TOSHIBA

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

MFP Management Guide

e-STUDIO2010AC/2510AC
e-STUDIO2515AC/3015AC/3515AC/4515AC/5015AC
e-STUDIO2018A/2518A/3018A/3518A/4518A/5018A
e-STUDIO5516AC/6516AC/7516AC
e-STUDIO5518A/6518A/7518A/8518A
e-STUDIO330AC/400AC

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Preface

Thank you for purchasing our product. This manual explains the instructions for administrators to set up and manage the Multifunctional Digital Systems or Multifunctional Digital Color Systems. Read this manual before using the functions.

■ How to read this manual

❑ Symbols in this manual

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

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.
Tip	Describes handy information that is useful to know when operating the equipment.
🕮	Pages describing items related to what you are currently doing. See these pages as required.

❑ Target audience for this manual

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

❑ Model and series names in this manual

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

Model name	Series name in this manual
e-STUDIO2010AC/2510AC	e-STUDIO5015AC Series
e-STUDIO2515AC/3015AC/3515AC/4515AC/5015AC	
e-STUDIO2018A/2518A/3018A/3518A/4518A/5018A	e-STUDIO5018A Series
e-STUDIO5516AC/6516AC/7516AC	e-STUDIO7516AC Series
e-STUDIO5518A/6518A/7518A/8518A	e-STUDIO8518A Series
e-STUDIO330AC/400AC	e-STUDIO400AC Series

❑ Options

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

❑ Explanation for touch panel

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

❑ Abbreviations in this manual

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

❑ Trademarks

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

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Accessing the User Menu

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

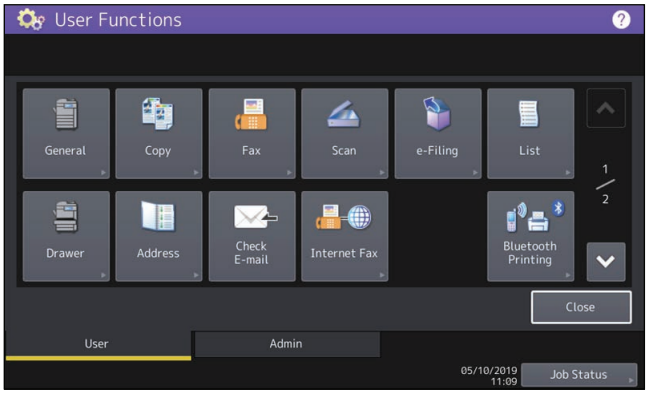
Tip

- For details of the on-screen keyboard, see the following page:
  P.150 “On-screen keyboard”
- For details of the on-screen numeric keypad, see the following page:
  P.151 “On-screen numeric keypad”

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

2 Press the [User] tab.
The User menu is displayed.

3 Continue with the user setting operation that you require.



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

- P.11 “General”
- P.14 “Copy”
- P.16 “Fax”
- P.18 “Scan”
- P.20 “e-Filing”
- P.21 “List”
- P.22 “Drawer”
- P.24 “Address”
- P.28 “Check E-mail”
- P.29 “Internet Fax”
- P.30 “Bluetooth Printing”
- P.31 “Wi-Fi Direct Setting”

Note

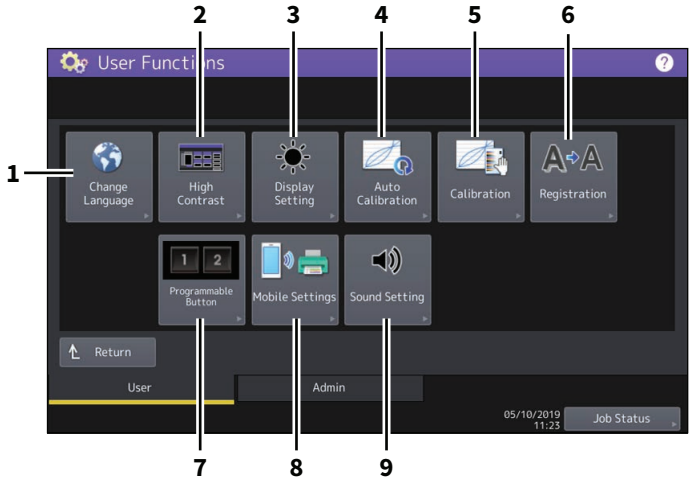
- The displayed buttons differ depending on the model.
- When the User Management function is enabled, the [Admin] tab will be unavailable for a user who logs into the MFP without administrator privileges.

General

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

Tip

For instructions on how to display the General menu, see the following page:
P.10 “Accessing the User Menu”



	Item Name	Description
1	Change Language	P.11 “Changing the display language”
2	High Contrast	P.11 “Setting the high contrast display”
3	Display Setting	P.12 “Adjusting the display setting”
4	Auto Calibration	P.12 “Setting the auto calibration”
5	Calibration	P.12 “Setting the calibration”
6	Registration	P.12 “Setting the registration”
7	Programmable Buttons	P.12 “Displaying the functions of programmable button”
8	Mobile Settings	P.13 “Changing the mobile settings”
9	Sound Setting	P.13 “Setting the sound volume and pitch”

Note

The displayed buttons differ depending on the model.

■ Changing the display language

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

Tip

To add a display language, see the following page:
P.57 “Adding or removing display languages”

■ Setting the high contrast display

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

■ Adjusting the display setting

You can adjust the brightness of the touch panel. On the Display Setting screen, adjust the brightness by pressing [+] or [−].

Tip

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

■ Setting the auto calibration

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

Tip

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

■ Setting the calibration

You can automatically calibrate the color gradation when the shading and hue are not reproduced accurately in the images scanned by this machine.
This function allows you to make more precise adjustments than the “Auto Calibration”.
Instructions on how to perform calibration are the same as when it is performed from the Admin menu.
See the following page:
📖 P.44 “Setting the calibration”

Note

[Calibration] is displayed in the User menu only when [Calibration] in the Display Level screen of the Admin menu is set to [User]. For instructions on how to change the display level, see the following page:
📖 P.44 “Setting the calibration and registration display level”

■ Setting the registration

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

Instructions on how to perform registration are the same as when it is performed from the Admin menu.
See the following page:
📖 P.46 “Setting the registration”

Note

[Registration] is displayed in the User menu only when [Registration] in the Display Level screen of the Admin menu is set to [User].
For instructions on how to change the display level, see the following page:
📖 P.44 “Setting the calibration and registration display level”

Tip

This button is available only for some models.

■ Displaying the functions of programmable button

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

■ Changing the mobile settings

When you print PDF files including transparent data by AirPrint or Mopria Print Service, you can select the print priority for quality or speed.

- Quality Mode — You can print transparent effects.
- Speed Mode — You can print faster without transparent effects.

■ Setting the sound volume and pitch

You can adjust the volume and pitch of the sound on the equipment.

Copy

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

Tip

- The number of pages and options displayed on the Copy screen differ depending on the model.
- For instructions on how to display the Copy screen, see the following page:
  P.10 “Accessing the User Menu”
- For details of the copy functions, refer to the **Copying Guide**.

Item name	Description
Exposure	A setting item for monochromatic models. Select the desired exposure for copy jobs. • **Auto** — Press this button to set the contrast automatically in accordance with the original. • **Manual** — Press this button to set the contrast manually.
Exposure For Color	A setting item for color models. Select the desired exposure for color copies. • **Auto** — Press this button to set the contrast automatically in accordance with the original. • **Manual** — Press this button to set the contrast manually.
Exposure For Black	A setting item for color models. Select the desired exposure for black and white copies. • **Auto** — Press this button to set the contrast automatically in accordance with the original. • **Manual** — Press this button to set the contrast manually.
Resolution for Color*1	A setting item for color models. Select the desired resolution for color copies. • **300** — Press this button to set 300 dpi for color copy resolution. • **600** — Press this button to set 600 dpi for color copy resolution.
Color Mode	A setting item for color models. Press the button of the desired color mode for copy jobs. Only [Black] can be selected when the No Limit Black function (P.143) is enabled.
Copy Bypass Feed	Press the button of the desired paper type for bypass feeding. To make a copy on the back side of the paper, select the paper type and then press [Printed] under “Back Printed”. The displayed paper types differ depending on the model. For details of the paper types, refer to the **Paper Preparation Guide** “Chapter 1: LOADING PAPER”.
Original Mode	A setting item for monochromatic models. Press the button of the desired original mode.
Original Mode for Color	A setting item for color models. Press the button of the desired original mode for color copies.
Original Mode for Black	A setting item for color models. Press the button of the desired original mode for black and white copies.
Original Mode for Auto Color	A setting item for color models. Press the button of the desired original mode for color copies.
Omit Blank Page	Press the button of the desired setting for whether or not to omit blank pages.
Omit Blank Page Adjustment	Select the desired sensitivity from 7 levels to detect and delete blank pages from the scanned original in a copy job. The higher the level is set by pressing [+], the more likely the equipment is to detect blank pages. For details of the function, refer to the **Copying Guide** “Chapter 3: HOW TO USE EDITING FUNCTIONS”.

Item name	Description
ACS Adjustment	A setting item for color models. Select the desired sensitivity from 7 levels to detect whether the original scanned in the Auto Color Copy mode is color or black and white. The higher the level is set by pressing [▲], the more likely the equipment is to detect the scanned original as a color document. The lower the level is set by pressing [▼], the more likely the equipment is to detect the scanned original as a black and white document.
2in1/4in1	Select the default setting for 2in1/4in1 copying. • **Write Laterally** — Select this to lay out the pages from right to left and top to bottom. • **Write Vertically** — Select this to lay out the pages from left to right and top to bottom.
Book->2 *1	Select the default setting for 2-sided copying from a book-type original. • **Open from Right** — Select this to copy the booklet whose pages are opened from left. • **Open from Left** — Select this to copy the booklet whose pages are opened from right.
Magazine Sort	Select the default setting for magazine sort copying. • **Open from Right** — Select this to copy the booklet whose pages are opened from right. • **Open from Left** — Select this to copy the booklet whose pages are opened from left.
Drop Out Level Adjustment	Select the desired sensitivity from 7 levels to omit colors from the scanned originals. The lower the level is set, the less likely black-like colors are omitted. The higher the level is set, the more likely black-like colors are omitted.
Original Size (Original Glass) *1	Select the default original size for copying originals placed on the original glass.

*1 This function is not available for some models.

Fax

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

Tip

- If the FAX Unit is not installed, you can only set [Resolution], [Original Mode], [Exposure], and [Preview Setting].
- If the FAX Unit is not installed, the options set in this menu are applied to Internet Fax transmission jobs.
- Depending on the model, [Fax] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
- For instructions on how to display the Fax screen, see the following page:
📖 P.10 “Accessing the User Menu”

Item name	Description
Resolution	Select the resolution based on the fineness of the original. • **Standard** — This option is suitable for an original with regular size text. • **Fine** — This option is suitable for an original with small size text and fine illustrations. • **U-Fine** — This option is suitable for an original with small size text and detailed illustrations. Tip If the recipient’s fax machine is not capable of receiving originals at the same resolution, the resolution is automatically converted before being sent it to the recipient. The higher the resolution is, the longer it takes to send an original.
Original Mode	Select the scanning mode based on the type of the original. • **Text** — This option is suitable for an original with text and line drawings. • **Text/Photo** — This option is suitable for an original with a mixture of text and photos. • **Photo** — This option is suitable for an original with photos. Tip In the Text/Photo mode or Photo mode, transmission time may be longer than in the TEXT mode.
Tx Type	Set the fax transmission mode. • **Memory Tx** — Send the original after the scanned data are saved in the memory. Up to 100 transmissions of up to 1000 pages per 1 transmission can be reserved. • **Direct Tx** — Send the original directly as it is being scanned. Once a page has been scanned and sent, the next page is scanned and sent. Therefore, it takes longer to scan and send all pages. However, you can confirm on the fly that each page is sent to the recipient.
Exposure	Select the desired exposure for the original. When setting the contrast manually, press ◁ or ▷ to set the desired contrast. When setting the contrast automatically in accordance with the original, press [Auto].
Secure Receive Forced Setting	You can enable or disable the Secure Receive function. This is available only when the Weekly Schedule function is set. • **Enable** — This enables the Secure Receive function. Tip It becomes disabled at the time set by Weekly Schedule. • **Disable** — This disables the Secure Receive function. Tip • It becomes enabled at the time set by Weekly Schedule. • An administrator password is required.

Item name	Description
RTI for G3	Switch the RTI recording On or Off for G3 fax. To enable this feature, the Terminal ID must be registered to this equipment in advance.
TTI for G3	Switch the TTI recording On or Off for G3 fax. To enable this feature, the Terminal ID must be registered to this equipment in advance. Tip Setting this item may not be required since it may not be displayed on the screen (it depends on your country or region).
ECM for G3	Switch the ECM (Error Correction Mode) communication On or Off for G3 fax. ECM is an internationally standardized communication mode that automatically corrects errors that occur during fax transmissions. With this setting option ON, even when the transmitted data have been affected by noise during communication, this mode allows good communication without image distortion by automatically resending the part that have been affected. Tip • Both the sender and the receiver must have the ECM function to make ECM communication available. • When affected by noise during communication, communication time is slightly longer than usual. Even when the ECM communication is used, an error may occur depending on the line status. • The ECM communication is not available for voice communication.
Multidest. Confirmation	Select whether to display the confirmation screen when multiple destinations are specified.
Preview Setting	Enabling the Preview function allows you to preview the scanned image before transmitting the fax/Internet Fax job. • **On** — Press this button to enable the function. • **Off** — Press this button to disable the function.
Tx Speed Limit	The transmission with V.34 may fail depending on the communication quality of your line. Transmission failures may be avoided when this setting is set to On.
Rx Speed Limit	The reception with V.34 may fail depending on the communication quality of your line. Reception failures may be avoided when this setting is set to On. • **Line1** — Selects whether to enable the Rx speed limit for the 1st line. • **Line2** *1 — Selects whether to enable the Rx speed limit for the 2nd line.
Default Address Book	Select the default tab displayed in the address book.
Default View for Single	Select the default display format for the single tab of the address book.
Default View for Group	Select the default display format for the group tab of the address book.
Original Size (Original Glass) *1	Select the default original size for faxing originals placed on the original glass.

*1 This function is not available for some models.

Scan

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

Tip

- Depending on the model, [Scan] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
- For instructions on how to display the Scan screen, see the following page:
  P.10 “Accessing the User Menu”

Item name	Description
Color Mode	Press the desired mode button.
Compress	Press the desired mode button for scan jobs in Gray Scale, Full Color, or Auto Color mode.
Single/2-Sided Scan	Press the desired mode button. • **Single** — Press this button to set the Single Page Scan mode as the default scan mode. • **Book** — Press this button to set the Book Scan mode as the default scan mode. This enables scans of both sides of originals in the same direction. • **Tablet** — Press this button to set the Tablet Scan mode as the default scan mode. This enables scans of front pages in the general direction, and scans of back pages in the opposite direction.
Rotation	Press the desired mode button. • — Select this option to scan originals without a change in orientation. • — Select this option to rotate your scans 90 degrees to the right. • — Select this option to rotate your scans 180 degrees. • — Select this option to rotate your scans 90 degrees to the left.
Preview Setting	Enabling the Preview function allows you to preview the scanned images before saving or E-mailing them. • **On** — Press this button to enable the function. • **Off** — Press this button to disable the function.
Omit Blank Page	Press the button of the desired setting for whether or not to omit blank pages.
Omit Blank Page Adjustment	Select the desired sensitivity from 7 levels to detect and delete blank pages from the scanned original in a scan job. The higher the level set by pressing [+], the more likely the equipment to detect blank pages. For details of the Omit Blank Page function, refer to the **Scanning Guide** “Chapter 3: USEFUL FUNCTIONS”.
ACS Adjustment	Select the desired sensitivity from 7 levels to detect whether the original scanned in the Auto Color mode is color or black and white. The higher the level set by pressing , the more likely the equipment to detect the scanned original as a color document. The lower the level set by pressing , the more likely the equipment to detect the scanned original as a black and white document.
Image Quality for Black in ACS	Press the desired image quality mode button for scanning black and white originals in the Auto Color mode.
B/W Adjustment for Standard	Select the exposure for scanning black and white originals in the Auto Color mode. The higher the exposure set by pressing , the lighter the scans of black and white in an original. The lower the exposure set by pressing , the darker the scans of black and white in an original.
Default Address Book	Select the default tab displayed in the address book.
Default View for Single	Select the default display format for the single tab of the address book.

Item name	Description
Default View for Group	Select the default display format for the group tab of the address book.
Drop Out Level Adjustment	Select the desired sensitivity from 7 levels to omit colors from the scanned originals. The lower the level is set, the less likely black-like colors are omitted. The higher the level is set, the more likely black-like colors are omitted.
Original Size (Original Glass) *1	Select the default original size for scanning originals placed on the original glass.

*1 This function is not available for some models.

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

Item name	Description
Resolution	Press the button of the desired resolution (dpi) for scans.
Original Mode	Press the button of the desired mode for scans. ([Original Mode] is not available in Gray Scale mode.)
Exposure	Select the desired exposure for scans. To set the contrast manually, press [◁] or [▷] and set the desired contrast level. To set the contrast automatically in accordance with the original, press [Auto].
Background Adjustment	Select the desired background exposure for scans. The higher the exposure set by pressing [◁], the lighter the background color. The lower the exposure set by pressing [▷], the darker the background color.

e-Filing

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

Tip

For instructions on how to display the e-Filing screen, see the following page:
📖 P.10 “Accessing the User Menu”

Item name	Description
General	Press this button to apply proper color quality for printing a general color document.
Photograph	Press this button to apply proper color quality for printing photos.
Presentation	Press this button to apply proper color quality for printing presentation material.
Line Art	Press this button to apply proper image quality for printing a document containing many characters or line arts.

List

You can print the lists below.

Tip

- For instructions on how to display the List screen, see the following page:
  P.10 “Accessing the User Menu”
- The list is printed on paper that is fed from the drawer in which LT-R or A4-R paper is set and exits to the receiving tray.

Item name	Description
Address Book	Press this button to print the Address Book Information that shows all registered contacts in the equipment. • **ID Sort** — Press this button to print the Address Book Information sorted by ID number. • **Name Sort** — Press this button to print the Address Book Information sorted by last name.
Group Numbers	Press this button to print the Group Number Information that shows all registered groups and members in the equipment.
Function	Press this button to print the FUNCTION LIST (User).
ITU Mailbox	Press this button to print a list of the current status of the mailboxes registered to this equipment.

When the Department Management feature is enabled, the screen to input the department code is displayed. Enter the department code and press [OK] to print each list. However, when the No Limit Black function (P.143) is enabled, each list is printed without displaying the screen for inputting the department code.

Drawer

You can set the paper size and paper type for each drawer.
P.22 “Setting the paper size”
P.23 “Setting the paper type”

Note

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

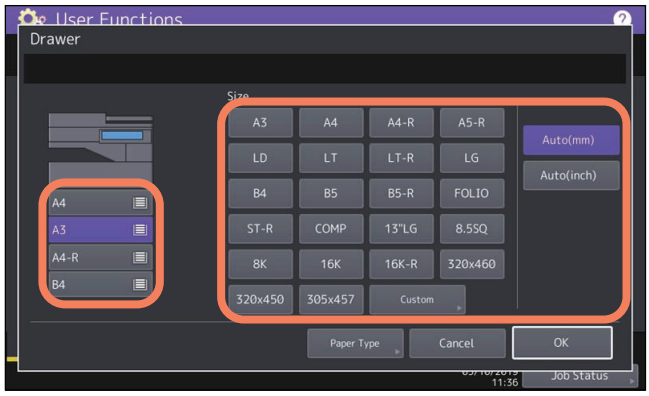
Tip

For instructions on how to display the Drawer screen, see the following page:
P.10 “Accessing the User Menu”

■ Setting the paper size

On the Drawer screen, press the portion of the illustration corresponding to the drawer whose paper size you want to change, and press the desired paper size button. Available paper sizes and the availability of the automatic paper size detection vary from model to model.

Other than e-STUDIO400AC Series



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

Note

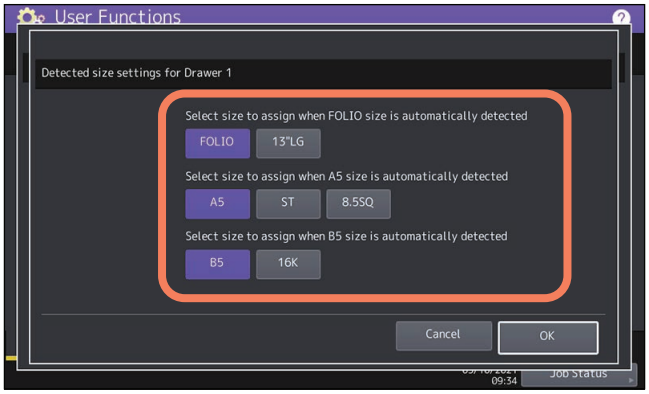
The equipment may fail to detect the paper size and displays the “!” mark if the LT format paper is placed in the drawer for which [Auto(mm)] is set or vice versa. In this case, correct the selected button.

e-STUDIO400AC Series



To set paper sizes automatically, press [Auto] instead of the paper size buttons. Detecting similar paper sizes might set incorrect ones automatically. To set correct paper sizes, press [Detected Size] and select the correct paper sizes for three groups of similar paper sizes. When you use the [Auto] function, the correct paper sizes are set to the drawers.

- Select FOLIO or 13"LG.
- Select A5, ST, or 8.5SQ.
- Select B5 or 16K.

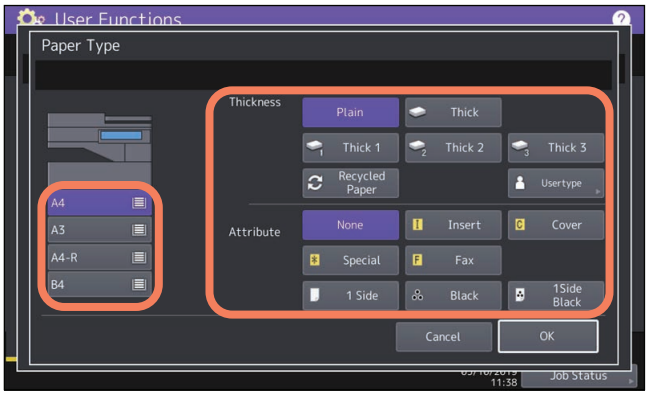


Note

- When you select a paper size manually, you do not select the dimmed [Detected Size] button.
- When you select the optional Large Capacity Feeder (LCF), which can detect the correct paper size automatically, you do not select the dimmed [Detected Size] button. If the option cannot detect the paper size correctly for one reason or another, such as improper position of the paper guide and placement of unapplicable paper, you cannot use it to feed paper.
- The 13"LG paper size is not supported for the Fax, Internet Fax, List, and E-mail print functions.

■ Setting the paper type

On the Drawer screen, press the portion of the illustration corresponding to the drawer whose paper type you want to change and press the desired paper type button. Available paper sizes and types vary from model to model.



- The Paper Type screen consists of two sections: Thickness and Attribute.
- Set Thickness when using thick paper and recycled paper.
- Set Attribute when using the paper in the drawer for a specific purpose. For example, if you select [Insert] for a drawer, the paper in the drawer will always be used for copy insertion.

Tip

- For details of the paper types, refer to the **Paper Preparation Guide** “Chapter 1: LOADING PAPER”.
- Paper placed in a drawer set with Thickness other than [Plain] or [Recycled Paper], or paper placed in a drawer set with Attribute other than [None] is out of the scope of the Automatic Paper Selection (APS).
  For details of APS, refer to the **Copying Guide** “Chapter 2: HOW TO MAKE COPIES”.
- Do not use [Usertype].
- When an attribute other than [None] is set for a drawer, the paper placed in this drawer is out of the scope of the Automatic Change of Paper Source function.
  For details of this function, see the following page:
  P.88 “Copy”

Address

This menu allows you to perform the following operations:

- P.24 “Managing contacts in address book”
- P.27 “Managing groups in address book”

Tip

For instructions on how to display the Address Book menu, see the following page:
P.10 “Accessing the User Menu”

■ Managing contacts in address book

Contacts registered in the address book can be listed from the screen displayed when [Fax] on the Home screen is pressed, for example. When transmitting a fax or internet fax, you can easily specify the recipients by selecting from the address book list. Furthermore, the address book can also be used to specify E-mail addresses for Scan to E-mail transmission.
In the address book, you can register up to 3000 contacts, which can contain a fax number, an e-mail address, or both. When the FAX Unit is installed, you can also specify fax transmission options for each contact, such as transmission type, ECM, quality transmission, line select*, and subaddress settings.

* The line select is not available for the models without the 2nd line for FAX Unit.

Note

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

On the [Single] tab of the Address Book menu, you can perform the following operations to manage contacts.
P.24 “Creating new contacts”
P.26 “Editing or deleting contacts”
P.26 “Searching for contacts”
P.26 “Setting the display order of the searching results for contacts”

Tip

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

❑ Creating new contacts

You can create new contacts in the address book. The following two methods are available to create new contacts.
P.24 “Registering contacts on the User functions screen”
P.25 “Registering contacts from Log lists”

Registering contacts on the User functions screen

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

Item name	Description
First Name	Press this button to enter the first name of the contact. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
Last Name	Press this button to enter the last name of the contact. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
Index	Press this button to enter the index of the contact. You can enter up to 64 characters. Tip It is recommended to input the index since the address is displayed according to the index when the buttons at the top of the ADDRESS BOOK screen are pressed.
Corp.	Press this button to enter the company name of the contact. You can enter up to 64 characters.

Item name	Description
Dept.	Press this button to enter the department name of the contact. You can enter up to 64 characters.
Keyword	Press this button to enter a keyword for the contact. This keyword can be used to search for this contact. You can enter up to 256 characters.
Fax No.	Press this button to enter the fax number of the contact. You can enter a number of up to 128 digits. When you press the favorite button for the destination, the registered address is displayed on the favorite tab of the address book.
2nd Fax	Press this button to enter the second fax number of the contact. (When repeated attempts to connect to [Fax No.] fail, fax is sent to [2nd Fax] if registered.) You can enter a number of up to 128 digits.
E-mail	Press this button to enter the E-mail address of the contact. You can enter an address of up to 192 alphanumeric characters. When you press the favorite button, the registered address is displayed on the favorite tab of the address book.

Note

[First Name] or [Last Name], and [Fax No.] or [E-mail] are mandatory items. The contact will not be registered if any of them are missing.

2 Press [Option] to specify the default settings for fax transmission.

Note

- This step is available only when the FAX Unit is installed.
- For details of the options for fax transmission, refer to P.16 “Fax”.

3 Press [OK] to register the contact.

Registering contacts from Log lists

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

The following information can be registered from the Send Log:

- Remote fax numbers that were directly dialed, or that were searched from the LDAP server
- E-mail addresses that were manually entered, or that were searched from the LDAP server

The following information can be registered from the Receive Log:

- Remote fax numbers that were directly dialed, or that were searched from the LDAP server for a polling reception
- E-mail address of the sender

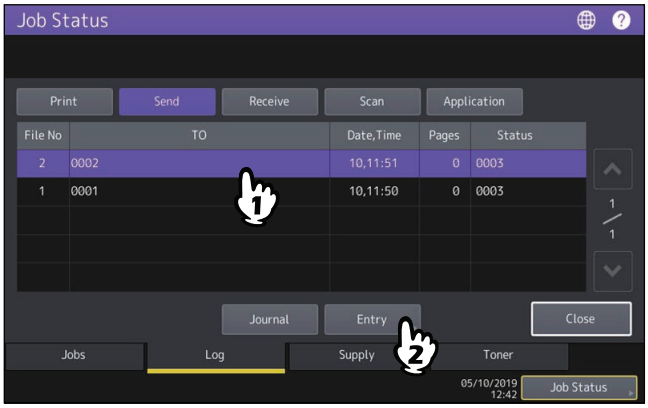
The following information can be registered from the Scan Log:

- E-mail addresses that were manually entered

1 Press [Job Status] on the touch panel.

2 Press the [Log] tab and then, [Send] (or [Receive] or [Scan]).
The Send (or Receive or Scan) log list is displayed.

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



Note

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

4 Edit the contact information.

For the explanation of each item, refer to the following:

P.24 “Creating new contacts”

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

Note

- This step is available only when the FAX Unit is installed.
- For details of the options for fax transmission, refer to P.16 “Fax”.

6 Press [OK] to register the contact.

❑ Editing or deleting contacts

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

❑ Searching for contacts

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

❑ Setting the display order of the searching results for contacts

When you press [Setting] on the Address Book screen, you can set [Known ID Sort] or [Index Sort] as the display order of the results of the above searching for contacts.

■ Managing groups in address book

You can create groups that contain multiple contacts to enable you to specify groups instead of each recipient separately when operating Scan to E-mail, or fax or Internet Fax transmissions.
In the address book, you can register up to 200 groups. You can register up to 400 members in a group.

Note

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

On the Group tab of the Address Book menu, you can perform the following operations to manage contacts.
📖 P.27 “Creating new groups”
📖 P.27 “Editing or deleting groups”
📖 P.27 “Searching for groups”
📖 P.27 “Confirming the members of a group”

❑ Creating new groups

On the Address Book screen, select the Group tab, then press an undefined line, then press [Entry], and then create a group.
Enter the group name and index, and then select the contacts included in the group. You can also search for contacts by pressing the search icon.

❑ Editing or deleting groups

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

Note

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

Tip

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

❑ Searching for groups

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

❑ Confirming the members of a group

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

Check E-mail

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

Note

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

Tip

- For instructions on how to display the Check E-mail screen, see the following page:
  P.10 “Accessing the User Menu”
- The equipment can also automatically check for new E-mails (Internet Faxes) on the POP3 server.

Internet Fax

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

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

Bluetooth Printing

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

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

Note

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

Tip

For details of the setting, see the following page:
📖 P.117 “Bluetooth Settings”

Wi-Fi Direct Setting

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

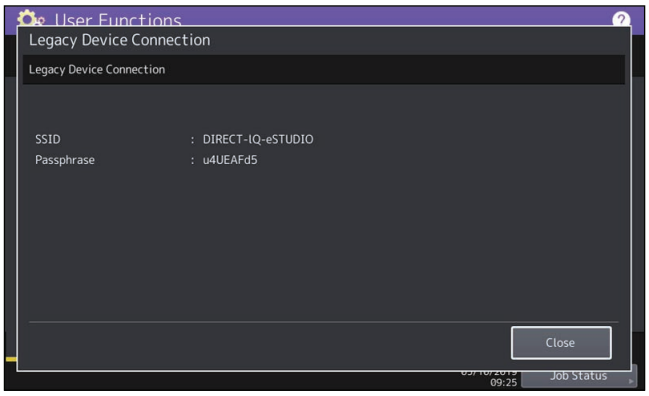
Tip

For details of the setting, see the following page:
P.115 “Settings”

Item name	Description
PBC	Connects with the push button method of WPS.
PIN	Connects with the PIN code method of WPS.
Legacy Device Connection	Displays SSID and Passphrase. P.31 “Connecting with SSID and Passphrase”
Device Information	Displays the device information of this equipment.
Connection Status	Displays the connection information.

■ Connecting with SSID and Passphrase

SSID and Passphrase are displayed in this equipment. Select SSID of this equipment in the device to be connected. Once Passphrase is entered, connection starts.



Note

SSID and Passphrase are changed every time one turns this equipment ON or OFF. On some models, you can fix them referring to the following page:
P.115 “Settings”

2

SETTING ITEMS (Admin)

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Accessing the Admin Menu

Follow the steps below to display the Admin menu in the User Functions screen.

Tip

- For details of the on-screen keyboard, see the following page:
  P.150 “On-screen keyboard”
- For details of the on-screen numeric keypad, see the following page:
  P.151 “On-screen numeric keypad”

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

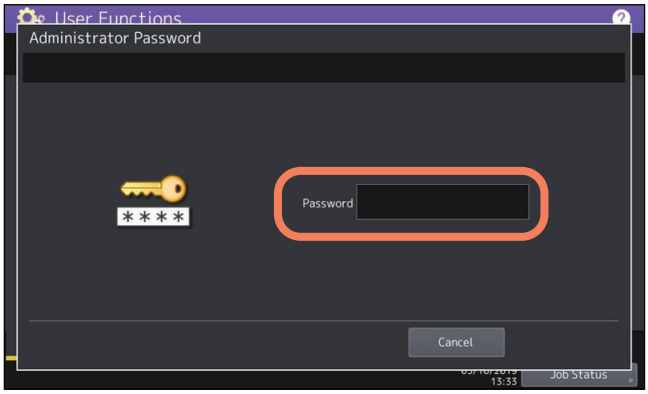
2 Press the [Admin] tab.

- When the User Management function is disabled, you must enter the administrator password. Proceed to the next step.
- When the User Management function is enabled, you must log into the MFP as a user with administrator privileges.
  When you press the [Admin] tab, the Admin menu will be displayed. Proceed to step 4.

Note

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

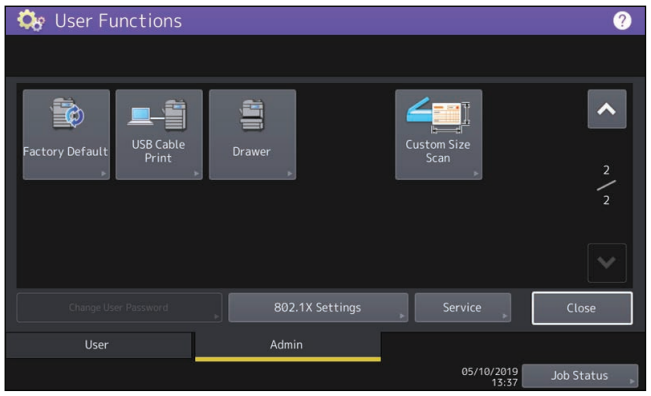
3 Enter the administrator password.



Note

The default administrator password is “123456”. Depending on the model and destination, you are required to change the default administrator password for the first login. Follow the instructions on the screen.

