of device and register an E-mail address and profile to the device. Multiple devices can be managed.

- Registering This Machine
- Starting Configuration Tool
- Checking the Status of This Machine
- Changing the Device Settings
- Setting a Network Scan
- Cloning Settings
- Displaying the Alert Info
- Setting the Network
- Registering ICC Profile
- Registering Forms (Form Overlay)
- Checking the Free Space in Memory/Hard Disk Drive
- Registering a User Name and Password
- Setting Power Save Mode (Configuration Tool)
- Setting Sleep Mode (Configuration Tool)
- Setting Auto Power Off Mode (Configuration Tool)
- Registering a Destination (Profile) (Configuration Tool)
- Changing a Destination (Profile) (Configuration Tool)
- Importing and Exporting Destinations (Profile)
- Deleting a Destination (Profile) (Configuration Tool)
- Registering an E-mail Address (Configuration Tool)
- Registering E-mail Group (Configuration Tool)
- Deleting a Registered Destination (Configuration Tool)
- Deleting a Registered E-mail Group (Configuration Tool)
- Importing and Exporting Destination E-mail Addresses
- Registering a Fax Number (Configuration Tool)
- Registering a Group Number (Configuration Tool)
- Deleting a Registered Fax Number (Configuration Tool)
- Deleting a Registered Group Number (Configuration Tool)
- Importing and Exporting Speed Dials of Destinations
- Removing This Machine

- Descriptions of Screens for Configuration Tool

Registering This Machine

When you install this machine for the first time, register it in Configuration Tool.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Register Device] from the [Tools] menu.
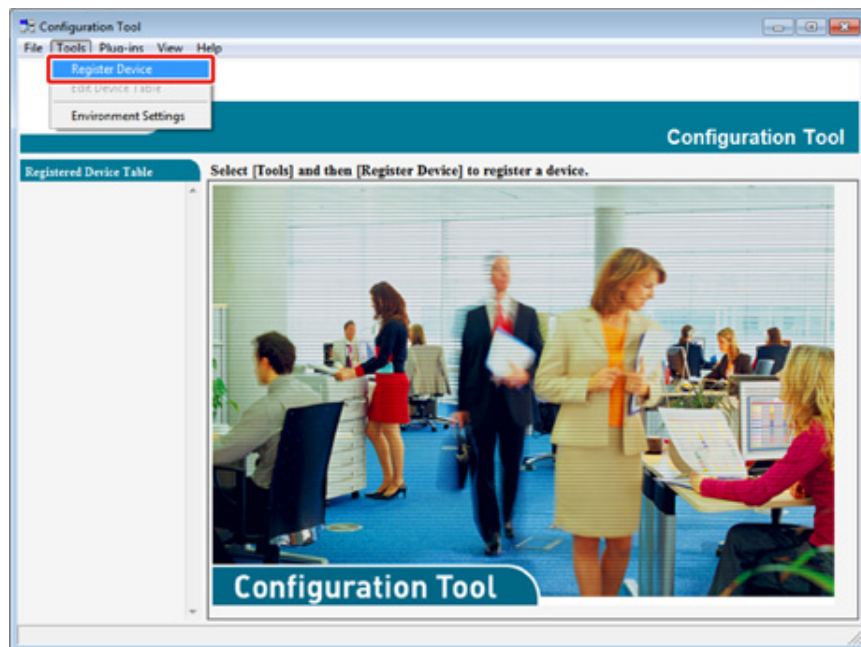
3 When available devices are displayed, select this machine, and then click [Register].

4 Click [Yes] on a confirmation screen.

Starting Configuration Tool

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].
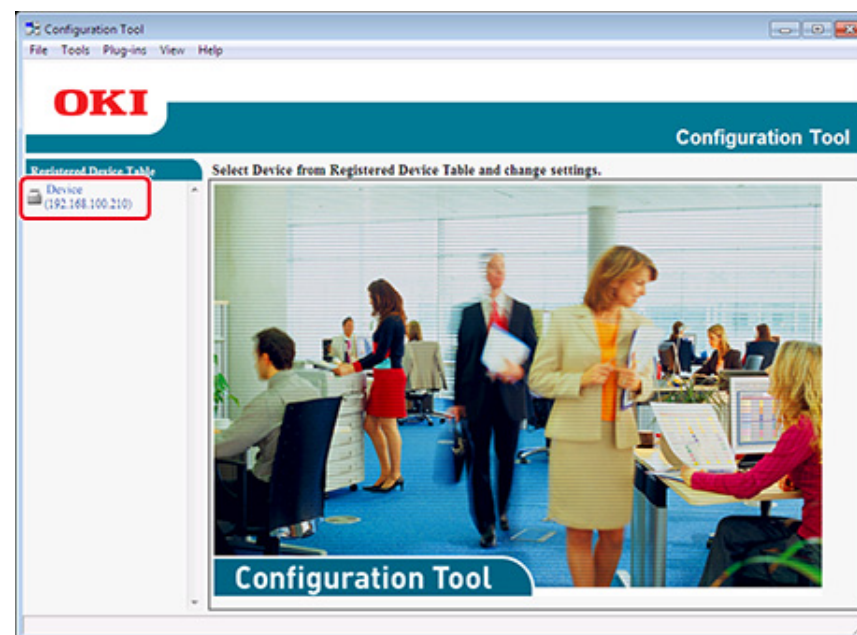
Checking the Status of This Machine

You can check the status and information of this machine.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [Device Info] tab.
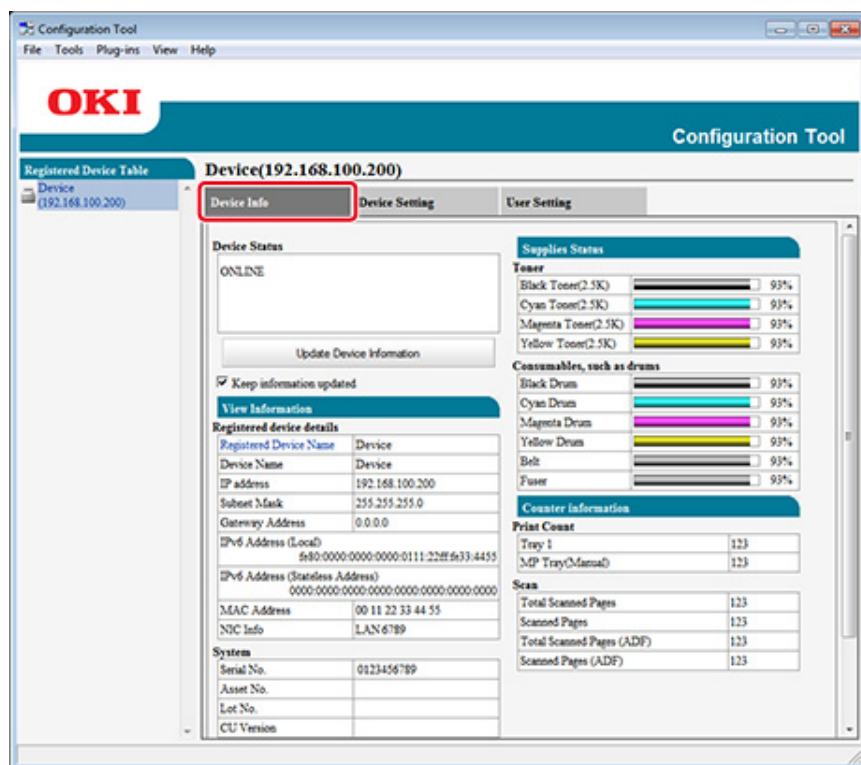
- If this machine is connected to the network, [Device Status] is displayed.
- To update information, click [Update Device Information].

Changing the Device Settings

- Saving Settings to a File
- Restoring Settings from a File
- Changing the Administrator Password

You can change the machine menu and copy settings to another device. This section describes how to save settings to a file and restore settings from the file.

Saving Settings to a File

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [Device Setting] tab.

4 Click [Menu settings].
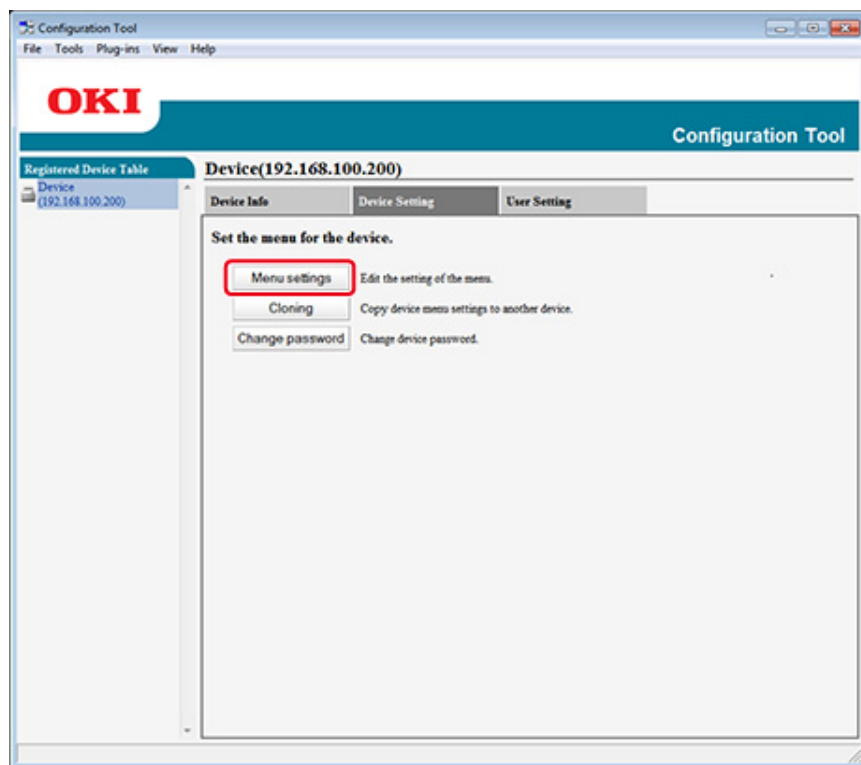
5 Click 📋 (Backup settings).

6 Enter the name of a file, select a save destination folder, and then click [Save].

Restoring Settings from a File

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [Device Setting] tab.

4 Click [Menu settings].
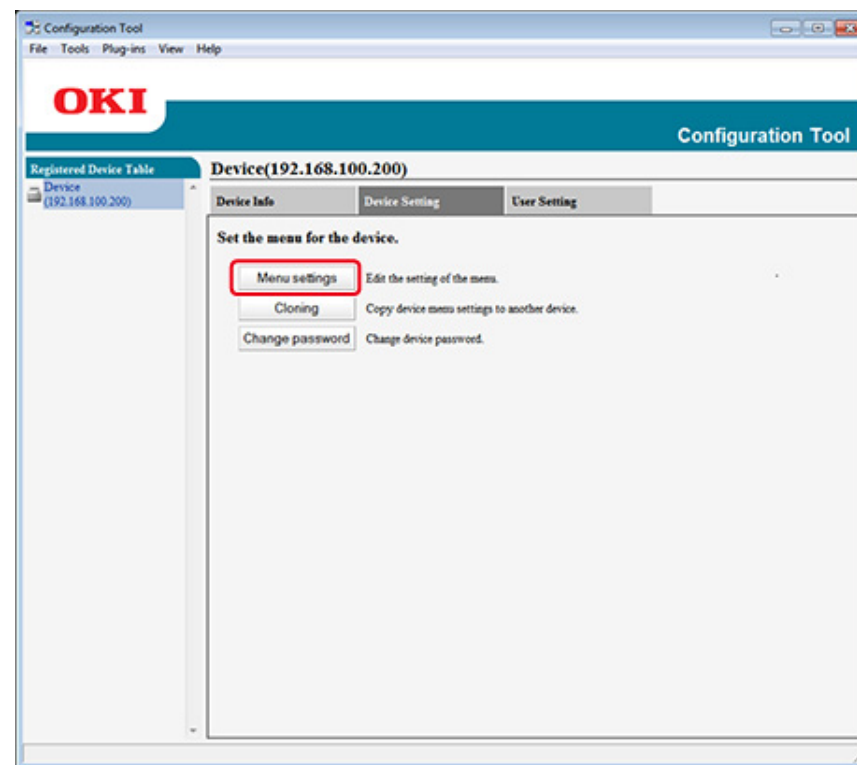
5 Click 📋 (Restore settings).

6 Check the content of the displayed message, and then click [Yes].

7 Select the file to restore, and then click [Open].

8 Click 💾 (Save to device).

Changing the Administrator Password

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [Device Setting] tab.

4 Click [Change password].
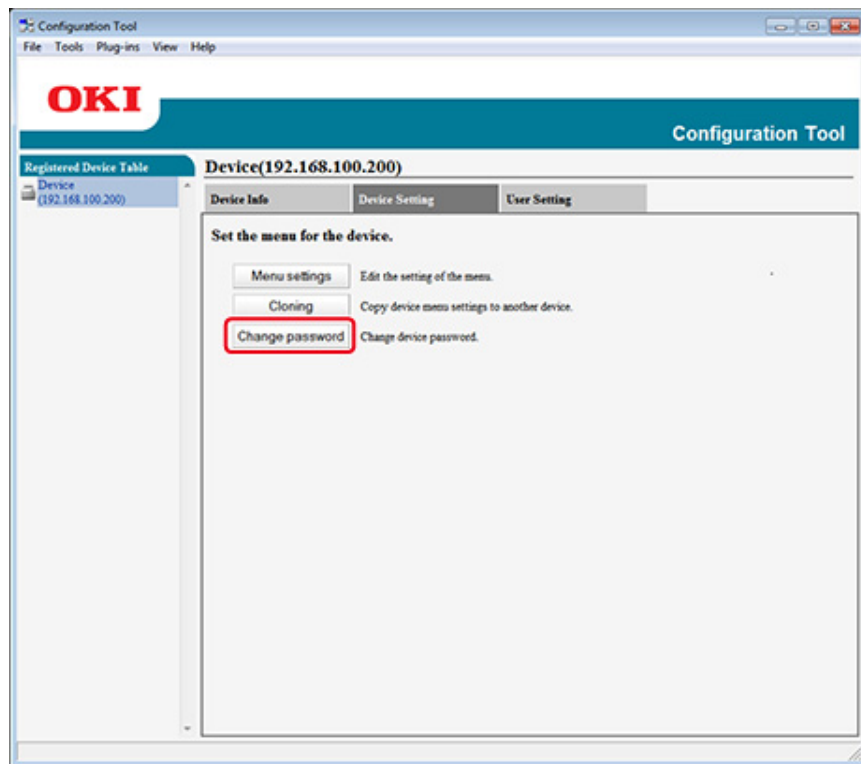
5 Enter the current password and a new password, and then click [OK].

You can register and edit the destination computers of Scan To Computer registered on this machine as network scan information. This section describes how to export and import network scan information to or from a file.

- Exporting Network Scan Settings to a File
- Importing Network Scan Settings from a File
- Deleting Network Scan Settings

Exporting Network Scan Settings to a File

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine that has the network scan settings you want to export from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Network Scan Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click (Export to file).

7 Enter the name of a file, select a save destination folder, and then click [Save].

⓵

After exporting, the edited CSV file may not restore properly.

Importing Network Scan Settings from a File

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine to which you want to import the network scan settings from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Network Scan Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click (Import from file).

7 Select the file to import, and then click [Open].

8 Select the settings to import, and then click [Import].

9 Click (Save to device).

Deleting Network Scan Settings

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Network Scan Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Select the destination to delete.

7 Click (Delete).

8 Click [Yes] on a confirmation screen.

9 Click (Save to device).

Cloning the Settings of This Machine

You can copy machine's settings to a different device.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine that has the settings you want to clone from [Registered Device Table].

3 Select the [Device Setting] tab.

4 Click [Cloning].

5 Select a cloning destination, and then click [Execute].

6 Enter the administrator password for the cloning source and target, and then click [OK].
The factory default password is "999999".