4 Proceed with the administrative operation that you require.

Admin menu (1/2)	Admin menu (2/2)
	

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

- P.37 “General”
- P.75 “Network”
- P.88 “Copy”
- P.90 “Fax”
- P.96 “File”
- P.97 “E-mail”
- P.99 “Internet Fax”
- P.100 “Security”
- P.107 “List/Report”
- P.111 “Printer/e-Filing”
- P.113 “Wireless Setting”
- P.117 “Bluetooth Settings”
- P.118 “Factory Default”
- P.120 “USB Cable Print”
- P.121 “Drawer”
- P.122 “Custom Size Scan”
- P.123 “Change User Password”
- P.124 “802.1X Settings”

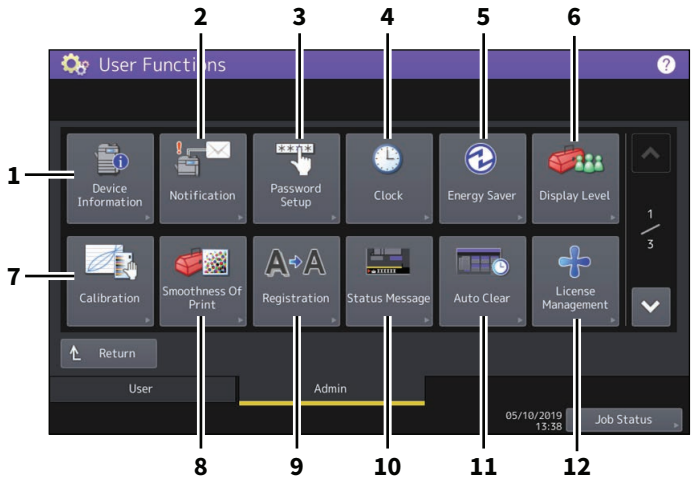
General

You can change the initial settings (defaults) for the equipment. The screen shows the buttons, depending on the model.

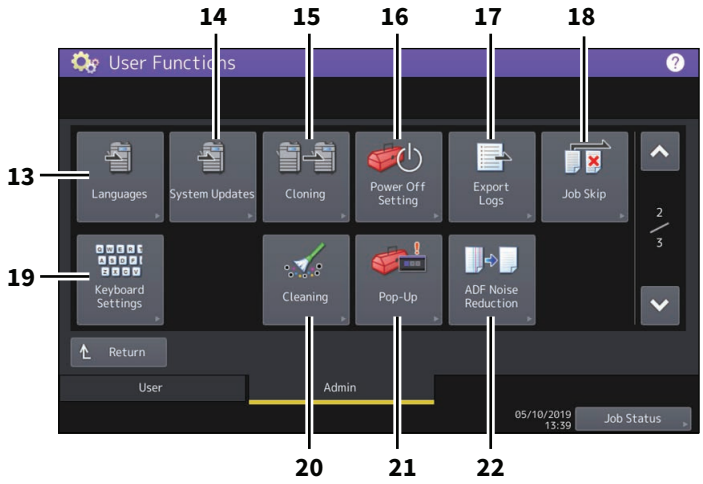
Tip

For instructions on how to display the General menu, see the following page:
P.35 “Accessing the Admin Menu”

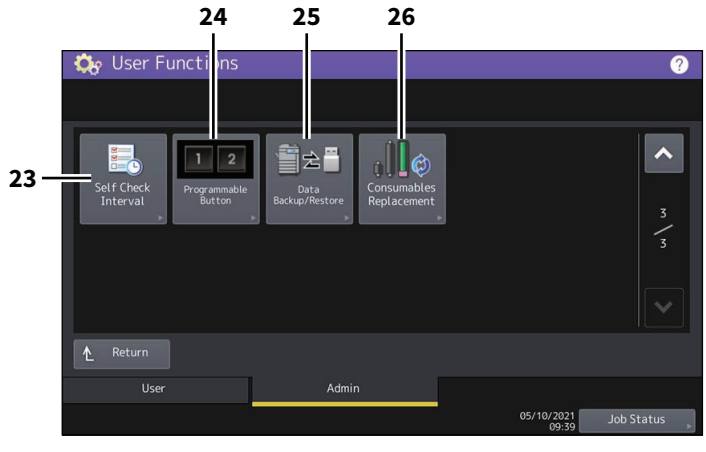
General menu (1/3)



General menu (2/3)



General menu (3/3)



	Item Name	Description
1	Device Information	🕮 P.39 “Setting the device information”
2	Notification	🕮 P.39 “Setting the notification”
3	Password Setup	🕮 P.40 “Changing the administrator password and resetting the service password”
4	Clock	🕮 P.41 “Setting the clock”
5	Energy Saver	🕮 P.41 “Setting the energy saver modes”
6	Display Level	🕮 P.44 “Setting the calibration and registration display level”
7	Calibration	🕮 P.44 “Setting the calibration”
8	Smoothness Of Print	🕮 P.46 “Changing the smoothness of print”
9	Registration	🕮 P.46 “Setting the registration”
10	Status Message	🕮 P.47 “Setting the status message”
11	Auto Clear	🕮 P.47 “Setting the auto clear function”
12	License Management	🕮 P.47 “Managing the option licenses”
13	Languages	🕮 P.57 “Adding or removing display languages”
14	System Updates	🕮 P.60 “Updating your system”
15	Cloning	🕮 P.63 “Creating or installing clone files”
16	Power Off Setting	🕮 P.67 “Making power off settings”
17	Export Logs	🕮 P.67 “Exporting logs”
18	Job Skip	🕮 P.68 “Setting job skip”
19	Keyboard Settings	🕮 P.68 “Changing the keyboard settings”
20	Cleaning	🕮 P.69 “Cleaning the main chargers and LED print heads”
21	Pop-Up	🕮 P.69 “Setting the pop-up messages”
22	ADF Noise Reduction	🕮 P.70 “Setting the ADF noise reduction”
23	Self Check Interval	🕮 P.70 “Setting the self-check interval”
24	Programmable Button	🕮 P.70 “Assigning the functions to the programmable button”
25	Data Backup/Restore	🕮 P.70 “Setting the data backup and restore”
26	Consumables Replacement	🕮 P.74 “Resetting the life counters of the replaced consumables”

Note

If the process unit or fuser unit has come to the end of its life on some models, you cannot use the [Calibration], [Smoothness Of Print], and [Registration] buttons until you replace the life-expired part with a new one. If you have replaced the process unit in some models, be sure to execute the Calibration function.

■ Setting the device information

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

Item name	Description
Location	Press this button to enter the location of this equipment. You can enter up to 64 characters.
Service Phone Number	Press this button to enter the service phone number. You can enter a number of up to 32 digits.
Contact Information	Press this button to enter the name of the service technician. You can enter up to 64 characters.
Admin. Message	Press this button to enter a message from the administrator. You can enter up to 40 characters.

■ Setting the notification

You can set the notification mail to send a notification message when specified events occur on the equipment, such as paper empty and service call.
You can specify up to three E-mail addresses for the destination of the notification message.
📖 P.39 “Registering the E-mail address”

Tip

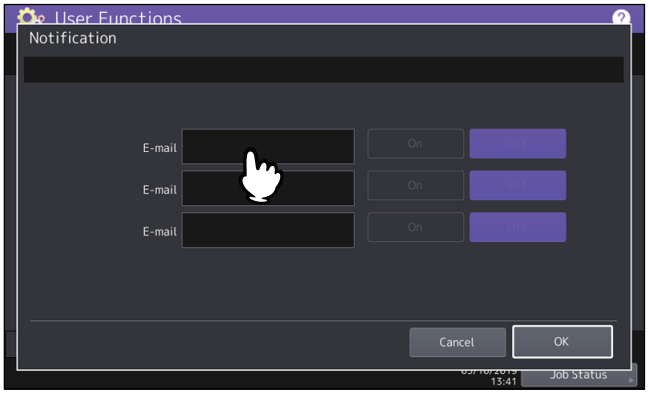
You can specify events that you want to be notified about using the TopAccess web utility. For instructions on how to specify events for notification, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.

Note

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

❑ Registering the E-mail address

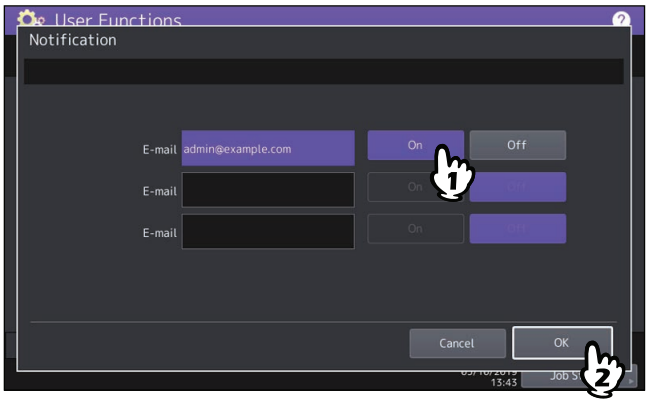
1 On the Notification screen, enter the E-mail address to which the notification is sent.



Tip

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

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



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

Note

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

■ Changing the administrator password and resetting the service password

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

P.40 “Changing the administrator password”
P.40 “Resetting the service password”

❑ Changing the administrator password

1 On the Password Setup screen, press [Admin Password].

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

Tip

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

3 Set new password and complete the setting.

Note

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

❑ Resetting the service password

1 On the Password Setup screen, press [Reset Service Password].

If [Reset Service Password] has been selected, the message “Are you sure?” is displayed on the Attention screen. Press [Yes] to reset the service password.

■ Setting the clock

You can adjust the clock built into this equipment by entering the date and time using the digital keys.

Item name	Description
Date/Time	Press this button to set the clock. Select the value to be changed. Then enter this using the digital keys and press [OK]. Tip When you change either "Year", "Month", or "Date", the day of week in the Day section will be set automatically.
Date Format	Press this button to set the date format.

Note

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

■ Setting the energy saver modes

You can set the following energy saver modes.

Item name	Description
Weekly timer	Using the built-in weekly timer, you can have the equipment automatically turned ON and OFF at specified times. For instance, you can set the timer for the starting time and closing time of your office so that the copier will automatically turn itself ON and OFF at those specified times. 📖 P.42 "Setting the weekly timer" Tip You can turn on the power by simply pressing the [Energy Saver] button on the control panel when the device is in the Sleep or Super Sleep mode by the weekly timer. Note When the power switch is turned off, the weekly timer does not work.
Auto Power Save *1	This function allows the equipment to automatically go into the energy saver mode if it is left inactive for a certain period of time. 📖 P.42 "Setting the Auto Power Save mode"
Sleep/Super Sleep *1 Auto Sleep/Super Sleep *2 Auto Sleep *2	This function puts the equipment into the sleep mode if it is left inactive for a certain period of time. In the sleep mode, power to the unused sections of this equipment is shut off while this equipment is in the standby status. Power consumption in the standby status is smallest in the Super Sleep mode, followed by the Sleep mode and then, by the Auto Power Save/Auto Sleep mode which is the mode that consumes the most among these three. 📖 P.43 "Setting the sleep mode"

*1 These functions are not available in the European version. Contact your service representative to change the default setting for each button.
*2 The function name and the available settings vary depending on the model and destination.

Tip

For the types of Energy Saver modes and procedures for entering each mode, refer to the **Quick Start Guide** "Chapter 1: PREPARATIONS".

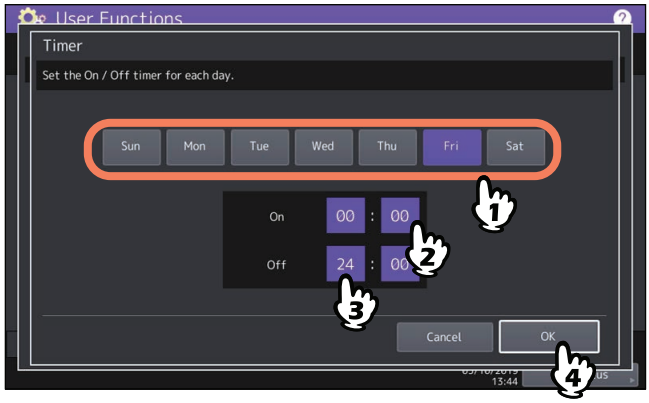
❑ Setting the weekly timer

1 On the Energy Saver screen, press [Weekly Timer].
The TIMER screen is displayed.

2 Check the settings on the display. If changes are required, press [Change].
If no changes are required, press [OK] and complete the operation.

3 Make settings for the weekly timer.

1. Press the button of the desired day of the week.
2. Enter the time the device wakes up from the Sleep or Super Sleep mode to [On].
3. Enter the time to put the device into the Sleep or Super sleep mode to [Off].
4. Press [OK] to save the settings.



Tip

- If you want to put the equipment into the Sleep or Super Sleep mode for an entire day, enter the same time in both the [On] and [Off] boxes.
  Example) When you enter “0:00” in both the [On] and [Off] boxes for [Sun], the equipment automatically goes into the Sleep or Super Sleep mode at the [Off] time specified for [Sat]. The Sleep or Super Sleep mode is kept until the [On] time specified for [Mon] comes.
- If you do not want to put the equipment into the Sleep or Super Sleep mode for an entire day, make settings for the desired day of the week as follows:
  [On]: 0:00 / [Off]: 24:00
  The equipment does not go into the Sleep or Super Sleep mode for an entire day, which is activated by the weekly timer function. However, the equipment automatically goes into the Sleep or Super Sleep mode according to the time value set for [Sleep/Super Sleep], if it is left inactive for a certain period of time.

❑ Setting the Auto Power Save mode

1 On the Energy Saver screen, press [Auto Power Save].
The Auto Power Save screen is displayed.

2 Press the desired period of time (in minutes) that this equipment should wait before the Power Save mode is activated.
The Auto Power Save mode setting is completed, and you will be returned to the previous screen.

❑ Setting the sleep mode

1 **On the Energy Saver screen, press [Sleep/Super Sleep], [Auto Sleep/Super Sleep], or [Auto Sleep].**
The button name varies depending on the model and destination. When you press the button, the setting screen is displayed.

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

Item name	Description
Sleep Timer	Press the desired period of time (in minutes) that this equipment should wait before the Sleep or Super Sleep mode is activated.
Sleep Mode*	Select the sleep mode that is activated when a specified period of time has passed. • **Power Off** — Press this button to make the equipment enter the Power Off mode. • **Auto** — Press this button to select the Auto mode that makes the equipment enter the Sleep mode or the Power Off mode according to the LAN and Fax connections. If the connections are active, it enters the Sleep mode. If they are not active, it enters the Power Off mode. • **Sleep** — Press this button to make the equipment enter the Sleep mode. Note After you do cloning between the color and monochrome models, the sleep mode action might be changed. If the equipment is turned off unexpectedly or the sleep mode does not work as you like, check the Sleep Mode setting.
Super Sleep*	Select whether this equipment enters the Sleep mode or the Super Sleep mode when a specified period of time has passed. • **Enable** — Press this button to make the equipment enter the Super Sleep mode. • **Disable** — Press this button to make the equipment enter the Sleep mode.

* The availability of the sleep function varies depending on the model and destination.

Note

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

■ Setting the calibration and registration display level

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

Item name	Description
Calibration	• **User** — Press this button to display [Calibration] in the Admin menu as well as the User menu • **Admin** — Press this button to display [Calibration] only in the Admin menu
Registration	• **User** — Press this button to display [Registration] in the Admin menu as well as the User menu • **Admin** — Press this button to display [Registration] only in the Admin menu

■ Setting the calibration

You can automatically calibrate the color gradation when the shading and hue are not reproduced accurately in the images scanned by this machine.
This function allows you to make more precise adjustments than the “Auto Calibration” in the User menu.
📖 P.44 “Calibrating the color gradation”

Note

- Whether to allow calibration by not only administrators but also users, is set by Display Level.
  📖 P.44 “Setting the calibration and registration display level”
- Place LT or A4 paper (recommended paper) in the drawer*1 before starting the calibration. If any other paper is used, calibration may not be performed properly.
- If the glass is dirty or any foreign objects are stuck to it, calibration may not be performed properly. Keep the glass clean.
- Do not raise the original cover or the Automatic Document Feeder, or open the front cover while the calibration is in progress. If this does happen, calibration cannot be finished properly.
- Interrupt copying is not available during the calibration.
- If the color often deviates, call your service technician.

*1 Place paper in the Large Capacity Feeder if one is installed. If not, place paper in the uppermost drawer in which A4 or LT has been registered.

❑ Calibrating the color gradation

1 Press the button to calibrate.

Item name	Description
Copy	Press this button to calibrate for copy jobs.
Copy 600dpi Print	Press this button to calibrate for copy jobs and 600 dpi print jobs.
600 dpi Print	Press this button to calibrate for 600 dpi print jobs.
1200 dpi Print	Press this button to calibrate for 1200 dpi print jobs.

Note

- The available buttons differ depending on the model.
- On some models, the screen guides you, showing only the available button that is necessary for your operation: the dimmed buttons are not available.

2 Select the paper type and press [OK].

Note

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

3 Select the calibration settings.

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

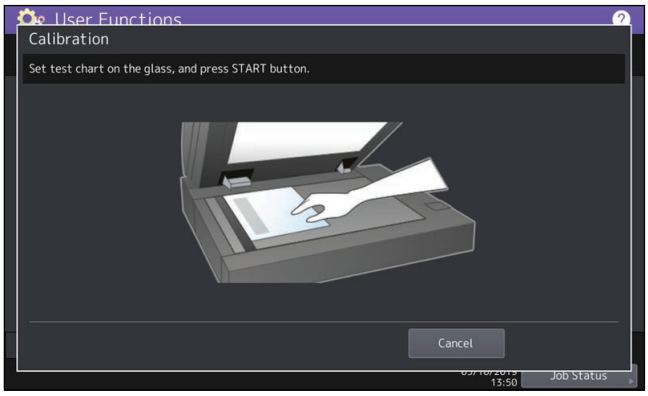
Note

You do not select the dimmed [Default] button, depending on the model.

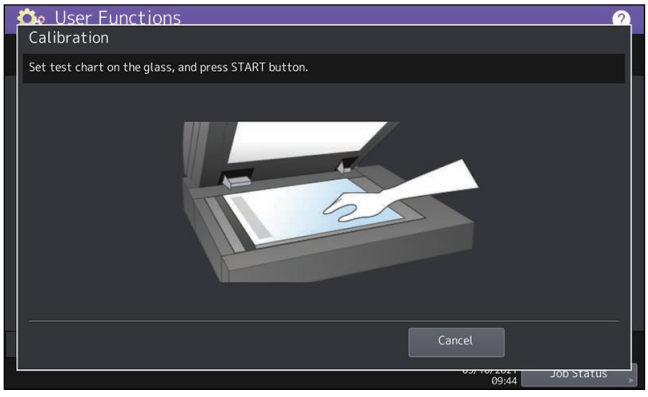
- On some models, the screen guides you, showing only the [Calibration] button that is necessary for your operation.
- If you have replaced the life-expired process unit with a new one in the model that requires the replacement, you can select only the [Calibration] button.

4 For color models, place the printed chart face down on the glass, so that the two black rectangular marks are situated on the left side. For monochromatic models, place the printed chart face down on the glass, so that the black mark is situated on the left side.

Other than e-STUDIO400AC Series



e-STUDIO400AC Series



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

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

Note

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

■ Changing the smoothness of print

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

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

Tip

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

■ Setting the registration

When color deviation occurs, you can align the position of each color.
On the REGISTRATION screen, press [Yes] to start the registration.

Note

Whether to allow registration by not only administrators but also users, is set by Display Level.
For instructions on how to change the display level, see the following page:
📖 P.44 “Setting the calibration and registration display level”

Tip

This button is available only for some models.

■ Setting the status message

You can have a status message displayed at the bottom of the touch panel, notifying the occurrence of specified events, such as paper empty and toner low.
Press [On] or [Off] for each status message and press [OK].

Item name	Description
Toner Near Empty Message	Enabling this option displays a message at the lower left of the screen when toner is low in a toner cartridge.
Paper Empty Message	Enabling this option displays a message at the lower left of the screen when there is no paper in a drawer.
Left Drawer (LCF) Paper Empty Message*	Enabling this option displays a message at the lower left of the screen when there is no paper in the left tray of the Tandem Large Capacity Feeder.

* This function is available for the models with the Tandem Large Capacity Feeder installed.

■ Setting the auto clear function

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

Note

Selecting [No Limit] does not clear the touch panel for any mode including the User Functions, Job Status, and Template screens.

Tip

You can set the auto clear time from 15 to 150 seconds. The default time is 45 seconds.

■ Managing the option licenses

You can view product information, such as the license ID for certain options. If necessary, you can install these options on the equipment and activate licenses required for applications, user interface customization, and system options. You can also deactivate or export the licenses.

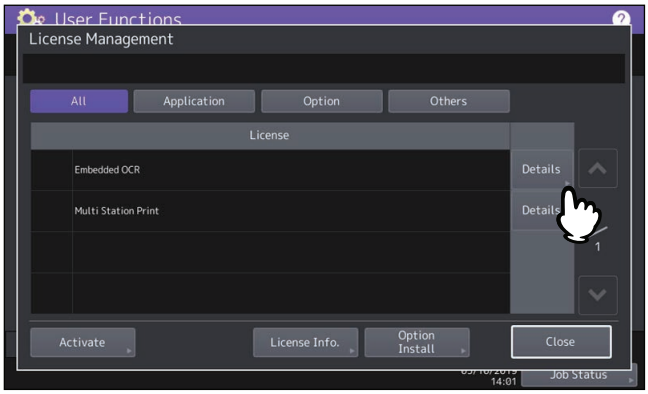
P.48 “Viewing product information”
P.48 “Viewing license information”
P.49 “Installing an option”
P.51 “Activating the license”
P.55 “Deactivating the license”
P.56 “Exporting the license”

Note

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

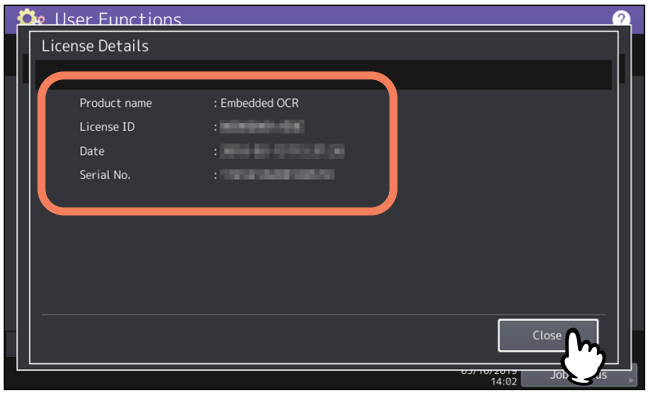
❑ Viewing product information

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



The License Details screen is displayed.

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



You will be returned to the License Management screen.

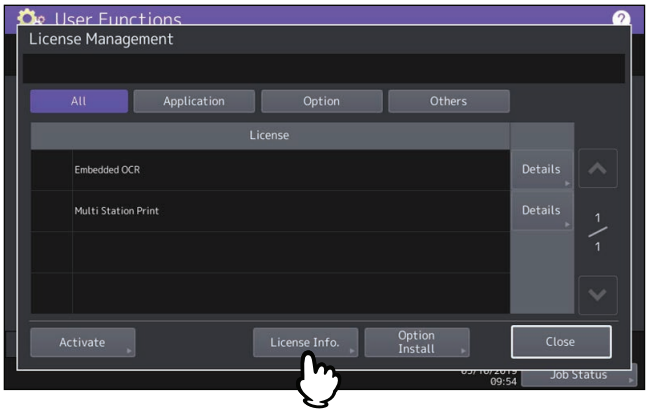
Tip

The following information is displayed.

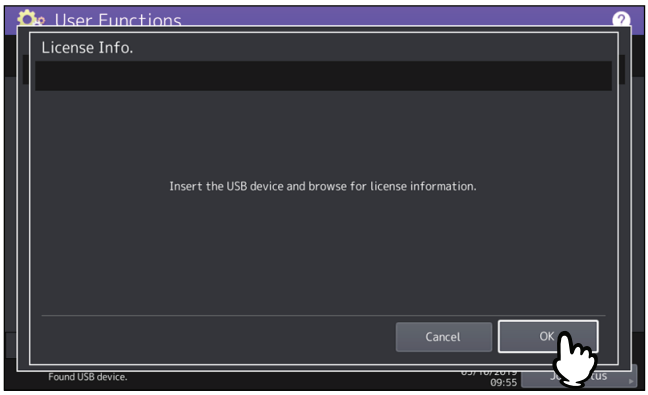
- Product name: Option name
- License ID: License ID
- Date: The date and time of when the option has been installed
- Serial No.: Serial number of option

❑ Viewing license information

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



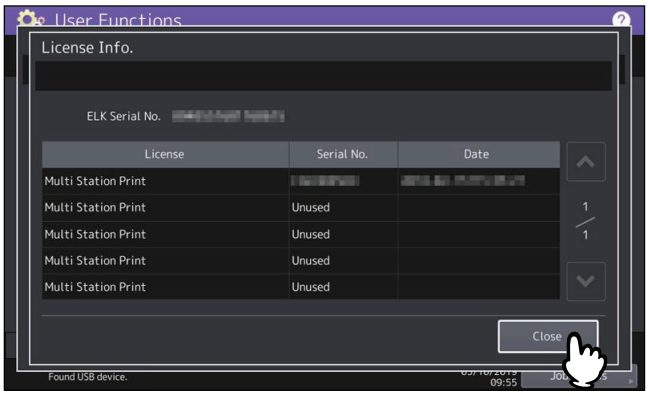
2 Connect your USB storage device to the USB port on the equipment, and press [OK].



Tip

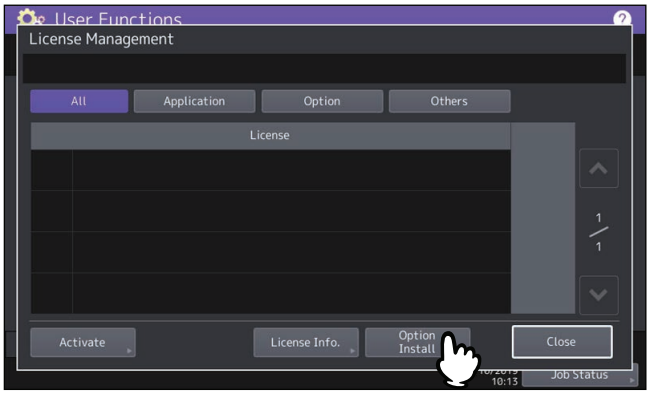
For the location of the USB port on the equipment, refer to the **Quick Start Guide** “Chapter 1: PREPARATIONS”.

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

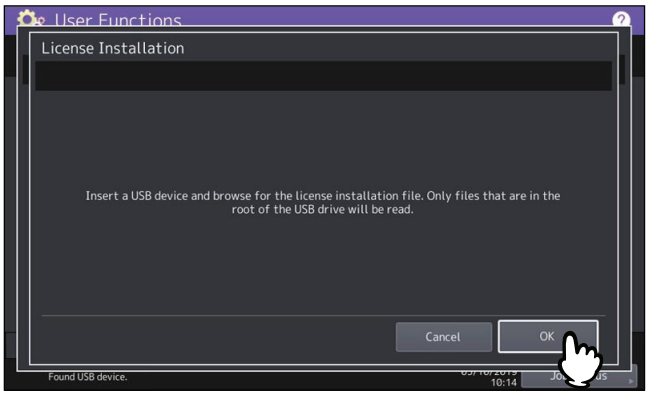


❑ Installing an option

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



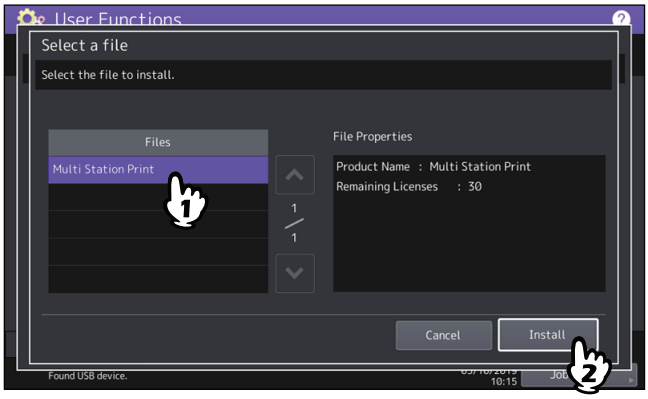
2 **Connect your USB storage device to the USB port on the equipment, and press [OK].**



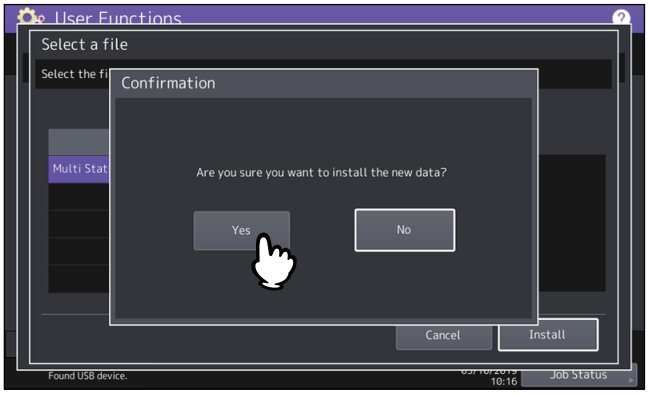
Tip

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

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



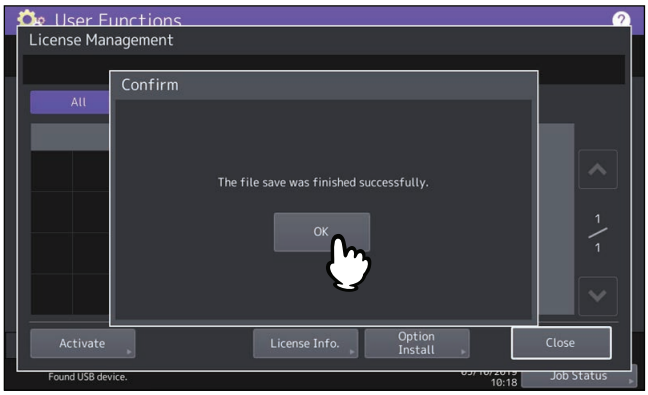
4 **Press [Yes].**



Note

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

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



Tip

If the installation fails, the message “The installation failed. Do you want to retry?” will be displayed on the Caution screen. In this case, press [Yes] to perform the installation again.

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

Tip

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

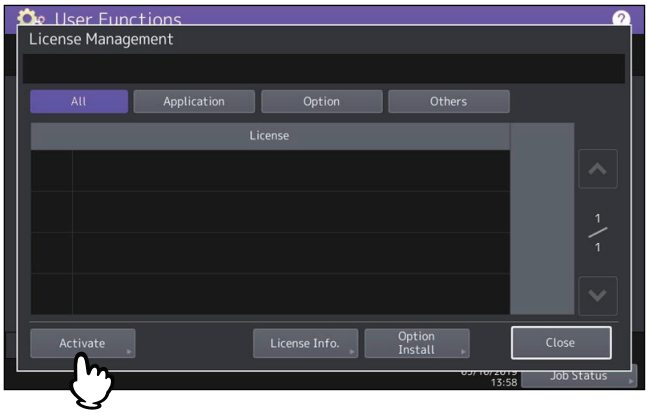
❑ Activating the license

You can activate the license online or offline

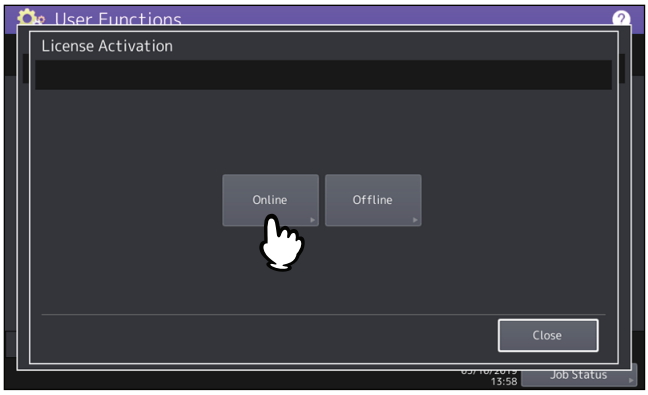
Online activation procedure

You need the license certificate number to activate the license online.

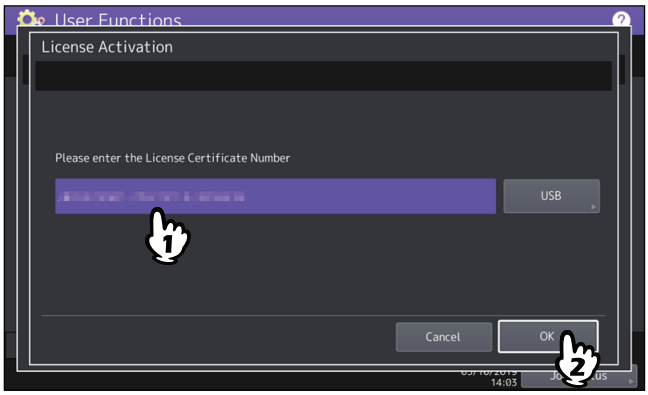
1 **On the License Management screen, press [Activate].**



2 **Press [Online].**

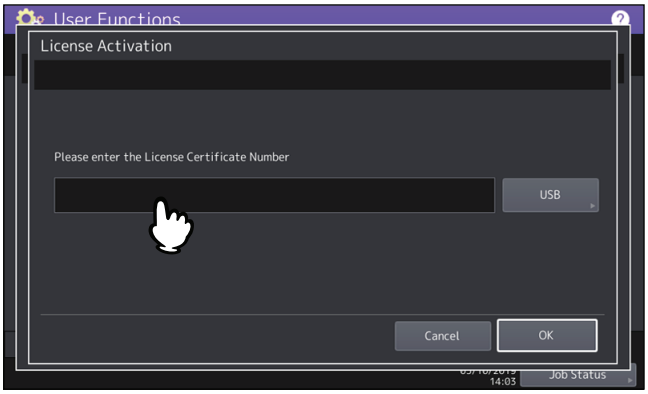


3 Enter the license certificate number and press [OK].

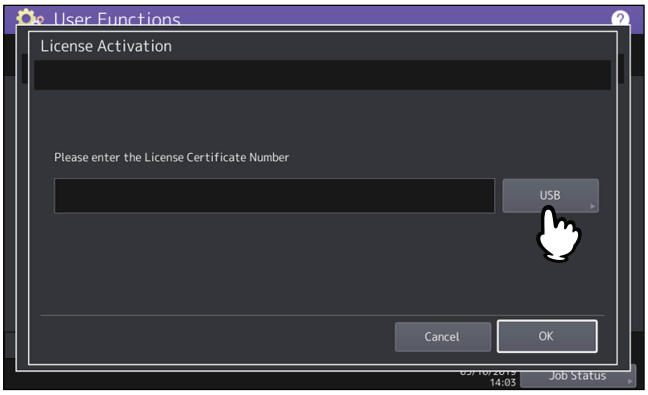


You can enter the license certificate number in two ways:

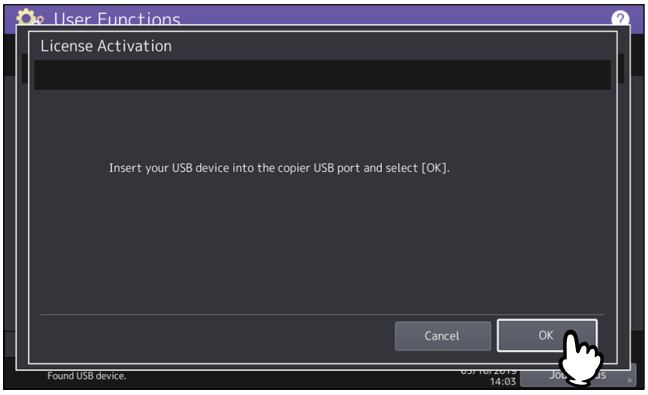
- Press the entry field to show the keyboard and enter the license certificate number directly.



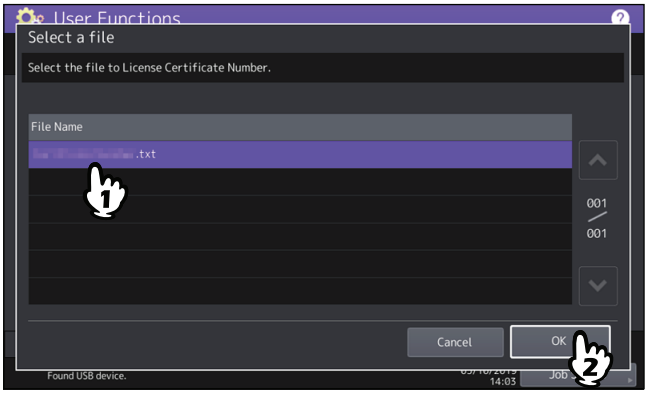
- Follow the steps below to use the USB media that contains the license certificate number.
  - Press [USB].



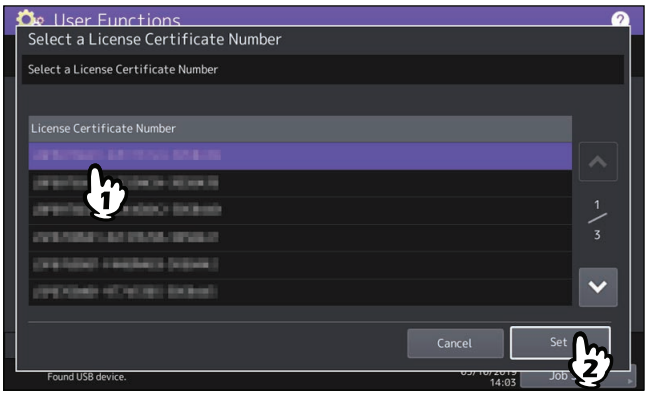
  - Connect your USB media that contains the license information file to the USB port on the equipment and press [OK].



- Select the file that contains the license certificate number and press [OK].



- Select the license certificate number and press [Set].



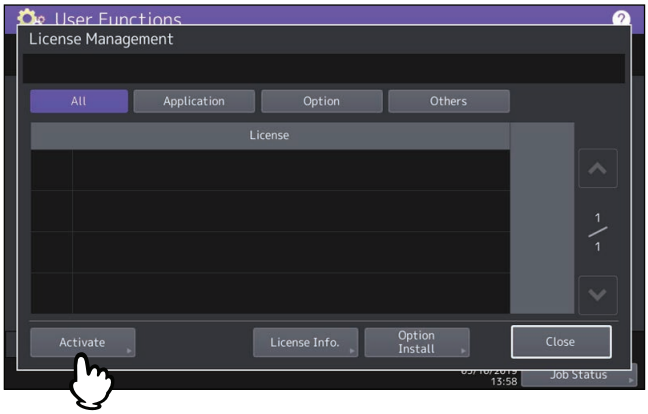
4 Press [Yes] on the activation confirmation screen.

5 Press [OK] on the finish confirmation screen.
If necessary, the equipment shuts down and reboots automatically.

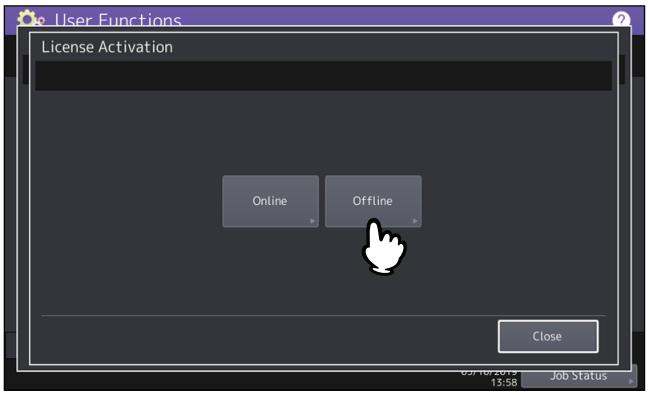
Offline activation procedure

You need the license installation file to activate the license offline.

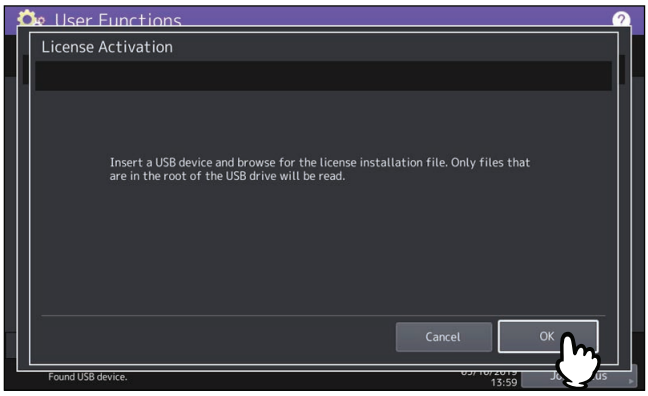
1 On the License Management screen, press [Activate].



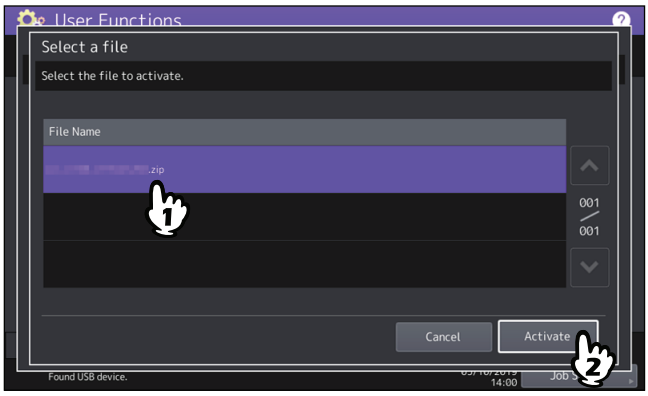
2 **Press [Offline].**



3 **Connect your USB media that contains the license installation file to the USB port on the equipment and press [OK].**



4 **Select the activation file and press [Activate].**



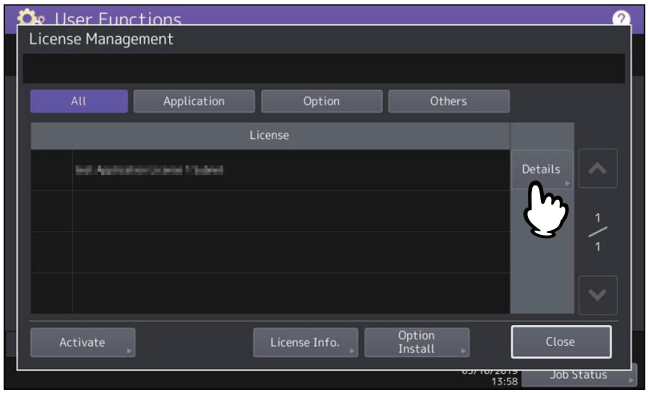
5 **Press [Yes] on the activation confirmation screen.**

6 **Press [OK] on the finish confirmation screen.**
If necessary, the equipment shuts down and reboots automatically.

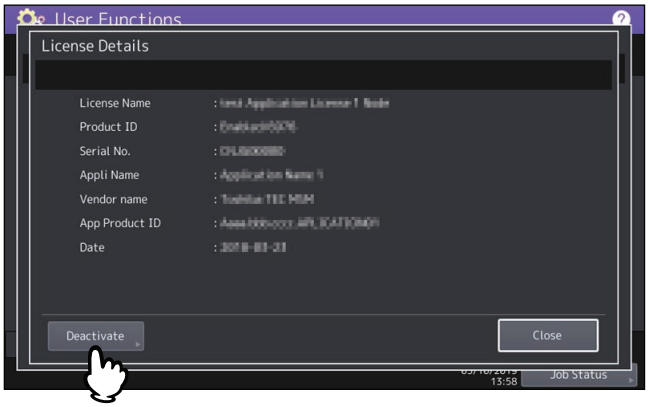
❑ Deactivating the license

You can deactivate the license online or offline.

1 On the License Management screen, press [Details] for the license that you want to deactivate.

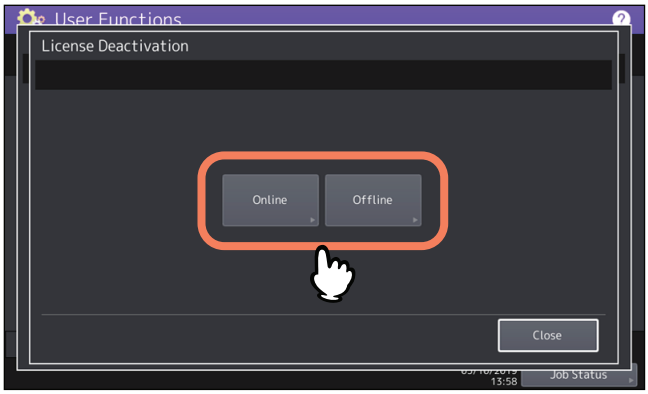


2 Press [Deactivate].

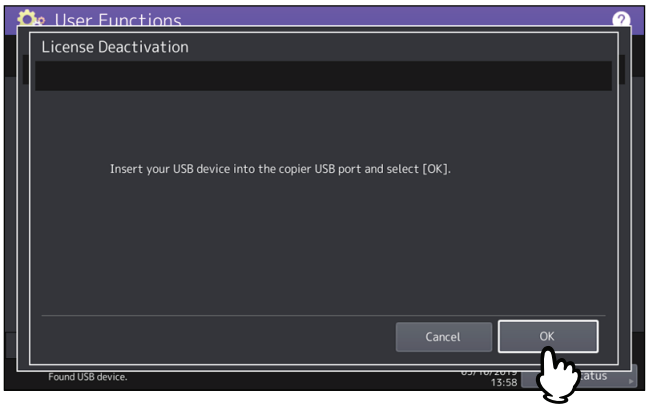


3 Press [Online] or [Offline].

- If you have pressed [Online], proceed to the step 5.
- If you have pressed [Offline], proceed to the step 4.



4 Connect your USB media to the USB port on the equipment and press [OK].



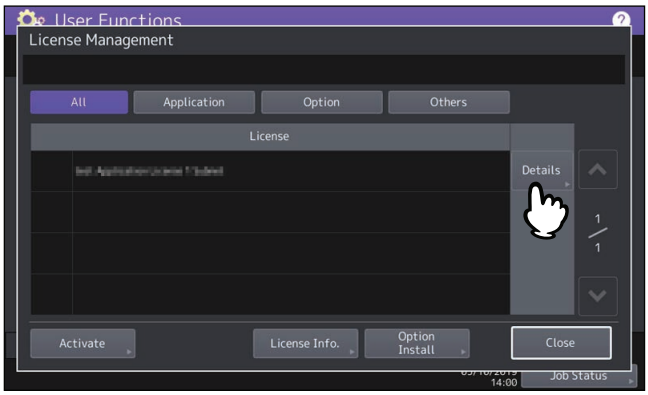
5 Press [Yes] on the deactivation confirmation screen.

6 Press [OK] on the finish confirmation screen.
If necessary, the equipment shuts down and reboots automatically.

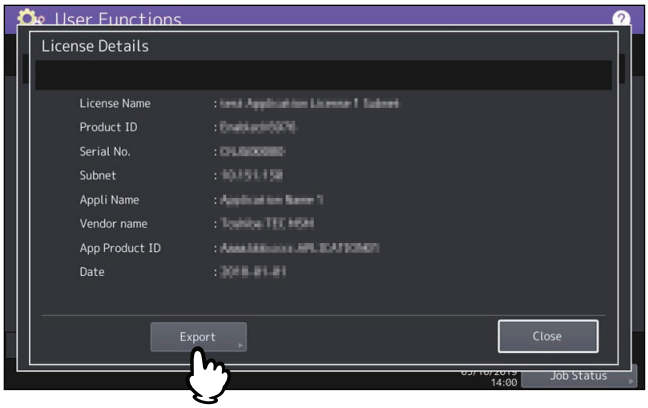
❑ Exporting the license

You can export the license as follows.

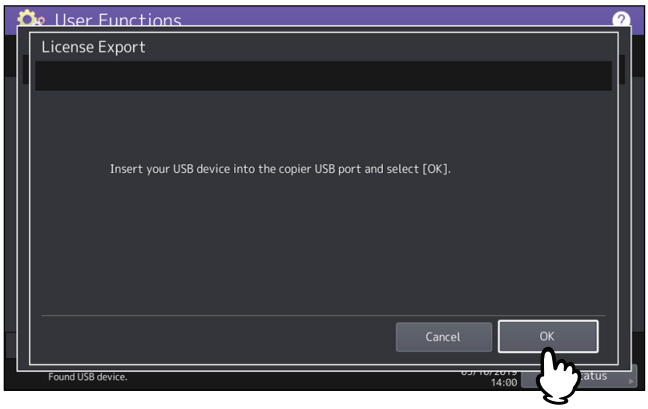
1 On the License Management screen, press [Details] for the license that you want to export.



2 Press [Export].



3 Connect your USB media to the USB port on the equipment and press [OK].



4 Press [Yes] on the export confirmation screen.

5 Press [OK] on the finish confirmation screen.

■ Adding or removing display languages

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

📖 P.57 “Adding a language”
📖 P.59 “Removing a language”
📖 P.60 “Setting the default language”

Tip

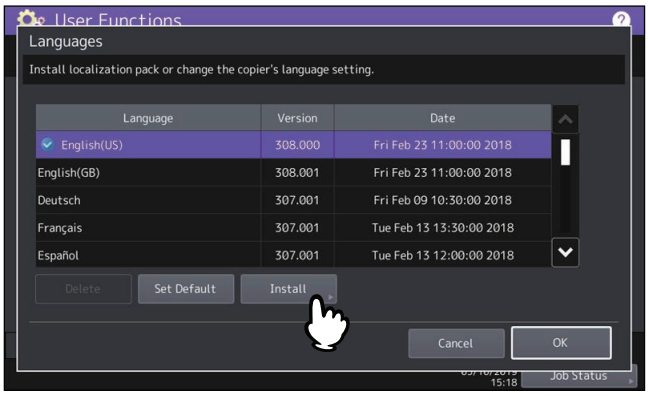
- The following language packs are initially installed on the equipment.

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

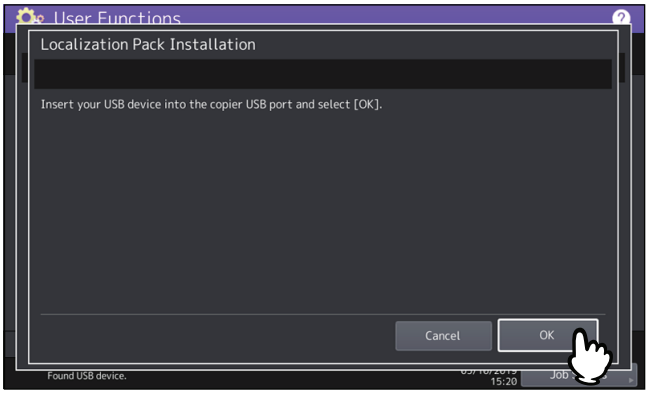
- When adding a language, store the desired language pack in the root directory of your USB storage device in advance.
- For information of languages which can be newly added, contact your service technician.

❑ Adding a language

1 On the Languages screen, press [Install].



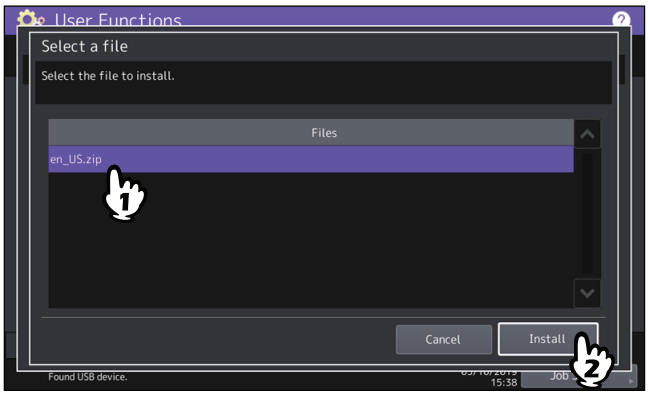
2 Connect your USB storage device in which the language pack is stored to the USB port on the equipment, and press [OK].



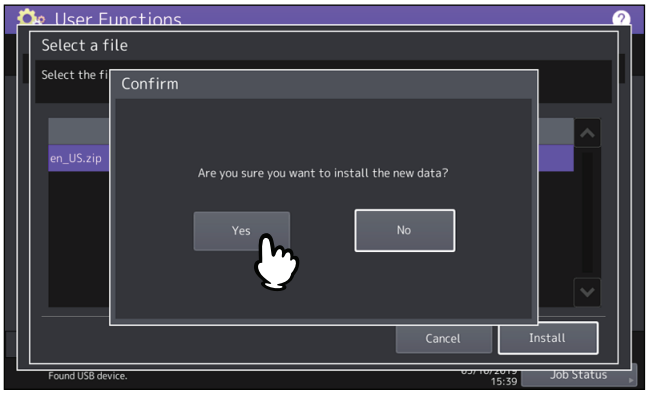
Tip

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

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



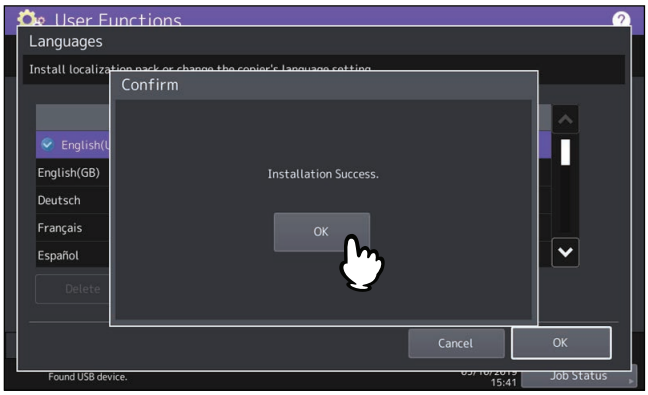
4 Press [Yes].



Note

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

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



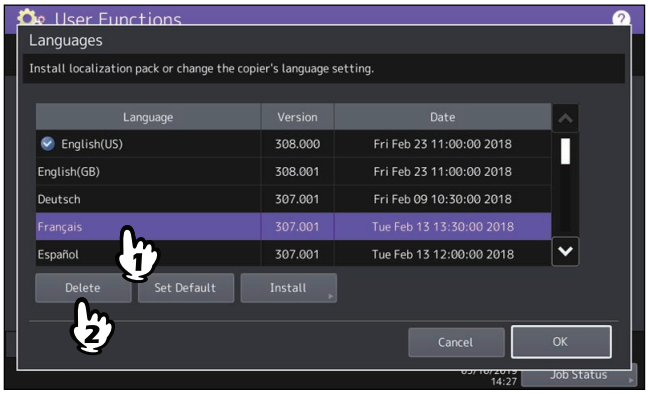
Tip

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

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

❑ Removing a language

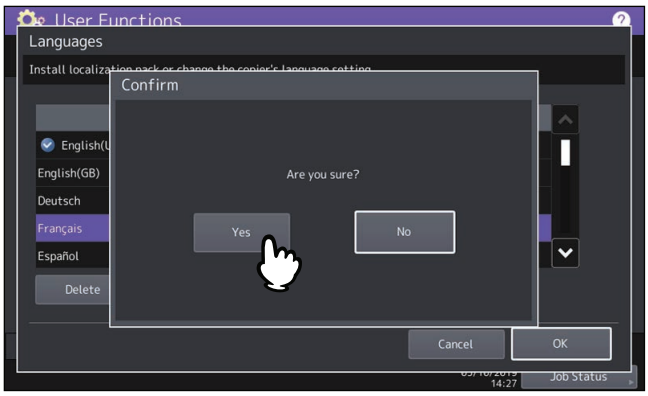
1 On the Languages screen, select the language pack that you want to remove, and press [Delete].



Note

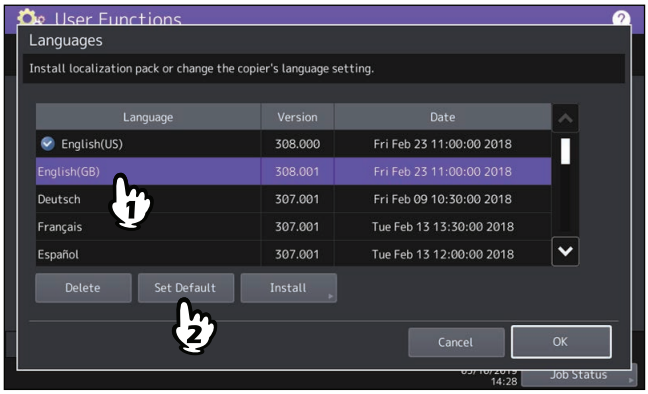
The language packs for English (US), English (UK), and the default language cannot be removed.

2 Press [Yes].



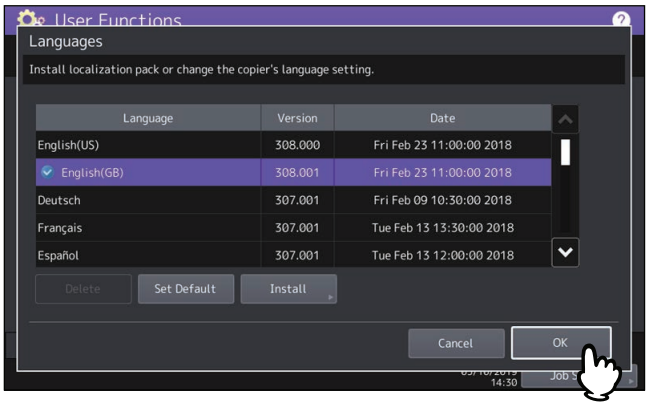
❑ Setting the default language

1 On the Languages screen, select the language to be used as the default, and press [Set Default].



The mark ✔ is displayed beside the selected language.

2 Press [OK].



■ Updating your system

You can install files for updating the system of your equipment.
📖 P.60 “Performing the System Updates”

Note

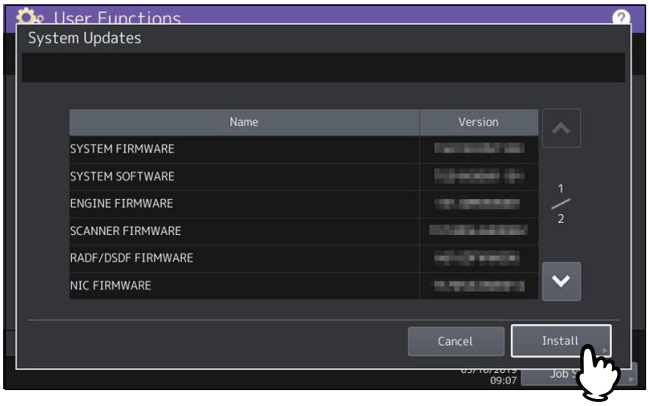
- Before performing the operation, store the updating files in the root directory of your USB storage device in advance.
- To obtain the updating files, contact your service technician.

❑ Performing the System Updates

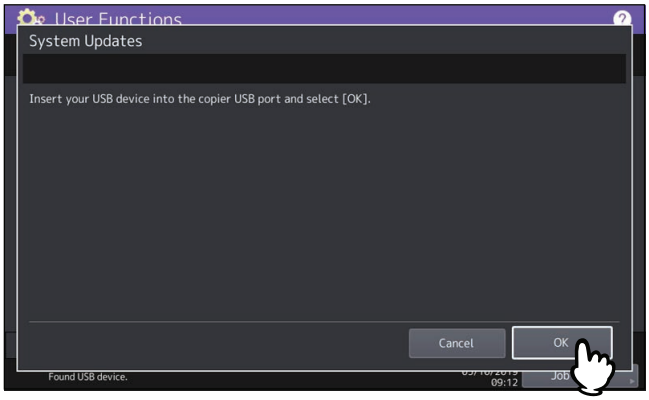
1 Press [System Updates] on the General menu screen.
The System Updates screen is displayed, and you can view the software currently installed and the respective versions.

2 **Press [Install].**

The screen shows the firmware information, depending on the model you use.



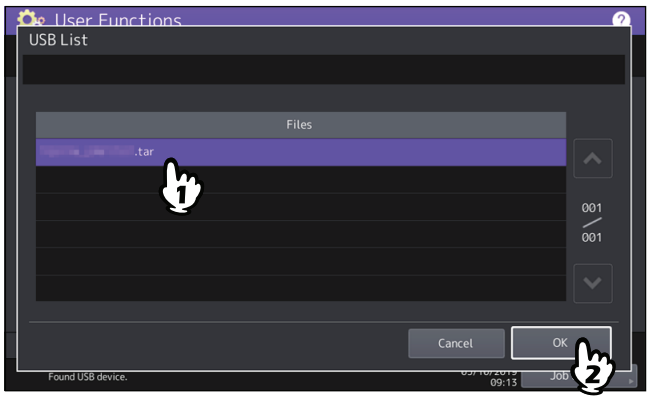
3 **Connect your USB storage device in which the files for updating the system are stored to the USB port on the equipment, and press [OK].**



Tip

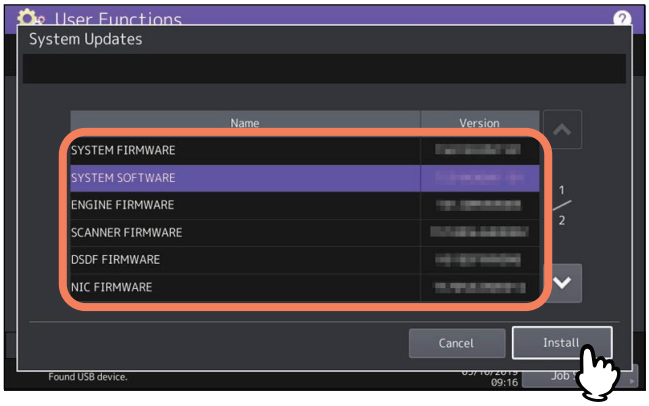
For the location of the USB port on the equipment, refer to the **Quick Start Guide** “Chapter 1: PREPARATIONS”.

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

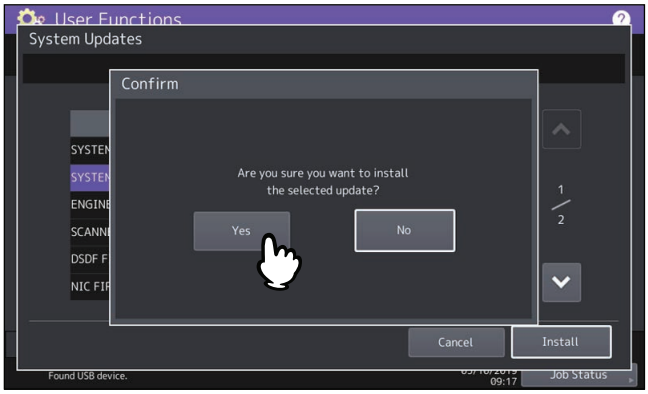


5 Select the file that you want to install, and press [Install].

The screen shows the firmware information, depending on the model you use.



6 Press [Yes].

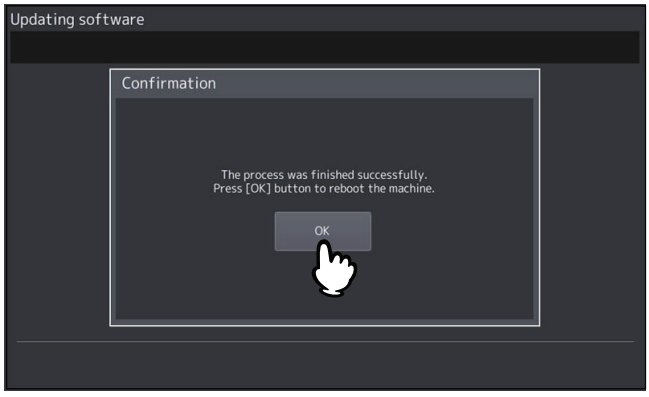


The installation begins.

Note

- Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.
- Pressing [Yes] in the above screen while jobs are being processed, displays the Caution screen. In this case, press [Close] then [Job Status] to confirm that no jobs in progress or under waiting remain. Then reattempt the operation.

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



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

Note

If a message appears to tell the data is invalid, download the updating file again.

■ Creating or installing clone files

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

📖 P.63 “Installing the clone data”
📖 P.65 “Creating clone files”

Note

- The clone files are compatible with other equipment units. For details about the available models, contact your service representative.
- When an end-user (either an individual or an entity) intends to clone data (font, ICC profile, or any data downloaded or added by the end-user) stored in TTEC products (copier, MFP), the end-user shall investigate, review and confirm terms of use for such data and intellectual property rights thereof. The end-user shall perform such cloning at your own risk and responsibility.
  TTEC AND ITS AFFILIATES HEREBY DISCLAIM ANY WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE WARRANTIES OF QUALITY AND PERFORMANCE OF TTEC PRODUCTS, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT OF THIRD PARTIES INTELLECTUAL PROPERTY RIGHTS, IN THE USE OF CLONING BY THE END-USER.
  IN NO EVENT WILL TTEC BE LIABLE TO THE END-USER NOR ANY THIRD PARTY FOR ANY DAMAGES, WHETHER IN CONTRACT, TORT, OR OTHERWISE, INCLUDING WITHOUT LIMITATION ANY LOST PROFITS, LOST DATA OR OTHER INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF CLONING BY THE END-USER, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.
- When you clone the LDAP role, make sure of the consistent LDAP settings between the equipment units.

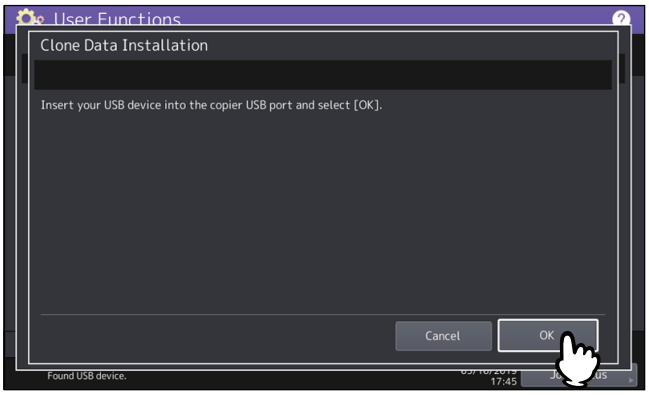
Tip

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

❑ Installing the clone data

1 On the Cloning screen, press [Install Clone Data].

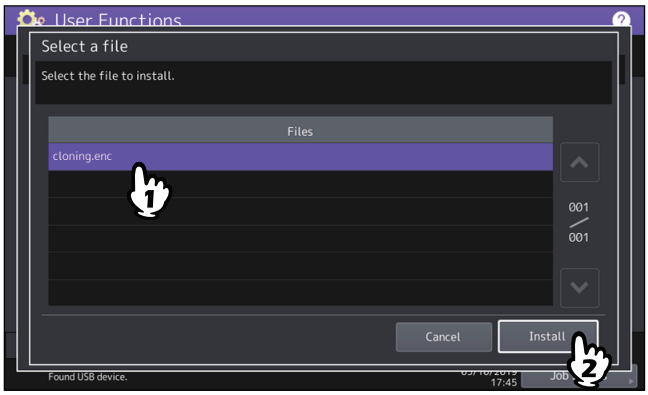
2 Connect your USB storage device in which the clone files are stored to the USB port on the equipment, and press [OK].



Tip

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

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



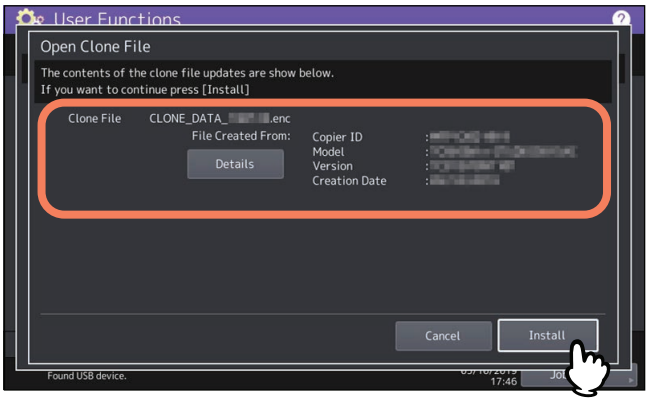
Note

You can select only one file per operation.

4 **When an option which indicates whether or not to include the address book into the data to be installed is displayed, press [No] not to do so.**

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

Press [Details] to confirm the settings to be cloned on the [Details] screen. After confirmation, press [Close] to close the screen.



6 **Enter the password and press [OK].**

You will be returned to the Password Request screen.

7 **Press [Yes].**

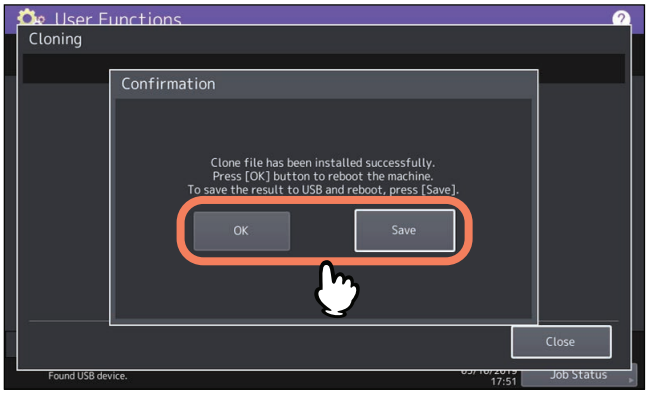
The installation begins.