Cloning User Settings

You can copy user settings to a different device.
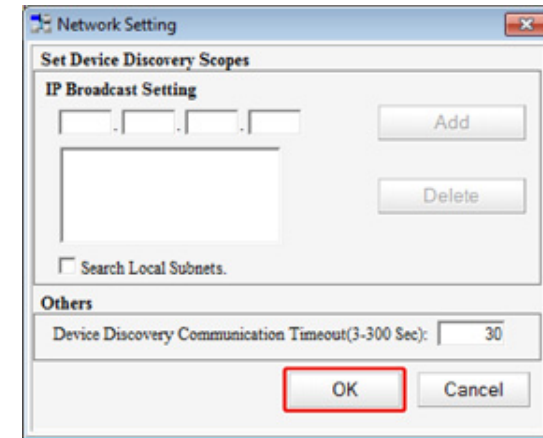
1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine that has the settings you want to clone from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Cloning].

5 Enter the administrator password, and then click [OK].

The factory default password is "999999".

6 Select a cloning destination to and cloning settings.

7 Click [Execute].

8 Enter the password for the cloning source and target and click [OK].

Results are displayed.

Displaying the Alert Info

- Basic Settings
- Device Settings
- Filter Settings
- Checking Logs

⚠

The time and time zone of this machine must be consistent with those of your computer.

Basic Settings

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Alert Info] from the [Plug-ins] menu.
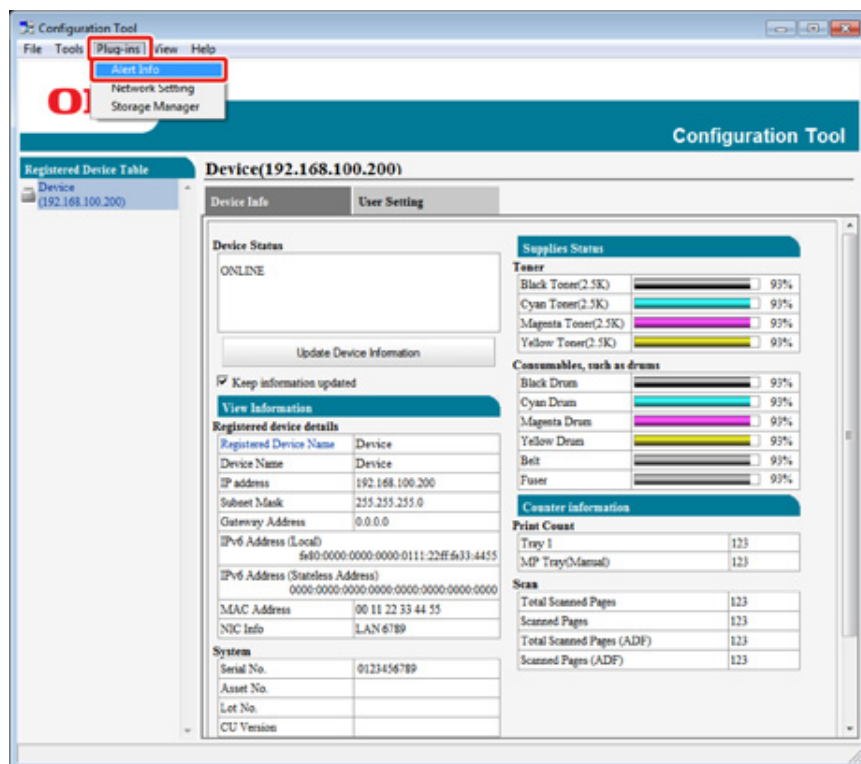
3 Select [Basic settings].
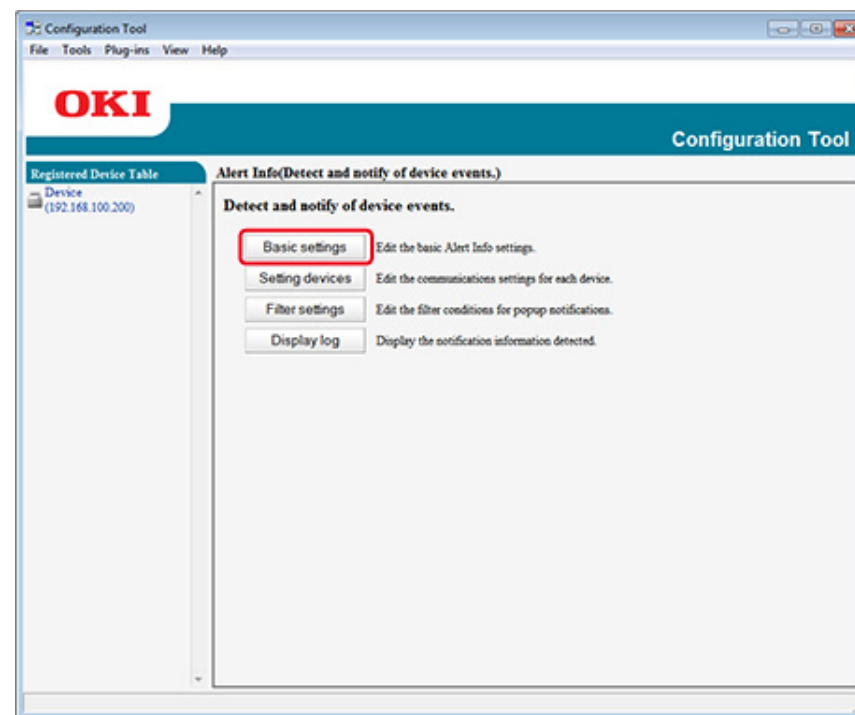
4 Change the setting if necessary.

5 Click [Update].

Device Settings

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Alert Info] from the [Plug-ins] menu.

3 Select [Setting devices].

4 Click [Update device].
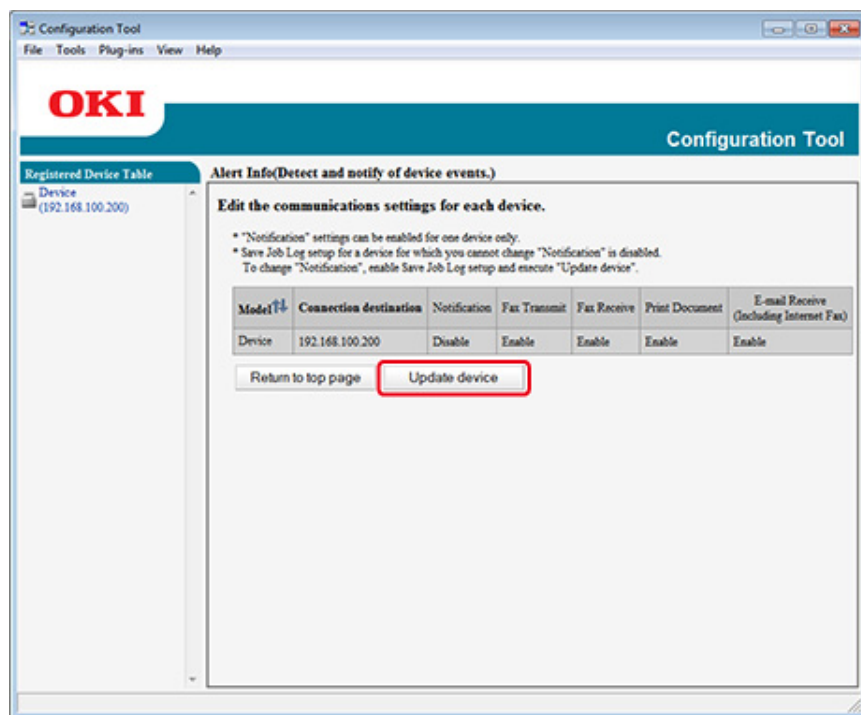
5 Click a device name to set.

6 Change the settings if necessary, and then click [OK].

Filter Settings

You can set display alert conditions for sending and receiving faxes, printing the document, or receiving e-mails and Internet faxes.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Alert Info] from the [Plug-ins] menu.

3 Select [Filter settings].
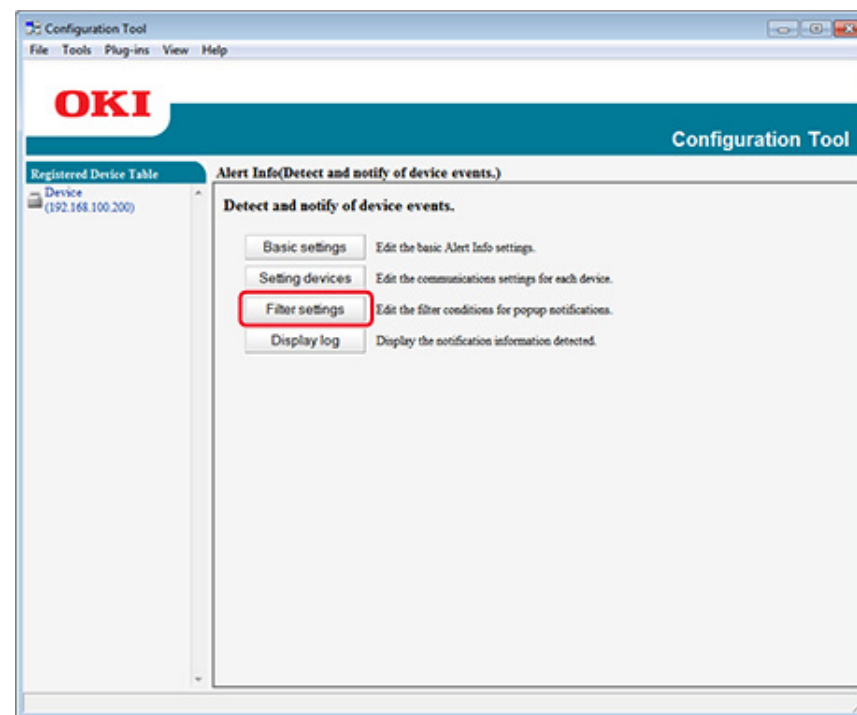
4 Change the setting if necessary.
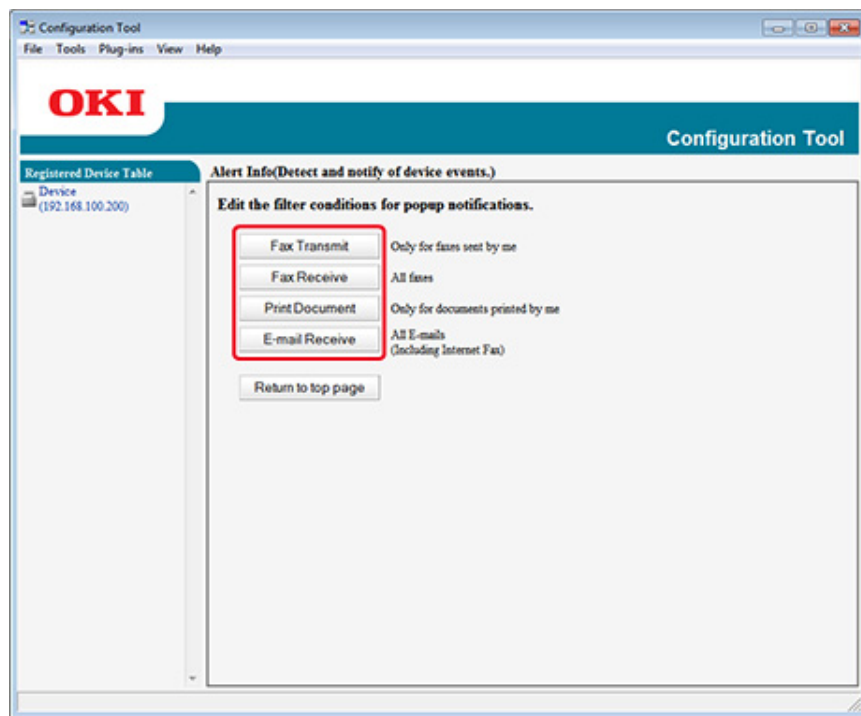
5 Click [OK].

Up to 100 senders can be registered as e-mail, Internet fax, or fax sender.

Checking Logs

Using the event log, you can check whether there are any records about the machine that is registered.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Alert Info] from the [Plug-ins] menu.

3 Select [Display log].

4 Select [Devices displaying log].
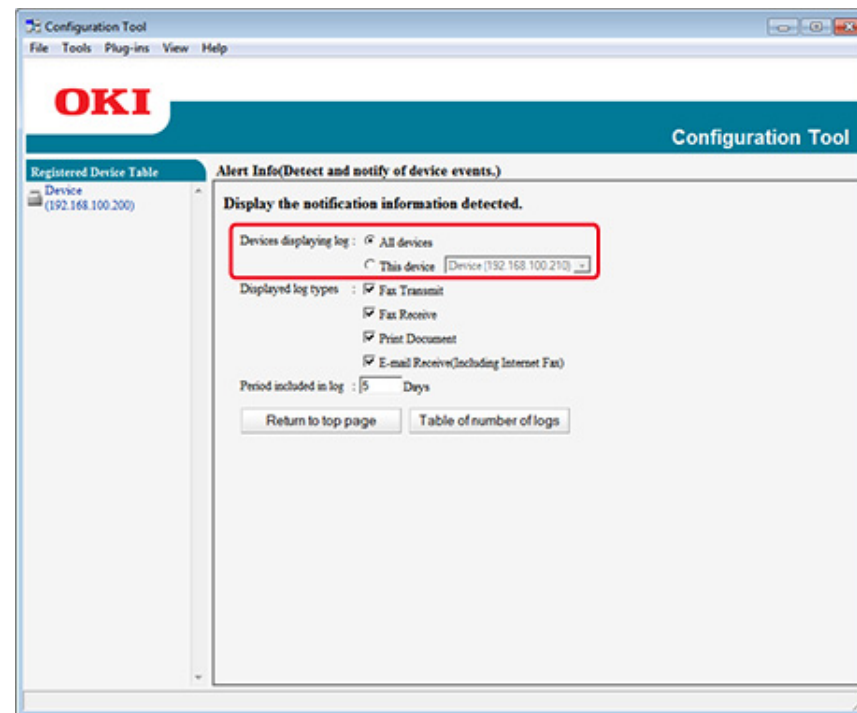
- You can check the total number of recorded events in [Log Number List].

- You can check details of recorded logs in [Log details].

Setting the Network

You can set a network with Configuration Tool.

- Searching for the Machine on a Network
- Specifying Search Conditions
- Changing the IP Address

Searching for the Machine on a Network

You can search for this machine.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Network Setting] from the [Plug-ins] menu.

3 Select [Discover Devices].
Search results are displayed.

Specifying Search Conditions

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Network Setting] from the [Plug-ins] menu.

3 Select [Environment Settings].

4 Change the search conditions if necessary, and then click [OK].

Changing the IP Address

You can change the IP address for this machine.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Network Setting] from the [Plug-ins] menu.