Note

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

8 When the installation is complete, press [OK] or [Save] to reboot the equipment.

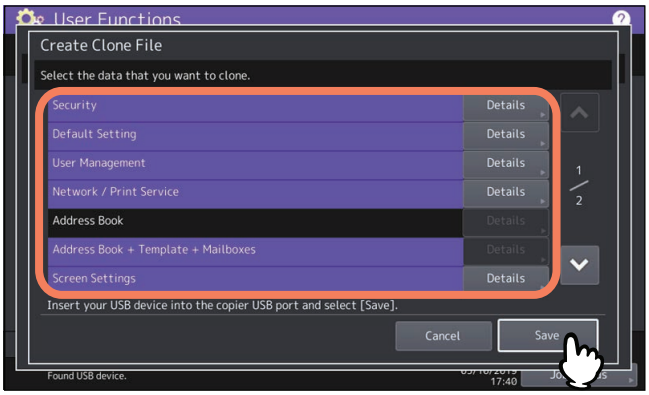
- Press [OK] to reboot the equipment immediately.
- Press [Save] to save a file that records the result of the installation and reboot the equipment.



❑ Creating clone files

1 On the Cloning screen, press [Create Clone File].

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



Tip

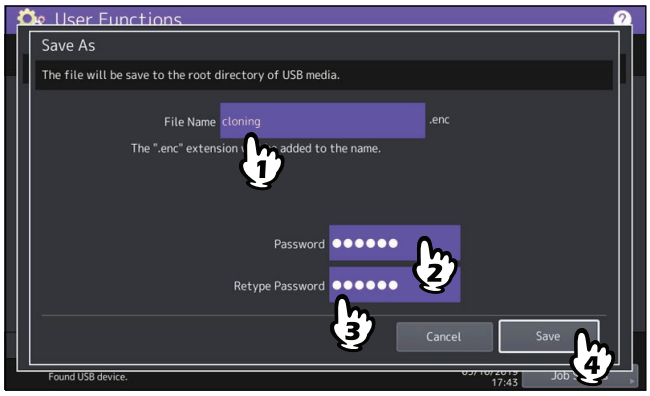
- For the location of the USB port on the equipment, refer to the **Quick Start Guide** “Chapter 1: PREPARATIONS”.
- For data you do not need to duplicate, press the data category button(s) to clear the highlight.
- Press [Details] to confirm which data are duplicated.

Data category	Data to be duplicated
Security	Secure Erase, Authentication
Default Setting	General, Copy, Scan, Fax, Internet Fax, Fax/Internet Fax Received Forward, E-mail, Save as File, Printer, Notification, Log Settings, EWB Settings
User Management	User, Group, Role, Quota, Department Code, Home Data with Address Book, Project Code
Network/Print Service	Network settings, Print service, Wireless LAN, Bluetooth, Directory Service, Driver Customization Packages
Address Book	Address Book
Address Book + Template + MailBoxes	Address Book, Template, Mailboxes
Screen Settings	Common Theme Setting, Icon Non-Indication Setting

Data category	Data to be duplicated
Application	Application Program, Application Settings (except licenses)
ICC Profile	ICC Profiles installed from TopAccess Note • You can select ICC profiles only for color devices. • You are required to have the license to use some ICC profiles.
Print Data Converter	Print Data Converter Settings
Built-in Administrator's password	Password of Built-in Administrator
Fonts	Downloaded fonts for print and display Note You are required to have the license to use some fonts.
LDAP Role	LDAP role information

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

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

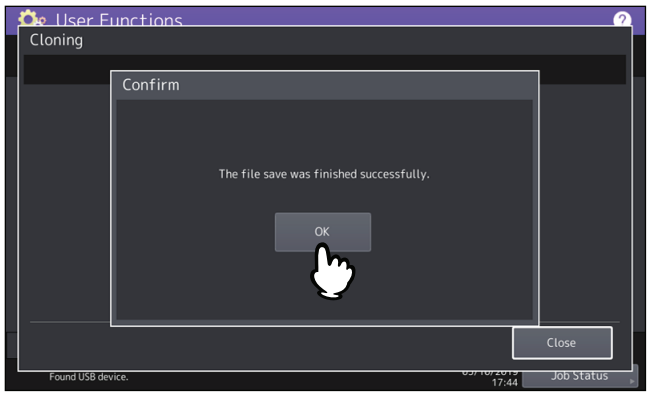


Creating of the clone files begins.

Note

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

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



You will be returned to the Cloning screen.

Tip

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

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

■ Making power off settings

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

Item name	Description
Power Off Screen	Select whether the selection screen for turning the power off is displayed when the power button on the control panel is pressed.

■ Exporting logs

You can export logs of each operation displayed in the Log list (Print/Send/Receive/Scan/Application) on the Job Status screen to a USB storage device.
📖 P.67 “Performing the Export Logs”

❑ Performing the Export Logs

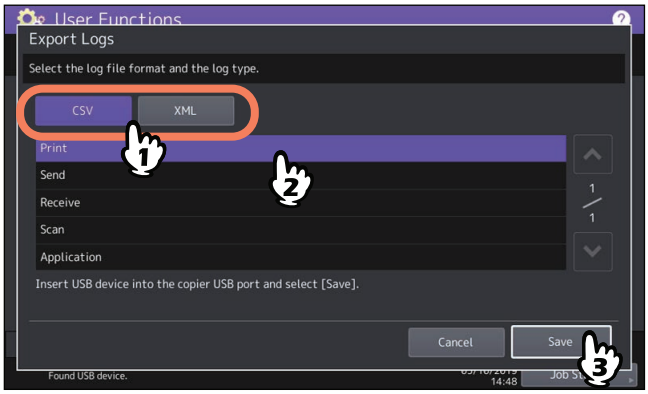
1 Connect your USB storage device to the USB port on the equipment.

Tip

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

2 Begin exporting the log data.

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



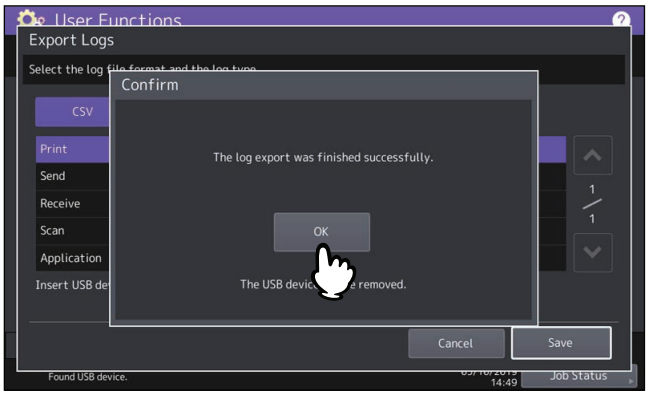
Tip

You can select only one log type per operation.

Note

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

3 When exporting is complete, press [OK].



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

■ Setting job skip

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

Item name	Description
Job Skip Control	• **On** — Press this button to enable the function. • **Off** — Press this button to disable the function.

Tip

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

■ Changing the keyboard settings

You can change the settings of the keyboard displayed on the touch panel and set the layout of the connected keyboard as an external keyboard.

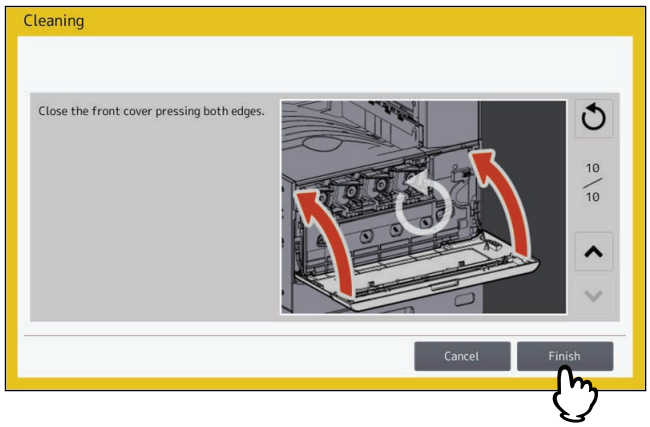
Item name	Description
Software keyboard	• **Display** —You can set whether the software keyboard is displayed or not on the touch panel. Note The software keyboard is displayed even if [OFF] is selected depending on the language selected on the touch panel. • **Layout** —You can select the layout of the keyboard displayed on the touch panel.
External keyboard	You can select the layout of the connected keyboard as an external keyboard. Note The changed setting is applied after restarting the equipment.

■ Cleaning the main chargers and LED print heads

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

Note

Press [Finish] to clear the counter for notifying the cleaning timing.



Tip

This button is available only for some models.

■ Setting the pop-up messages

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

Item name	Description
Drawer Set	Enabling this option displays a message asking the user if he or she wants to change the paper size and paper type settings when a drawer is opened and then closed.
Paper Misfeed Recovery	Enabling this option displays a message asking the user if he or she wants to continue with the job being executed when the paper misfeed occurred.
Thick Paper Set	Enabling this option displays a message regarding the amount of paper that can be placed in a drawer. This message is displayed when thickness is set to [Thick 1] for a drawer with different capacity for plain and thick 1 paper (106 to 163 g/m^2), and such drawer is opened and then closed.

■ Setting the ADF noise reduction

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

Item name	Description
Copy	• **None** - Select this option to disable the reduction function at copying. • **Low, Middle, High** - Select this option to use the reduction function at copying. Fine lines other than scan noise may become faint if you set the reduction level higher.
Scan	• **None** - Select this option to disable the reduction function at scanning. • **Low, Middle, High** - Select this option to use the reduction function at scanning. Fine lines other than scan noise may become faint if you set the reduction level higher.

■ Setting the self-check interval

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

Note

If [Longer] or [Longest] is set, color deviation may occur. When color deviation is conspicuous, return the setting to the original one or carry out registration before performing color printing.
🕮 P.46 “Setting the registration”

■ Assigning the functions to the programmable button

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

Tip

The following functions can be assigned to the programmable button.

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

■ Setting the data backup and restore

You can store the backup data of the settings of an MFP into a USB storage device or an external server and can restore them as needed.

Stored to	Description
USB Media	Store the backup data into a USB storage device by connecting it to an MFP. • **Data Backup** - 🕮 P.71 “Storing the backup data to USB media” • **Data Restore** - 🕮 P.73 “Restoring the backup data from USB media”
External Server	Store the backup data into an external server on a network to which an MFP is connected. • **Data Backup** - 🕮 P.72 “Storing the backup data to the external server” • **Data Restore** - 🕮 P.74 “Restoring the backup data from the external server”

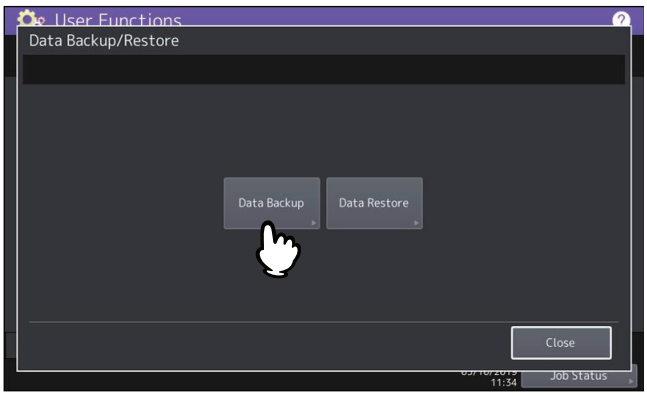
Tip

- [Data Backup/Restore] is displayed when the data backup function is enabled.
- [External Server] is displayed when the setting of the use of an external server for the data backup is enabled.
- You can change the settings of [Data Backup/Restore] via TopAccess. For details, refer to the **TopAccess Guide**.

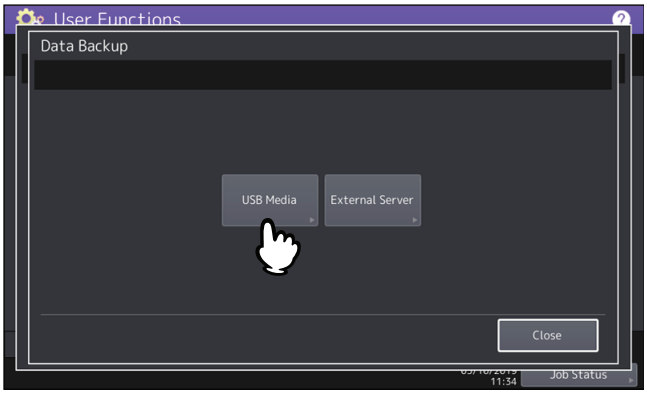
❑ Storing the backup data to USB media

1 **Press [Data Backup/Restore] on the General menu screen.**

2 **Press [Data Backup].**



3 **Press [USB Media].**



4 **Insert a USB storage device into the USB port of this equipment.**

Tip

[OK] will become available when a USB storage device is inserted.

5 **Press [OK].**
The Confirmation screen appears.

Tip

- If the files backed up before have already been stored in the USB storage device, the file path, F/W version and back-up date are displayed.
- If no files previously backed up have been stored in the USB storage device, "-" is displayed.

6 **Press [Backup].**
The Confirmation screen appears.

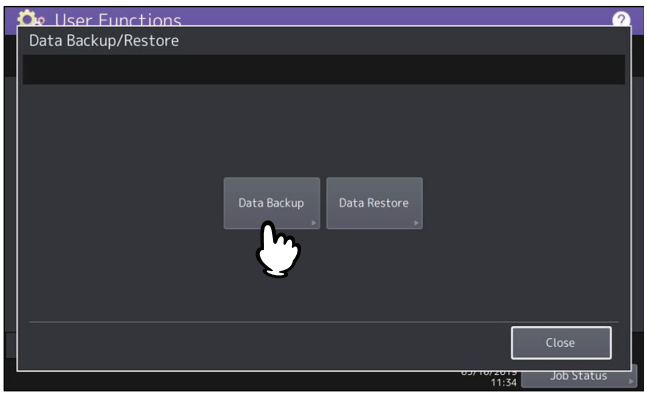
7 **Press [OK].**
The data backup processing begins.

8 **When the backup is completed, remove the USB storage device from the USB port of this equipment.**

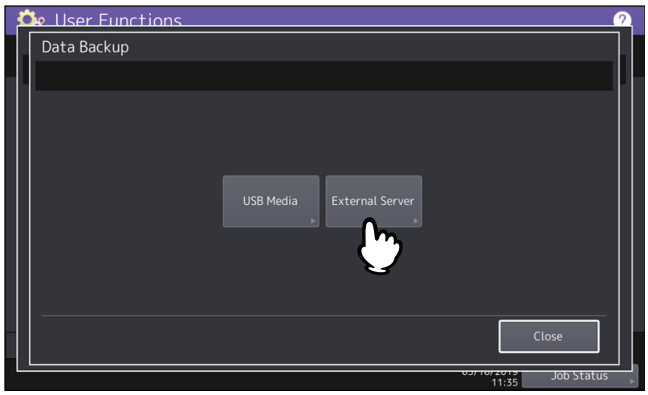
❑ Storing the backup data to the external server

1 **Press [Data Backup/Restore] on the General menu screen.**

2 **Press [Data Backup].**



3 **Press [External Server].**



The Confirmation screen appears.

Tip

- If the files backed up before have already been stored in the external server, the file path, F/W version and back-up date are displayed.
- If no files previously backed up have been stored in the external server "-" is displayed.

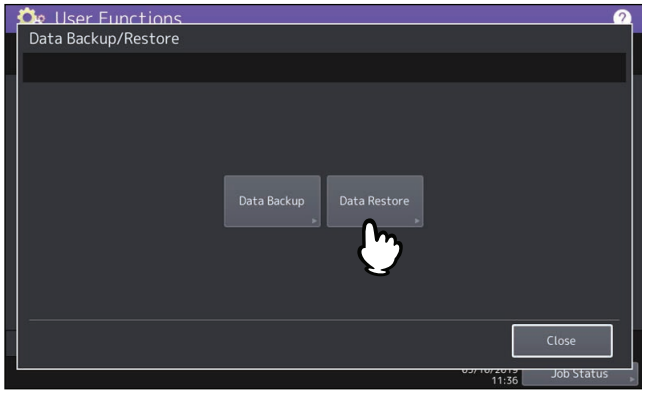
4 **Press [Backup].**
The Confirmation screen appears.

5 **Press [OK].**
The data backup processing begins.

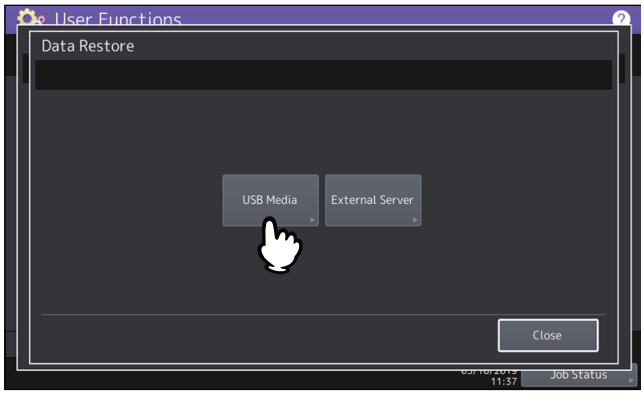
❑ Restoring the backup data from USB media

1 **Press [Data Backup/Restore] on the General menu screen.**

2 **Press [Data Restore].**



3 **Press [USB Media].**



4 **Insert a USB storage device into the USB port of this equipment.**

Tip

[OK] will become available when a USB storage device is inserted.

5 **Press [OK].**
The Confirmation screen appears.

Tip

If no back-up files are stored in the USB storage device, "-" is displayed.

6 **Press [Restore].**
The Confirmation screen appears.

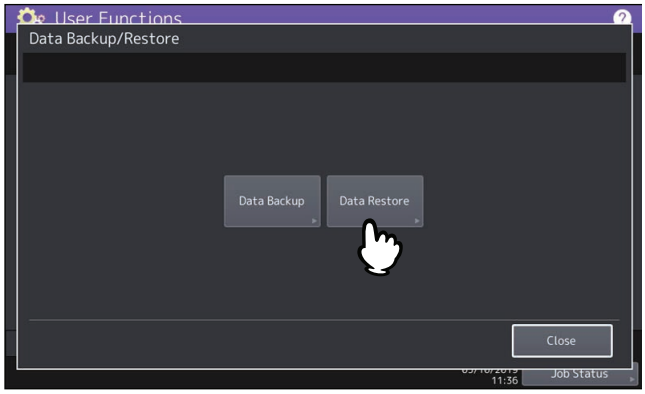
7 **Press [OK].**
The data restoring processing begins.

8 **When the restoring is completed, remove the USB storage device from the USB port of this equipment.**

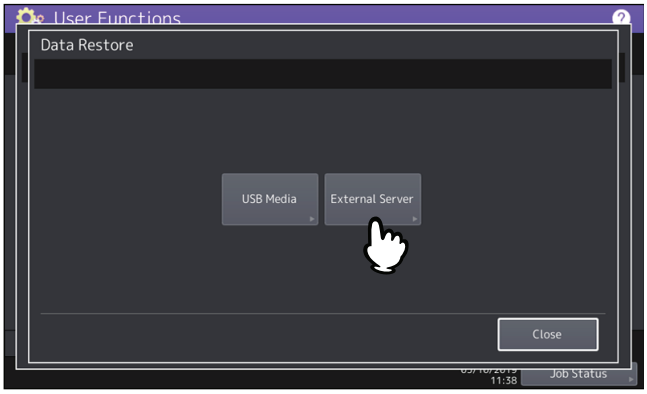
❑ Restoring the backup data from the external server

1 **Press [Data Backup/Restore] on the General menu screen.**

2 **Press [Data Restore].**



3 **Press [External Server].**



The Confirmation screen appears.

Tip

If no back-up files are stored in the external server "-" is displayed.

4 **Press [Restore].**
The Confirmation screen appears.

5 **Press [OK].**
The data restoring processing begins.

■ Resetting the life counters of the replaced consumables

If consumable parts have come to the end of their lives, some models* show the message on the screen and you cannot use the models until you replace the parts with new ones. When you have replaced life-expired consumables with new ones, you need to reset the life counters with the [Consumables Replacement] button. Follow the instructions that appear on the screen.

* Only the models that require you to reset the life counters show the message and the operation button for consumables replacement.

Note

If the front cover is open and you try to exit from the consumables replacement screen, the message appears to prompt you to close the front cover. Close the front cover and press [OK].

Tip

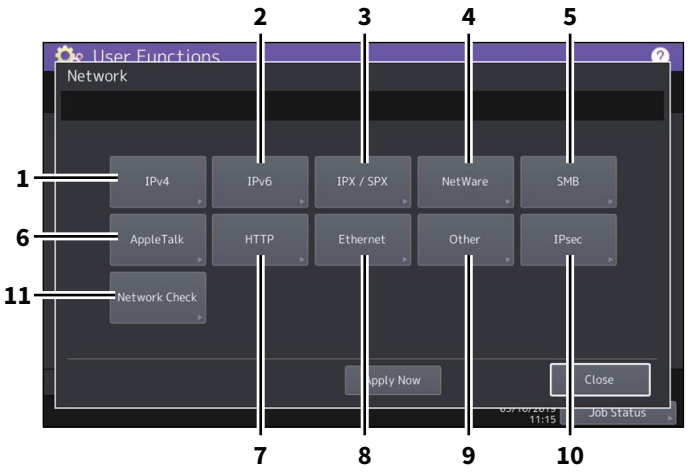
When you press [Help Video] on the Parts Replacement screen, the two-dimensional barcode appears so that you can scan it to access the help video for replacement. Press [Close] to close the two-dimensional barcode screen.

Network

You can set various network functions.

Tip

For instructions on how to display the Network menu, see the following page:
📖 P.35 “Accessing the Admin Menu”



	Item Name	Description
1	IPv4	📖 P.76 “Setting the TCP/IP protocol (IPv4)”
2	IPv6	📖 P.77 “Setting the TCP/IP protocol (IPv6)”
3	IPX/SPX	📖 P.83 “Setting the IPX/SPX protocol”
4	NetWare	📖 P.83 “Setting the NetWare settings”
5	SMB	📖 P.84 “Setting the SMB protocol”
6	AppleTalk *1	📖 P.85 “Setting the AppleTalk protocol”
7	HTTP	📖 P.85 “Setting the HTTP network service”
8	Ethernet	📖 P.85 “Setting the Ethernet speed”
9	Other	📖 P.86 “Setting the LDAP directory services, filtering functions and link down detection”
10	IPsec	📖 P.86 “Setting IPsec (IP security)”
11	Network Check	📖 P.87 “Checking the network”

*1 This function is not available for some models.

Note

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

■ Setting the TCP/IP protocol (IPv4)

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

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

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

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

■ Setting the TCP/IP protocol (IPv6)

You can set the TCP/IP v6 protocol.

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

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

- **When you select [Manual]:**
  You assign the IPv6 address, prefix and default gateway manually. In this mode, it is possible to register one IPv6 address.
  P.77 “Setting the IPv6 protocol manually”
- **When you select [Stateless]:**
  The IPv6 address is acquired automatically from the DHCPv6 server and routers. In this mode, it is possible to register up to nine IPv6 addresses.
  P.79 “Setting the IPv6 protocol automatically (in a stateless network environment)”

  Tip

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

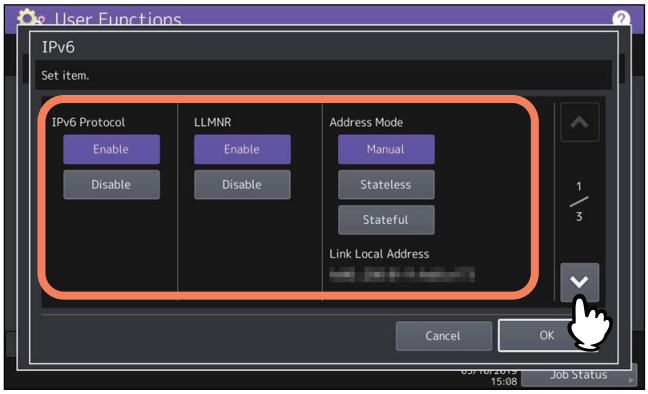
- **When you select [Stateful]:**
  The IPv6 address is automatically acquired from the DHCPv6 server. In this mode, it is possible to register one IPv6 address.
  P.81 “Setting the IPv6 protocol automatically (in a stateful network environment)”

Tip

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

❑ Setting the IPv6 protocol manually

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

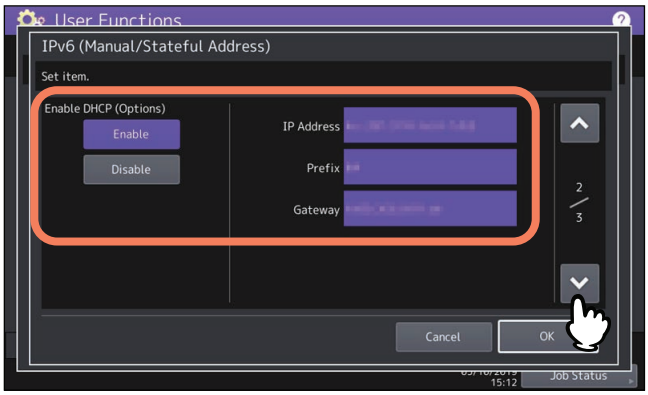


Item name	Description
IPv6 Protocol	• **Enable** — Press this button to enable the IPv6 protocol. • **Disable** — Press this button to disable the IPv6 protocol.
LLMNR	• **Enable** — Press this button to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • **Disable** — Press this button to disable the LLMNR protocol.
Address Mode	Select [Manual] for the IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

Note

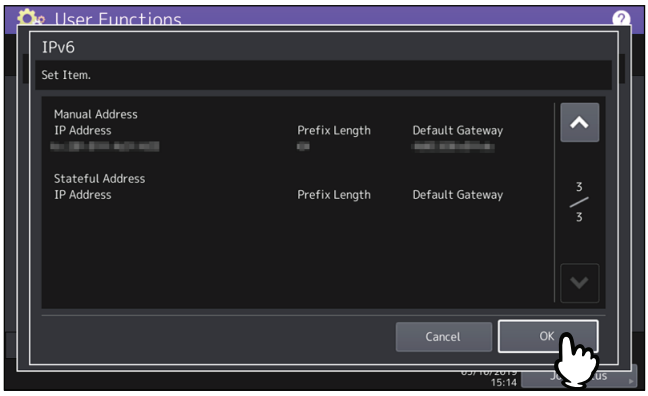
The link-local address cannot be used to connect to network places across a router.

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



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

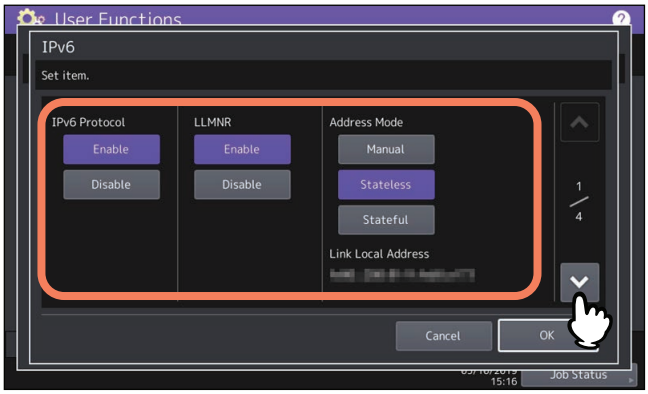
3 Confirm the settings and press [OK].



You will be returned to the Network menu.

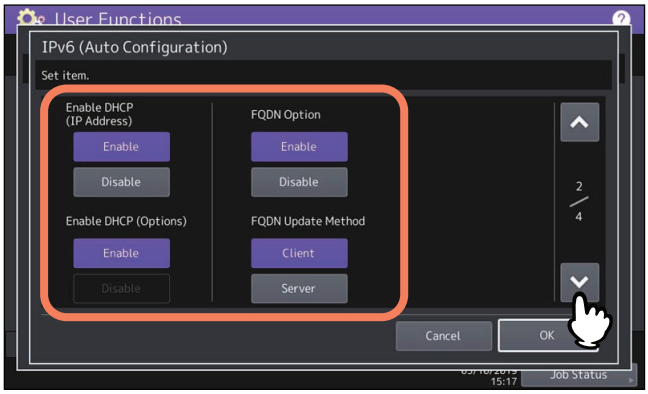
❑ Setting the IPv6 protocol automatically (in a stateless network environment)

1 **On the IPv6 screen, specify the following items as required and press [v].**



Item name	Description
IPv6 Protocol	• **Enable** — Press this button to enable the IPv6 protocol. • **Disable** — Press this button to disable the IPv6 protocol.
LLMNR	• **Enable** — Press this button to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • **Disable** — Press this button to disable the LLMNR protocol.
Address Mode	Select [Stateless] for IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

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

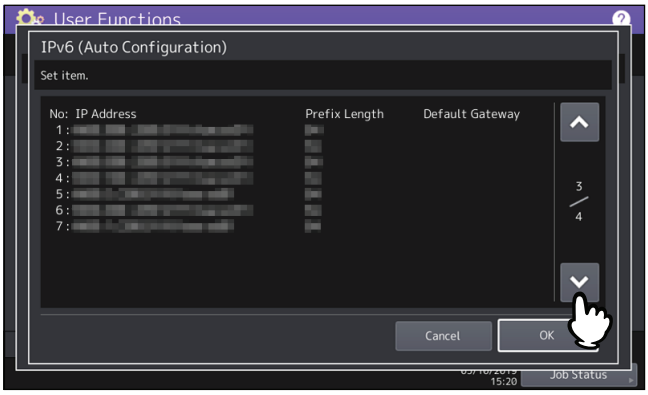


Item name	Description
Enable DHCP (IP Address)	• **Enable** — Press this button to use the IPv6 address issued by the DHCPv6 server. • **Disable** — Press this button to disable the IPv6 address issued by the DHCPv6 server.
Enable DHCP (Options)	• **Enable** — Press this button to use the optional information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

Tip

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

3 Confirm the settings and press [v].



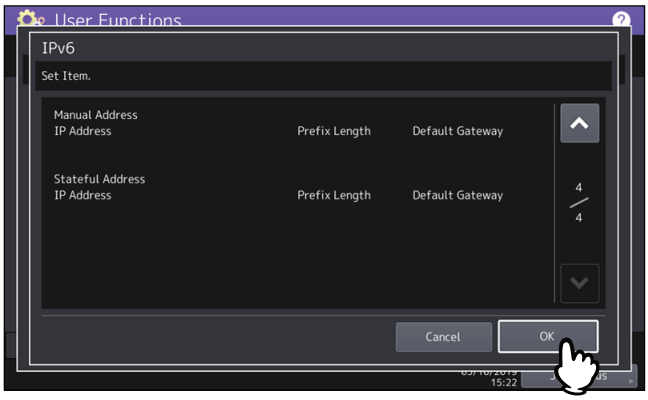
Tip

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

Note

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

4 Confirm the settings and press [OK].



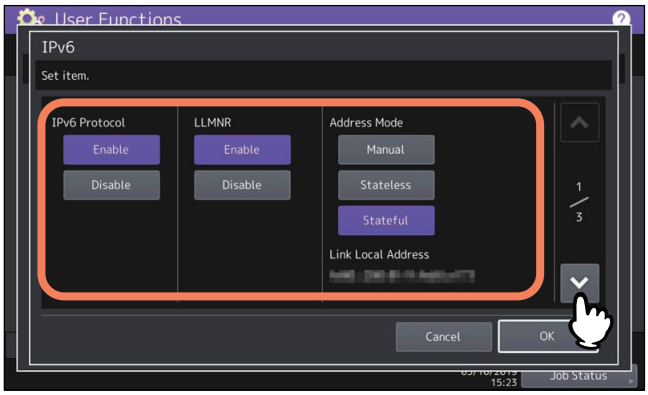
You will be returned to the Network menu.

Tip

The IPv6 address acquired from the DHCPv6 server is displayed.

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

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

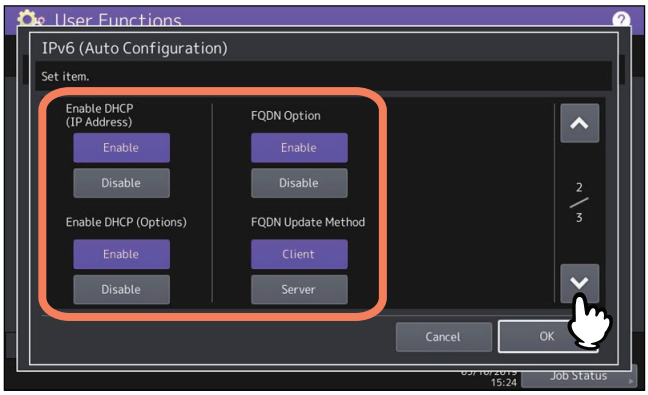


Item name	Description
IPv6 Protocol	• **Enable** — Press this button to enable the IPv6 protocol. • **Disable** — Press this button to disable the IPv6 protocol.
LLMNR	• **Enable** — Press this button to enable the LLMNR (Linklocal Multicast Name Resolution) protocol. • **Disable** — Press this button to disable the LLMNR protocol.
Address Mode	Select [Stateful] for the IPv6 addressing mode.
Link Local Address	The unique address used in IPv6 is displayed.

Note

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

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

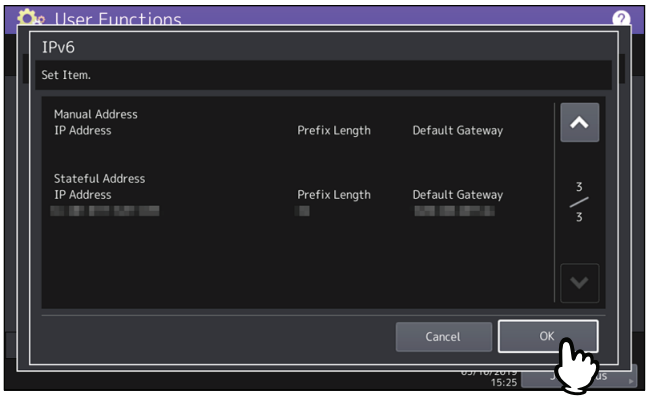


Item name	Description
Enable DHCP (IP Address)	• **Enable** — Press this button to use the IPv6 address issued by the DHCPv6 server. • **Disable** — Press this button to disable the IPv6 address issued by the DHCPv6 server.
Enable DHCP (Options)	• **Enable** — Press this button to use the optional information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

Note

[Enable DHCP (IP Address)] and [Enable DHCP (Options)] cannot be disabled simultaneously.

3 Confirm the settings and press [OK].



You will be returned to the Network menu.

Tip

The IPv6 address acquired from the DHCPv6 server is displayed.

■ Setting the IPX/SPX protocol

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

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

■ Setting the NetWare settings

You can set the NetWare configuration to be connected.