3 Select [Discover Devices].

4 Select the machine from the device list.
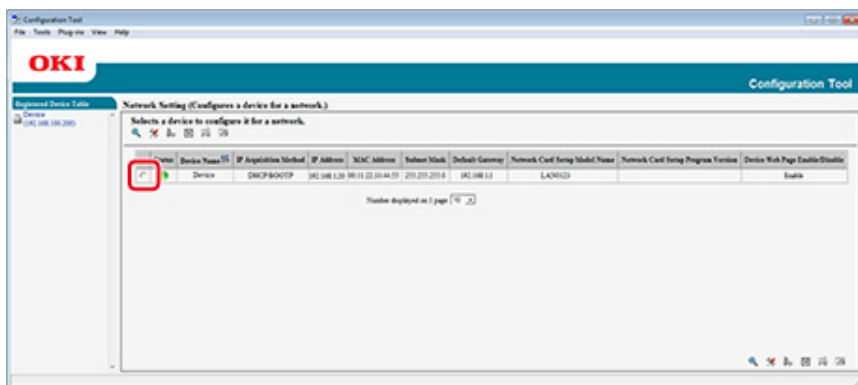
5 Click 🛠 (Device Settings).

6 Change the setting if necessary.
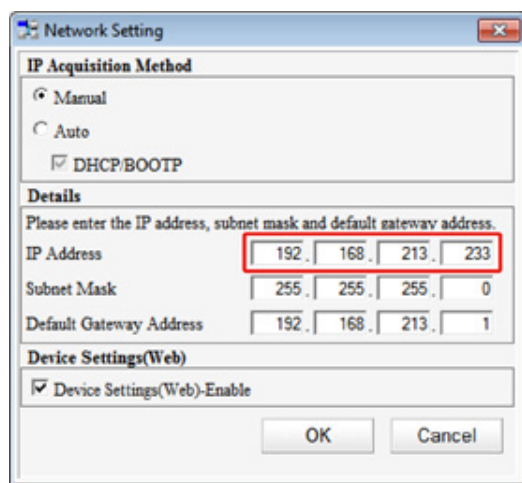
7 Click [OK].

8 Enter the administrator password, and then click [OK].
The factory default password is "999999".

9 Click [OK] to restart this machine.

Registering ICC Profile

You can register and edit printer profile to the machine. This section describes how to register ICC profile.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Storage Manager] from the [Plug-ins] menu.

3 Click 📄 (New Project).

4 Click 📄 (Add File to Project), and then select a form file you want to register.
The file is added to the project.

5 Click a profile.

6 Select [ID] you want to register.
You cannot select numbers already used in the project, which are displayed on a yellow background.

7 Enter comments in [Comments] if necessary.

8 Click [OK], to apply the change.

9 Select the machine from the bottom of the Storage Manager Plug-in window.

10 Click 📤 (Send project files to printer).

11 Click [OK].

Registering Forms (Form Overlay)

You can register such as logos to the machine as forms, and then print overlays. This section describes how to register forms.

- Creating a Form
- Registering the Form to the Machine Using Configuration Tool

About how to Print Overlays

🔗 Overlaying Forms or Logos (Overlay)

Creating a Form

1 Click [Start], and then select [Devices and Printers].

2 Right-click the printer icon, and then select the necessary printer driver from [Printer Properties].

3 Select the [Ports] tab, select the [FILE] check box from [Port], and then click [Configure Port].

4 Create a form to register on the machine.
If using the Windows PCL printer driver, proceed to step 9.

5 Select [Print] from the [File] menu.

6 Click [Preferences] (or [Properties]).

7 Select the [Extend] tab, and then click [Overlays].

8 Select [Create Form] from the drop-down list.

9 Start printing.

10 Enter the file name under which you want to save.
example: C:\temp\form.prn

11 Select the previous port from [Printer Port] on the [Port] tab, and then click [OK].

Registering the Form to the Machine Using Configuration Tool

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Storage Manager] from the [Plug-ins] menu.

3 Click 📄 (New Project).

4 Click 📥 (Add File to Project), and then select a created form file.
The form is added to the project.

5 Click the form file.

6 For Windows PCL printer driver users, enter ID of the form (arbitrary) in [ID] and click [OK]. For Windows PS printer driver users, enter the form name in [Component], and then click [OK].

⚠️

Do not change [Target Volume] and [Path].

✍️

For those who use the Windows PCL printer driver for overlay printing, specify the form ID entered in [ID], and who use the Windows PS printer driver, specify the form name entered in [Component].

7 Select the machine from the bottom of the Storage Manager Plug-in window.

✍️

If the machine is not registered to Configuration Tool yet, register the machine referring "Registering This Machine".

8 Click 📤 (Send project files to printer).

9 Click [OK].

Checking the Free Space in Memory/Hard Disk Drive

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select [Storage Manager] from the [Plug-ins] menu.

3 Click the device name in the device selection area at the bottom of the Storage Manager plug-in screen.

The storage, volume name, size, free space, location name, label, status, file name, size, and comment are displayed by communicating with the device.

Registering a User Name and Password

You can restrict access to this machine by using a user name and password.

- Creating a New User
- Changing User Settings
- Deleting a User

If you click 📥 (Save to device), the changed settings are reflected to this machine.

Creating a New User

1 Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Role Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click [User name/Group management].

7 Click 👤 (New(User)).

8 Enter the user name and password.
Set other information if necessary.
Display name: Enter a display name.
E-mail address: Enter the mail address of the user.
Language Code: Enter the language code.
PIN: Enter the PIN.
Card ID: Enter the user's IC card information.
Role: Set the role.
Group: Set the group the user belongs to.

✍

- You can enter PIN (optional) in the user setting.
- You cannot use "admin" as a new user name.

9 Click [OK].

10 Click 📥 (Save to device).

Changing User Settings

1 Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Role Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click [User name/Group management].

7 Select the user name to change.

8 Change settings if necessary, and then click [OK].

9 Click 📥 (Save to device).

Deleting a User

1 Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

**3** Select the [User Setting] tab.

4 Click [Role Manager].

5 Enter the administrator password, and then click [OK].
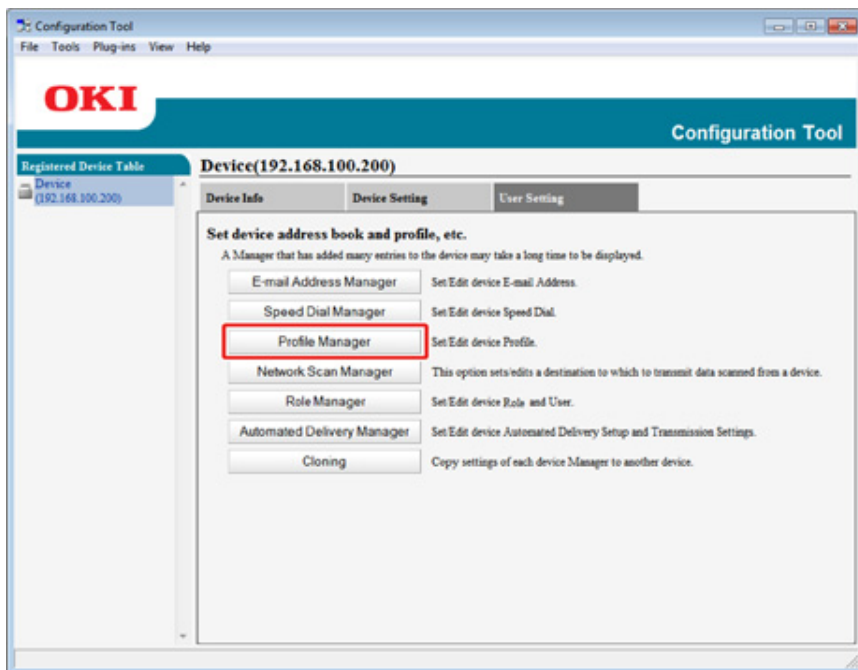The factory default password is "999999".

6 Click [User name/Group management].

7 Select the check box of the user you want to delete.

8 Click 🗑 (Delete).

9 Click [Yes] on a confirmation screen.

10 Click 📥 (Save to device).

Setting Power Save Mode (Configuration Tool)

Set the length of idle time before entering Power Save mode.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Click the [Device Setting] tab.

4 Click [Menu settings].

5 Click (Display administrator settings).

6 Enter the administrator password, and then click [OK].
The factory default password is "999999".

7 Click ▶ in order of [Admin Setup] > [Management] > [Power Save].

8 Select the transition time from [Power Save Time], and then click (Save to device).

Setting Sleep Mode (Configuration Tool)

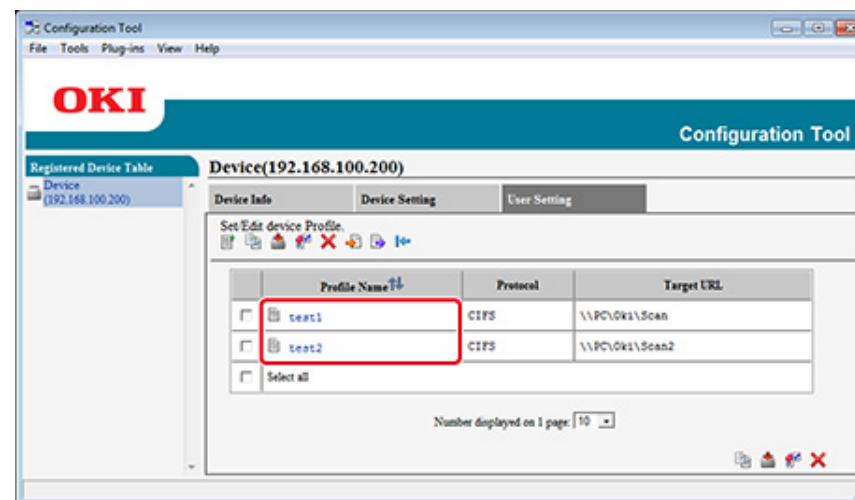Set the length of idle time before entering Sleep mode.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Click the [Device Setting] tab.

4 Click [Menu settings].

5 Click (Display administrator settings).

6 Enter the administrator password, and then click [OK].
The factory default password is "999999".

7 Click ▶ in order of [Admin Setup] > [Management] > [Power Save].

8 Select the transition time from [Sleep Time], and then click (Save to device).

🔗 Restrictions in Power Saving Function (User's Manual)

Setting Auto Power Off Mode (Configuration Tool)

Set the length of idle time before entering Auto Power Off.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Click the [Device Setting] tab.

4 Click [Menu settings].

5 Click ▤ (Display administrator settings).

6 Enter the administrator password, and then click [OK].
The factory default password is "999999".

7 Click ▶ in order of [Admin Setup] > [Management] > [Power Save].

8 Select the transition time from [Auto Power Off Time], and then click ⤓ (Save to device).

Registering a Destination (Profile) (Configuration Tool)

Before using the Scan To Shared Folder function, register a created shared folder to the machine as a destination.

When you perform Scan To Shared Folder, send data to the profile that you specify as a destination.

Up to 50 profiles can be registered.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Profile Manager].
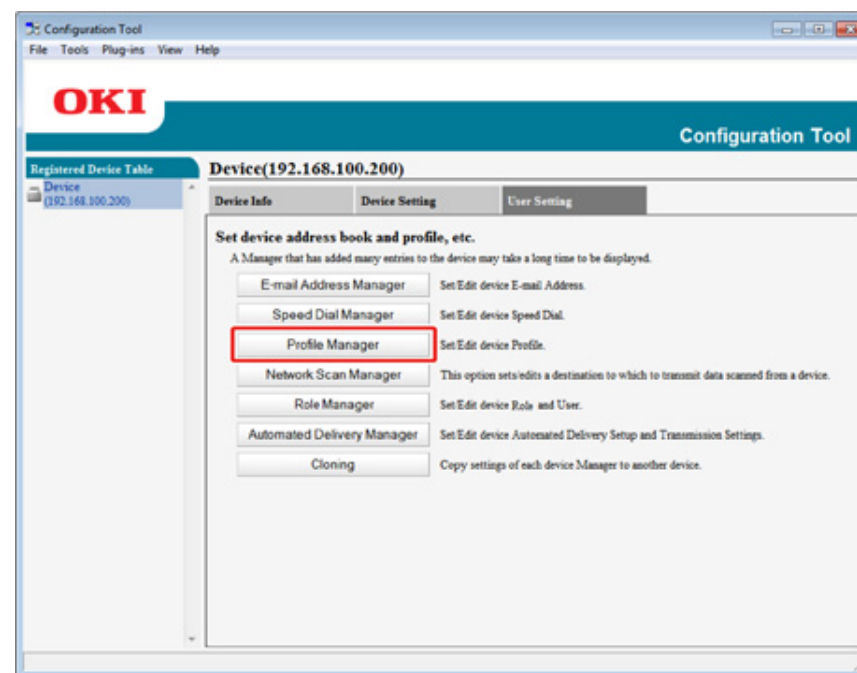
5 Enter the administrator password, and then click [OK].
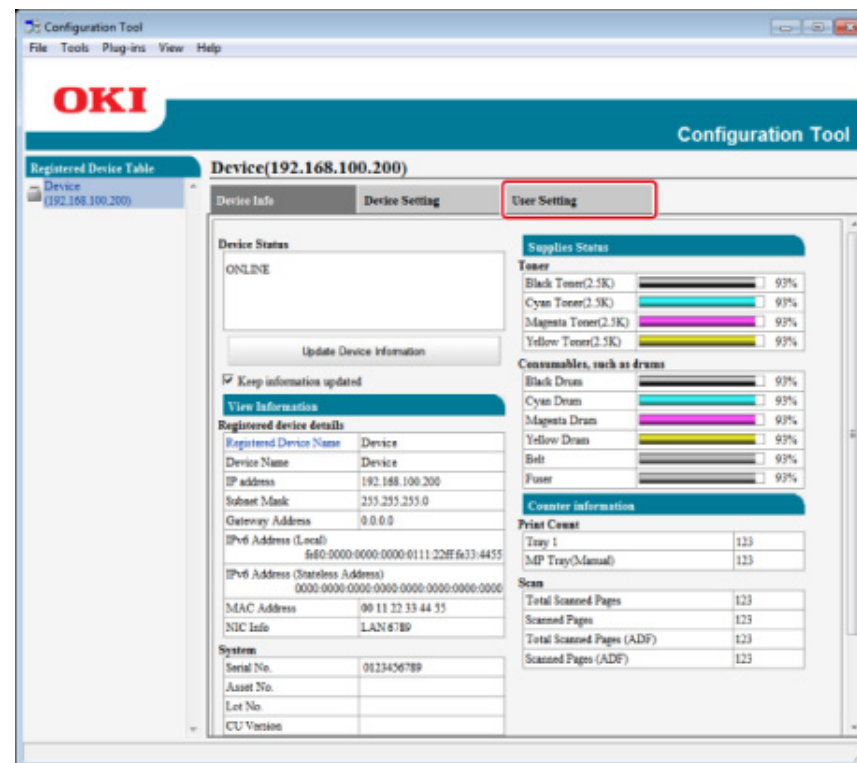
The factory default password is "999999".
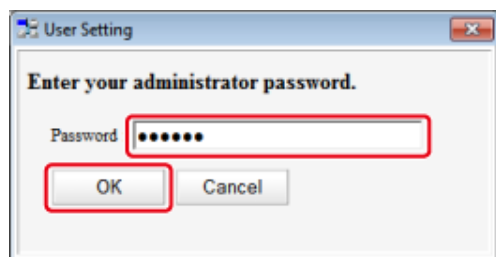
6 Click (New).
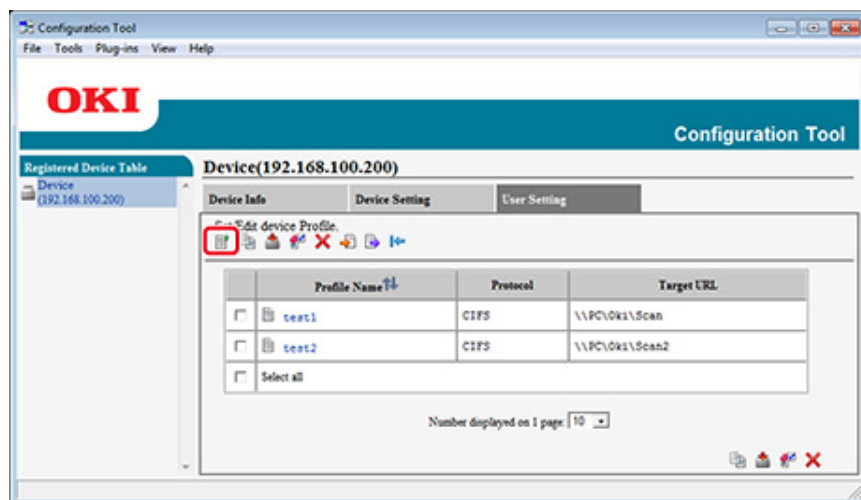
7 Enter the name of a transmission destination in [Profile Name].
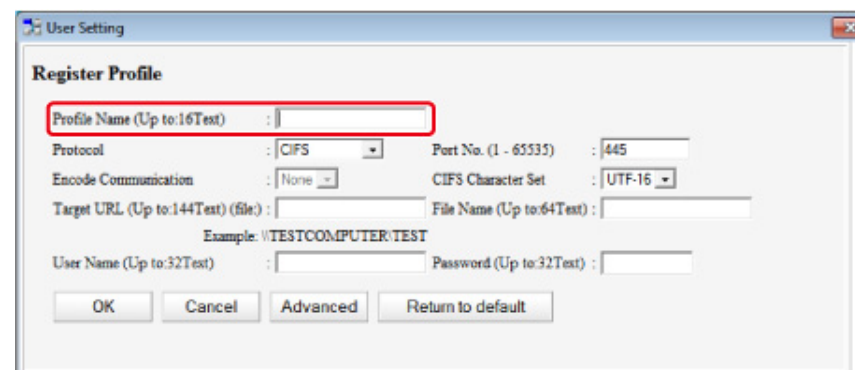
8 Select [CIFS] for [Protocol] to register a shared folder.

9 Enter the path of the shared folder that you set on the computer in [Target URL].

10 Enter the port number to use in [Port No.].

11 If access privileges are set to the shared folder, enter the user name and password in [User Name] and [Password].

12 Select [Encode Communication] and [CIFS Character Set] if necessary.

13 Enter [File Name] if necessary.

14 Click [Advanced], and then set the advanced settings.

15 Click [OK].

16 Click (Save to device).

Changing a Destination (Profile) (Configuration Tool)

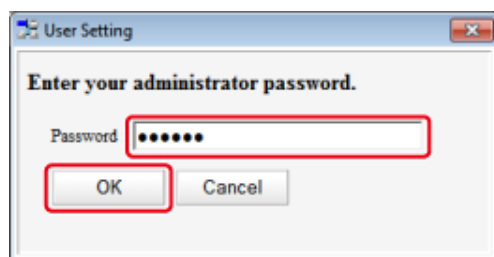**1** Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

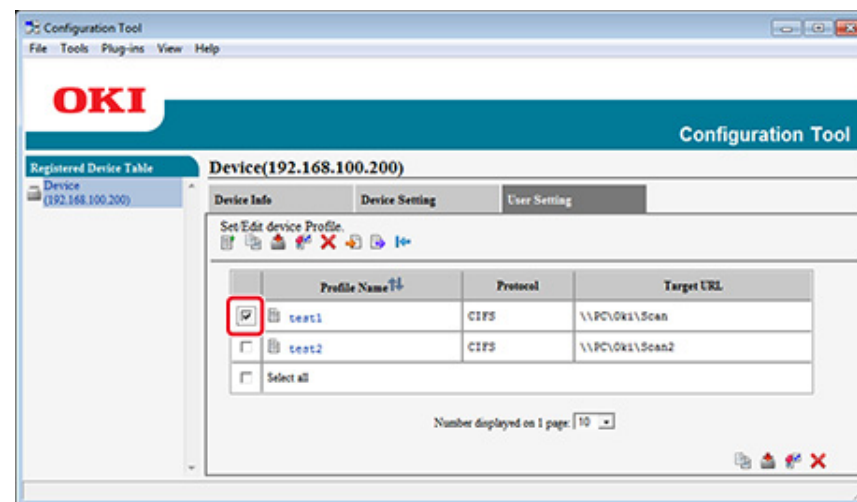**3** Select the [User Setting] tab.

4 Click [Profile Manager].

5 Enter the administrator password, and then click [OK].

The factory default password is "999999".
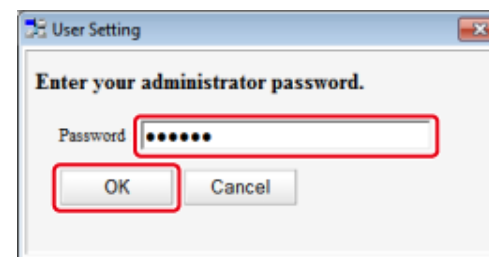
6 Click a profile name to change.

7 Edit the profile, and then click [OK].
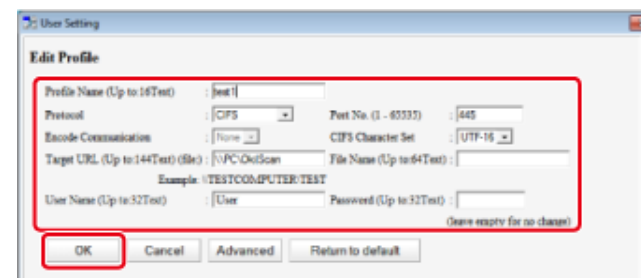
8 Click 📥 (Save to device).

Importing and Exporting Destinations (Profile)

This section describes how to export and import profiles for Scan To Shared Folder to or from a file.

- Exporting Profiles to a File
- Importing Profiles from a File

⚠

About profiles

🔗 Tables of Profile Setting Items

Exporting Profiles to a File

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine that has the profiles you want to export from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Profile Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click 📄 (Export to file).

7 Enter the name of a file, select a save destination folder, and then click [Save].

⚠

After exporting, the edited CSV file may not restore properly.

Importing Profiles from a File
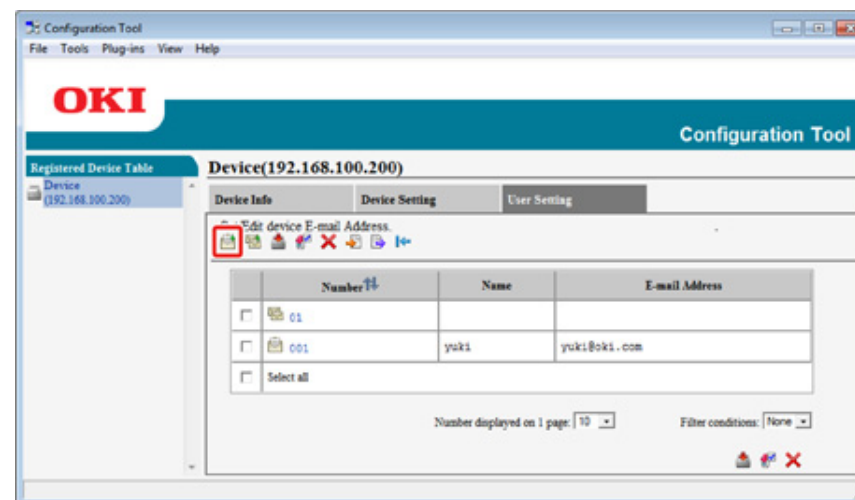
1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine to which you want to import the profiles from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Profile Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click (Import from file).

7 Select the file to import, and then click [Open].

8 Select the settings to import, and then click [Import].

9 Click (Save to device).

Deleting a Destination (Profile) (Configuration Tool)

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Profile Manager].
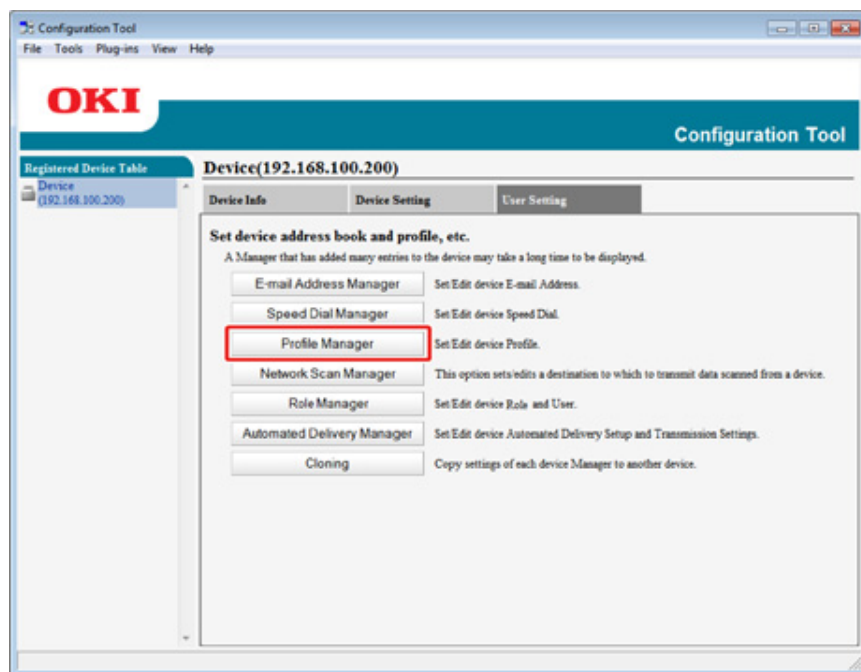
5 Enter the administrator password, and then click [OK].

The factory default password is "999999".

6 Click a profile name to delete.

7 Click 🖉 (Delete).

To delete all the destinations (profiles), click ✖ (Delete all).

8 Click 📥 (Save to device).

Registering an E-mail Address (Configuration Tool)

You can register destination e-mail addresses in the address book on the machine and edit them.

You can register up to 1000 e-mail addresses in the address book.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [E-mail Address Manager].
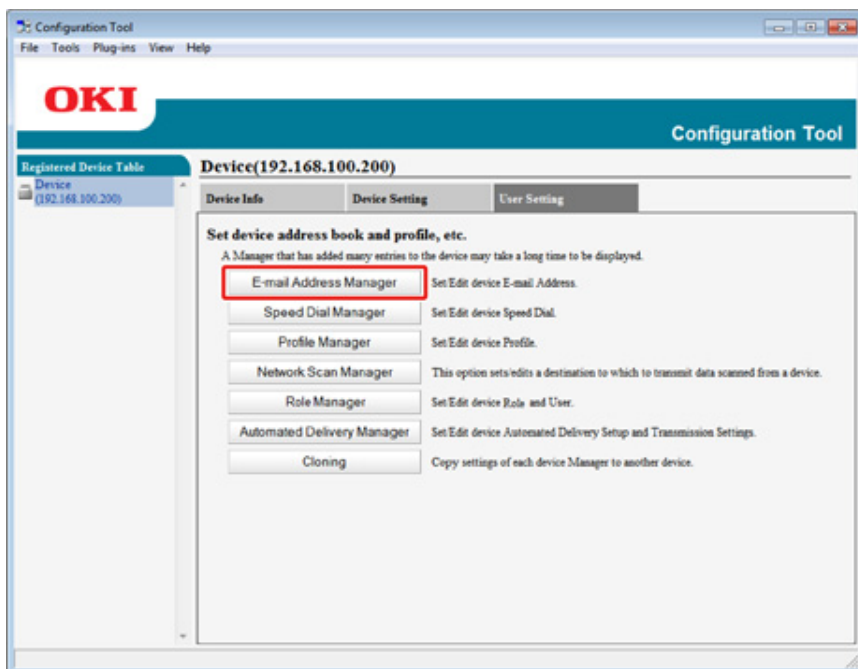
5 Enter the administrator password, and then click [OK].

The factory default password is "999999".
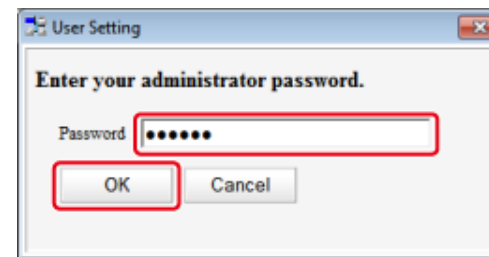
6 Click ✉ (New(E-mail Address)).

7 Enter an e-mail address, and then click [OK].

8 Click 📥 (Save to device).

Registering E-mail Group (Configuration Tool)

If you use the E-mail Address Manager, you can register multiple registered e-mail addresses as a group. If you specify a group as a destination, you can send an e-mail to multiple e-mail addresses at a time.
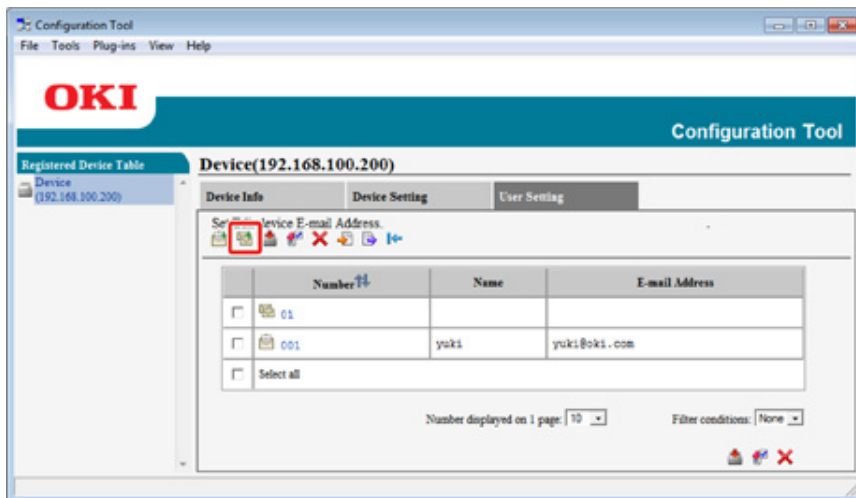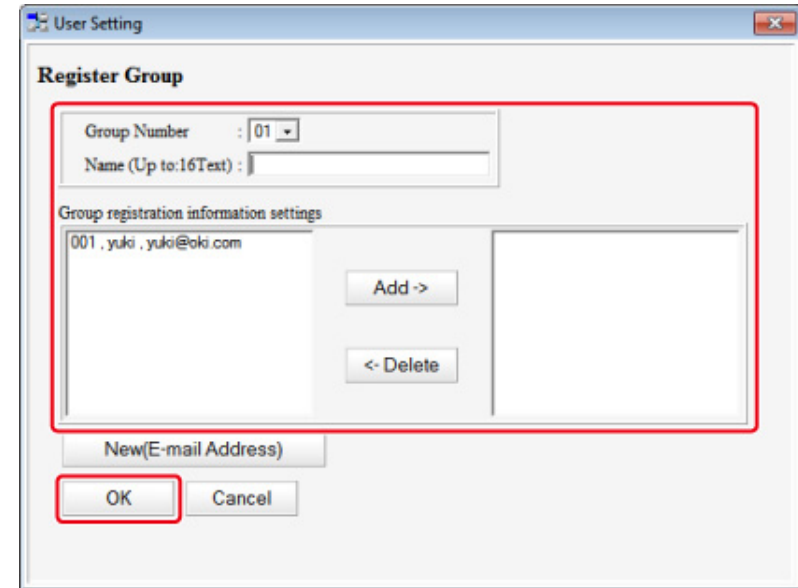
You can create up to 32 e-mail address groups.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [E-mail Address Manager].
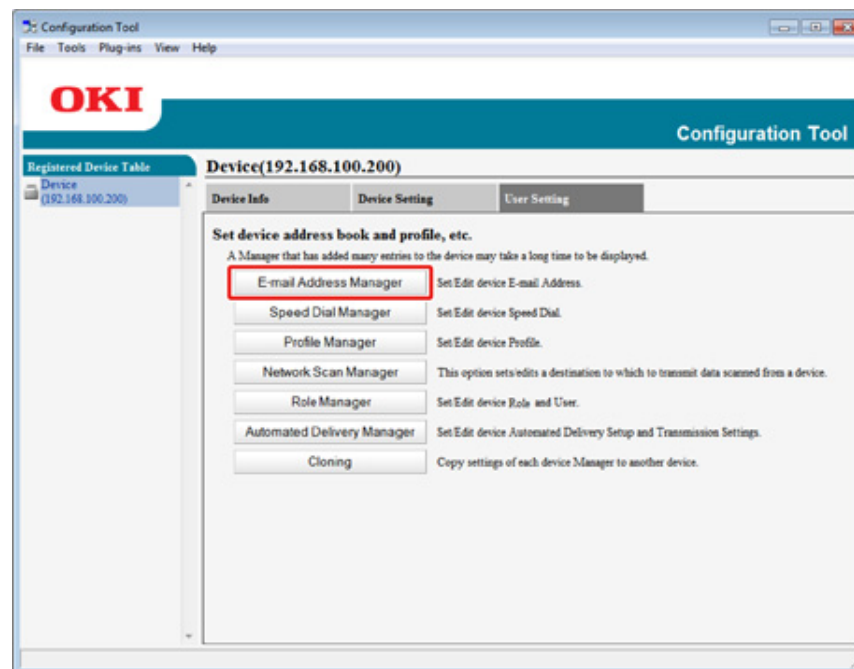
5 Enter the administrator password, and then click [OK].