Note

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

Item name	Description
Enable NetWare	• **Enable** — Press this button to use the NetWare protocol. • **Disable** — Press this button to disable the NetWare protocol.
Enable Bindery	• **Enable** — Press this button to enable communication with the NetWare file server in bindery mode. • **Disable** — Press this button to disable communication with the NetWare file server in bindery mode.
Enable NDS	• **Enable** — Press this button to enable communication with the NetWare file server in NDS mode. • **Disable** — Press this button to disable communication with the NetWare file server in NDS mode.
Context	Enter the NDS context in which the NetWare print server for this equipment is located. This must be entered when you connect the NetWare file server in the NDS mode.
Tree	Enter the NDS tree. This must be entered when you connect the NetWare file server in the NDS mode.
File Server Name	Enter the NetWare file server name. It is recommended that this be entered when you connect the NetWare file server in bindery mode.

Tip

You can enable both bindery and NDS modes at the same time.

■ Setting the SMB protocol

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

Item name	Description
SMB Protocol	• **Enable** — Press this button to use the SMB protocol. • **Disable** — Press this button to disable the SMB protocol. When you select [Enable], select the function that you want to disable in [Restriction].
Restriction	Select whether to disable the printer sharing or file sharing function. You can select one of the following: • **None** — Press this button when not restricting neither the printer sharing nor the file sharing function. Both SMB printing and the file sharing service using SMB are enabled. • **Print Share** — Press this button to disable SMB printing. • **File Share** — Press this button to disable the file sharing service using SMB.
NetBIOS Name	Press this button to enter the name by which this equipment will be displayed on the Windows network. The NetBIOS name is set to “MFP<NIC serial number>” by factory default.
Logon	Displays the Windows network environment to which this equipment is logged on. “Workgroup” is displayed if this equipment is logged on to a workgroup network and “Domain” if it is logged on to a domain network. “Workgroup” or “Domain” can be specified only from TopAccess. For details on how to change the setting, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.
WINS Primary	Press this button to enter the IP address of the primary WINS server using the digital keys. The primary WINS server IP address is required when you want to allow access to this equipment from a different subnet using NetBIOS name, and the NetBIOS name and workgroup name of the equipment are resolved using the WINS server. Use the arrow buttons to switch the active box.
WINS Secondary	Press this button to enter the IP address of the secondary WINS server using the digital keys. Specify the IP address of the secondary WINS server as needed when using the WINS server to resolve the NetBIOS name and workgroup name of this equipment. The secondary WINS server is used when the primary WINS server is unavailable. Use the arrow buttons to switch the active box.

Note

- When you select [Disable] for [SMB Protocol] or [File Share] for [Restriction], the Save as File to MFP Local function is disabled.
- If this equipment is set to log on to the domain in the SMB Session of TopAccess (administrator mode) but “Workgroup” is displayed, logging on to the domain network has failed. In that case, check whether the Windows Server and the TopAccess SMB Session settings are correct.
- If you set “Domain” for Log-on setting in the TopAccess (administrator mode) SMB Session, and power ON this equipment or press [Apply Now] after changing the network settings of this equipment, the equipment logs on to the Windows domain network.
- You can enter only alphanumeric characters and “-” (hyphen) for [NetBIOS Name].
- Do not enter an IP address that starts with “0” (i.e. “0.10.10.10”), “127” (i.e. “127.10.10.10”), or “224” (i.e. “224.10.10.10”) in [WINS Primary] and [WINS Secondary]. If you enter such an address, the equipment cannot communicate with the WINS server.
- If you enter “0.0.0.0” for [WINS Primary] and [WINS Secondary], this equipment will not use the WINS server.
- When [Dynamic] or [No Auto IP] is selected for [Address Mode] in the TCP/IP settings, this equipment can acquire the IP address for [WINS Primary] and [WINS Secondary] from the DHCP server.

■ Setting the AppleTalk protocol

The AppleTalk protocol must be enabled and properly set to enable AppleTalk printing from a Mac computer. This function is not available for some models.

Item name	Description
Enable AppleTalk	• **Enable** — Press this button to use the AppleTalk protocol. • **Disable** — Press this button to disable the AppleTalk protocol.
Device Name	Enter the device name of this equipment.
Desired Zone	Enter the AppleTalk zone name. If your AppleTalk network has not been configured with a zone, enter the default zone name "*".

■ Setting the HTTP network service

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

Item name	Description
Enable HTTP Server	• **Enable** — Press this button to use the HTTP network server service. • **Disable** — Press this button to disable the HTTP network server service. This option must be enabled for TopAccess and the e-Filing web utility.
Enable SSL/TLS	Select whether or not to use SSL (Secure Sockets Layer)/TLS (Transport Layer Security). • **Enable** — Press this button to encrypt the data transferred between the equipment and client computers using a private key, as a result of operating TopAccess or the e-Filing web utility. • **Disable** — Press this button to disable encryption.
Primary Port Number	Enter the primary port number to be used for receiving HTTP access from other clients. Normally use the default port number “80”.
Secondary Port Number	Enter the secondary port number to be used to access TopAccess and the e-Filing web utility. Normally use the default port number “8080”.

■ Setting the Ethernet speed

You can specify the Ethernet speed.

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

Note

- The options vary depending on the model.
- The current Ethernet speed is displayed above the buttons. “Link not detected” is displayed when links failed to be detected.
- If the network is not stable, turn the power of the equipment OFF and then back ON.

■ Setting the LDAP directory services, filtering functions and link down detection

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

Item name	Description
Enable LDAP	• **Enable** — Press this button to use the LDAP network server service. • **Disable** — Press this button to disable the LDAP network server service.
Enable IP Filtering	• **Enable** — Press this button to use IP filtering. • **Disable** — Press this button to disable IP filtering.
Enable MAC Address Filtering	• **Enable** — Press this button to use MAC address filtering. • **Disable** — Press this button to disable MAC address filtering.
Link Down Detection	• **Enable** — Press this button to use the link down detection. • **Disable** — Press this button to disable the link down detection.

Tip

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

Note

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

■ Setting IPsec (IP security)

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

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

Item name	Description
Policy Name	The name of the currently applied IPsec policy is displayed.
Enable	Press this button to enable IPsec communication.
Disable	Press this button to disable IPsec communication.
Flush Connections	Press this button to manually clear (flush) the current IPsec session and start a new session when the key currently used for IPsec communication has leaked or a security violation has occurred.
Factory Default	Press this button to reset the IPsec settings back to the factory defaults. When you press this button, a confirmation message is displayed.

Tip

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

Note

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

■ Checking the network

Two functions are available for checking the network status: ping and traceroute.

Item name	Description
Server	Select the server you want to check.
Ping	Press this button to check the connection status between this equipment and the servers on the network.
Traceroute	Press this button to view and check the network path to the desired server.

Tip

There are two ways to select the server you want to check.
To select the desired server from the server list displayed on the touch panel:
Checkable servers and supported protocols are as follows.

- Primary DNS server (IPv4/IPv6)
- Secondary DNS server (IPv4/IPv6)
- Primary WINS server (IPv4)
- Secondary WINS server (IPv4)
- SMTP server (IPv4/IPv6)
- POP3 server (IPv4/IPv6)
- Primary SNTP server (IPv4/IPv6)
- Secondary SNTP server (IPv4/IPv6)
- LDAP server 1
- LDAP server 2
- LDAP server 3
- LDAP server 4
- LDAP server 5
- Remote server 1
- Remote server 2

To designate the desired server manually:
Enter the server name, IPv4 address, or IPv6 address manually.

Note

- When you have entered a WINS name for the network path of the remote server 1/2 in TopAccess “Save as file Setting”, you will not be able to perform network check on those servers by selecting them from the server list. In this case, designate the IP address of the remote server 1/2 manually to perform the network check.
- When the ping/traceroute command can reach a server, the IP address is displayed for the check result for the server. If the command cannot reach it for some reason, the host name is displayed instead of the IP address.

Copy

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

Tip

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

COPY screen (1/4)

Item name	Description
Maximum Copies	Press the button of the desired maximum number of copies to be allowed from [9999]*1, [999], [99], and [9].
Auto 2-Side Mode	Press the button of the 2-sided mode copy settings (Available only when the Automatic Duplexing Unit is installed) that applies by default to originals placed in the Automatic Document Feeder. • **Off** — Press this button to set the 2-sided mode to [1->1 SIMPLEX]. • **1->2 Duplex** — Press this button to set the 2-sided mode to [1->2 Duplex]. • **2->2 Duplex** — Press this button to set the 2-sided mode to [2->2 Duplex]. • **User** — Press this button to automatically display the screen to select the 2-sided mode when originals are placed in the Automatic Document Feeder.
Sort Mode Priority	Select the default sort mode for copy jobs. If [Staple] is selected, the output is stapled on the upper left corner by default. To staple copies, the finisher*2 must be installed.

*1 This option is not available depending on the model.
*2 This optional unit is not available for some models.

Copy screen (2/4)

Item name	Description
Automatic Change of Paper Source	This option allows you to specify whether to enable the function to automatically change the paper source also when the paper source has been manually specified for a copy job. Selecting [On] makes the equipment feed the same size of paper from a different drawer when the specified drawer becomes empty during a copy job. Note When Attribute is set to other than [None] for a drawer, the paper placed in this drawer is out of the scope of the Automatic Change of Paper Source function. For instructions on how to check and/or change attribute for a drawer, see the following page: P.22 “Drawer”
Suspend Printing If Stapler Empty *1	This option allows you to select whether to stop printing when the stapler is empty during stapling in other than the saddle stitch mode. • **On** — Press this button to stop printing. • **Off** — Press this button to continue printing without stapling. Note If the stapler is empty in the saddle stitch mode, printing stops.
Paper of Different Direction *1 *2	Selecting [On] makes the equipment feed the same size of paper with different orientation from a different drawer when the specified drawer becomes empty during a copy job. Note When envelope or non-standard size paper is used, this function is not available.
Default Mode of Auto Color	A setting item for color models. It allows you to specify the initial mode for the Auto Color Copy mode.

*1 This function is not available for some models.
*2 For paper feeding when the drawer becomes empty during copying, refer to Paper feeding at automatic change of paper source below.

Copy screen (3/4)

Item name	Description
Auto Exit Tray Change (Cascade Print) *	• **On** — Press this button to continue printing by automatically changing the exit tray when the original exit tray becomes full. • **Off** — Press this button to stop printing when the exit tray becomes full.
Waste Hole Punch Tray Full *	• **On** — Press this button to continue printing without punching holes when the punch waste tray of the Hole Punch Unit becomes full. • **Off** — Press this button to stop printing when the punch waste tray of the Hole Punch Unit becomes full.
Original Outside Erase	• **On** — Press this button to use the original outside erase function. • **Off** — Press this button to disable the original outside erase function.

* This function is not available for some models.

Copy screen (4/4)

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

Paper feeding at automatic change of paper source

The following is an example for the automatic change of paper source while copying on A4-size paper.

Options		Paper Feeding	
Automatic Change of Paper Source	Paper of Different Direction *1	With Automatic Paper Selection (APS)	With drawer specified manually
On	On	A4 and A4-R*2 paper are fed.	A4 and A4-R*2 paper are fed.
On	Off	A4 paper is fed.	A4 paper is fed.
Off	On	-	-
Off	Off	-	-

*1 This function is not available for some models.
*2 The paper size A4-R is not available for some models.

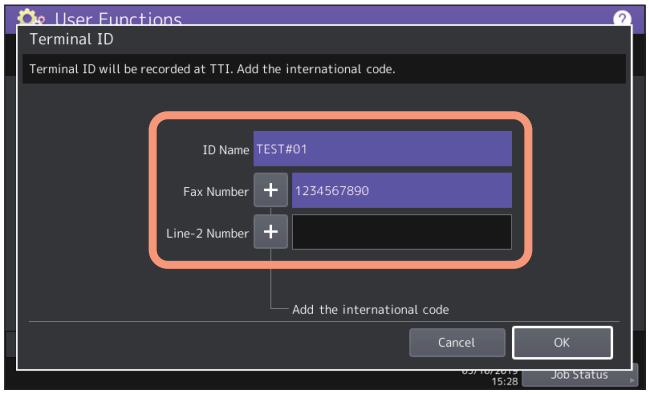
If the FAX Unit and the 2nd Line for FAX Unit are not installed, only [Discard] and [Reduction] for [Rx Print] are available.

Tip

- When the FAX Unit is not installed, the options set in this menu are applied to Internet Fax reception jobs.
- Depending on the model, [Fax] is available only when the Scanner Kit or Printer/Scanner Kit is installed.
- For instructions on how to display the Fax screen, see the following page:
  P.35 “Accessing the Admin Menu”

■ Registering the terminal ID

This section describes how to register the terminal ID of this equipment. If the terminal ID is registered in advance, sender information can be printed on the leading edge on the transmitted original, and receiver information on the trailing edge on the received fax. [Line-2 Number] is displayed only when the 2nd Line for FAX Unit is installed.

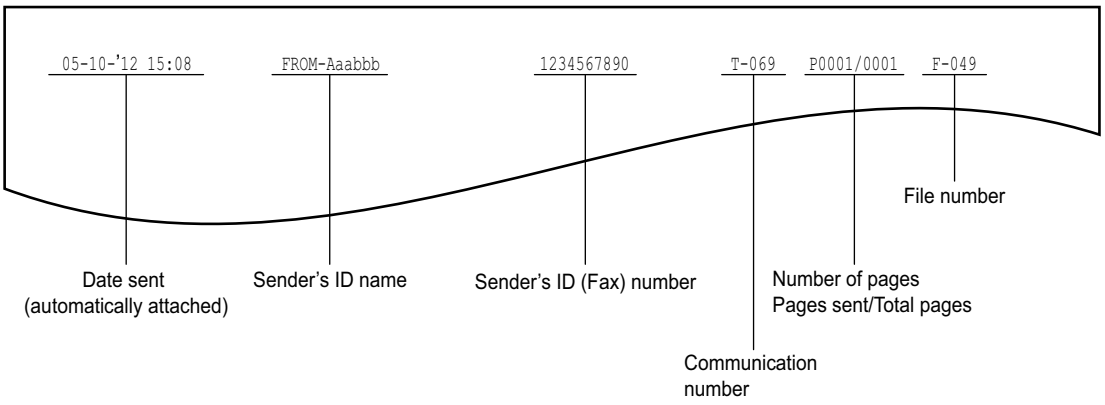


Tip

- You can enter up to 20 characters in the ID Name, but whether they can all be displayed or not depends on their size.
- When you add an international code, press [+]. To enter a pause “ - ”, press [Pause].

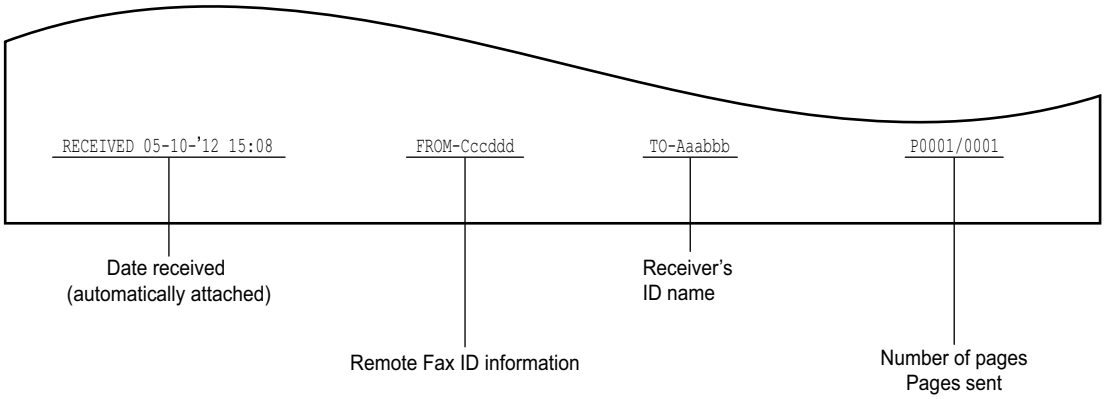
Example of how sender information is printed on paper

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



Example of how receiver information is printed on originals you receive

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



■ Setting the initial setup

You can set the initial settings for the fax functions.

Tip

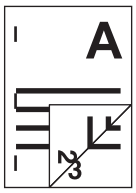
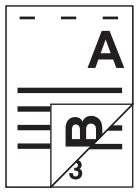
Setting these items may not be required since they may not be displayed on the screen (it depends on your country or region).

Item name	Description
Rx Mode	Set the fax reception mode. • **Auto** — This equipment receives an incoming fax automatically. • **Manual** — This equipment receives an incoming fax manually. Tip • To receive a fax in the manual mode, an external telephone is required. • When the 2nd Line for FAX Unit is installed, the reception mode of the 2nd lines limited to “Auto reception”.
Monitor Volume Completion Tone Volume	Monitor tone volume (line tone when on-hook) and Reception completion tone volume (You hear this tone when reception is completed). Each volume can be set in 8 levels (0: tone Off).
RX End Tone	You can set the notification function which sounds an alarm when the fax reception is completed. • **Print End** — An alarm sounds at the completion of printing. • **Receive End** — An alarm sounds at the completion of reception. • **Off** — Disables the RX end tone.
TX End Tone	You can set the notification function which sounds an alarm when the fax transmission is completed. • **Normal End** — An alarm sounds when transmission is completed properly. • **On Error** — An alarm sounds when transmission fails. • **Always** — An alarm sounds when transmission is completed properly or fails. • **Off** — Disables the TX end tone.
Line Monitor	You can set the notification function which activates monitor sounds if the connection with the remote fax is made at communication. • **On** — Activates monitor sounds when the connection with the remote fax is made. • **Off** — Disables the Line Monitor.
Dial Type Dial Type (Line2) *	There are 2 types of telephone lines. When you first install this equipment or you change the connected telephone line, set this according to the telephone line type. • **Auto** — Dial pulse lines • **Manual** — Multi frequency lines

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

■ Setting Rx printing

You can set up options to print a received fax.

Item name	Description
Discard	You can switch discard printing ON or OFF. With it being set to ON, if an original is up to 10 mm (0.4 inch) longer than the printing area, the part that exceeds the paper printing area is discarded.
Duplex Print	You can switch duplex printing ON or OFF. With it being set to ON, received documents are printed on both sides of paper. Tip • Duplex printing is available only if the received fax sizes and resolution are the same. • When paper has run out during duplex printing, the rest of the documents are printed on another size paper. • When the received fax is printed on 2 sheets of paper because it exceeds the printing area, duplex printing is not available. • Documents received using the batch transmission function are printed on both sides of the paper as one continuous document. Pay attention to the separation of the individual documents particularly those consisting of an odd number of pages. • Even when duplex printing is set to ON, the document printed using the reception forward function is printed on a single side of paper. • Duplex printing direction differs depending on the received document size, as shown in the figures below. Received LD, LG, LT, A3, A4, or B4-sized documents are printed so that they can be bound along the long edge of the direction. (Figure 1) Received ST, A5 or B5-sized documents are printed so that they can be bound along the short edge of the direction. (Figure 2) 1  2 
Reduction	You can switch Rx reduction printing ON or OFF. With it being set to ON, if an original exceeds the printing area by more than 10 mm (0.4 inch), it is reduced by 75% of the original size when printing.
Rotate Sort *1	You can switch the rotate sort function ON or OFF. With this being set to ON, received faxes are alternately sorted horizontally and vertically for each fax job. Tip • Rotate Sort is available only for LT/A4-sized paper. Set the LT and LT-R*2, or A4 and A4-R*2 drawers. • If paper runs out during Rotate Sort, the rest of the documents are printed on the remaining paper. If no copy paper remains, printing is performed on a larger size than A4/A4-R*2 or LT/LT-R*2. • When the rotate sort function is set to ON, the attribute cannot be set to “FAX”.

*1 This function is not available for some models.
*2 The paper sizes A4-R and LT-R are not available for some models.

Tip

In the Administrator’s Function List, you can view the status of the options. For details of the operation to print the list, refer to the following.
P.110 “Printing lists”

■ Setting recovery transmission

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

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

Note

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

■ Setting 2nd Line for FAX Unit

On the models with the 2nd line for FAX Unit, you can make settings to use two lines at the same time. In addition to the settings described below, you need to:

- Register the terminal ID.
  🕮 P.90 “Registering the terminal ID”
- Set the dial type.
  🕮 P.92 “Setting the initial setup”

Item name	Description
Tx / Rx	The 2nd line is used for both transmission and reception.
Rx Only (24HR)	The 2nd line is used only for reception.
Rx Only (Timer)	The 2nd line is used only for reception during a specified period of time. Specify the time period on a 24-hour basis.

Tip

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

■ Setting the secure receive function

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

Item name	Description
Secure Receive	• **Enable** — Press this button to enable the Secure Receive function. • **Disable** — Press this button to disable the Secure Receive function • **Weekly Schedule** — Press this button to set the time for each day of the week for automatically enabling or disabling. - Time is displayed in 24-hour format. - To enable the function throughout the day, set [Disable]/[Enable] to 00:00/00:00. - To disable the function throughout the day, set [Disable]/[Enable] to 00:00/24:00.
Print Password	You can set a password for the fax line. 🕮 P.95 “Setting a password for printing”

Note

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

Tip

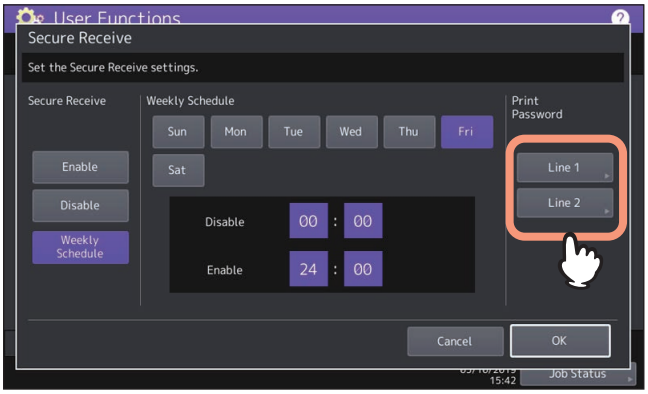
In [Fax] in the [User] tab, you can enable or disable the Secure Receive function earlier than the time set by Weekly Schedule.

❑ Setting a password for printing

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

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

* [Line 2] is not available for the models without the 2nd line for FAX Unit.



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

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

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

3 Press [OK].

File

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

Tip

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

Item name	Description
On	Press this button to enable the storage maintenance.
Off	Press this button to disable the storage maintenance.
Storage Maintenance	Enter the number of days that the system will preserve files before deleting them. You can enter 1 to 99 days.

Tip

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

E-mail

This menu allows you to set the options below.

Tip

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

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

Tip

For instructions on how to display the E-mail screen, see the following page:
📖 P.35 “Accessing the Admin Menu”

Item name	Description
From Address	Enter the E-mail address of this equipment.
From Name	Enter the name of this equipment.
Subject	Press this button to set the default E-mail subject. Pressing this button displays the Subject screen. 📖 P.98 “Setting the default E-mail subject”.
	 — Press this button to add date and time to the E-mail subject.  — Press this button to not add date and time to the E-mail subject.
	 — Press to enable edit of the E-mail subject.  — Press to disable edit of the E-mail subject.
Body	Enter the default message body.
Fragment Message Size (KB)	Select the desired fragment size from the drop-down list. Press [None] to disable the fragmentation.
Body String Transmission	• **Enable** — Press this button to send the message body. • **Disable** — Press this button to not send the message body.

Note

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

■ Setting the default E-mail subject

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

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

Internet Fax

This menu allows you to set the options below.

Tip

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

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

Tip

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

Item name	Description
From Address	Enter the E-mail address of this equipment.
From Name	Enter the name of this equipment.
Body	Enter the message body.
Fragment Page Size (KB)	Select the desired fragment page size from the drop-down list. Press [None] to disable the fragmentation.
Body String Transmission	• **Enable** — Press this button to send the message body. • **Disable** — Press this button to not send the message body.

Note

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

This menu allows you to perform the following operations:

- P.100 “Managing certificates”
- P.104 “Setting secure PDF”
- P.105 “Performing the integrity check”

Tip

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

■ Managing certificates

You can import device certificates and CA certificates, as well as export device certificates.
P.100 “Importing a certificate”
P.103 “Exporting the device certificate”

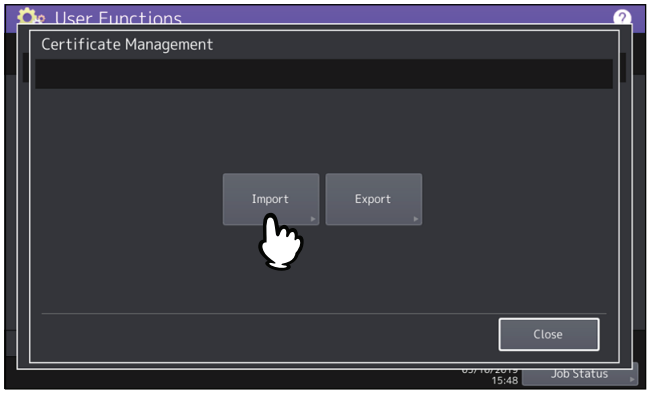
Tip

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

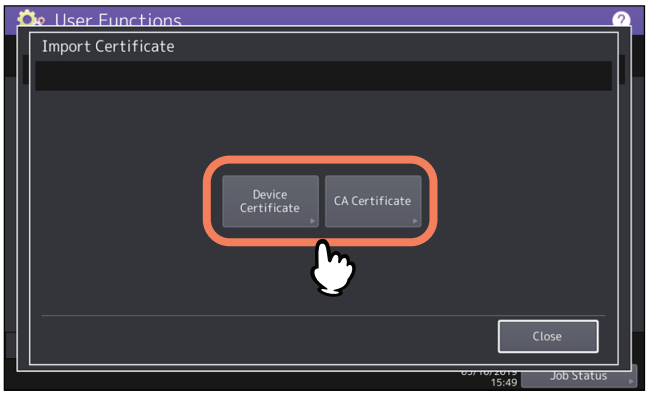
❑ Importing a certificate

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

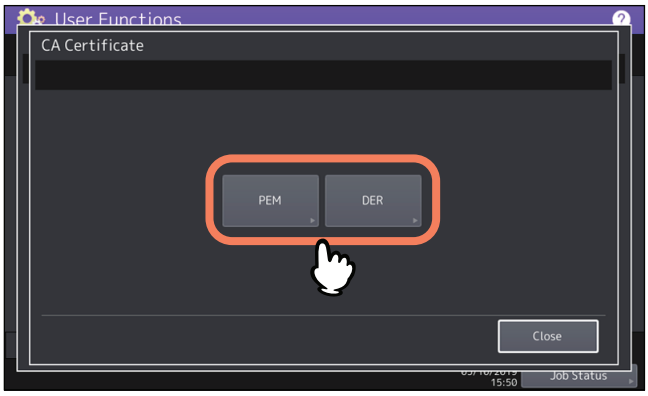
2 Press [Import].



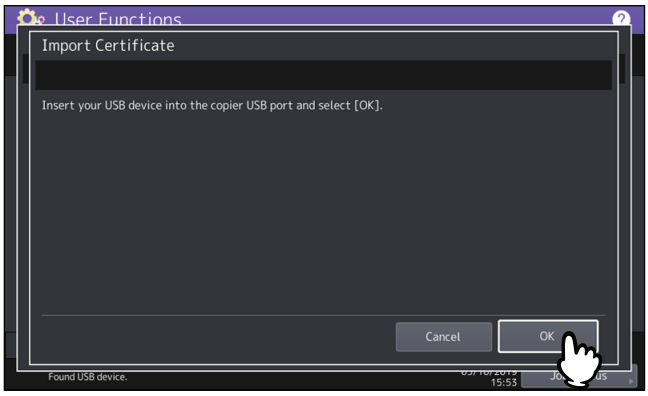
3 Press [Device Certificate] or [CA Certificate].



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



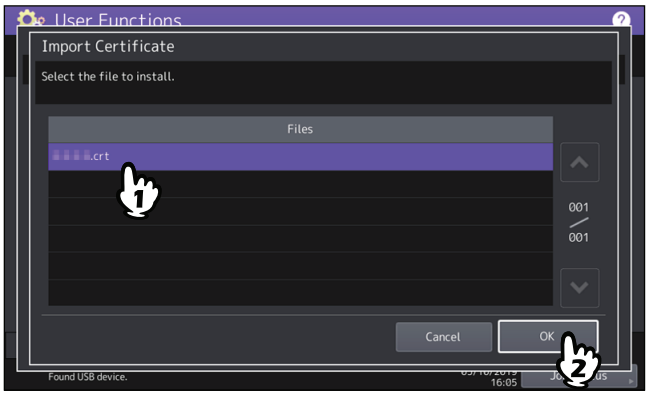
4 Connect the USB storage device in which the certificates are stored to the USB port on the equipment, and press [OK].



Tip

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

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



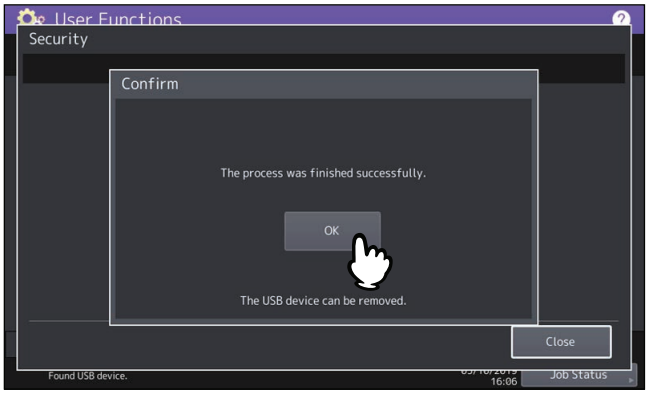
- When the file extension is ".pfx" or ".p12", the Password Required screen will be displayed. Proceed to the next step.
- When the file extension is any other than above, importing the certificate will begin. Proceed to step 7.

Note

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

6 Enter the password and press [OK].

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



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

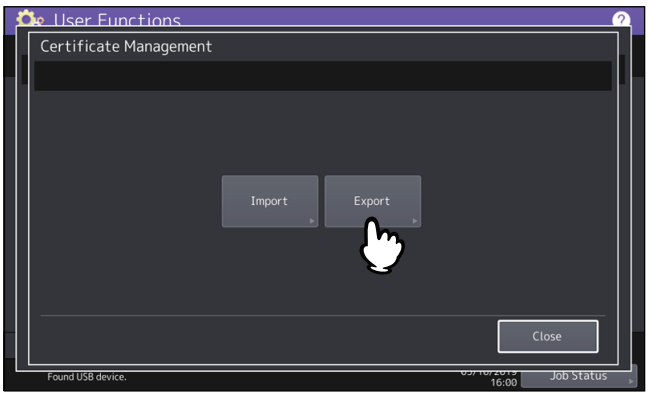
❑ Exporting the device certificate

Tip

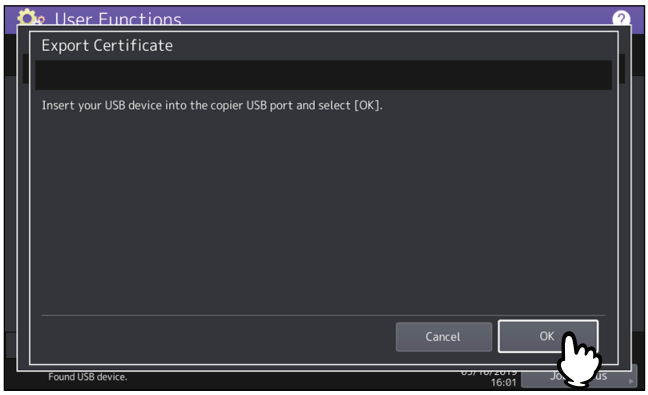
The file format of the exported device certificate will be PEM (extension .crt).

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

2 Press [Export].



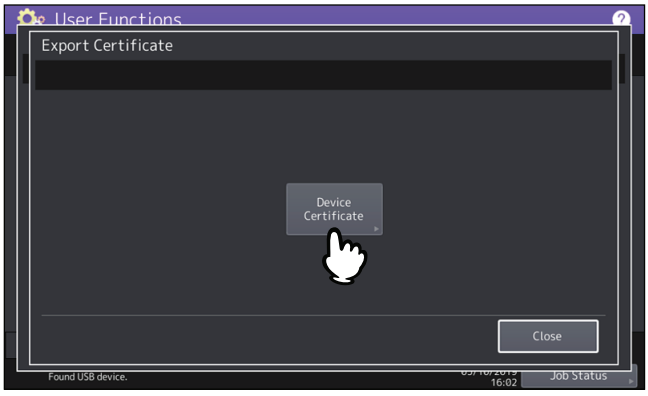
3 Connect your USB storage device to the USB port on the equipment, and press [OK].



Tip

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

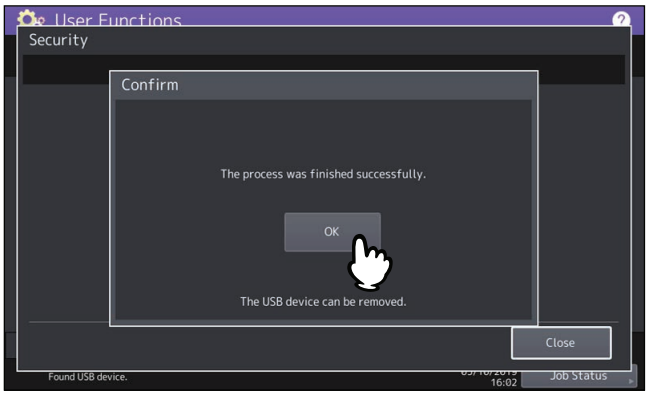
4 Press [Device Certificate].



Note

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

5 When exporting is complete, press [OK].



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

■ Setting secure PDF

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

Item name	Description
User Password	Enter the password required to open a secure PDF file. No user password is initially set.
Use Authentication Code as Password	• **Enable** — Press this button to use the user authentication user name as user password. • **Disable** — Press this button to use the user password entered in [User Password] above instead of the user authentication user name.
Master Password	Enter the password required to change the security setting of a secure PDF file. No master password is initially set.
Encryption Level	Select the encryption level for the secure PDF files. • **128bit AES** — Press this button to set an encryption level compatible with Acrobat 7.0, PDF V1.6. • **128bit RC4** — Press this button to set an encryption level compatible with Acrobat 5.0, PDF V1.4. • **40bit RC4** — Press this button to set an encryption level compatible with Acrobat 3.0, PDF V1.1.
Forced Encryption	• **Enable** — Press this button to only allow output of data scanned by this equipment as secure PDF files. • **Disable** — Press this button to allow other file formats (such as JPEG and TIFF).
Authority	Select the authority for a secure PDF file. • **Print** — Press this button to allow printing. • **Change** — Press this button to allow changing the document. • **Extract** — Press this button to allow copying and extracting content. • **Accessibility** — Press this button to allow Content Extraction for Accessibility.