The factory default password is "999999".
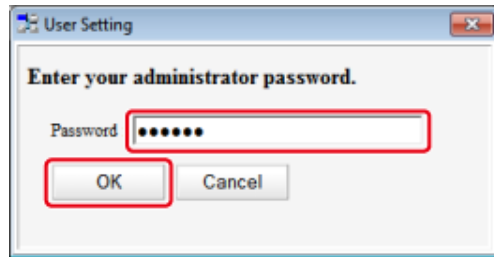
6 Click (New(Group)).

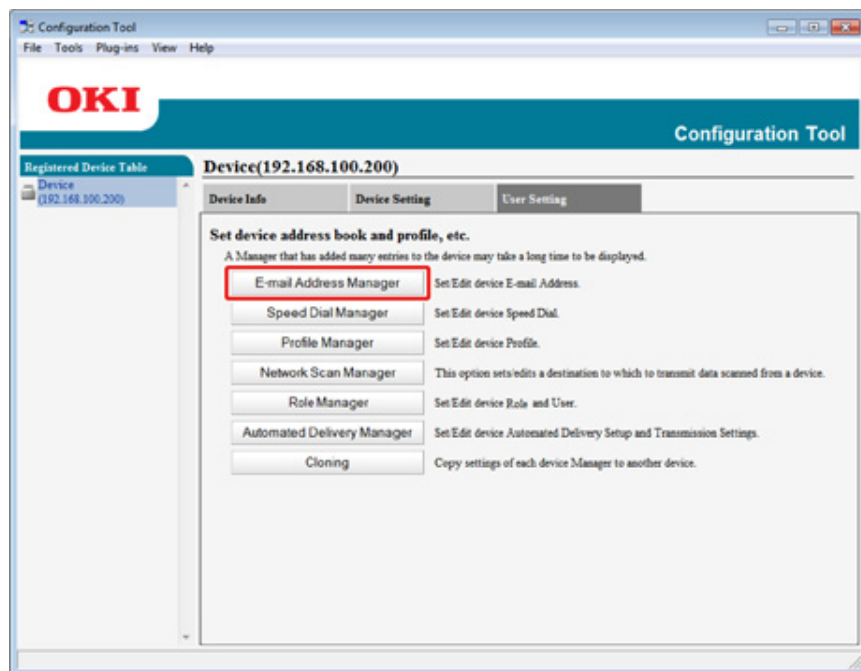**7** Register a group, and then click [OK].

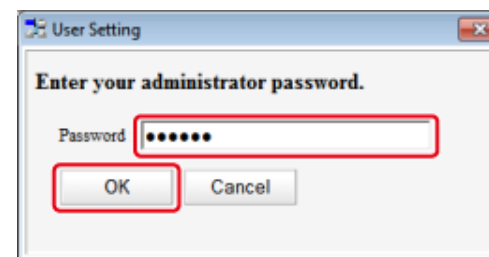**8** Click (Save to device).

Deleting a Registered Destination (Configuration Tool)

If you use the E-mail Address Manager, you can delete a registered e-mail address.
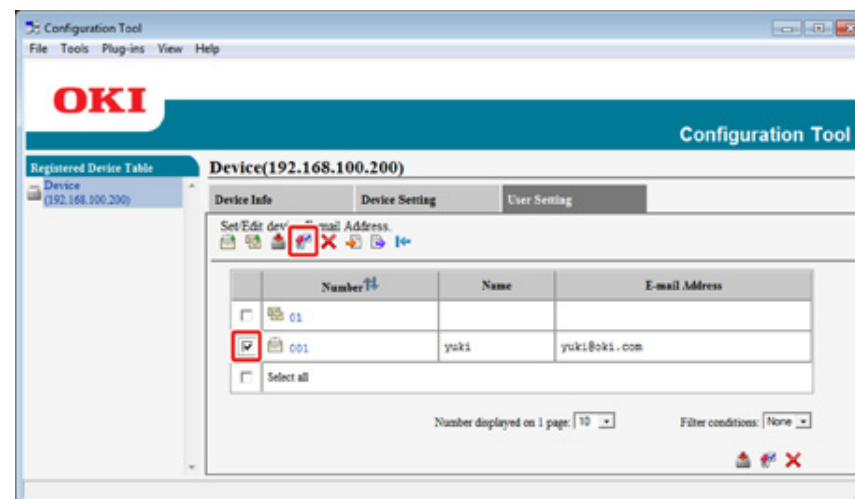
1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [E-mail Address Manager].

5 Enter the administrator password, and then click [OK].

The factory default password is "999999".

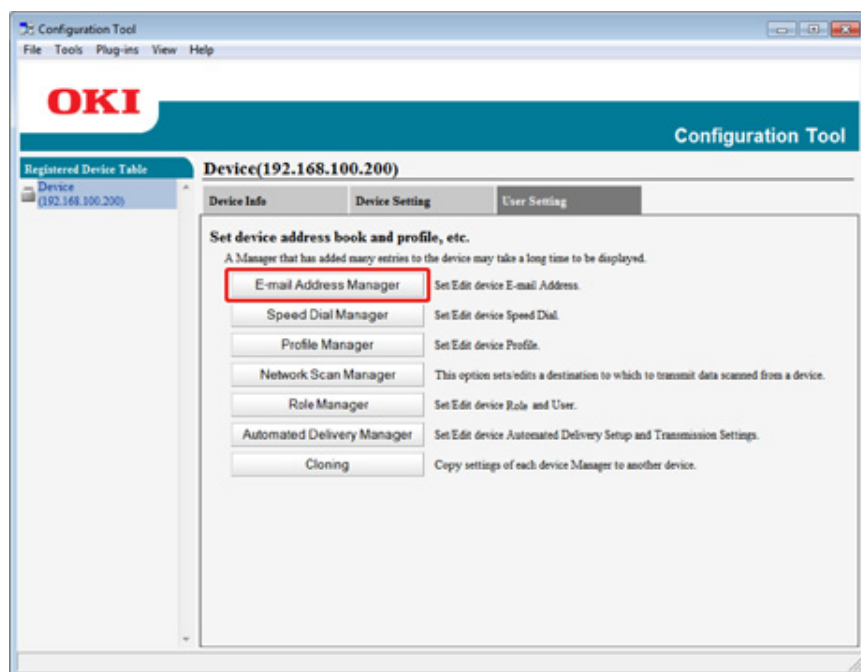**6** Select an E-mail address to delete, and then click 🖳 (Delete).

If you click ✖ (Delete all), all the destinations or groups are deleted.
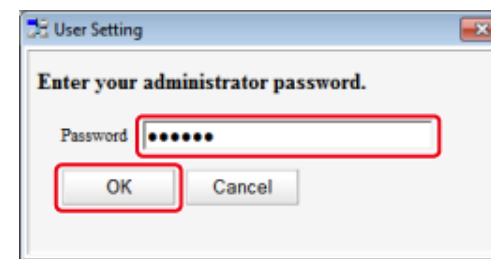
7 Click 🖳 (Save to device).

Deleting a Registered E-mail Group (Configuration Tool)

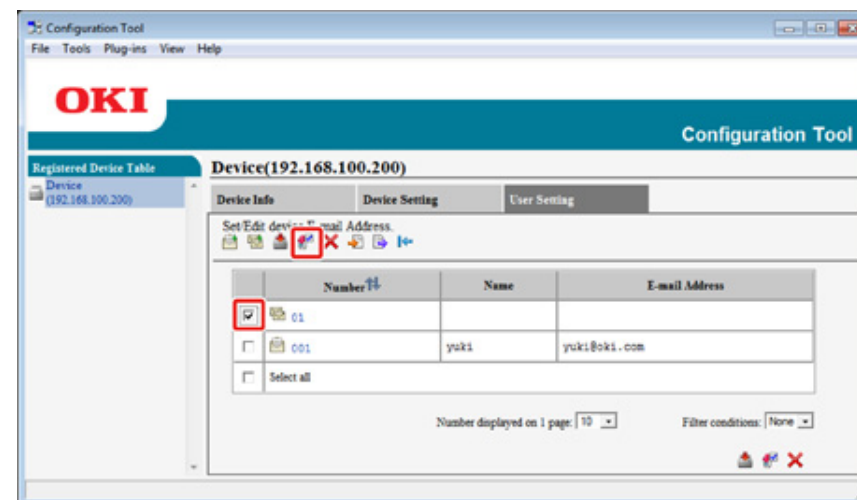If you use the E-mail Address Manager, you can delete a registered e-mail address group from the address book.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [E-mail Address Manager].

5 Enter the administrator password, and then click [OK].

The factory default password is "999999".

6 Select a group to delete, and then click 🖳 (Delete).

If you click ✖ (Delete all), all the destinations or groups are deleted.

7 Click 🖳 (Save to device).

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Importing and Exporting Destination E-mail Addresses

If you use the E-mail Address Manager, you can import and export the e-mail address or group of the address book.

- Exporting Addresses to a File
- Importing Addresses from a File

Exporting Addresses to a File

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine that has the addresses you want to export from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [E-mail Address Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click (Export to file).

7 Enter the name of a file to be saved and the name of the save destination folder, and then click [Save].

After exporting, the edited CSV file may not restore properly.

Importing Addresses from a File

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine to which you want to import the addresses from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [E-mail Address Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click (Import from file).

7 Click [Open] from [Select CSV File].

8 Select the file to import, and then click [Open].

9 Click [Next].

10 Select the settings to import, and then click [Import].

**11** Click (Save to device).

CSV files exported from Outlook Express (Windows Mail and Windows Live Mail) can also be restored.

Registering a Fax Number (Configuration Tool)

If you use the Speed Dial Manager, you can register and edit a destination speed dial.

You can register up to 1000 destinations to speed dial.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Speed Dial Manager].
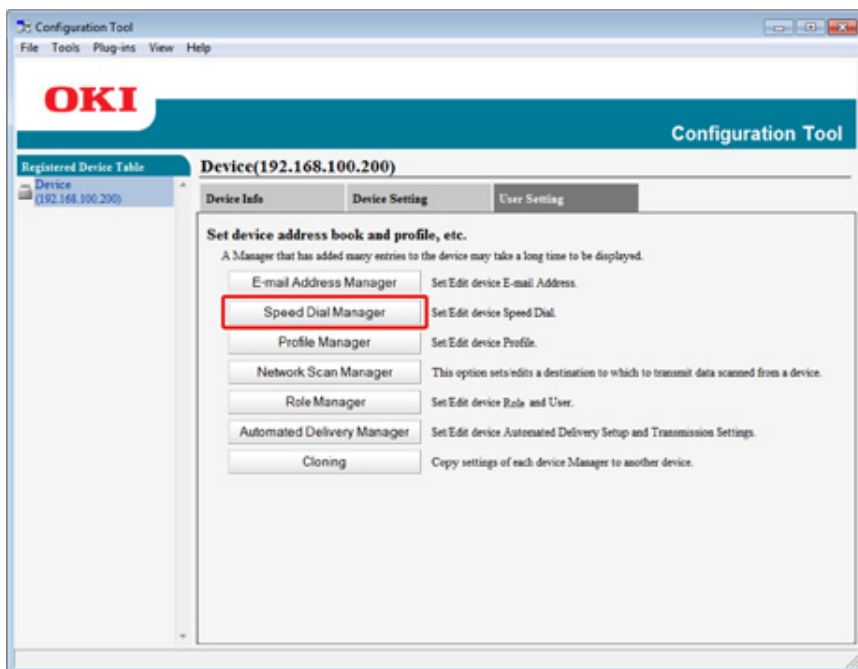
5 Enter the administrator password, and then click [OK].

The factory default password is "999999".
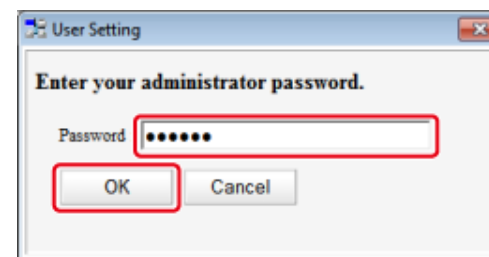
6 Click (New(Speed Dial)).

7 Enter a fax number, and then click [OK].

8 Click (Save to device).

Registering a Group Number (Configuration Tool)

If you use the Speed Dial Manager, you can register multiple registered speed dials as a group.

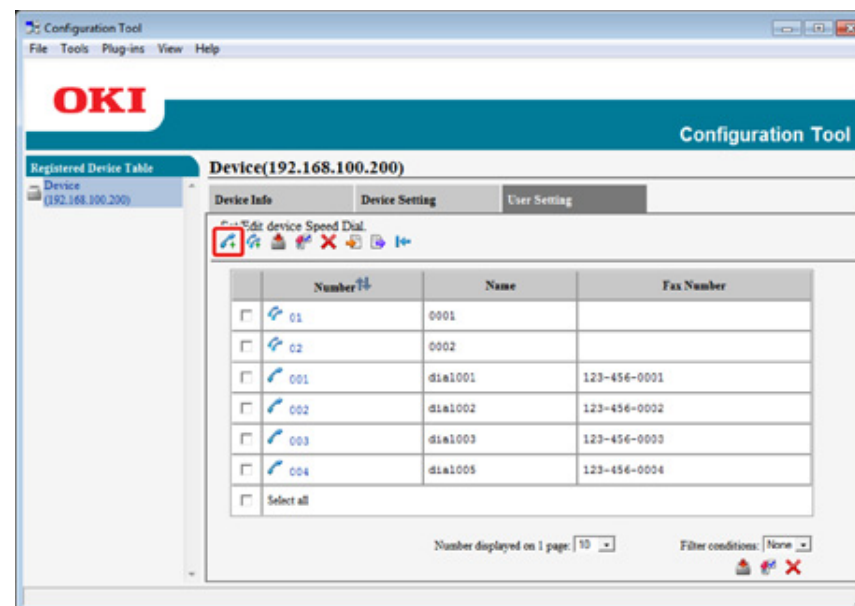You can create up to 32 groups, and register the entire groups as speed dial numbers.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.
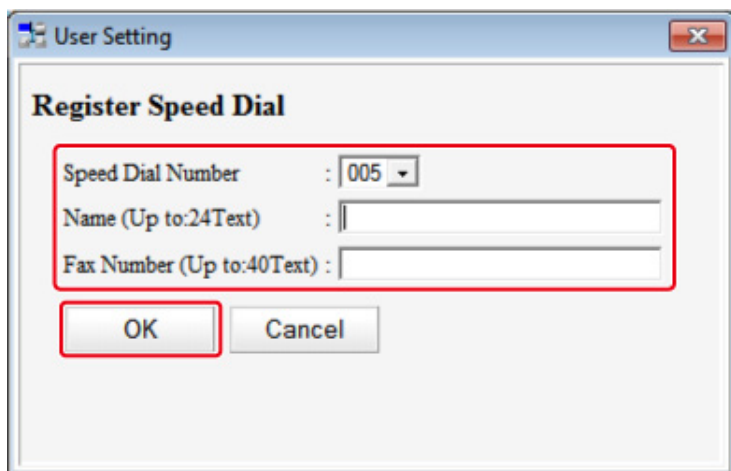
4 Click [Speed Dial Manager].