Note

- Different passwords must be set for [User Password] and [Master Password].
- Enter 1 to 32 alphanumeric characters for [User Password] and [Master Password]. The input password is hidden with symbols.
- When the lock icon next to the [User Password] box is highlighted ( ), the user cannot change the password.
- When the lock icon next to the [Master Password] box is highlighted ( ), the user cannot change the encryption level or authority.

- In this equipment, only ASCII characters are supported as available for a password for the encrypted PDF files. Due to this, if any characters other than ASCII ones are used in the user name and when [Use Authentication Code as Password] is selected, the encrypted PDF files cannot be opened since the password becomes incorrect.
- If either [Extract] or [Accessibility] is selected or deselected when [40bit RC4] is selected, both options are enabled or disabled accordingly.
- If you select [Enable] for the Forced Encryption mode, outputting file formats other than secure PDF (such as JPEG, TIFF, etc.) will be prohibited. Furthermore, the following Scan to File operations which cannot generate secure PDFs will be unavailable.
  - Copy & File
  - Fax & File
  - Internet Fax & File
  - Network Fax & File

Tip

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

■ Performing the integrity check

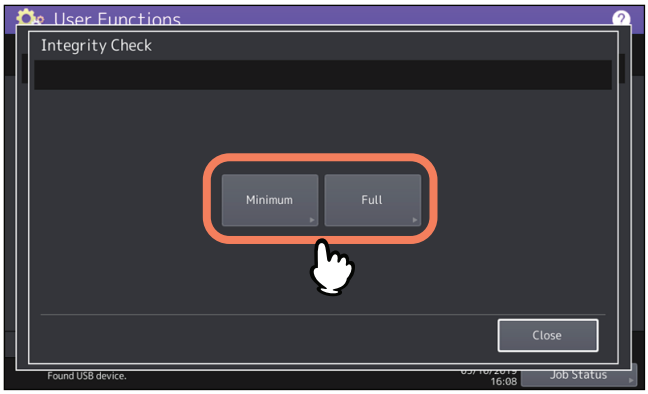
This menu allows you to perform the following integrity check operations.

- [Minimum]
  Selecting [Minimum] checks the execution code to run the security function and the data to which the security execution code refers.
- [Full]
  Selecting [Full] checks all execution codes and the data to which the security execution code refers.
  P.105 “Performing the Integrity Check”

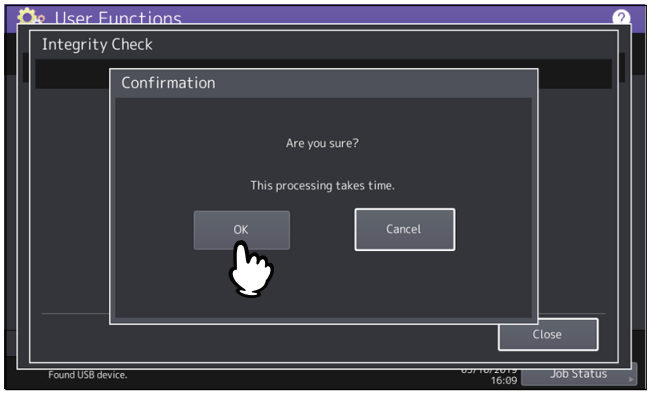
❑ Performing the Integrity Check

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

2 Press [Minimum] or [Full].



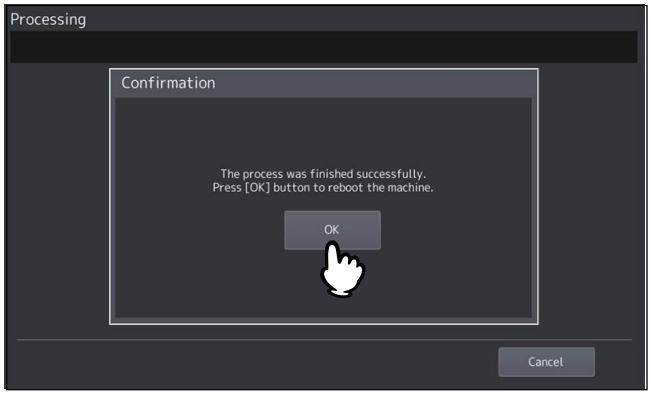
3 Press [OK].



Note

- It may take some time to complete the integrity check.
- When you press [OK] in the above screen while a job is being processed, the Caution screen will be displayed. In this case, press [Close], and wait until the job is complete, then perform the operation again.
- Periodically perform the integrity check. If an error, such as illegally modified data, is detected, the service call screen will be displayed. In this case, contact your service representative.

4 Press [OK] to reboot the equipment.



List/Report

This menu allows you to perform the following operations:

- P.107 “Setting the report”
- P.110 “Printing lists”

Tip

For instructions on how to display the List/Report menu, see the following page:
P.35 “Accessing the Admin Menu”

■ Setting the report

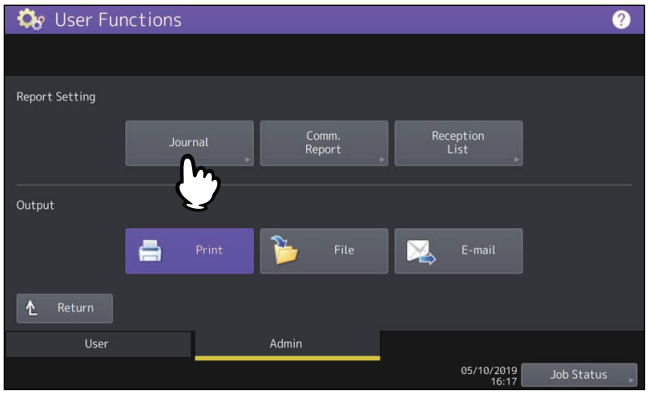
This menu allows you to make required settings for printing the following reports:

Item name	Description
Transmission / Reception Journal	There are two types of journals available on this equipment. Journals can be printed either automatically or manually. If you select [Auto], you can specify the number of transmissions and receptions after which to print each journal. P.107 “Setting the transmission / reception journal output” Tip The old journals are deleted and only the specified number of journals beginning with the newest one are kept. The most recent 5000 journals can be exported as a file from TopAccess administrator mode.
Communication Report	The communication report allows you to print a report after every transmission. You can also select the conditions for printing communication reports for each transmission type. P.108 “Setting the communication report”
Reception List	The settings for the reception list allows you to specify whether to print a reception list when the mailbox on this equipment has received a document. This can be set for each the following mailbox transactions: • **Relay Station** — When a relay transmission has been received from an originator as a relay hub. • **Local** — When the mailbox on this equipment has been reserved for a local document. • **Remote** — When the mailbox on this equipment has been reserved for a remote document from another facsimile. P.109 “Setting the reception list”
Output	Select the output format of report. When you select [File] or [E-mail], you need to specify the destination for saving file or e-mail address on TopAccess. For details, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.

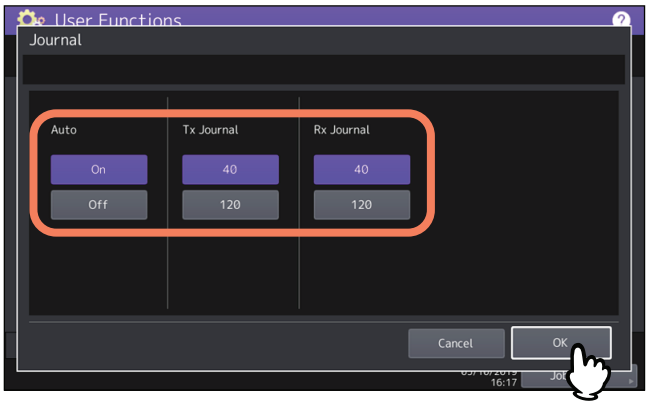
❑ Setting the transmission / reception journal output

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

2 Press [Journal].



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

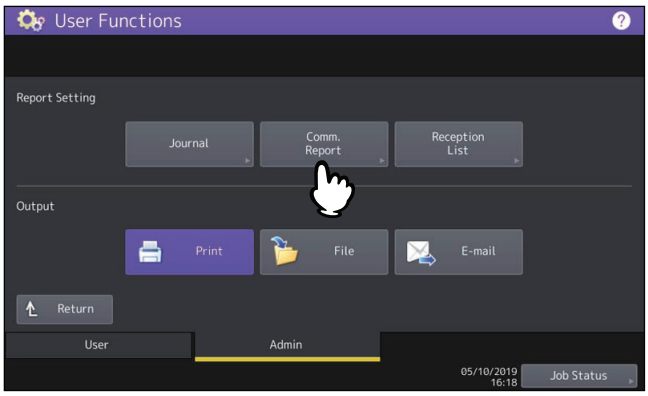


Item name	Description
Auto	Press [On] to enable printing the transmission and reception journals automatically. When you enable this option, the transmission and reception journals will be printed when the specified numbers of transactions are completed.
Tx Journal	Press the number button that specifies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

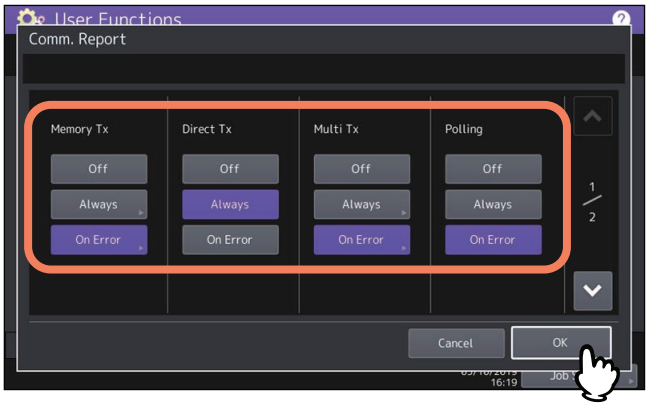
❑ Setting the communication report

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

2 **Press [Comm. Report].**



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

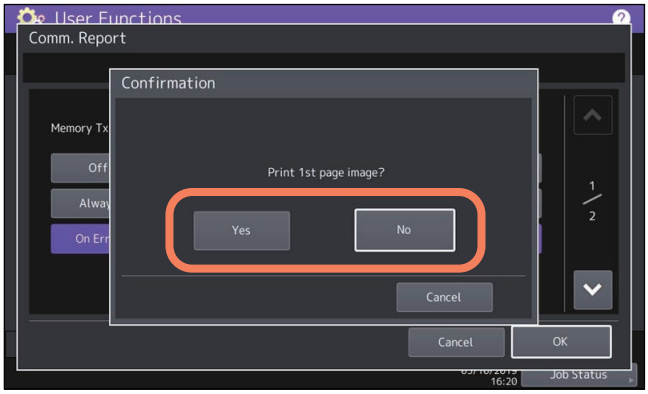


Item name	Description
Memory Tx Direct Tx Multi Tx Polling Relay Originator Relay Station Relay Destination	• **Off** — Press this button to disable printing of communication report. • **Always** — Press this button to always print the communication report. • **On Error** — Press this button to print the communication report in the event of an error.

Note

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

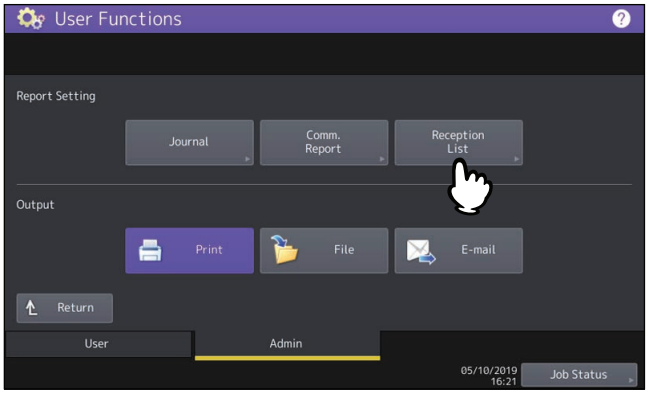
When you press [Always] or [On Error] for other than [Direct Tx] and [Polling], the “Print 1st page image?” message is displayed. Press [Yes] when you want to print the communication report by adding the first page of the sent document. Press [No] when not.



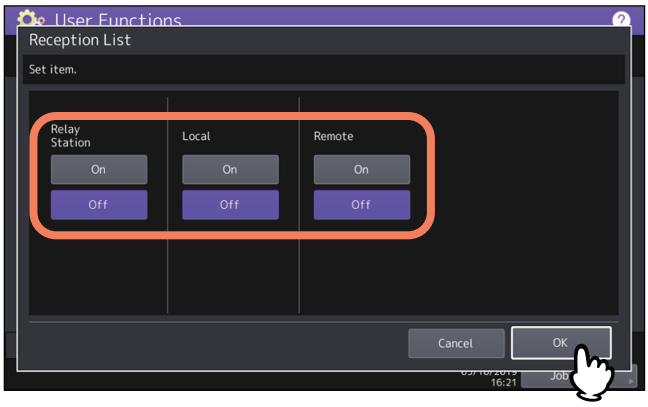
❑ Setting the reception list

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

2 Press [Reception List].



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



Item name	Description
Relay Station	Select [On] to print the reception list when a relay transmission has been received from an originator.
Local	Select [On] to print the reception list when the mailbox on this equipment has been reserved for a local document.
Remote	Select [On] to print the reception list when a remote document from another facsimile has arrived to the mailbox on the equipment.

■ Printing lists

You can print NIC Configuration Page, Function List, PS3 Font List, and PCL Font List.

Note

The displayed buttons vary depending on the model.

Tip

For each item printed on “NIC Configuration Page” and “Function”, refer to the following page:
📖 P.152 “List Print”

Printer/e-Filing

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

Tip

For instructions on how to display the Printer / e-Filing screen, see the following page:
P.35 “Accessing the Admin Menu”

Printer / e-Filing screen (1/2)

Item name	Description
Automatic Change of Paper Source	Select whether to enable the function to automatically change the paper source also when the paper source is manually specified for a print job. Selecting [On] makes the equipment feed the same size of paper from a different drawer when the specified drawer becomes empty during a print job.
Paper of Different Direction*1 *2	Selecting [On] makes the equipment feed the same size of paper with different orientation from a different drawer when the specified drawer becomes empty during a print job. Note • When envelope or non-standard size paper is used, this function is not available. • When printing with 600 x 1200 dpi on e-STUDIO2010AC/2510AC, this function is not available.
Suspend Printing If Stapler Empty *1	Select whether to stop printing when the stapler is empty during stapling in other than the saddle stitch mode. • **On** — Press this button to stop printing. • **Off** — Press this button to continue printing without stapling. Note If the stapler is empty in the saddle stitch mode, printing stops.
Enforcement Continue (Illegal Paper) *1	Select whether to change the output tray automatically and continue printing when paper whose size or type does not allow it to exit is included in the second or later page of a print job. • **On** — Press this button to continue printing by automatically changing the output tray. • **Off** — Press this button to stop printing.

*1 This function is not available for some models.
*2 For paper feeding when the drawer becomes empty during printing, refer to Paper feeding of automatic change of paper source below.

Printer / e-Filing screen (2/2)

Item name	Description
Auto Exit Tray Change (Cascade Print) *1	• **On** — Press this button to continue printing by automatically changing the exit tray when the original exit tray becomes full. • **Off** — Press this button to stop printing when the exit tray becomes full.
Waste Hole Punch Tray Full *1	• **On** — Press this button to continue printing without punching holes when the punch waste tray of the Hole Punch Unit becomes full. • **Off** — Press this button to stop printing when the punch waste tray of the Hole Punch Unit becomes full.
Auto Release Private/ Hold Print	Select whether to automatically print Private Print jobs and Hold Print jobs on login to this equipment. • **On** — Press this button to automatically print the user's Private Print jobs and Hold Print jobs on login to this equipment. • **Off** — Press this button to require touch panel operation. For details of Private Print jobs and Hold Print jobs, refer to the following chapters of the **Printing Guide**. Tip This option is available when the user authentication is enabled.
Confirmation of Bypass Printing	Select whether you confirm to feed the next paper for the bypass printing. • **On** — Press this button to feed the next paper by pressing the [START] button after you place it on the bypass tray and confirm it. • **Off** — Press this button to feed the next paper automatically when placing it on the bypass tray. Note • This function works on the network printing, USB direct printing, and e-Filing printing from TopAccess. • When you select [Off] for this function, you will feed wrong paper without confirming it and thus paper misfeeding may occur.

*1 This function is not available for some models.

Paper feeding of automatic change of paper source

The following is an example for the automatic change of paper source while printing on A4-size paper.

Options		Paper Feeding	
Automatic Change of Paper Source	Paper of Different Direction *1	When [Auto] is selected for the paper source	With drawer specified manually
On	On	A4 and A4-R*2 paper are fed.	A4 and A4-R*2 paper are fed.
On	Off	A4 paper is fed.	A4 paper is fed.
Off	On	-	-
Off	Off	-	-

*1 This function is not available for some models.

*2 The paper size A4-R is not available for some models.

Wireless Setting

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

- Raw TCP Printing from Windows computers
- LPR Printing from Windows computers
- LPR Printing from Macintosh computers
- LPR Printing from UNIX/Linux workstation

P.114 “Setting the security mode”
P.115 “Settings”

Tip

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

■ Setting the security mode

Item name	Description
WPS	WPS is a standard to allow easy wireless LAN configurations. This equipment supports Push Button Configuration and PIN methods. The Push Button Configuration method completes the configuration by transmitting the ESSID and encryption key to the wireless LAN device as you press the button on the Access Point. Whereas the PIN method completes the configuration by transmitting the ESSID and encryption key to the wireless LAN device as you register the PIN generated by the wireless LAN device to the Access Point.
WPA/WPA2, WPA2, and 802.1X	Using the WPA/WPA2, WPA2, and 802.1X, you can restrict the access to the wireless network using the RADIUS server. There are two protocols for the WPA/WPA2, WPA2, and 802.1X, EAP-TLS or PEAP. When using the EAP-TLS authentication, you must install user certification file and CA certification file (must be either DER, BASE64, or PKCS#7 encoding format) in the equipment. This equipment uses the user certification file (must be exported as a private key in PKCS#12 encoding format) to authenticate the access rights to the wireless network, and the RADIUS server authenticates this equipment using the user ID and password. When using the PEAP, you must install the CA certification file (must be either DER, BASE64, or PKCS#7 encoding format) in the equipment. This equipment uses the user name and password to authenticate the access rights to the wireless network, and the RADIUS server authenticate this equipment using the CA certification file. Tip This equipment supports the following RADIUS server (TLS 1.2 compatible) that uses PEAP/EAP-TLS. • Windows Server 2016 or later • Linux hostapd v2.0
WPA/WPA2PSK and WPA2PSK	WPA/WPA2PSK and WPA2PSK is an authentication method using the PSK (Pre-Shared Key) between the Access Point and other wireless devices. To access the wireless network using the WPA/WPA2PSK and WPA2PSK authentication, the same PSK Path Phrase must be assigned in both the Access Point and other wireless devices. Note When using WPA/WPA2PSK and WPA2PSK, it is recommended to use a strong password.
WEP	The WEP is a data encryption method using the WEP key between the Access Point and other wireless devices. WEP is less secure compared with WPA/WPA2, WPA2, 802.1X, WPA/WPA2PSK and WPA2PSK. If the wireless network is configured in the Infrastructure Mode and the Access Point supports WPA/WPA2, WPA2, 802.1X or WPA/WPA2PSK and WPA2PSK, it is recommended to use WPA/WPA2, WPA2, and 802.1X or WPA/WPA2PSK and WPA2PSK rather than WEP.

■ Settings

Item name				Description
ON	Infrastructure	WPS	PBC	Select PBC on the touch panel, then press the WPS button on the Access Point within 2 minutes.
			PIN	Register the PIN code generated by this equipment to the Access Point within 2 minutes.
		SSID/Security	WPA/WPA2 WPA2 802.1X (EAP-TLS)	Enter the EAP user name, and then disable the setting for Use Username from Common Name in the User Certificate. Select TKIP or AES (CCMP) for the encryption method of communication. If 802.1X is selected as the security setting, you can also select Dynamic WEP.
			WPA/WPA2 WPA2 802.1X (PEAP)	Enter the EAP user name, EAP password, and password confirmation. Select TKIP or AES (CCMP) for the encryption method of communication. If 802.1X is selected as the security setting, you can also select Dynamic WEP.
			WPA/ WPA2PSK WPA2PSK	Select TKIP or AES (CCMP) for the encryption method of communication, and then enter the PSK Pass Phrase. The PSK Pass Phrase must be between 8 to 63 characters long.
			WEP	Select the items for the WEP encryption and key format, and then enter the WEP key.
	Wi-Fi Direct		Group Owner	Switches ON/OFF of the Group Owner setting. When this setting is turned ON, this equipment works as an access point.
			IP Address	Set the IP address of this equipment if the Group Owner setting is ON.
			Fix SSID and Passphrase *	Select Yes to fix an SSID and a passphrase and No not to fix them. This function is available when the Group Owner setting is ON. Note If you enable the Fix SSID and Passphrase function, handle the passphrase with great care.
			SSID *	Enter up to 22 alphanumeric characters for the fixed SSID when Fix SSID and Passphrase is set to Yes. The prefix "xx" in "Direct-xx-" and the passphrase are automatically created when the Wi-Fi Direction function is activated for the first time and they cannot be changed. Users can check the SSID and Passphrase on the Legacy Device Connection screen. P.31 "Connecting with SSID and Passphrase"
OFF				Disable the wireless LAN.

* The function to fix an SSID and a passphrase is available for some models.

Note

- When using the WPA/WPA2, WPA2, and 802.1X with the EAP-TLS protocol, you must install the CA certification file and user certification file in the equipment using TopAccess first. For instructions, refer to **TopAccess Guide** "Chapter 8: [Administration] Tab Page".
- When using the WPA/WPA2 and WPA2 with the PEAP protocol, you must install the CA certification file in the equipment using TopAccess first. For instructions, refer to **TopAccess Guide** "Chapter 8: [Administration] Tab Page".

- When the Group Owner setting is ON in the Wi-Fi Direct setting, the IP addresses between “xxx.xxx.xxx.100” to “xxx.xxx.xxx.107” are assigned to the clients which connect to this equipment via Wi-Fi Direct. If the IP address of this equipment is between “xxx.xxx.xxx.100” to “xxx.xxx.xxx.107”, the IP addresses assigned to the clients are between “xxx.xxx.xxx.110” to “xxx.xxx.xxx.117”. For example, if the IP address of this equipment is “192.168.0.50”, the IP addresses between “192.168.0.100” to “192.168.0.107” are assigned to the clients.
  When the wired LAN and Wi-Fi Direct are used at the same time, or the Infrastructure mode of the wireless LAN and Wi-Fi Direct are used at the same time, assign the IP addresses which belong to different network.
- For instructions on how to connect this equipment and a device supporting Wi-Fi Direct, see the following.
  📖 P.31 “Wi-Fi Direct Setting”

Bluetooth Settings

If the Wireless LAN/Bluetooth Module is installed in the equipment, you can make settings for Bluetooth.

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

Note

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

Tip

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

Factory Default

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

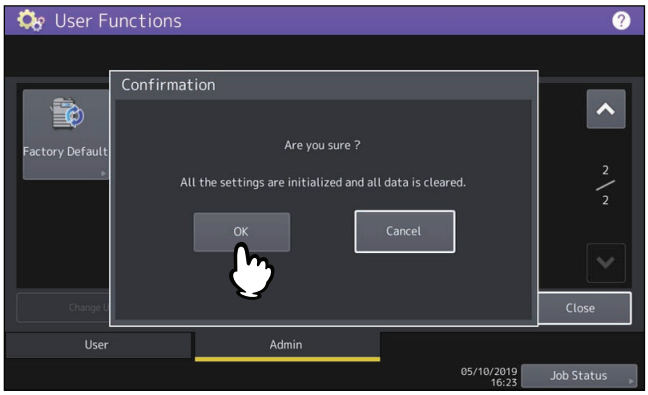
Settings Data		Remarks
Setup	General	All the settings are reset to the factory defaults.
	Network	
	Copy	
	Fax	
	Scan to File	
	E-mail	
	Internet Fax	
	Printer / e-Filing	
	Printer	
	Print Service	
	Security	

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

Tip

For instructions on how to display the Factory Default screen, see the following page:
📖 P.35 “Accessing the Admin Menu”

1 On the Confirmation screen of the Factory Default screen, press [OK].



The initialization begins.

Note

- If you want to back up the setting data and user data before initialization, use the cloning function to create clone files. For details of the cloning function, see the following page:
P.63 “Creating or installing clone files”
- When the initialization fails, the message “The process failed.” will be displayed. In this case, press [Close], and perform the operation again.

2 Press [OK] to reboot the equipment.

USB Cable Print

Select the mode used for printing via a USB connection.

Item name	Description
IPP Over USB	Normally use this mode. Tip Select this item to print using the AirPrint function.
Legacy USB (Win)	Use this mode when you are already using our MFPs and give priority to the compatibility with them.

Drawer

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

Item name	Description
Paper Size Setting	You can set whether the user can specify the paper size for drawers.
Envelope Drawer *	You can set the type of drawer. Normally it is detected automatically.

* This function is not available for some models.

Custom Size Scan

You can set custom sizes of originals for scanning.

Item name	Description
Custom Size Registration	You can select custom sizes to register or delete them.
Custom Size Registration by User	You can select whether or not to allow users to register custom sizes.
Entry	You can register a name and size (length and width) of custom size scan.
Delete	You can select the registered custom size and delete it.

Change User Password

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

Item name	Description
User Name	Enter the user name for which the password is to be changed.
New Password	Enter the new password.
Retype New Password	Enter the new password again.

Note

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

Tip

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

802.1X Settings

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

This equipment supports the following authentication methods:

- EAP-MSCHAP v2
- EAP-MD5
- EAP-TLS
- PEAP*1
  The following protocols are available for inner authentication:
  - EAP-MSCHAP v2
- EAP-TTLS
  The following protocols are available for inner authentication:
  - PAP
  - CHAP
  - EAP-MSCHAP v2
  - EAP-MD5

*1 PEAP is not available for Windows Server 2008.

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

Authentication Method	Inner Authentication Method	CA Certificate	User Certificate
EAP-MSCHAP v2	-	-	-
EAP-MD5	-	-	-
EAP-TLS	-	Necessary*1	Necessary*2
PEAP	EAP-MSCHAP v2	Necessary*1	-
EAP-TTLS	PAP	Necessary*1	-
	CHAP	Necessary*1	-
	EAP-MD5	Necessary*1	-
	EAP-MSCHAP v2	Necessary*1	-

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

Tip

- For instructions on how to install certificates, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.
- For instructions on how to display the WIRED 802.1X Settings screen, see the following page:
  P.35 “Accessing the Admin Menu”

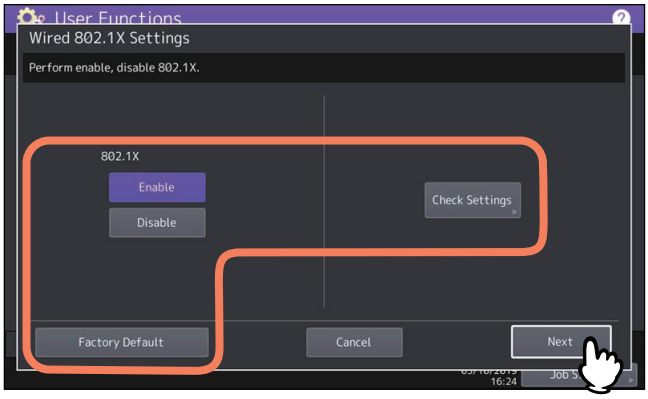
Note

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

Message	Cause
[802.1X] Auth Server/Switch couldn’t be contacted	• The RADIUS server service is stopped. • Configuration for the RADIUS server is not correct. • The IEEE 802.1X switch has problem.
[802.1X] Authentication failed	• The username or password that the user entered is not correct. • The certificates uploaded are wrong.

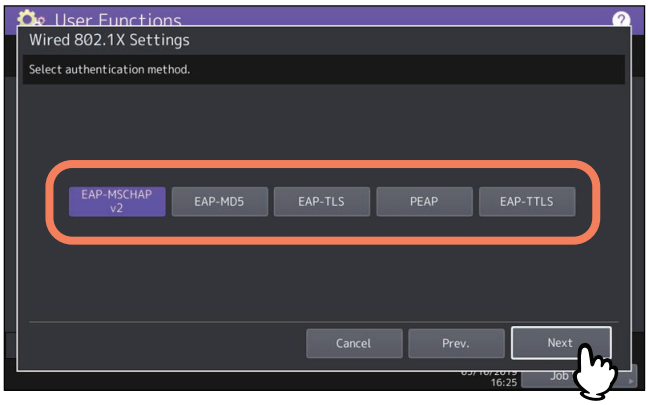
Message	Cause
Certificate verification Failure	• A CA certificate is not installed in the equipment. • The installed CA certificate is not valid. • The server certificate is invalid.

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



Item name	Description
802.1X	• **Enable** — Press this button to use IEEE 802.1X authentication. • **Disable** — Press this button to disable IEEE 802.1X authentication. Tip When changing IEEE802.1X authentication from [Enable] to [Disable], press [Next], and on the "Confirm the following settings" screen that appears, press [Apply Now] to complete the setting.
Check Settings	Press this button to confirm the options currently selected. Note [Check Settings] is available when you selected [Enable] for 802.1X.
Factory Default	Press this button to reset the IEEE802.1X settings back to the factory defaults.

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

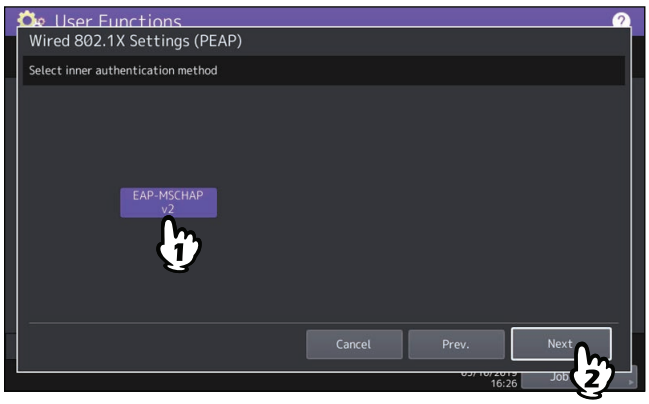


If you selected [EAP-MSCHAP v2], [EAP-MD5] or [EAP-TLS], proceed to step 4.

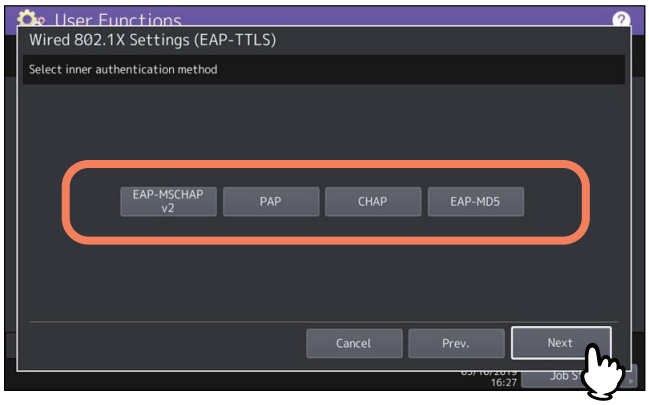
3 Select the inner authentication method and press [Next].

Selecting inner authentication method is necessary only when you selected [PEAP] or [EAP-TTLS] in step 2.

- When you selected [PEAP]:

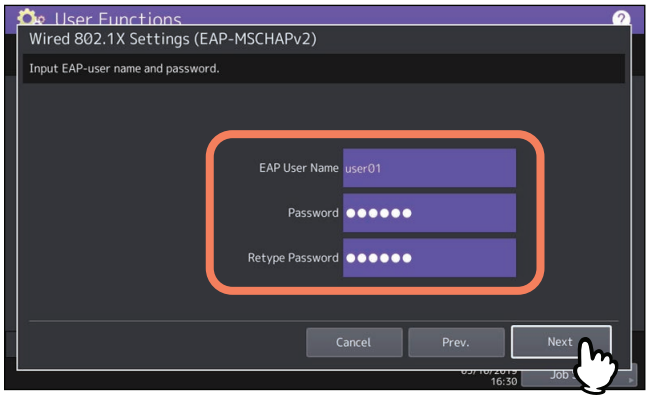


- When you selected [EAP-TTLS]:

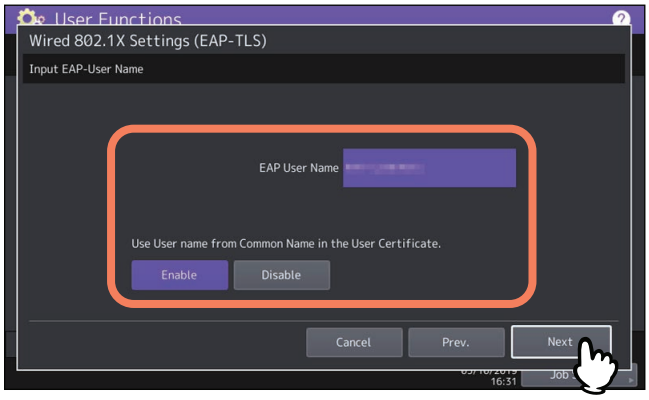


4 Specify the following items as required and press [Next].

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

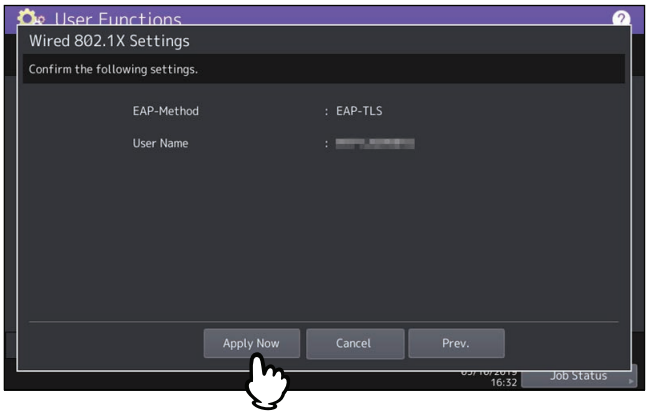


- When you selected [EAP-TLS]:



Item name	Description
EAP User Name	Enter the EAP user name.
Password	Enter the authentication password.
Retype Password	Enter the authentication password again.
Use Username from Common Name in the User Certificate	To set the common name in the user certificate installed in this equipment as EAP user name, press [Enable]. Note If you set this item to [Enable], you will not be able to enter [EAP User Name].