5 Enter the administrator password, and then click [OK].

The factory default password is "999999".
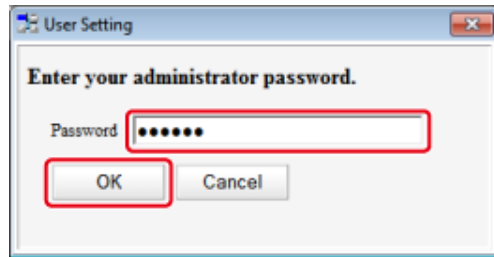
6 Click 📞 (New(Group)).

7 Register a group, and then click [OK].

8 Click 📥 (Save to device).

Deleting a Registered Fax Number (Configuration Tool)

If you use the Speed Dial Manager, you can delete registered speed dials.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Speed Dial Manager].
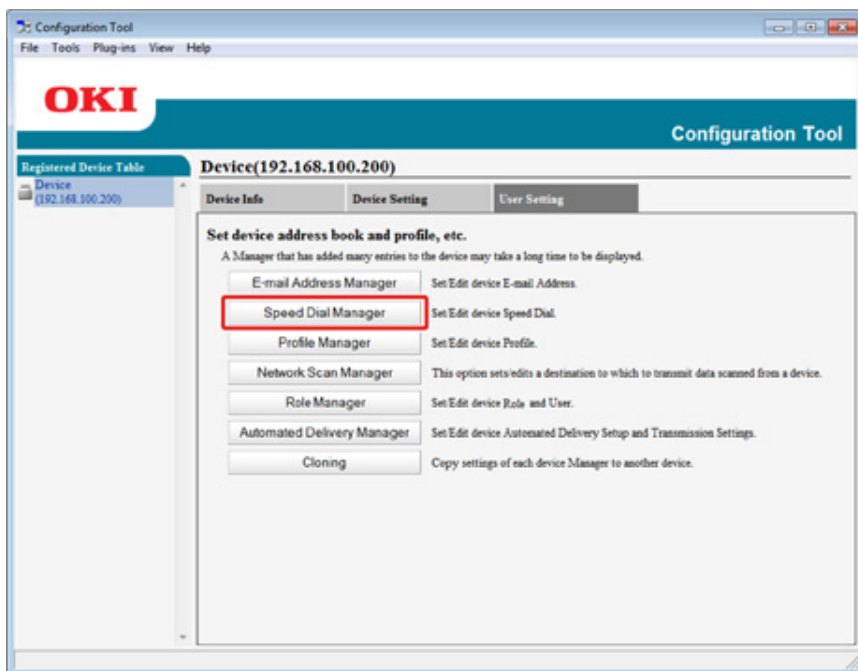
5 Enter the administrator password, and then click [OK].

The factory default password is "999999".
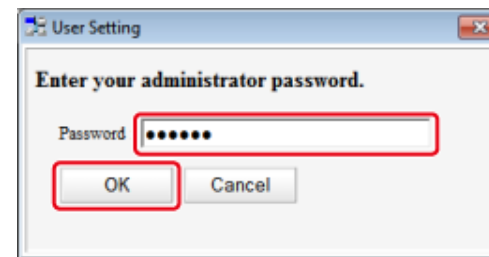
6 Select the destination to delete, and then click 📱 (Delete).

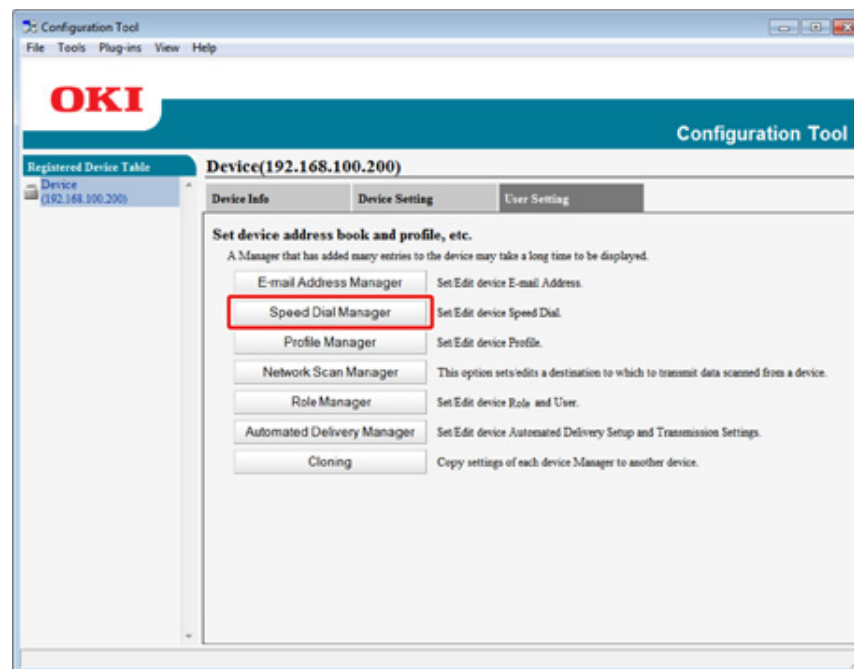If you click ✖ (Delete all), all the destinations or groups are deleted.

7 Click 📥 (Save to device).

Deleting a Registered Group Number (Configuration Tool)

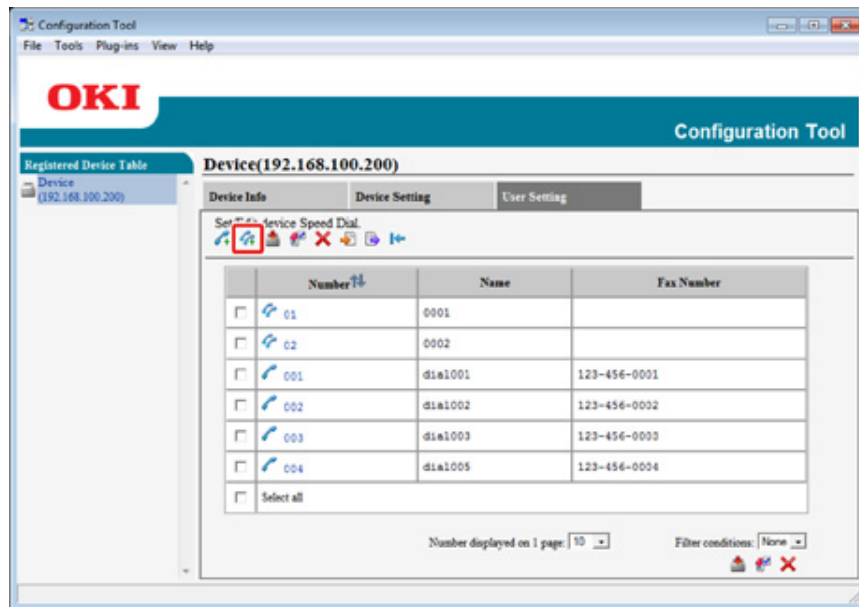If you use the Speed Dial Manager, you can delete registered speed dial groups.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine from [Registered Device Table].

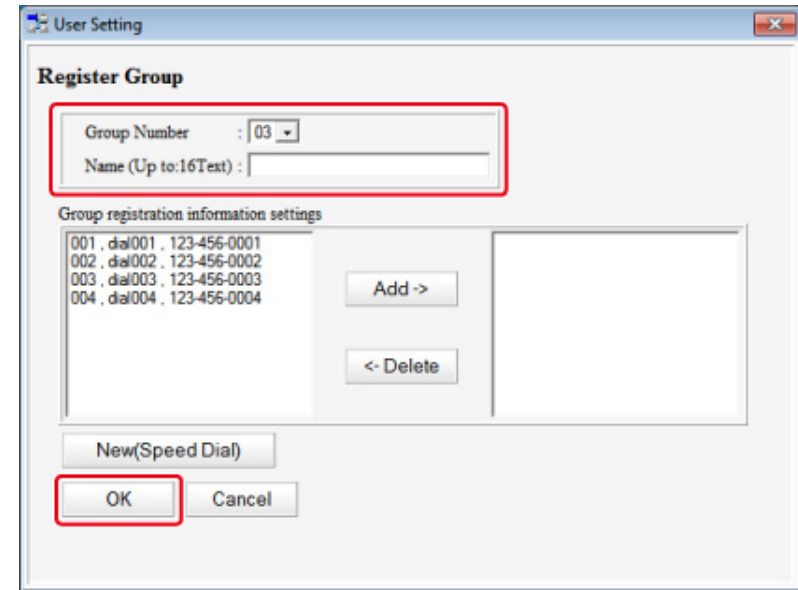**3** Select the [User Setting] tab.

4 Click [Speed Dial Manager].

5 Enter the administrator password, and then click [OK].

The factory default password is "999999".
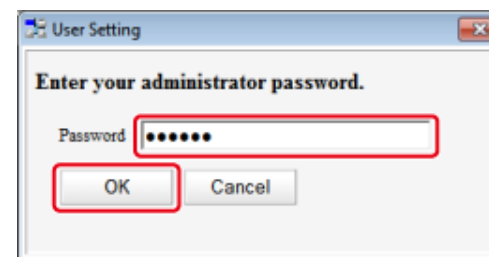
6 Select the group to delete, and then click 🗑 (Delete).

If you click ✖ (Delete all), all the destinations or groups are deleted.

7 Click 📥 (Save to device).

Importing and Exporting Speed Dials of Destinations

If you use the Speed Dial Manager, you can import and export the speed dial or group of destinations.

- Exporting Speed Dials to a File
- Importing Speed Dials from a File

Exporting Speed Dials to a File

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine that has the speed dials you want to export from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Speed Dial Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click ![export icon] (Export to file).

7 Enter the name of a file, select a save destination folder, and then click [Save].

⊘

After exporting, the edited CSV file may not restore properly.
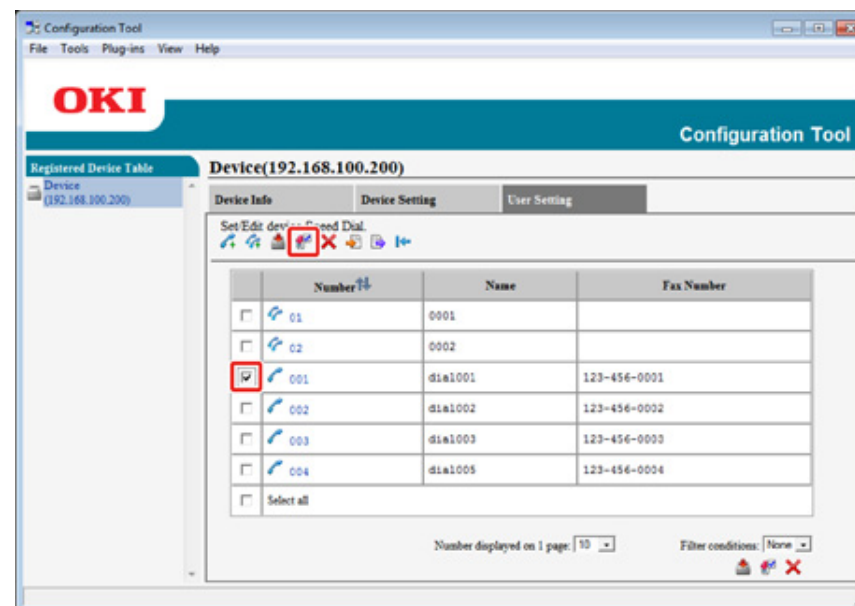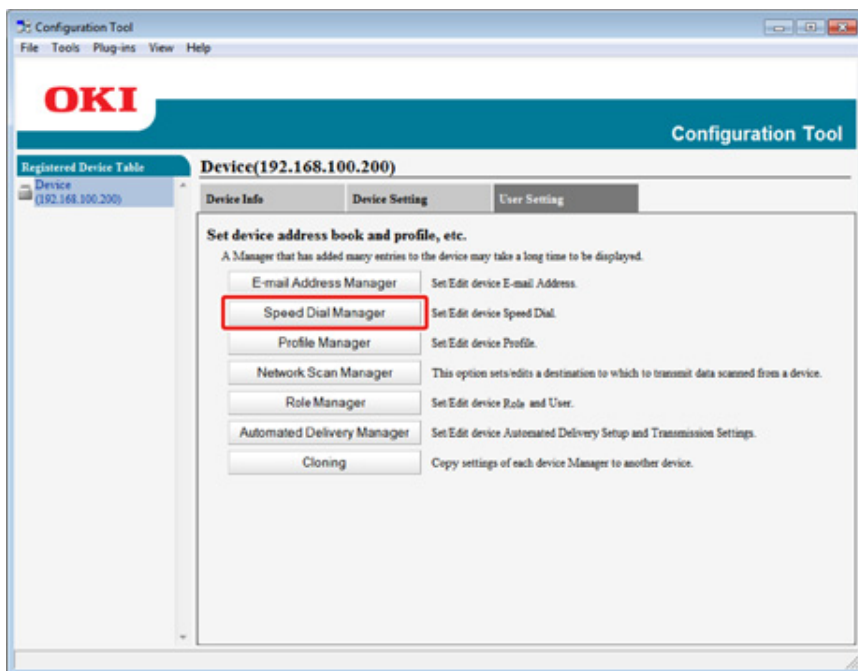
Importing Speed Dials from a File

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Select the machine to which you want to import the speed dials from [Registered Device Table].

3 Select the [User Setting] tab.

4 Click [Speed Dial Manager].

5 Enter the administrator password, and then click [OK].
The factory default password is "999999".

6 Click ![import icon] (Import from file).

7 Click [Open] from [Select CSV File].

8 Select the file to import, and then click [Open].

9 Click [Next].

10 Select the settings to import, and then click [Import].

11 Click ![save icon] (Save to device).

![pencil icon]

CSV files exported from Outlook Express (Windows Mail and Windows Live Mail) can also be restored.

Removing This Machine
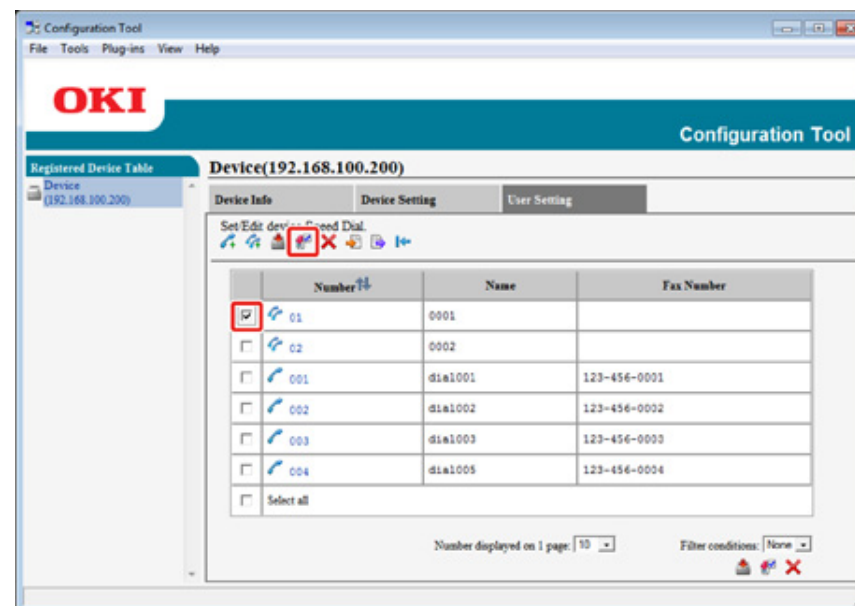
You can remove a registered device.

1 Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2 Right-click the machine from [Registered Device Table].

3 Select [Remove device].

4 Click [Yes] on a confirmation screen.

Descriptions of Screens for Configuration Tool

This section describes the name and function of each screen.