5 Confirm the settings and press [Apply Now].



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

3

MANAGING COUNTERS (COUNTER MENU)

Accessing the Counter Menu 130

Total Counter 131
Displaying print counter 131
Displaying scan counter 132
Displaying OCR counter 132

Print Out Total Counter 133

Department Counter 134
Displaying print counter for department code 135
Displaying scan counter for department code 135
Displaying fax communications counter for department code 135
Displaying OCR counter for department code 135

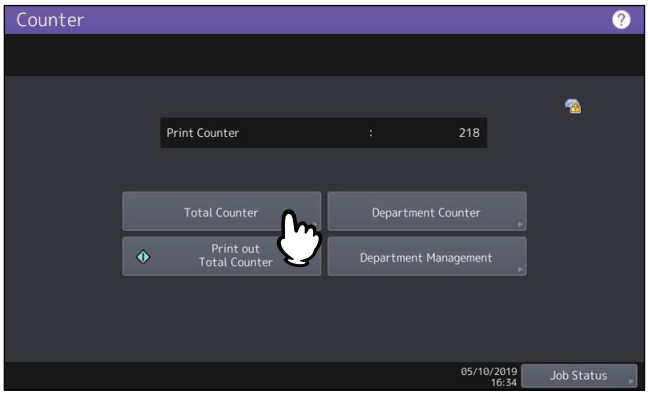
Department Management 136
Printing the department code list 136
Enabling department codes 137
Registering, Changing or Deleting department codes 137
Setting output limitations for all departments 143
Setting the No Limit Black function 143
Setting the registered quota 143
Resetting all department counters 144
Deleting all department codes 144

User Counter 145

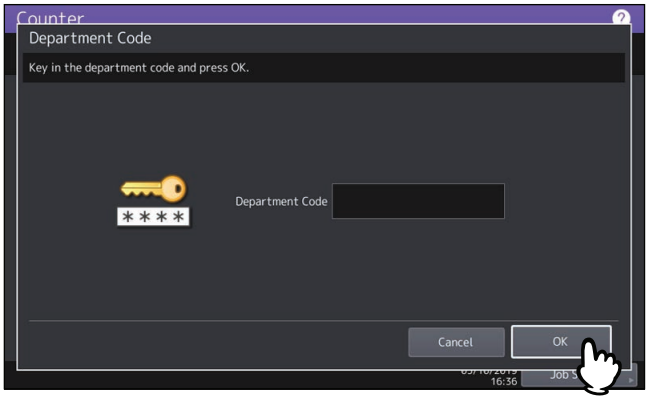
Accessing the Counter Menu

Follow the steps below to access the Counter menu.

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



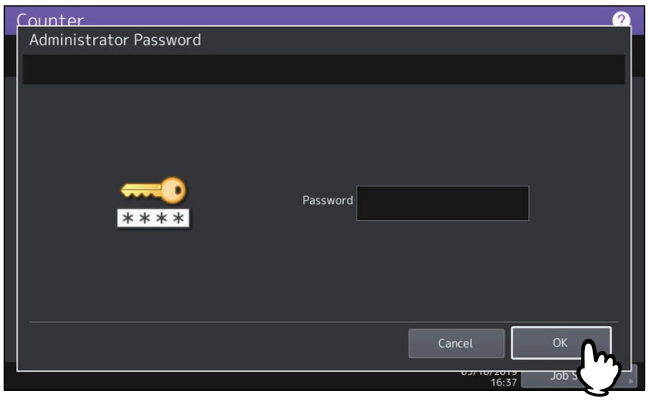
2 **To access the [Department Counter], enter the department code and press [OK].**



3 **To access the [Department Management], enter the administrator password.**

Tip

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



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

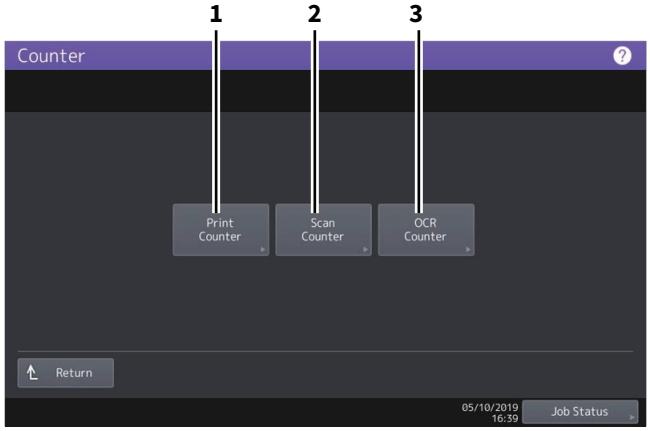
📖 P.131 “Total Counter”
📖 P.133 “Print Out Total Counter”
📖 P.134 “Department Counter”
📖 P.136 “Department Management”

Total Counter

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

Tip

For instructions on how to display the Counter menu, see the following page:
P.130 “Accessing the Counter Menu”



	Item Name	Description
1	Print Counter	P.131 “Displaying print counter”
2	Scan Counter	P.132 “Displaying scan counter”
3	OCR Counter	P.132 “Displaying OCR counter”

Note

- The total counters cannot be cleared.
- The OCR counter is displayed only when the OCR option is installed.

■ Displaying print counter

This counter displays the total number of sheets output by this equipment. The print counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of sheets printed by copy jobs.
Fax Counter	Indicates the number of sheets printed by fax receptions.
Printer Counter	Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
List Counter	Indicates the number of sheets printed by system page print jobs.

Note

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

■ Displaying scan counter

This counter displays the total number of originals scanned by this equipment. The scan counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of originals scanned by copy jobs.
Fax Counter	Indicates the number of originals scanned by fax and Internet Fax transmissions.
Network Counter	Indicates the number of originals scanned by scan jobs.

Note

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

■ Displaying OCR counter

This counter displays the total number of originals to which an OCR process has been performed in this equipment. The OCR Counter counts up when the following operations are performed.

- Scanned or fax reception images and output files at the E-mail transmission are stored in any of the following formats when the OCR function is available.

PDF	DOCX
SlimPDF	XLSX
PDF/A	PPTX

- The contents of the barcode are output by enabling the barcode scanning function.

Print Out Total Counter

This menu allows you to print Total Counter List.

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

Tip

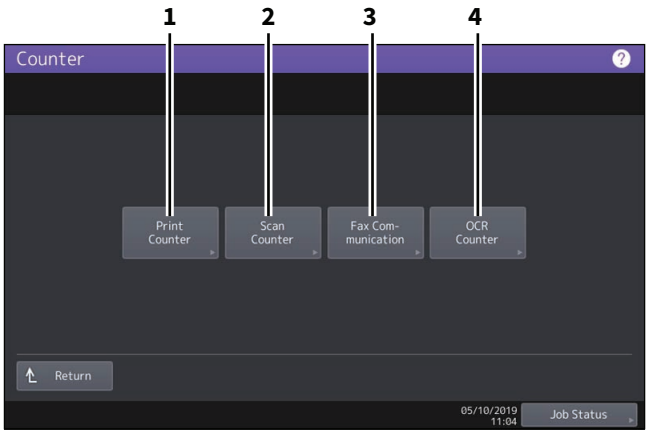
For instructions on how to display the Counter menu, see the following page:
P.130 “Accessing the Counter Menu”

Department Counter

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

Note

The department counter is available only when this equipment has been managed using the Department Management function.
P.139 “Editing department codes”



	Item Name	Description
1	Print Counter	P.135 “Displaying print counter for department code”
2	Scan Counter	P.135 “Displaying scan counter for department code”
3	Fax Communication	P.135 “Displaying fax communications counter for department code”
4	OCR Counter	P.135 “Displaying OCR counter for department code”

Tip

- For instructions on how to display the Counter menu, see the following page:
  P.130 “Accessing the Counter Menu”
- An administrator password is required.
- The Department Management function set on copy/fax/printer/scan/list counter for department code can be disabled individually. For details, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”

■ Displaying print counter for department code

This counter allows you to display the value of the print counter for each department code. The print counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of sheets printed by copy jobs.
Fax Counter	Indicates the number of sheets printed by polling jobs.
Printer Counter	Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
List Counter	Indicates the number of sheets printed by system page print jobs.

Note

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

■ Displaying scan counter for department code

This counter allows you to display the value of the scan counter for each department code. The scan counter contains the following counters.

Item Name	Description
Copy Counter	Indicates the number of originals scanned by copy jobs.
Fax Counter	Indicates the number of originals scanned by fax and Internet Fax transmissions.
Network Counter	Indicates the number of originals scanned by scan jobs.

■ Displaying fax communications counter for department code

This counter allows you to display the value of the Fax and Internet Fax transmission and reception counter for each department code. The fax communication counter contains the following counters:

Item Name	Description
Transmit	Indicates the number of pages sent by Fax transmissions.
Reception	Indicates the number of pages received by polling jobs.

■ Displaying OCR counter for department code

This counter displays the total number of originals to which an OCR process has been performed in this equipment for each department. The OCR Counter counts up when the following operations are performed.

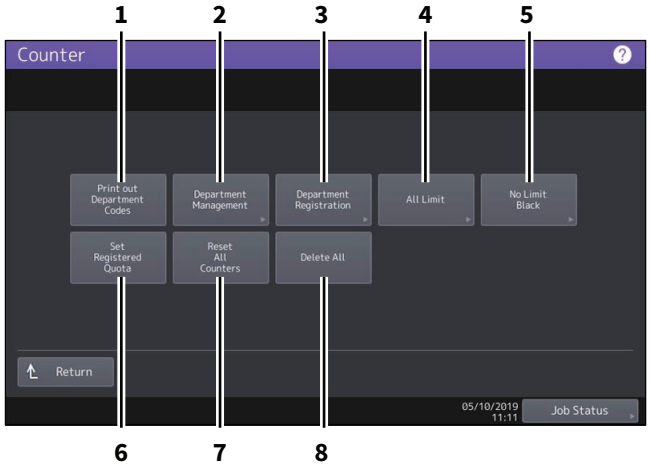
- Scanned or fax reception images and output file at the E-mail transmission are stored in any of the following formats when the OCR function is available.

PDF	DOCX
SlimPDF	XLSX
PDF/A	PPTX

- The contents of the barcode are output by enabling the barcode scanning function.

Department Management

You can define department codes to control the quantity of copy, print, scan, and facsimile pages printed by each department code. You can register up to 1000 department codes.
To manage the department codes, you must know the administrator password for this equipment. For this reason, it is recommended that this task be performed only by an authorized administrator.



	Item Name	Description
1	Print out Department Codes	P.136 “Printing the department code list”
2	Department Management	P.137 “Enabling department codes”
3	Department Registration	P.137 “Registering, Changing or Deleting department codes”
4	All Limit	P.143 “Setting output limitations for all departments”
5	No Limit Black	P.143 “Setting the No Limit Black function”
6	Set Registered Quota	P.143 “Setting the registered quota”
7	Reset All Counters	P.144 “Resetting all department counters”
8	Delete All	P.144 “Deleting all department codes”

Note

- If the User Management function is enabled and you log in using a user name with Account Manager privileges, you are not required to enter the administrator password to display the Department Management menu.
- Menus other than [Department Management] and [Department Registration] will be available after you register a department code and enable the Department Management function.
- [No Limit Black] is available only for color models.

Tip

- For instructions on how to display the Counter menu, see the following page:
  P.130 “Accessing the Counter Menu”
- An administrator password is required.

■ Printing the department code list

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

Tip

For instructions on how to display the Department Management menu screen, see the following page:
P.130 “Accessing the Counter Menu”

■ Enabling department codes

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

Note

- [Department Management] will be available after one or more department codes are registered. Before enabling the Department Management function, register the required department codes.
  📖 P.137 “Registering, Changing or Deleting department codes”
- When the print jobs from computers are also managed by department, using TopAccess, you can specify whether to require the input of department code at printing or allow printing even if the department code has not been entered. For instructions on how to set the Department Code Enforcement, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.
- The Department Management function does not support Web Services Scan. Web Services Scan jobs performed when this function is enabled are always counted as “Undefined” Department Name.

Tip

For instructions on how to display the Department Management menu screen, see the following page:
📖 P.130 “Accessing the Counter Menu”

■ Registering, Changing or Deleting department codes

- You can register new department codes and set the quota of the department code as required.
  📖 P.137 “Registering a new department code”
- You can edit or delete an existing department code.
  📖 P.139 “Editing department codes”
  📖 P.141 “Deleting department codes”
- You can reset the counters for the specified department code.
  📖 P.142 “Resetting the counters for each department”

❑ Registering a new department code

Note

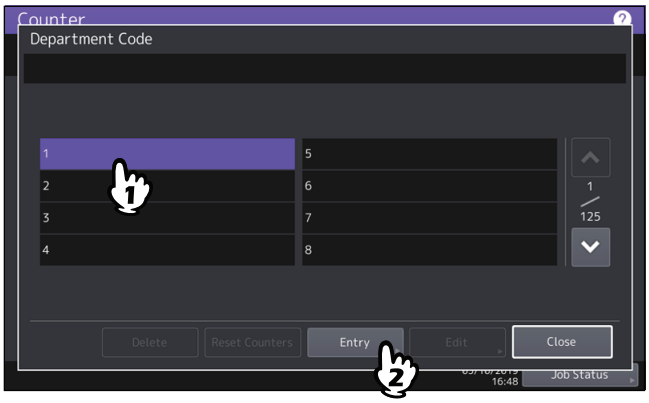
The Department Management function must be enabled after one or more department codes are registered.
📖 P.137 “Enabling department codes”

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

Tip

For instructions on how to display the Department Management menu screen, see the following page:
📖 P.130 “Accessing the Counter Menu”

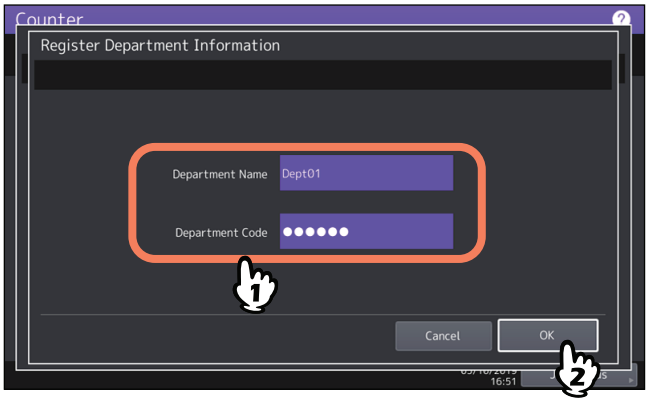
2 Press an undefined button to create a new department, and then [Entry].



Tip

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

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

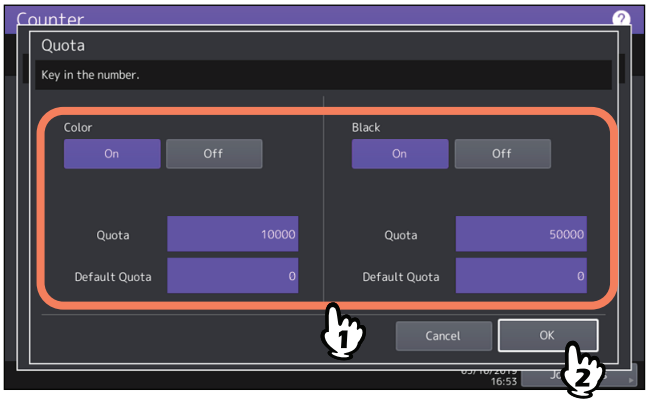


Tip

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

- Alphanumerics, “-”, “_”, and “.”

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



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

Note

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

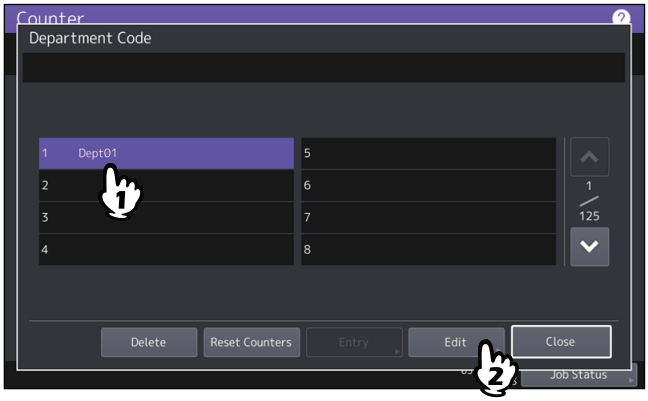
❑ Editing department codes

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

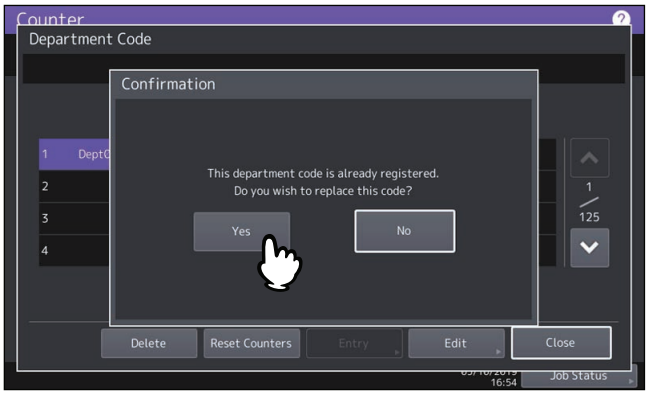
Tip

For instructions on how to display the Department Management menu screen, see the following page:
P.130 "Accessing the Counter Menu"

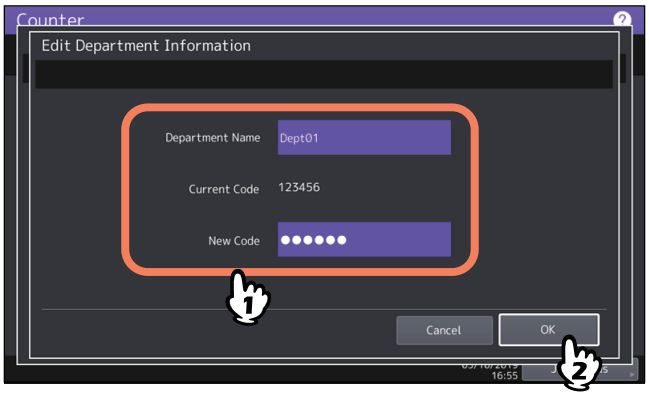
2 Press the department button that you want to edit, and then [Edit].



3 Press [Yes].



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

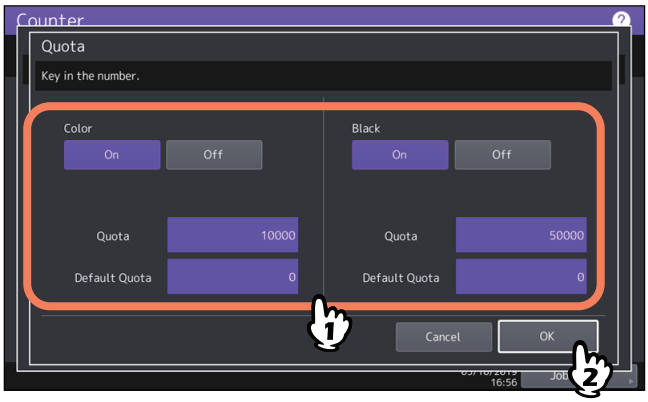


Tip

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

- Alphanumerics, “-”, “_”, and “.”

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



For the description of each item, see step 7 in the following operation:
📖 P.137 “Registering, Changing or Deleting department codes”

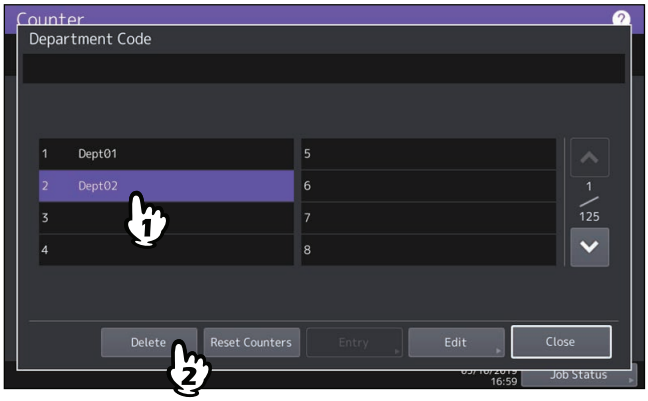
❑ Deleting department codes

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

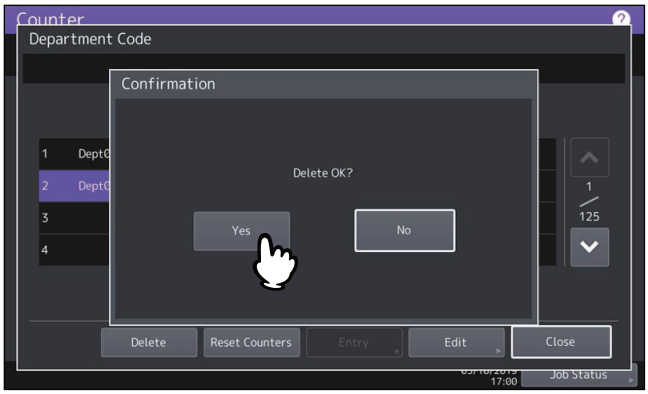
Tip

For instructions on how to display the Department Management menu screen, see the following page:
📖 P.130 “Accessing the Counter Menu”

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



3 **Press [Yes].**



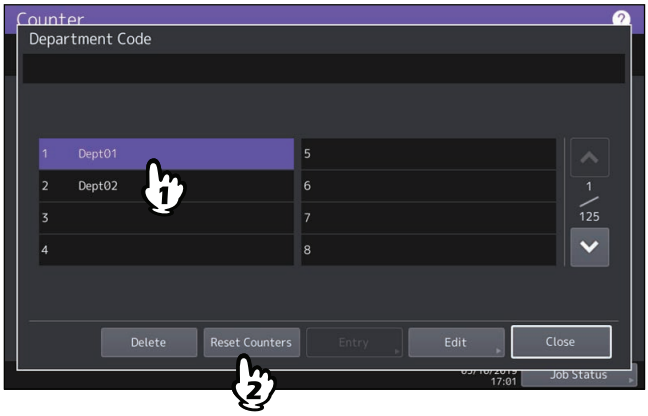
❑ Resetting the counters for each department

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

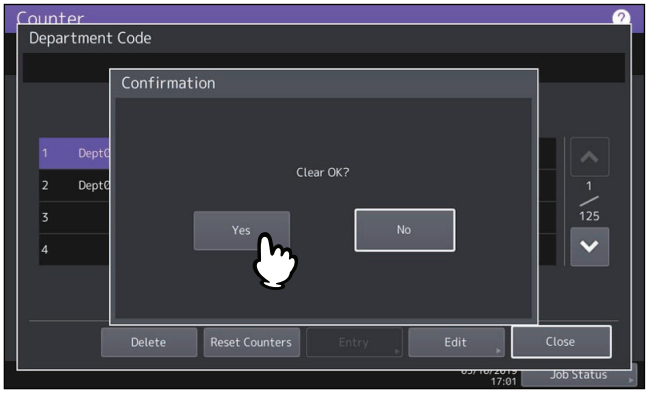
Tip

For instructions on how to display the Department Management menu screen, see the following page:
📖 P.130 “Accessing the Counter Menu”

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



3 Press [Yes].



■ Setting output limitations for all departments

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

Item Name	Description
Color	• **On** — Press this button to enable the color output. • **Off** — Press this button to disable the color output.
Black	• **On** — Press this button to enable the black output. • **Off** — Press this button to disable the black output.

Note

- The All Limit function cannot be set for the color print models when the No Limit Black function (📖 P.143) is enabled.
- Applying the setting may take some time depending on the number of registered department codes.

Tip

- When you select [On] in this operation, the quota settings for all department codes are set to "0". If you want to change the quota settings for each department code, perform the settings individually for each code.
  📖 P.130 "Accessing the Counter Menu"
- In color print models, set the color and the black output limitations respectively.
- When you press [OK], the setting is saved. "Wait" is displayed on the touch panel until it is applied.
- When you select [On] in this operation, the quota settings for all department codes are set to "0". If you want to change the quota settings for each department code, perform the settings individually for each code.
  📖 P.139 "Editing department codes"

■ Setting the No Limit Black function

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

Tip

- For instructions on how to display the Department Management menu screen, see the following page:
  📖 P.130 "Accessing the Counter Menu"
- When User Management function is enabled, the No Limit Black function cannot be enabled.

■ Setting the registered quota

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

Tip

For instructions on how to display the Department Management menu screen, see the following page:
📖 P.130 "Accessing the Counter Menu"

■ Resetting all department counters

You can clear all department counters.

Note

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

Tip

For instructions on how to display the Department Management menu screen, see the following page:
🕮 P.130 “Accessing the Counter Menu”

■ Deleting all department codes

You can delete all registered department codes.

Tip

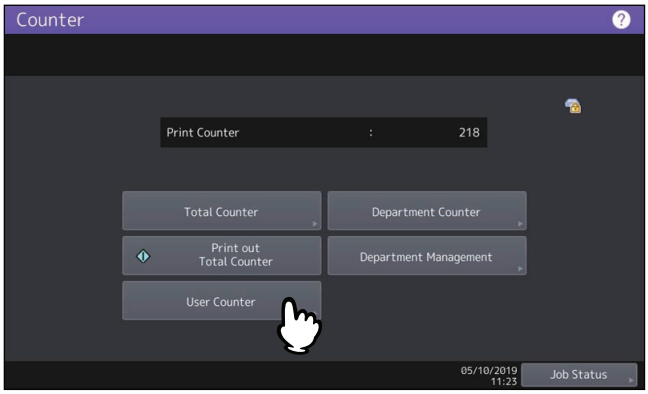
For instructions on how to display the Department Management menu screen, see the following page:
🕮 P.130 “Accessing the Counter Menu”

User Counter

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

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

2 Press [User Counter].



3 Enter the user name and password.



4

APPENDIX

Home Screen Settings **148**

Inputting Characters **150**

On-screen keyboard 150
External keyboard 150
On-screen numeric keypad 151

List Print **152**

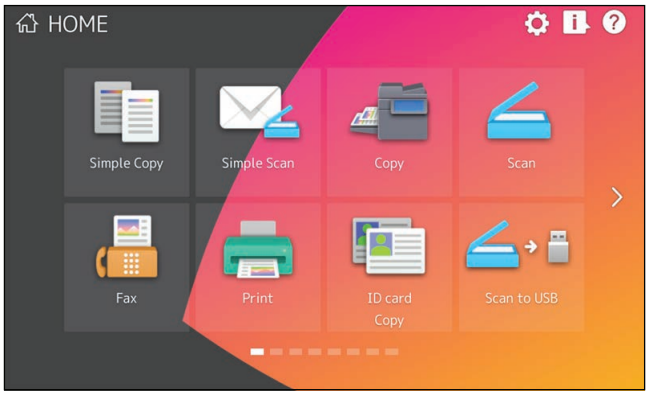
NIC configuration page 152
FUNCTION LIST (Administrator) 154

Home Screen Settings

When you press the Home Setting button  placed on the upper right corner, the setting screen is displayed.
You can customize the Home screen by adding buttons for the functions to be used in it and letting a favorite image to be displayed in the background.
When the User Management function is not used, the settings of the Home screen common for all users can be changed. (The administrator privilege is required.) When the User Management function is used, the settings of the Home screen for the user who is being logged in can be changed in the initial setting.

Item name	Description
Button Contents	You can add/remove/edit/arrange the buttons. The functions to add to the buttons can be selected from the below. • Register From Job History • Register From URL List • Register From Recommendation • Register From Function List • Register From Home Screen • Register From Application List Besides the functions, the job settings can also be registered as buttons. For details, refer to the **Template Guide** “Chapter 1: REGISTERING JOB SETTINGS ONTO THE HOME SCREEN”.
Theme	You can select the theme. The theme is a set of settings for the background image, title bar and the transparency and size of the buttons.
Background Image	You can change the background image.
Font	You can change the font size and font color.
Button Size	You can change the button size.
Transparency	You can set the transparency of the title bar and buttons on the Home screen.
Edit Background Image	You can import the original background images, from the USB device, export them to the USB device. You can also delete the background images. The supported image file is as follows: • Image size: 1024 pixels (horizontal) x 600 pixels (vertical) (recommended size) • File format: PNG (24 bit) • File size: 1.5 MB or less
Edit Icon Image	You can import the original icon images, from the USB device, export them to the USB device. You can also delete the icon images. The supported image file is as follows: • Image size: 193 pixels (horizontal) x 128 pixels (vertical) • File format: PNG (24 bit) • File size: 50 KB or less
Default Home Screen	You can set the initial conditions of the Home screen.
Home Screen Initializing	You can initialize the Home screen. When initialization is performed, the contents of Default Home Screen are displayed.

Example



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

Note

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

Inputting Characters

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

Note

This equipment supports special characters of European languages.

■ On-screen keyboard







Item name	Description
Basic	Press this to access the basic keys.
Symbol	Press this to access the symbol keys.
Other	Press this to access the special keys.
Caps Lock	Press this to switch capital letters and small letters.
Shift	Press this to enter capital letters.
Space	Press this to enter a space.
← →	Press these to move the cursor.
Clear	Press this to delete all characters entered.
Close	Press this to close the on-screen keyboard.
Back Space	Press this to delete the character before the cursor.

■ External keyboard

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

🕮 P.68 “Changing the keyboard settings”

For Bluetooth settings, refer to the following:

🕮 P.117 “Bluetooth Settings”

Note

There is no guarantee that all keyboards will function properly.

■ On-screen numeric keypad

When a fax number needs to be entered, the following screen is displayed.
Press [Pause] to enter “-”. One “-” in a fax number, adds a three-second pause to the dialing of the number.



■ NIC configuration page

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

Interface	Network Interface
Unit Serial No	The serial No. of this equipment
Version	The system version of this equipment
Network Address	The MAC address of this equipment
LAN Standard	The network type
Connector	The connector type
Network Mode	The network mode
Novell Network Information	
Print Server Name	The Novell printer name of this equipment
Password Defined	Shows whether the password is defined.
Search Root	The search root setting of this equipment
Directory Services Tree	The NDS tree setting of this equipment
Directory Service Context	The NDS context setting of this equipment
Scan Rate	The scan rate setting of this equipment
Frame Type	The frame type setting of this equipment
TCP/IP Network Information for IPv4	
Address Mode	The TCP/IP address mode of this equipment
IP Address	The IP address of this equipment
Subnet Mask	The subnet mask of this equipment
Default Gateway	The default gateway of this equipment
Primary DNS Server	The primary DNS server address of this equipment
DNS Name	The DNS name of this equipment
Host Name	The host name of this equipment
Primary WINS Server	The primary WINS server address of this equipment
NetBIOS Name	The NetBIOS name of this equipment
IPP Network Information	
IPP without SSL/TLS	URL for the IPP printing
IPP with SSL/TLS	URL for the IPP printing with SSL/TLS
AppleTalk Network Information *1	
AppleTalk Printer Name	The AppleTalk printer name of this equipment
AppleTalk Zone	The AppleTalk zone of this equipment
AppleTalk Type	The AppleTalk printer type of this equipment
Novell Connection Information	
File System Server Name	The NetWare file system server name to which this equipment is connected
Queue Name	The NetWare queue name to which this equipment is connected
AppleTalk Connection Information *1	

AppleTalk Printer Name	The AppleTalk printer name of this equipment
Raw Socket Connection Information	
Port Number	The port number for the RAW printing
Wireless LAN Information *2	
SSID	SSID of the equipment
Wi-Fi Direct Information *2	
MAC Address	MAC address of the equipment
IP Address	IP address of the equipment
Subnet Mask	Subnet mask of the equipment
SSID	SSID of the equipment
Group Owner	Shows whether the Group Owner is enabled.
TCP/IP Network Information for IPv6	
LLMNR	The LLMNR (Linklocal Multicast Name Resolution) protocol setting
Link Local Address	The link local address of this equipment
Address Mode	The IPv6 address mode
IP Address	The IPv6 address of this equipment
Prefix Length	The prefix length of the IPv6 address
Default Gateway	The default gateway address of this equipment
Primary IPv6 DNS Server	The primary IPv6 DNS server address
Secondary IPv6 DNS Server	The secondary IPv6 DNS server address

*1 Not available for some models.
*2 Printed only when the Wireless LAN/Bluetooth Module is installed.

■ FUNCTION LIST (Administrator)

The Function List for an administrator shows the setting list for all functions. The following table shows all functions that are printed in an administrator's function list, and the "User" column indicates which functions are printed in a user's function list. This table also describes each function.