• **[Device Info] tab**
The status and information of the machine are displayed.
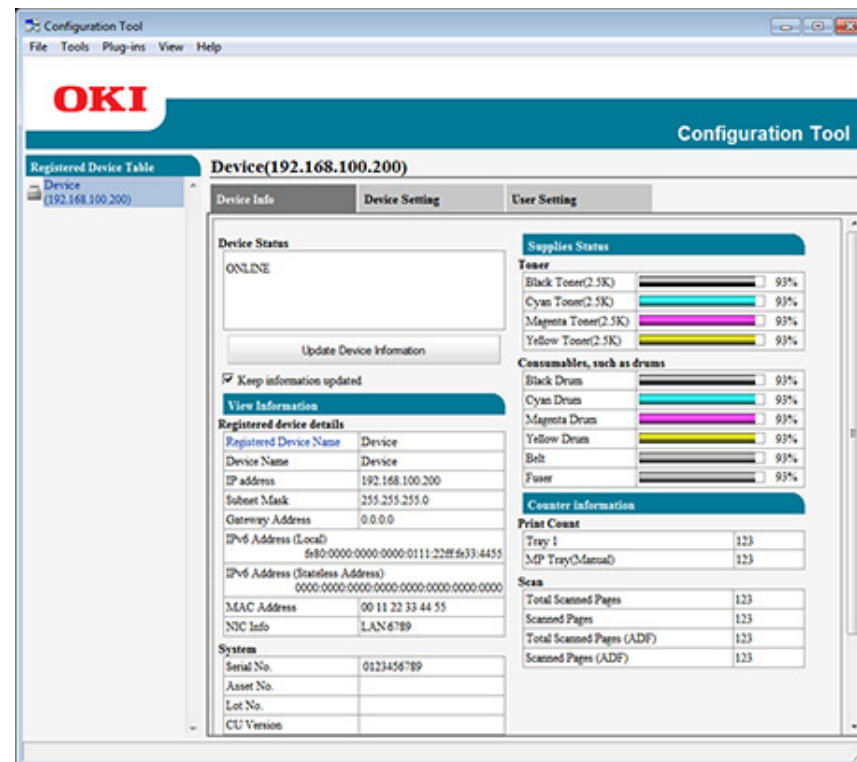
- **[Device Setting] tab**
  Set the device menu.
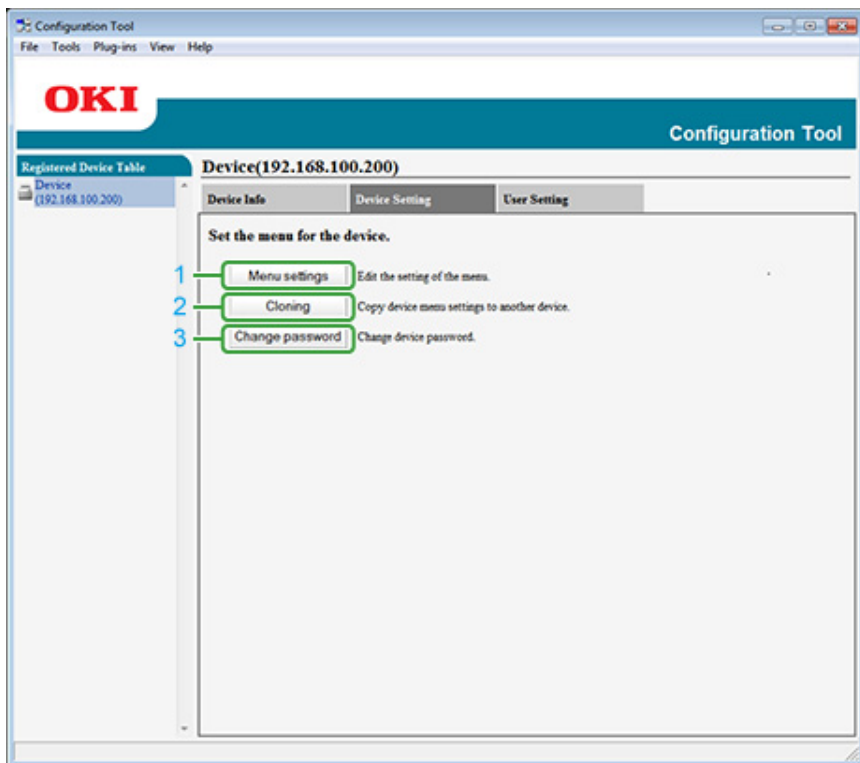
	Item	Description
1	Menu Settings	Edit the setting of the menu.
2	Cloning	Copy device menu settings to another device.
3	Change password	Change device password.

- **[User Setting] tab**
  Set the device address book, profile, and other settings.
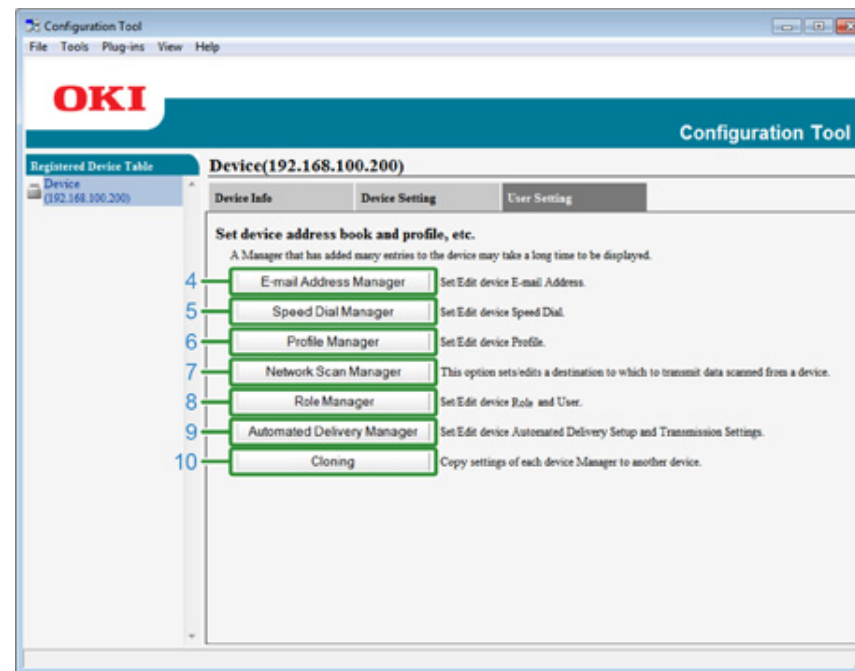
	Item	Description
4	E-mail Address Manager	Set/Edit device E-mail Address.
5	Speed Dial Manager	Set/Edit device Speed Dial.
6	Profile Manager	Set/Edit device Profile.
7	Network Scan Manager	This option sets/edits a destination to which to transmit data scanned from a device.
8	Role Manager	Set/Edit device users and roles.
9	Automated Delivery Manager	Set/Edit device Automated Delivery Setup and Transmission Settings.
10	Cloning	Copy settings of each device Manager to another device.

- **[Alert Info] plug-in**
  Detect a device event and sends a notification.
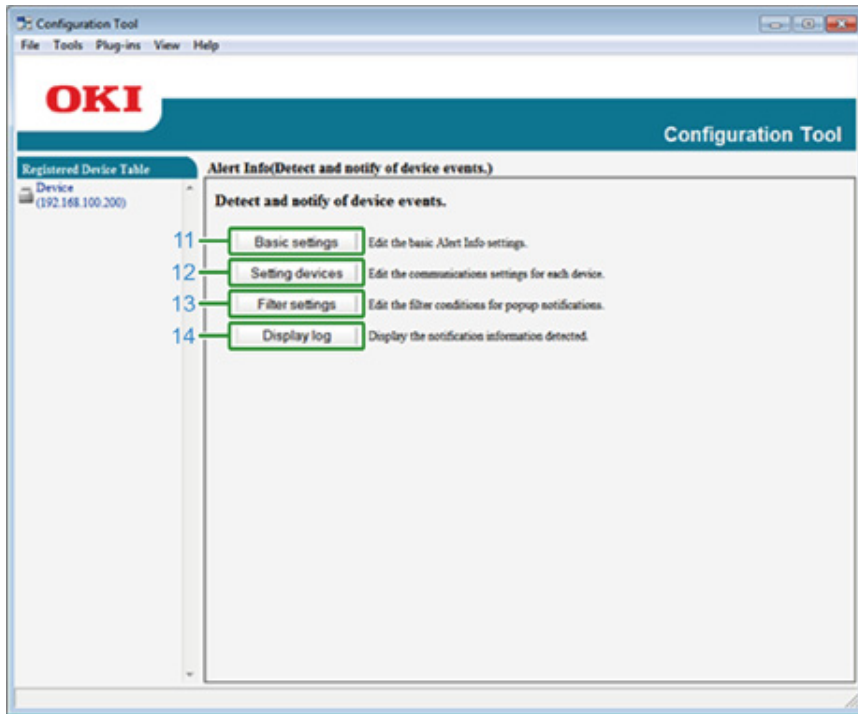
	Item	Description
11	Basic settings	Edit the basic Alert Info settings.
12	Setting devices	Edit the communications settings for each device.
13	Filter settings	Edit the filter conditions for popup notifications.
14	Display log	Display the notification information detected.

- **[Network Setting] plug-in**
  Set the device network.
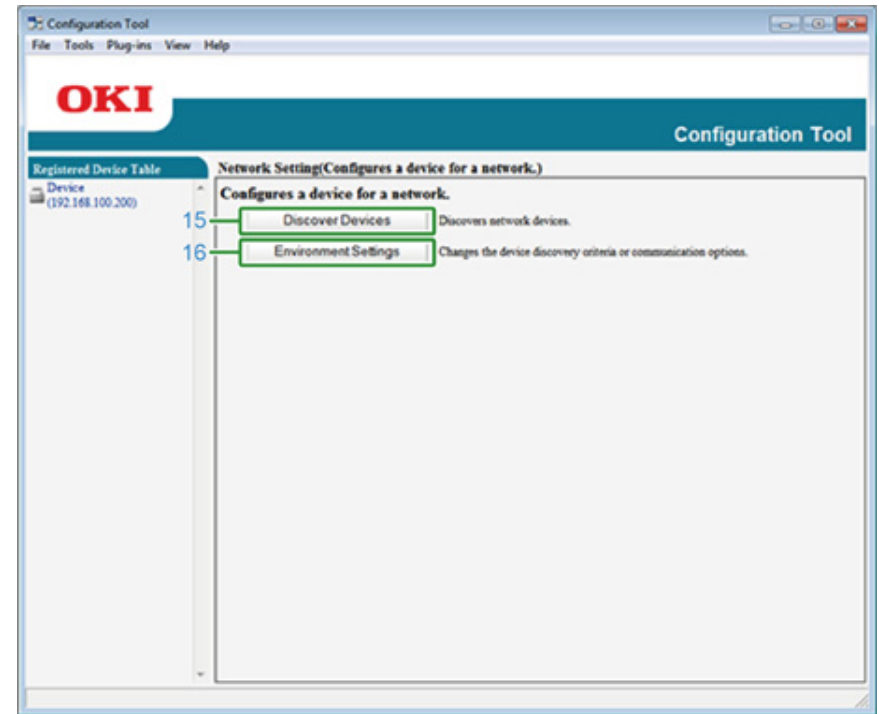
	Item	Description
15	Discover Devices	Discovers network devices.
16	Environment Settings	Changes the device discovery criteria or communication options.

- **[Storage Manager] plug-in**
  Create or edit a file to download to a device.
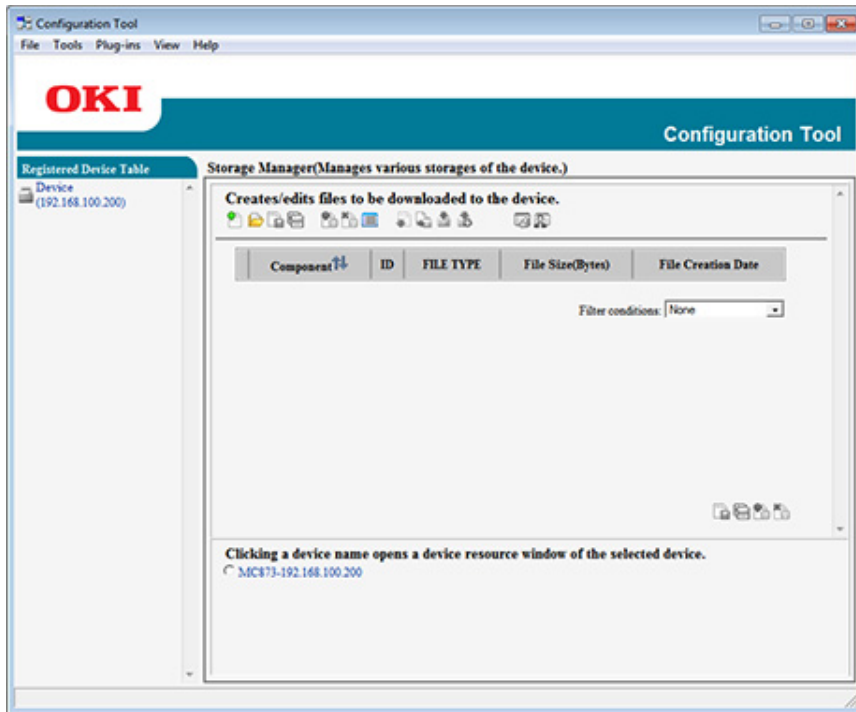
ActKey

Use ActKey when you want to save scanned data to the computer. You can start scanning according to the specified settings just by clicking a button on a computer.

🔗 Using ActKey

- ActKey does not support Mac OS X.

- When you install ActKey, Network Configuration is also installed at the same time.

🔗 Starting Scanning on a Device (ActKey)

OKI LPR Utility

You can perform a print job via a network, manage print jobs, and check the machine status by using OKI LPR Utility.

To use OKI LPR Utility, TCP/IP must be enabled.

(!)

OKI LPR Utility cannot be used for shared printers. Use the standard TCP/IP port.

- Starting OKI LPR Utility
- Registering a Device to OKI LPR Utility
- Checking the Status of a Registered Device
- Forwarding Print Jobs to a Registered Device
- Printing the Same Document from the Registered Multiple Devices
- Opening the Web Page of the Registered Device
- Following the IP Address of the Registered Device Automatically
- Setting the Web Port Number of the Machine
- Sending a File to a Device That is Registered in OKI LPR Utility
- Deleting an Unnecessary Print Job
- Uninstalling OKI LPR Utility (Uninstall)

Starting OKI LPR Utility

1 Click [Start], and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [OKI LPR Utility].

Registering a Device to OKI LPR Utility

Add a device to OKI LPR Utility.

⊘

- You must have the administrator rights.
- If you cannot add a device, exit OKI LPR Utility, and then follow the procedure below.
  - Click [Start] > [All Programs] > [Okidata] > [OKI LPR Utility], right-click [OKI LPR Utility], and then select [Run as administrator] to start.

✍

You cannot add the device that is already registered in OKI LPR Utility. To change the port, select [Confirm Connections] from [Remote Print].

1 Start OKI LPR Utility.

2 Select [Add Printer] from the [Remote Print] menu.

If the [User Account Control] dialog is displayed, click [Yes].

3 Select [Printer Name].

Network printers and printers connected to the LPR port are not displayed.

4 Enter [IP Address]. Or click [Search], select a model name you want to register from [Discovered Printer], and then click [OK].

5 Enter information for identify the device in [Comments] if necessary.
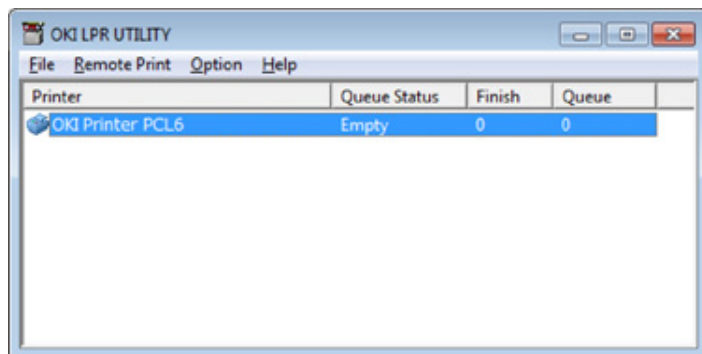
6 Click [OK].

Checking the Status of a Registered Device

1 Start OKI LPR Utility.

2 Select a device.

3 Select [Printer Status] from the [Remote Print] menu.

Forwarding Print Jobs to a Registered Device

This section describes how to forward selected print jobs to a registered device using the OKI LPR Utility. This section also describes how to automatically forward a print job to a different registered device when a problem occurs on the forward destination device.

⊘

- Print jobs can only be forwarded to a device of the same model as your device.
- Before forwarding a job, you must add a device.

• **Forwarding the Selected Print Jobs**

1 Start OKI LPR Utility.

2 Select [Job Status] from the [Remote Print] menu.

3 To forward a print job, select a job, select [Redirect] from the [Job] menu, and then select the destination device.

• **Forwarding Print Jobs Automatically**

If you are unable to print because the selected device is busy, offline, out of paper, or due to other reasons, you can set so that a print job can be automatically forwarded to another OKI model device.

⊘

You must log in as the administrator.

1 Start OKI LPR Utility.

2 Select the device to set.

3 Select [Confirm Connections] from the [Remote Print] menu.

4 Click [Details].

5 Select the [Automatic Job Redirect Used] check box.

6 To forward jobs only if an error occurs, select the [Redirect only at the time of an error] check box.

7 Click [Add].

8 Enter the forwarding destination IP address, and then click [OK].

9 Click [OK].

Printing the Same Document from the Registered Multiple Devices

You can print from multiple devices with a single command.

⊘

You must have the administrator rights.

1 Start OKI LPR Utility.

2 Select a device to set.

3 Select [Confirm Connections] from the [Remote Print] menu.

4 Click [Details].

5 Select the [Print to more than one printer at a time] check box.

6 Click [Options].

7 Click [Add].

8 Enter the IP addresses of devices from which you want to print at the same time, and then click [OK].

9 Click [OK].

Opening the Web Page of the Registered Device

You can open the Web page of this machine from OKI LPR Utility.

1 Start OKI LPR Utility.

2 Select a device.

3 Select [Web Setting] from the [Remote Print] menu.

You cannot open the Web page when the Web port number has been changed. For details, see "Setting the Web Port Number of the Machine".

Following the IP Address of the Registered Device Automatically

You can set so that you can maintain the connection with the original printer even after the IP address of the device changes.

You must have the administrator rights.

The IP address may change if DHCP dynamically assigns IP addresses or the network administrator manually changes the IP address of the printer.

1 Start OKI LPR Utility.

2 Select [Setup] from the [Option] menu.

3 Select the [Auto Reconnect] check box, and then click [OK].

Setting the Web Port Number of the Machine

1 Start OKI LPR Utility.

2 Select a device.

3 Select [Confirm Connections] from the [Remote Print] menu.

4 Click [Details].

5 Enter the web port number in [Port Numbers].

6 Click [OK].

Sending a File to a Device That is Registered in OKI LPR Utility

If there is a device that is connected via a network and registered in OKI LPR Utility, you can download the print data.

1 Start OKI LPR Utility.

2 Select the device to which the data is downloaded.

3 Select [Download] from [Remote Print].

4 Select a file, and then click [OK].

The file is sent to the machine.

Deleting an Unnecessary Print Job

You can use OKI LPR Utility to delete unnecessary print jobs.

1 Start OKI LPR Utility.

2 Select a device.

3 Select [Job Status] from the [Remote Print] menu.

4 Select a job to delete.

5 Select [Delete Job] from the [Job] menu.

Uninstalling OKI LPR Utility (Uninstall)

⊘

You must have the administrator rights.

1 Check that OKI LPR Utility is closed.

2 Click [Start], and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [Uninstall OKI LPR Utility].

If the [User Account Control] dialog is displayed, click [Yes].

3 Click [Yes] on a confirmation screen.

Network Extension

In Network Extension, you can check the settings on this machine and set the composition of the options.

In order to use Network Extension, TCP/IP needs to be activated.

$\bigcirc$

This requires administrator rights.

- Network Extension is automatically installed when installing a printer driver through a TCP/IP network.
- Network Extension works in conjunction with the printer driver. Do not install only Network Extension.
- Network Extension only functions when the printer driver is connected to OKI LPR port or the standard TCP/IP port.

- Showing Printer Properties
- Checking the Settings of the Machine
- Set Options Automatically
- Uninstall the Utility

Showing Printer Properties

To use Network Extension, open the printer properties screen.

1 Click [Start], and then select [Devices and Printers].

2 Right-click the printer icon, and then select [Printer properties].

Checking the Settings of the Machine

You can check the settings of this machine.

1 Open the [Printer Properties] screen.

2 Select the [Status] tab.
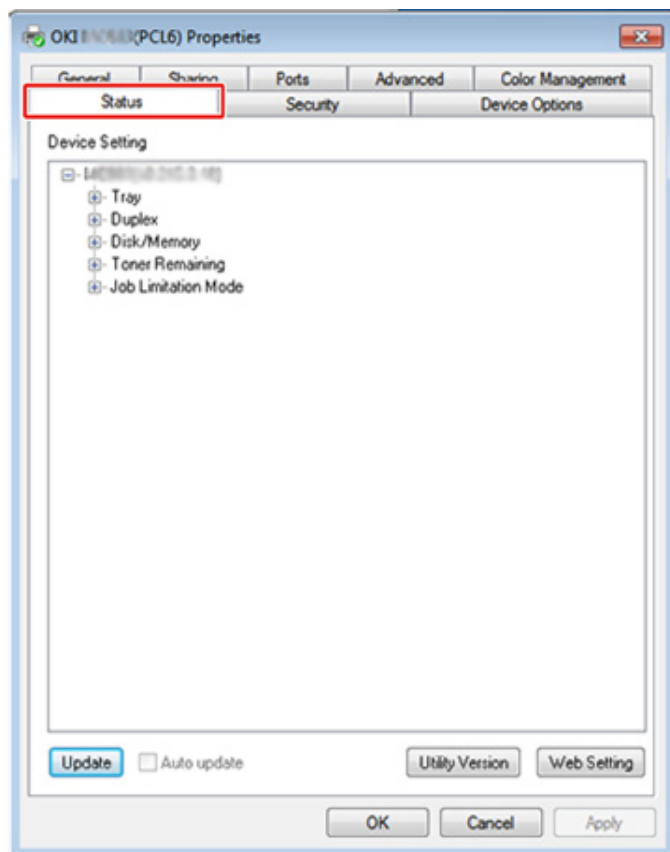
3 Click [Update].

4 Click [OK].

Click [Web Setting] to start the webpage automatically. You can change settings of this machine on this webpage screen.

Web Page of This Machine

The [Status] tab may not be displayed, if you use Network Extension in unsupported environments.

Set Options Automatically

You can get the composition of options of the connected machine and automatically set the printer driver.

1 Open the [Printer Properties] screen.

2 Select the [Device Options] tab.

3 Click [Get Printer Settings].

4 Click [OK].

You cannot configure this when using Network Extension in unsupported environments.

Uninstall the Utility

1 Click [Start], and then select [Control Panel] > [Programs] > [Uninstall a program].

2 Select [OKI Network Extension], and then click [Uninstall].

3 Follow the instructions on the screen and complete the uninstallation.

Network Scanner Setup Tool (Mac OS X)

This section describes about the Network Scanner Setup Tool which is a tool for setting the connection destination.

1 Select [Application] > [OKIDATA] > [Scanner] > [Network Scanner Setup Tool].

2 Select the machine from the [Scan Settings] dialog, click [Register], register [Name] and Host in the [Register host address], and then click [OK].

Network Card Setup (Mac OS X)

You can use Network Card Setup to configure the network.

To use Network Card Setup, TCP/IP must be activated.

- Setting the IP Address
- Configuring Web Settings
- Quitting Network Card Setup

Setting the IP Address

1 Start Network Card Setup.

🔗 Installing Software

2 Select this machine from the list.

3 Select [IP Address Settings] from the [Operations] menu.

4 Change other settings if necessary, and then click [Save].

5 Enter the administrator password, and then click [OK].

- The factory default password is "999999".
- The password is case sensitive.

6 Click [OK] to enable new settings.

The network card of this machine restarts.

Configuring Web Settings

You can set the network settings for this machine by starting Network Card Setup.

- **Enabling Web Settings**

1 Start Network Card Setup.

🔗 Installing Software

2 Select this machine from the list.

3 Select [Web Settings] from the [Operations] menu.

4 Check [Device web settings will be enabled], and then click [Save].

5 Enter the administrator password, and then click [OK].
- The factory default password is "999999".
- The password is case sensitive.

6 Click [OK] in a confirmation window.

- **Opening the Web page**

1 Starts Network Card Setup.

🔗 Installing Software

2 Select this machine from the list.

3 Select [Show Device Webpage] from the [Operations] menu.

The Web page opens, and the machine status page is displayed.

Quitting Network Card Setup

1 Select [Quit] from the [Network Card Setup] menu.

Print Job Accounting Client

Print Job Accounting Client is software that sets user information in the printer driver for using the job account function or authorizing access to the machine.
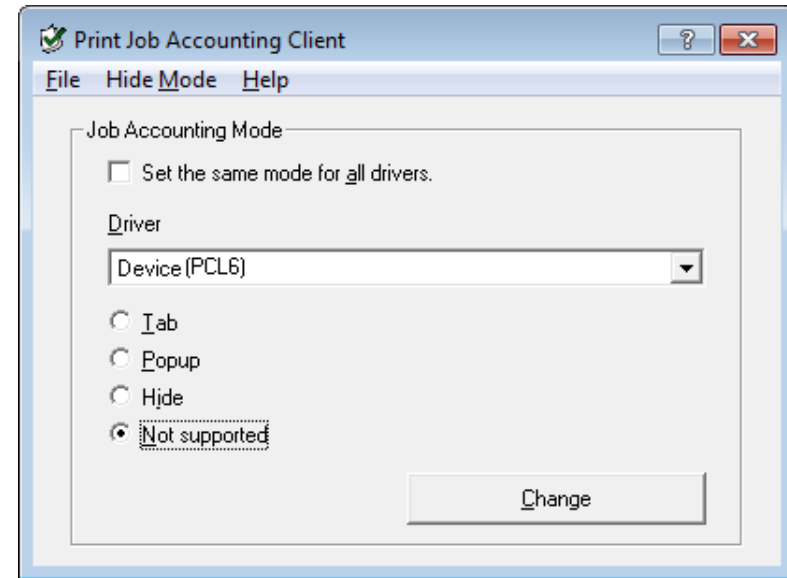
- For Windows
- For Mac OS X

For Windows

You can set a user name and user ID (PIN) to the printer driver.

⚠️

If you update or reinstall a printer driver, Job Accounting mode becomes invalid, requiring you to set the mode again. However, if you are using the function that enables you to set the same mode to all the printer drivers, you do not need to set the mode again.

- **Setting the User Name and Job Account ID**

  You can set the user name and Job Account ID in the printer driver properties.

1 Click [Start], and then select [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].

2 Select the driver to set from the list of drivers.

  If you want to set all the printer drivers to the same mode, select the [Set the same mode for All drivers.] check box.

3 Select [Tab], and then click [Change].

  A window is displayed.

4 Click [OK].

5 Select [Close] from the [File] menu.

6 Click [Start], and then select [Devices and Printers].

7 Right-click the OKI printer icon, and then select [Printer Properties].

8 Select the [Job Accounting] tab, enter the user name and job accounting ID, and then click [OK].

• **Setting Popup Mode**
When using this function, you must enter the user name and job account ID each time you start a print job.

1 Click [Start], and then select [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].

2 Select the driver to set from the list of drivers.
If you want to set all the printer drivers to the same mode, click the [Set the same mode for All drivers] check box.

3 Select [Popup], and then click [Change].
A window is displayed.

4 Click [OK].

5 Select [Close] from the [File] menu.

• **Setting a Job Account ID for Each User in Hide Mode**
The system manager can create and register an ID file in which job account IDs and user names that are tied to user names for logging in to Windows are described in advance. Users do not need to enter their user names and job account IDs when printing, as they can be identified with this software.
Use Hide Mode for shared printers.

**1** Create an ID file using Notepad or spreadsheet software.

• Describe user names and user IDs in an ID file in the following order.
A login user name (a user name that is entered to log in to Windows), a user ID (a user ID that is tied to the login user name).
• The user name can be omitted. If the user name is omitted, the login user name is used as the user name.
• Separate each item with a comma.
• If using spreadsheet software, describe a login user name, job account ID, and user name on each line for each user.

2 Save the file in "CSV" extension format.

3 Click [Start], and then select [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].

4 Select the driver to set from the list of drivers.
If you want to set all the printer drivers to the same mode, click the [Set the same mode for All drivers] check box.

If you are using a shared printer, do not use the function that enable you to set all the print drivers to the same mode. If printing on the client side of a shared printer, account information is not output.

5 Select [Hide], and then click [Change].

6 Click [OK].

7 Select [Import ID File] from the [Hide Mode] menu.

8 Specify the ID file you created in step 1, and then click [Open].

9 Clear the [Set fixed Job Account ID for all users] check box from the [Hide Mode] menu.

10 Select [Close] from the [File] menu.

For Mac OS X

This is client software for Print Job Accounting.

You can set the user name and user ID in the printer driver.
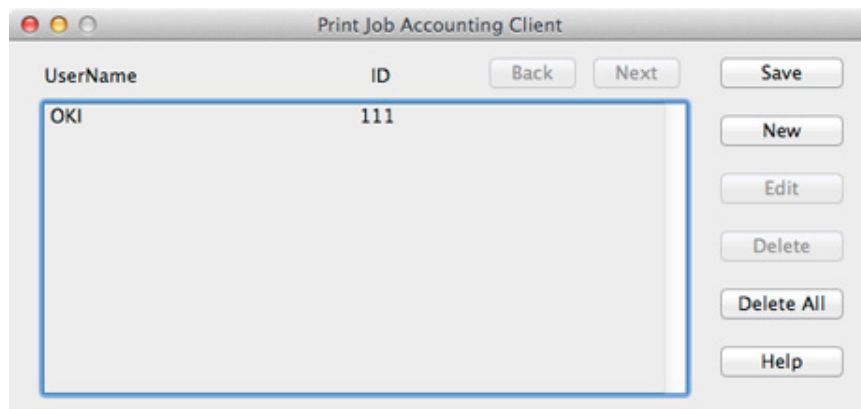
• **Registering a User ID**

1 Start the Print Job Accounting client.

2 Click [New].

3 Enter the Mac OS X login name, new user name, new user ID, and then click [Save].

4 Click [Save].

5 Exit the Print Job Accounting client.

• **Registering Multiple Users at the Same Time**
You can register multiple user IDs and user names at the same time by using a CSV file.

The following procedure uses TextEdit as an example.

1 Start TextEdit.

2 Enter in the order of login name, user ID, and user name, separated with commas.

3 Save the file in a CSV format.

4 Start the Print Job Accounting client.

5 Select [Import] from the [File] menu.

6 Select the CSV file you created in step 3, and then click [Open].

7 Click [Save].

8 Exit the Print Job Accounting client.

• **Changing a User ID and User Name**
You can change the user name and user ID.

1 Start the Print Job Accounting client.

2 Select the user to change, and then click [Edit].

3 Enter the new user ID and user name, and then click [Save].

4 Click [Save].

5 Exit the Print Job Accounting Client.

• **Deleting a User ID and User Name**
You can delete the username and user ID.

1 Start the Print Job Accounting client.

2 Select the user to delete, and then click [Delete].

3 Click [Save].

4 Exit the Print Job Accounting client.

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