GENERAL

Function	Description	User
TOTAL COUNTER	Shows the total counter.	YES
DRAWER - DRAWER 1	Shows the paper size for drawer 1.	YES
DRAWER - DRAWER 2	Shows the paper size for drawer 2.	YES
DRAWER - DRAWER 3 *1	Shows the paper size for drawer 3.	YES
DRAWER - DRAWER 4 *2	Shows the paper size for drawer 4.	YES
DETECT SIZE - FOR FOLIO AND 13"LG	Shows the detected paper size of FOLIO or 13"LG.	YES
DETECT SIZE - FOR A5, ST AND 8.5"SQ	Shows the detected paper size of A5, ST, or 8.5"SG.	YES
DETECT SIZE - FOR B5 AND 16K	Shows the detected paper size of B5 or 16K.	YES
DRAWER - LARGE CAPACITY FEEDER *3	Shows the paper size for the large capacity feeder	YES
DRAWER - EXTERNAL LARGE CAPACITY FEEDER *4	Shows the paper size for the large capacity feeder	YES
PAPER SIZE SETTING - DRAWER 1	Shows whether the change of paper size for drawer 1 is allowed.	NO
PAPER SIZE SETTING - DRAWER 2	Shows whether the change of paper size for drawer 2 is allowed.	NO
PAPER SIZE SETTING - DRAWER 3 *1	Shows whether the change of paper size for drawer 3 is allowed.	NO
PAPER SIZE SETTING - DRAWER 4 *2	Shows whether the change of paper size for drawer 4 is allowed.	NO
ENVELOPE DRAWER - DRAWER 2	Shows the drawer type of drawer 2.	NO
ENVELOPE DRAWER - DRAWER 3 *1	Shows the drawer type of drawer 3.	NO
ENVELOPE DRAWER - DRAWER 4 *2	Shows the drawer type of drawer 4.	NO
AUTO CLEAR	Shows the time (in seconds) it takes the touch panel display to clear the previous settings and return to the default screen.	YES
ENERGY SAVER - WEEKLY TIMER	Shows the time to enter the energy saver mode (ON time), and the time to exit the energy saver mode (OFF time) for each day (Sunday to Saturday).	NO
ENERGY SAVER - ENABLE WEEKLY TIMER	Shows whether or not to enable weekly timer.	NO
ENERGY SAVER - AUTO POWER SAVE	Shows the time to enter the power save mode (in minutes).	NO
ENERGY SAVER - SLEEP TIMER	Shows the time to enter the sleep mode (in minutes).	NO
ENERGY SAVER - SUPER SLEEP	Shows whether the super sleep mode is enabled or disabled.	NO
ENERGY SAVE - SLEEP MODE *5	Shows the POWER OFF, AUTO, or SLEEP mode.	NO
ENERGY SAVER - MODE AFTER THE TIME [SLEEP TIMER] HAS PASSED	Shows the mode to be entered after the time set in [Sleep Timer] has passed.	NO

Function	Description	User
DAYLIGHT SAVINGS TIME - ENABLE DAYLIGHT SAVINGS TIME	Shows whether the daylight savings time is enabled or disabled.	NO
DAYLIGHT SAVINGS TIME - OFFSET	Shows the offset (time difference) from the local standard time.	NO
DAYLIGHT SAVINGS TIME - START DATE/END DATE	Shows the date and time to start and end the daylight savings time.	NO
DATA CLONING FUNCTION	Shows whether the data cloning function is enabled or disabled.	NO
USER INFORMATION CLONING	Shows whether the User Information Cloning function is enabled or disabled.	NO
ADMINISTRATOR'S PASSWORD CLONING	Shows whether the Administrator's Password Cloning function is enabled or disabled.	NO
USB DIRECT PRINT	Shows whether the USB Direct Print function is enabled or disabled.	NO
FUNCTIONS - SAVE AS LOCAL HDD	Shows whether the Save as Local HDD function is enabled or disabled.	NO
FUNCTIONS - E-FILING	Shows whether the e-Filing function is enabled or disabled.	NO
FUNCTIONS - EMAIL SEND	Shows whether the E-mail transmission is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTP	Shows whether the Save as FTP function is enabled or disabled.	NO
FUNCTIONS - SAVE AS FTPS	Shows whether the Save as FTPS function is enabled or disabled.	NO
FUNCTIONS - SAVE TO USB MEDIA	Shows whether the Save to USB media function is enabled or disabled.	NO
FUNCTIONS - SAVE AS SMB	Shows whether the Save as SMB function is enabled or disabled.	NO
FUNCTIONS - SAVE AS NETWARE	Shows whether the Save as NetWare function is enabled or disabled.	NO
FUNCTIONS - INTERNET FAX SEND	Shows whether the Internet Fax transmission is enabled or disabled.	NO
FUNCTIONS - FAX SEND	Shows whether the fax transmission is enabled or disabled.	NO
FUNCTIONS - WEB SERVICES SCAN	Shows whether the Web Scan Service is enabled or disabled.	NO
FUNCTIONS - TWAIN SCANNING	Shows whether the TWAIN scanning function is enabled or disabled.	NO
FUNCTIONS - SCAN TO EXTERNAL CONTROLLER	Shows whether the scanning function to external controllers is enabled or disabled.	NO
FUNCTIONS - NETWORK FAX	Shows whether the network fax function is enabled or disabled.	NO
FUNCTIONS - NETWORK INTERNET FAX	Shows whether the network Internet fax function is enabled or disabled.	NO
LONG FILE NAME SETTING - LONG FILE NAME EXPRESSION (DISPLAY)	Shows the display setting of long file name.	NO

Function	Description	User
JOB SKIP CONTROL - ENABLE JOB SKIP CONTROL	Shows whether the Job Skip Control is enabled or disabled.	NO
ADDRESS BOOK RESTRICTION BY ADMIN	Shows whether operations on the address book are restricted by the administrator authority.	NO
HARDCOPY SECURITY PRINTING - COPY INHIBITION	Shows whether to inhibit copying the document.	NO
HARDCOPY SECURITY PRINTING - SCAN INHIBITION	Shows whether to inhibit scanning the document.	NO
HARDCOPY SECURITY PRINTING - FAX INHIBITION	Shows whether to inhibit faxing the document.	NO
CONFIDENTIALLY SETTING - TARGET OF RESTRICTION	Shows the target job to be classified.	NO
CONFIDENTIALLY SETTING - DOCUMENT NAME	Shows whether the document name is classified.	NO
CONFIDENTIALLY SETTING - USER NAME	Shows whether the user name is classified.	NO
CONFIDENTIALLY SETTING - TO	Shows whether the destination address is classified.	NO
CONFIDENTIALLY SETTING - FROM	Shows whether the sender’s address is classified.	NO
CONFIDENTIALLY SETTING - AGENT	Shows the agent is classified.	NO
SELF CHECK INTERVAL	Shows the interval for self check.	NO
POP-UP - DRAWER	Shows whether the drawer set pop-up is enabled or disabled.	NO
POP-UP - PAPER MISFEED RECOVERY	Shows whether the paper misfeed recovery pop-up is enabled or disabled.	NO
POP-UP - THICK PAPER SET	Shows whether the thick 1 set pop-up is enabled or disabled.	NO
HOME SETTING – DEFAULT HOME SCREEN SETTING	Shows the default setting of the Home screen.	NO
HOME SETTING – SYNC SETTING	Shows whether or not to synchronize the HOME screen.	NO
HOME SETTING – USE NETWORK SERVER FOR SYNC	Shows the network server for synchronization.	NO
HOME SETTING – USE MFP FOR SYNC	Shows the MFP for synchronization.	NO
HOME SETTING – ASSUME THIS MFP IS THE PRIMARY SERVER	Shows this MFP as the primary server.	NO
HOME SETTING – SERVER NAME	Shows the name of the server.	NO
HOME SETTING – PORT NUMBER	Shows the port number of the server.	NO
HOME SETTING – USER NAME	Shows the name of the user who accesses the server.	NO
HOME SETTING – ENABLE SSL/TLS	Shows whether or not to enable SSL/TLS.	NO
OCR SETTING - 1ST LANGUAGE *6	Shows 1st language used in OCR.	NO
OCR SETTING - 2ND LANGUAGE *6	Shows 2nd language used in OCR.	NO
OCR SETTING - AUTO ROTATION *6	Shows whether the auto rotation is enabled in OCR.	NO
OCR SETTING - XLSX SHEET COMPOSITION *6	Shows the xlsx sheet composition method.	NO

Function	Description	User
KEYBOARD SETTING - EXTERNAL KEYBOARD SETTING	Show the external keyboard setting.	NO
PROGRAMMABLE BUTTON - PROGRAMMABLE BUTTON1	Shows the function assigned to programmable button 1.	YES
PROGRAMMABLE BUTTON - PROGRAMMABLE BUTTON2	Shows the function assigned to programmable button 2.	YES
PANEL SETTING - DEFAULT SCREEN	Shows the setting of the default screen displayed after the MFP starts.	NO

*1 "DRAWER 3" is printed only when Drawer 3 is installed.
*2 "DRAWER 4" is printed only when Drawer 4 is installed.
*3 "LARGE CAPACITY FEEDER" is printed only when the Large Capacity Feeder is installed.
*4 "EXTERNAL LARGE CAPACITY FEEDER" is printed only when the External Large Capacity Feeder is installed.
*5 Not available for some models.
*6 Printed only when the OCR option is installed.

COPY

Function	Description	User
EXPOSURE FOR COLOR *1	Shows the default exposure setting for color copies.	YES
EXPOSURE FOR BLACK *1	Shows the default exposure setting for black copies.	YES
EXPOSURE *2	Shows the default exposure setting for copies.	YES
COLOR MODE *1	Shows the default color mode for copies.	YES
BYPASS FEED	Shows the default paper type of the bypass feed.	YES
ORIGINAL MODE FOR COLOR *1	Shows the default original mode for color copies.	YES
ORIGINAL MODE FOR BLACK	Shows the default original mode for black copies.	YES
ORIGINAL MODE FOR AUTO COLOR *1	Shows the default original mode for auto color copies.	YES
OMIT BLANK PAGE	Shows whether the Omit Blank Page function is enabled or disabled.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT *1	Shows the ACS adjustment level.	YES
DROP OUT LEVEL ADJUSTMENT	Shows the drop out adjustment level.	YES
2IN1/4IN1	Shows the default setting for 2IN1/4IN1 copying.	YES
MAGAZINE SORT	Shows the default setting for magazine sort copying.	YES
BOOK -> 2 *3	Shows the default setting for 2-sided copying from a book-type original.	YES
MAXIMUM COPIES	Shows the maximum copies that are allowed to be set.	NO
AUTO 2-SIDE MODE	Shows the default auto 2-sided mode.	NO
SORT MODE PRIORITY	Shows the default sort mode.	NO
DEFAULT MODE OF AUTO COLOR *1	Shows the default auto color mode for copies.	NO
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO

Function	Description	User
PAPER OF DIFFERENT DIRECTION *3	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
AUTO EXIT TRAY CHANGE (CASCADE PRINT) *3	Shows whether the Auto Exit Tray Change (Cascade Print) function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY *3	Shows whether this equipment suspends printing when stapler empty occurs.	NO
PRINT CONTINUATION AS PUNCH DUST FULL *3	Shows whether this equipment continues printing when punch dust becomes full.	NO
ORIGINAL OUTSIDE ERASE	Shows whether the original outside erase function is enabled or disabled.	NO
ADF SCAN NOISE REDUCTION	Shows the setting of the ADF scan noise reduction function.	NO
CENTERING COPY	Shows whether the centering copy function is enabled.	NO
ORIGINAL SIZE (ORIGINAL GLASS) *3	Shows the default original size for copying originals placed on the original glass.	YES
RESOLUTION *3	Shows the default resolution setting for color copies.	YES

*1 Printed only for color models.
*2 Printed only for monochromatic models.
*3 Available only for some models.

SCAN

Function	Description	User
COLOR MODE	Shows the default color mode for scan.	YES
COMPRESS	Shows the default compression setting.	YES
B/W ADJUSTMENT IN ACS	Shows the default B/W resolution in ACS.	YES
ROTATION	Shows the default rotation mode.	YES
SINGLE/2-SIDED SCAN	Shows the default 2-sided scan mode.	YES
IMAGE QUALITY FOR BLACK	Shows the default image quality setting that applies when scanning a black original in auto color mode.	YES
PREVIEW SETTING	Shows whether the preview function is enabled or disabled.	YES
OMIT BLANK PAGE	Shows whether the Omit Blank Page function is enabled or disabled.	YES
OMIT BLANK PAGE ADJUSTMENT	Shows the omit blank page adjustment level.	YES
ACS ADJUSTMENT	Shows the ACS adjustment level.	YES
DROP OUT LEVEL ADJUSTMENT	Shows the drop out adjustment level.	YES
ORIGINAL SIZE (ORIGINAL GLASS) *1	Shows the default original size for scanning originals placed on the original glass.	YES
COLOR - RESOLUTION	Shows the resolution for color scans.	YES
COLOR - ORIGINAL MODE	Shows the default original mode for color scans.	YES
COLOR - EXPOSURE	Shows the default exposure setting for color scans.	YES

Function	Description	User
COLOR - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for color scans.	YES
GRAY SCALE - RESOLUTION	Shows the resolution for gray scale scans.	YES
GRAY SCALE - EXPOSURE	Shows the default exposure setting for gray scale scans.	YES
GRAY SCALE - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for gray scale scans.	YES
BLACK - RESOLUTION	Shows the resolution for black scans.	YES
BLACK - ORIGINAL MODE	Shows the default original mode for black scans.	YES
BLACK - EXPOSURE	Shows the default exposure setting for black scans.	YES
BLACK - BACKGROUND ADJUSTMENT	Shows the default background adjustment setting for black scans.	YES
ADF SCAN NOISE REDUCTION	Shows the setting of the ADF scan noise reduction function.	NO

*1 Available only for some models.

FAX

Function	Description	User
FAX ROM VERSION	Shows the ROM version of the Fax unit.	YES
FAX UNIT *1	Shows the model name if the FAX Unit is installed.	YES
2ND LINE FOR FAX UNIT *2	Shows the model name if the 2nd line for FAX Unit is installed.	YES
RESOLUTION	Shows the default resolution setting for a fax/ Internet Fax transmission.	YES
ORIGINAL MODE	Shows the default original mode for a fax/Internet Fax transmission.	YES
EXPOSURE	Shows the default exposure setting for a fax/ Internet Fax transmission.	YES
TX TYPE *1	Shows the default transmission type.	YES
TTI	Shows whether the TTI is enabled or disabled.	YES
RTI	Shows whether the RTI is enabled or disabled.	YES
ECM *1	Shows whether the ECM is enabled or disabled.	YES
PREVIEW SETTING	Shows whether the preview function is enabled or disabled.	NO
INITIAL SETUP - RINGER VOLUME *1	Shows the ringer volume setting.	NO
INITIAL SETUP - MONITOR VOLUME *1	Shows the monitor volume setting.	NO
INITIAL SETUP - COMPLETION TONE VOLUME *1	Shows the complete volume setting.	NO
INITIAL SETUP - RX MODE *1	Shows the default RX mode.	NO
INITIAL SETUP - CALL TIME *1	Shows the default call time.	NO
INITIAL SETUP - REMOTE RX *1	Shows whether the Remove RX is enabled or disabled.	NO

Function	Description	User
INITIAL SETUP - RX END TONE	Shows the default setting of the notification function which sounds an alarm when the fax reception is completed.	NO
INITIAL SETUP - TX END TONE	Shows the default setting of the notification function which sounds an alarm when the fax transmission is completed.	NO
INITIAL SETUP - LINE MONITOR	Shows the default setting of the notification function which sounds an alarm if the connection with the remote fax is made at the fax transmission.	NO
INITIAL SETUP - DIAL TYPE *1	Shows the dial type of line 1.	NO
INITIAL SETUP - DIAL TYPE (LINE2) *2	Shows the dial type of line 2.	NO
INITIAL SETUP - DIAL IN *1	Shows whether the Dial In function is enabled or disabled.	NO
INITIAL SETUP - FAX *1	Shows the fax number for the Dial In function.	NO
INITIAL SETUP - TEL *1	Shows the telephone number for the Dial In function.	NO
INITIAL SETUP - CALLER ID DISPLAY(LINE1)	Shows whether the Caller ID Display function is enabled or disabled for the line 1.	NO
INITIAL SETUP - CALLER ID DISPLAY(LINE2) *2	Shows whether the Caller ID Display function is enabled or disabled for the line 2.	NO
LINE-2 MODE *2	Shows the line 2 mode.	NO
LINE-2 MODE - START *2	Shows the start time to use Line 2 for receptions only. This applies only when “RX ONLY (TIMER)” is set to LINE-2 MODE.	NO
LINE-2 MODE - END *2	Shows the end time to finish using Line 2 for receptions only. This applies only when “RX ONLY (TIMER)” is set to LINE-2 MODE.	NO
RX PRINT - DISCARD	Shows whether the discard function is enabled or disabled.	NO
RX PRINT - REDUCTION	Shows whether reduction is enabled or disabled.	NO
RX PRINT - DUPLEX PRINT *1	Shows whether duplex print is enabled or disabled.	NO
RX PRINT - ROTATE SORT *1 *3	Shows whether rotate sort is enabled or disabled.	NO
RECOVERY TX *1	Shows whether recovery transmission is enabled or disabled.	NO
RECOVERY TX - STORED TIME *1	Shows how many hours a recovery transmission job is to be stored.	NO
FAX RECEIVED FORWARD - AGENT1 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD - AGENT2 *1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD (LINE2) - AGENT1 *2	Shows the agent type of line 2 if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD (LINE2) - AGENT2 *2	Shows the agent type of line 2 if the Fax Received Forward is registered.	NO

Function	Description	User
SECURE RECEIVE - TIMER *1	Shows the time to enter the secure receive mode (ON time), and the time to exit the secure receive mode (OFF time) for each day (Sunday to Saturday).	NO
SECURE RECEIVE - ENABLE SECURE RECEIVE *1	Shows whether the secure receive is enabled or disabled.	NO
MULTI DESTINATIONS CONFIRMATION	Shows whether multi-destinations confirmation is enabled or disabled.	YES
TX SPEED LIMIT	Shows whether transmission speed limit is enabled or disabled.	YES
RX SPEED LIMIT (LINE1)	Shows whether reception speed limit for 1st line is enabled or disabled.	YES
RX SPEED LIMIT (LINE2) *2	Shows whether reception speed limit for 2nd line is enabled or disabled.	YES
ORIGINAL SIZE (ORIGINAL GLASS) *3	Shows the default original size for faxing originals placed on the original glass.	YES

*1 These are printed only when the FAX Unit is installed.
*2 These are printed only when the FAX Unit and 2nd Line for FAX Unit are installed.
*3 This function is available only for some models.

E-FILING

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

*1 Printed only for color models.

FILE

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

E-MAIL

Function	Description	User
FRAGMENT MESSAGE SIZE (KB)	Shows the fragment message size that applies to an e-mail transmission.	NO
FROM ADDRESS	Shows the sender's e-mail address that applies to an e-mail transmission.	NO
FROM NAME	Shows the sender's name that applies to an e-mail transmission.	NO
RECIPIENT DOMAIN NAME	Shows whether the automatic adding of the domain name is enabled or disabled when an address is entered.	NO
NUMBER OF RETRY	Shows how many times this equipment tries to send an e-mail when it had previously failed.	NO

Function	Description	User
RETRY INTERVAL	Shows the interval of an e-mail transmission.	NO
BCC ADDRESS DISPLAY	Shows whether Bcc address display is enabled or disabled.	NO
EDITING OF SUBJECT	Shows whether the editing of the e-mail subject is enabled or disabled.	NO
ADD THE DATE AND TIME TO THE SUBJECT	Shows whether the adding of the date and time to the e-mail subject is enabled or disabled.	NO
DEFAULT SUBJECT	Shows the default subject of the e-mail.	NO
URL TRANSMISSION SETTINGS - URL TRANSMISSION	Shows whether URL transmission is enabled or disabled.	NO
URL TRANSMISSION SETTINGS - THRESHOLD TO SEND ATTACHED FILE	Shows the file size to be available for switching the file attachment to URL transmission when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - PRESERVATION PERIOD FOR DOWNLOAD FILE	Shows the file preservation period when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - SEARCH INTERVAL TO DELETE THE EXPIRED DOWNLOAD FILE	Shows the interval for monitoring the expiration of the file preservation period when URL transmission is enabled.	NO
URL TRANSMISSION SETTINGS - HOST NAME FORMAT IN URL	Shows the host name format in URL when URL transmission is enabled.	NO

INTERNET FAX

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

REPORT SETTING

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

PRINTER/E-FILING

Function	Description	User
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION *1	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
ENFORCEMENT CONTINUE OF ILLEGAL PAPER *1	Shows whether the Enforcement Continue of Illegal Paper function is enabled or disabled.	NO
AUTO EXIT TRAY CHANGE (CASCADE PRINT) *1	Shows whether the Auto Exit Tray Change (Cascade Print) function is enabled or disabled.	NO

Function	Description	User
SUSPEND PRINTING IF STAPLER EMPTY *1	Shows whether this equipment suspends printing when stapler empty occurs.	NO
PRINT CONTINUATION AS PUNCH DUST FULL *1	Shows whether this equipment continues printing when the punch dust bin becomes full.	NO
CONFIRMATION OF BYPASS PRINTING	Shows whether the paper confirmation is required for the bypass printing.	NO

*1 Not available for some models.

WIRED 802.1X SETTING

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

WIRELESS SETTINGS *1

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

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

BLUETOOTH SETTINGS *1

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

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

NETWORK SETTING - GENERAL PRODUCT - GENERAL

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

NETWORK SETTING - NETWORK - TCP/IP

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

NETWORK SETTING - NETWORK - IPv6

Function	Description	User
ENABLE IPv6	Shows whether the IPv6 protocol is enabled or disabled.	NO
LLMNR	Shows whether the LLMNR (Linklocal Multi-cast Name Resolution) is enabled or disabled.	NO
ADDRESS MODE	Shows the IPv6 address mode.	NO
LINK LOCAL ADDRESS	Shows the link local address of this equipment.	NO
IP ADDRESS	Shows the IPv6 address of this equipment.	NO
PREFIX LENGTH	Shows the prefix length of the IPv6 address.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO
USE DHCPv6 SERVER FOR OPTIONS	Shows whether the optional information is obtained from the DHCPv6 server.	NO
USE STATELESS FOR IP ADDRESS (M FLAGS)	Shows whether the stateless usage (IP address acquisition M flag) is enabled or disabled.	NO
USE STATELESS FOR OPTIONS (O FLAGS)	Shows whether the stateless usage (optional information acquisition O flag) is enabled or disabled.	NO

Function	Description	User
IP ADDRESS1	The IP address, prefix length and default gateway which are issued from routers.	NO
PREFIX LENGTH1		NO
DEFAULT GATEWAY 1		NO
IP ADDRESS2		NO
PREFIX LENGTH2		NO
DEFAULT GATEWAY 2		NO
IP ADDRESS3		NO
PREFIX LENGTH3		NO
DEFAULT GATEWAY 3		NO
IP ADDRESS4		NO
PREFIX LENGTH4		NO
DEFAULT GATEWAY 4		NO
IP ADDRESS5		NO
PREFIX LENGTH5		NO
DEFAULT GATEWAY 5		NO
IP ADDRESS6		NO
PREFIX LENGTH6		NO
DEFAULT GATEWAY 6		NO
IP ADDRESS7		NO
PREFIX LENGTH7		NO
DEFAULT GATEWAY 7		NO
USE STATEFUL FOR IP ADDRESS	Shows whether the stateful usage (IP address acquisition) is enabled or disabled.	NO
USE STATEFUL FOR OPTIONS	Shows whether the stateful usage (optional information acquisition) is enabled or disabled.	NO

NETWORK SETTING - NETWORK - IPX/SPX

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

NETWORK SETTING - NETWORK - APPLETALK *1

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

*1 Not available for some models.

NETWORK SETTING - SESSION - LDAP SESSION

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

NETWORK SETTING - SESSION - DNS SESSION

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

NETWORK SETTING - SESSION - DDNS SESSION

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

NETWORK SETTING - SESSION - SMB SESSION

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

Function	Description	User
PRIMARY DOMAIN CONTROLLER	Shows the primary domain controller address if it has been set.	NO
BACKUP DOMAIN CONTROLLER	Shows the backup domain controller address if it has been set.	NO
LOGON USER NAME	Shows the logon user name of this equipment for the domain if it has been set.	NO
PRIMARY WINS SERVER	Shows the primary WINS server address if it has been set.	NO
SECONDARY WINS SERVER	Shows the secondary WINS server address if it has been set.	NO
GUEST LOGON	Shows whether guests can log on to the SMB server.	NO
USER NAME	Shows the user names of the guests who can log on to the SMB server.	NO
AUTHENTICATION OF SMB CLIENT	Shows the authentication method of SMB client.	NO
HOST ANN TX IN SUPER SLEEP MODE	Shows whether the host announcement during super sleep mode is transmitted.	NO
SMB SIGNING OF SMB SERVER	Shows the setting of the SMB Signing of SMB Server.	NO
SMB SIGNING OF SMB CLIENT	Shows the setting of the SMB Signing of SMB Client.	NO

NETWORK SETTING - SESSION - NETWARE SESSION

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

NETWORK SETTING - SESSION - BONJOUR SESSION

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

NETWORK SETTING - SESSION - LLTD SESSION *1

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

*1 Not available for some models.

NETWORK SETTING - SESSION - SLP SESSION

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

NETWORK SETTING - NETWORK SERVICE - HTTP NETWORK SERVICE

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

NETWORK SETTING - NETWORK SERVICE - SMTP CLIENT NETWORK SERVICE

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

Function	Description	User
ENABLE SSL/TLS	Shows whether the SSL/TLS for the SMTP client is enabled or disabled.	NO
SSL/TLS	Shows the protocol used for SSL/TLS.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP SERVER NETWORK SERVICE

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

NETWORK SETTING - NETWORK SERVICE - IP SECURITY SERVICE

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

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

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

Function	Description	User
SSL/TLS PORT NUMBER	Shows the SSL/TLS port number to be used for accessing the POP3 server.	NO

NETWORK SETTING - NETWORK SERVICE - FTP CLIENT NETWORK SERVICE

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

NETWORK SETTING - NETWORK SERVICE - FTP SERVER NETWORK SERVICE

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

NETWORK SETTING - NETWORK SERVICE - WEB SERVICES SETTING

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

NETWORK SETTING - NETWORK SERVICE - SYSLOG SETTING

Function	Description	User
ENABLE SYSLOG	Shows whether syslog is transmitted.	NO
SERVER IP ADDRESS	Shows the IP address of syslog server.	NO

Function	Description	User
PORT NUMBER	Shows the port number which syslog server uses.	NO
PROTOCOL	Shows the communication protocol.	NO
ENABLE SSL/TLS	Shows whether SSL/TLS is used.	NO
SEVERITY - ERROR	Shows the error in the syslog.	NO
SEVERITY - WARNING	Shows the warning in the syslog.	NO
SEVERITY - INFORMATION	Shows the information in the syslog.	NO
FACILITY - SECURITY/AUTHORIZATION	Shows the security/authorization in the syslog.	NO
FACILITY - LOCAL USE0	Shows the local use0 in the syslog.	NO
FACILITY - LOCAL USE1 (JOB LOG)	Shows the local use1 (job log) in the syslog.	NO

NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE

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

NETWORK SETTING - NETWORK SERVICE - SNTP SERVICE

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

NETWORK SETTING - NETWORK SERVICE - TELNET SERVICE

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

NETWORK SETTING - NETWORK SERVICE - FILTERING

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

NETWORK SETTING - PRINT SERVICE SETTING - RAW TCP PRINT

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

NETWORK SETTING - PRINT SERVICE SETTING - LPD PRINT

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

NETWORK SETTING - PRINT SERVICE SETTING - IPP PRINT

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

Function	Description	User
SSL/TLS PORT NUMBER	Shows the SSL/TLS port number to be used for IPP printing.	NO
SSL/TLS URL	Shows the SSL/TLS URL for IPP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - FTP PRINT

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

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

Function	Description	User
ENABLE MULTI STATION PRINT	Shows whether multi station print is enabled.	NO
DOCUMENT EXPIRED TIME	Shows the period for the document is stored.	NO
NUMBER OF DISPLAY JOB	Shows the number of job displayed.	NO
SORT ORDER	Shows the order for display.	NO
PRINT ORDER	Shows the order for printing.	NO
ENABLE PRINTED JOBS	Shows whether the printing of printed jobs is enabled.	NO
CONNECTION SETTING - PORT NUMBER	Shows the port number for the multi station print.	NO
CONNECTION SETTING - ENABLE SSL/TLS	Shows whether SSL/TLS is enabled or disabled.	NO
CONNECTION SETTING - AUTHENTICATION	Shows whether the SSL/TLS authentication is enabled or disabled.	NO
CONNECTION SETTING - USER NAME	Shows the user names for the multi station print.	NO
CONNECTION MFP1 to 10	Shows the connected MFP 1 to 10.	NO
GROUP CONNECTION ENABLE	Shows whether the Group Connection function is enabled or disabled.	NO
OWN GROUP NAME	Shows the name of the group to which the equipment belongs.	NO
CONNECTION GROUP1 to 9 - GROUP NAME	Shows the name of the group 1 - 9.	NO
CONNECTION GROUP1 to 9 - PRIMARY IP ADDRESS / HOST NAME	Shows the primary address/host name of the group 1 - 9.	NO
CONNECTION GROUP1 to 9 - SECONDARY IP ADDRESS / HOST NAME	Shows the secondary address/host name of the group 1 - 9.	NO

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

NETWORK SETTING - PRINT SERVICE SETTING - NETWARE PRINT

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

NETWORK SETTING - PRINT SERVICE SETTING - E-MAIL PRINT

Function	Description	User
ENABLE PRINT HEADER	Shows whether the header will be printed or not for e-mail printing.	NO
ENABLE PRINT MESSAGE BODY	Shows whether the message body will be printed or not for e-mail printing.	NO
MAXIMUM E-MAIL BODY PRINT	Shows the maximum number of pages to print the body strings of the received e-mail print job.	NO
ENABLE PRINT E-MAIL ERROR	Shows whether an e-mail error report will be printed or not.	NO
ENABLE E-MAIL ERROR FORWARD	Shows whether an e-mail error message will be sent or not.	NO
E-MAIL ERROR TRANSFER ADDRESS	Shows the e-mail address to which an e-mail error message will be sent if it is to be set.	NO
ENABLE PARTIAL E-MAIL	Shows whether the equipment allows printing an e-mail job that is partially received.	NO
PARTIAL WAIT TIME	Shows how long the equipment will wait to receive data for a partial e-mail job before printing (in seconds).	NO
MDN REPLY	Shows whether MDN Reply is enabled or disabled.	NO

NETWORK SETTING - PRINT SERVICE SETTING - USB CABLE PRINT

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

PRINT DATA CONVERTER

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

OFF DEVICE CUSTOMIZATION ARCHITECTURE

Function	Description	User
ENABLE PORT	Shows whether the port is enabled or disabled.	NO
PORT NUMBER	Shows the port number.	NO
ENABLE SSL/TLS	Shows whether SSL/TLS is enabled or disabled.	NO

Function	Description	User
SSL/TLS PORT NUMBER	Shows the SSL/TLS port number.	NO
SESSION TIMEOUT	Shows the session timeout period.	NO

SECURITY SETTING - AUTHENTICATION - DEPARTMENT SETTING

Function	Description	User
DEPARTMENT CODE	Shows whether the department code management is enabled or disabled.	NO
DEPARTMENT CODE - COPY	Shows whether the department code management (copy) is enabled or disabled.	NO
DEPARTMENT CODE - FAX	Shows whether the department code management (fax) is enabled or disabled.	NO
DEPARTMENT CODE - PRINT	Shows whether the department code management (print) is enabled or disabled.	NO
DEPARTMENT CODE - SCAN	Shows whether the department code management (scan) is enabled or disabled.	NO
DEPARTMENT CODE - LIST	Shows whether the department code management (list) is enabled or disabled.	NO
DEPARTMENT CODE - USER FUNCTIONS	Shows whether the department code management (user function) is enabled or disabled.	NO
DEPARTMENT CODE - EWB	Shows whether the department code management (EWB) is enabled or disabled.	NO
REQUIRE DEPARTMENT NUMBER IN USER REGISTRATION	Shows whether the department number is required or not for user registration.	NO
INVALID DEPARTMENT CODE PRINT JOB	Shows the handling method for invalid print jobs.	NO

SECURITY SETTING - AUTHENTICATION - USER AUTHENTICATION SETTING

Function	Description	User
USER AUTHENTICATION	Shows whether the user authentication is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION	Shows whether the user authentication according to function is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - COPY	Shows whether the user authentication (copy) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - FAX	Shows whether the user authentication (fax) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - PRINT	Shows whether the user authentication (print) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - SCAN	Shows whether the user authentication (scan) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - LIST	Shows whether the user authentication (list) is enabled or disabled.	NO
USER AUTHENTICATION ACCORDING TO FUNCTION - USER FUNCTIONS	Shows whether the user authentication (user function) is enabled or disabled.	NO

Function	Description	User
USER AUTHENTICATION ACCORDING TO FUNCTION - EWB	Shows whether the user authentication (EWB) is enabled or disabled.	NO
AUTHENTICATION METHOD FOR ADMIN	Shows the authentication method for administrator.	NO
AUTHENTICATION FAILED PRINT JOB	Shows the handling method for print jobs of when the authentication failed.	NO
AUTO RELEASE ON LOGON	Shows whether the Auto Release on Logon function is enabled or disabled.	NO
PROJECT MANAGEMENT	Shows whether the project management is enabled.	NO
PRINT JOB (WITHOUT PROJECT CODE)	Shows how job without project code is processed when the project management is enabled.	NO
ENABLE GUEST USER	Shows whether or not operations by guest users are accepted.	NO
AUTHENTICATION TYPE	Shows the authentication type.	NO

SECURITY SETTING - AUTHENTICATION - EMAIL AUTHENTICATION SETTING

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

SECURITY SETTING - AUTHENTICATION - EMAIL ADDRESS SETTING

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

SECURITY SETTING - AUTHENTICATION - SINGLE SIGN ON SETTING

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

SECURITY SETTING - AUTHENTICATION - HOME DIRECTORY SETTING

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

SECURITY SETTING - AUTHENTICATION - SHARED USER MANAGEMENT SETTING

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

SECURITY SETTING - CERTIFICATE MANAGEMENT

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

SECURITY SETTING - PASSWORD POLICY - POLICY FOR USERS

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

SECURITY SETTING - PASSWORD POLICY - POLICY FOR ADMINISTRATOR, AUDITOR

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

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

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

SECURITY SETTING - SECURITY STAMP

Function	Description	User
PRINT - COPY	Shows the addition to copy jobs.	NO
PRINT - PRINTER	Shows the addition to printing jobs.	NO
PRINT - E-FILING	Shows the addition to e-Filing box.	NO
FAX - TRANSMISSION	Shows the addition to fax transmission jobs.	NO
OPTIONS - DATE & TIME	Shows the addition of date and time.	NO
OPTIONS - CARD ID	Shows the addition of card ID.	NO
OPTIONS - USER NAME	Shows the addition of user name.	NO
OPTIONS - JOB ID	Shows the addition of the job ID.	NO
OPTIONS - SERIAL NUMBER	Shows the addition of the serial number.	NO
OPTIONS - DEPARTMENT NAME	Shows the addition of the department name.	NO
OPTIONS - OPTIONAL TEXT	Shows the addition of the optional text.	NO

ADDRESS BOOK

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

DATA BACKUP SETTING

Function	Description	User
DATA BACKUP	Shows whether the data backup is enabled or disabled.	NO
USE EXTERNAL SERVER	Shows whether the external server is enabled or disabled for the data backup.	NO
SCHEDULE OF DATA BACKUP (AUTO)	Shows the setting of the status (enabled/disabled/ periodical) of the automatic backup.	NO

Function	Description	User
SCHEDULE OF DATA BACKUP (AUTO) - DAY OF WEEK	Shows the setting of the day of the week of the automatic backup.	NO
SCHEDULE OF DATA BACKUP (AUTO) - TIME	Shows the setting of the time of the automatic backup.	NO

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