

Canon

Easy Operation Guide

imageRUNNER

6570 / 5570 / 5070

Store this guide next to the machine for future reference.

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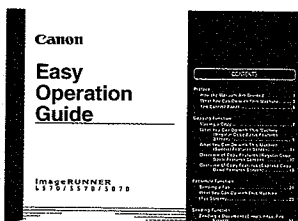
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How the Manuals Are Divided

The manuals for the machine are divided as follows. Please read them accordingly to make full use of the machine. Manuals included with optional equipment are included in the list below. According to the product you have bought and the system configuration, you may not have some of these manuals.

How to Use the Machine and Function Overview

Easy Operation Guide



Read this manual to learn the basic operations of the machine, grasp a basic knowledge of what the machine can do, or find out what kind of useful functions it has. Keep it next to the machine for future reference.

- The Control Panel
- Making a Copy
- Using the Send Function
- Using the Mail Box Function
- Using the Fax Function
- Other Useful Functions
- The Additional Functions Mode
- How to Make the Machine More Convenient

Handling and Operating the Machine

Reference Guide

Canon
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Read this manual to learn about the things to take care of when using the machine, basic operations, optional equipment, machine maintenance and paper jam removal procedures.

- Before Using the Machine
- Operating the Touch Panel Display
- Using Optional Equipment
- Additional Functions
- System Manager Settings
- Loading Paper
- Replacing Toner Cartridges
- Removing a Paper Jam

Copying Guide

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Read this manual to learn how to copy documents, and the various copying features.

- Basic Copying Procedure
- Useful Copying Features
- Memory Mode
- Changing the Settings to Suit Your Needs

Mail Box Guide

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Read this manual to learn how to use the Mail Box function, and the various printing/scanning features.

- Mail Box Function
- Basic Mail Box Procedures
- Useful Mail Box Features
- Memory Mode
- Sending and Receiving Documents in an Inbox
- Changing the Settings to Suit Your Needs

Sending and Facsimile Guide

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Read this manual to learn how to send scanned documents to e-mail, fax, or I-fax destinations, or save them on a file server.

- Send Function
- Basic Sending Procedures
- Basic Scanning Procedure
- Useful Scanning Features
- Sending and Receiving Documents
- Useful Fax Functions
- Confirming Jobs Currently Being Sent or Received
- Communications Settings
- Registering/Editing an Address in the Address Book
- System Settings

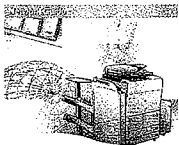
Connecting the Machine to a Network or Computer

Network Guide

Read this manual to learn how to connect the machine to a network.

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- Using the Machine in a TCP/IP Network
- Using the Machine in a NetWare Network
- Using the Machine in a NetBIOS Network
- Using the Machine in an AppleTalk Network

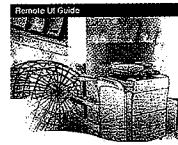
Operating the Machine from a Computer

Remote UI Guide

Read this manual to learn how to access the machine from a computer to operate and confirm jobs, and edit the various settings of the machine.

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- Confirming the Status of the Machine
- Operating Jobs
- Viewing Documents in a User Inbox
- Editing the Address Book and the Various Settings of Machine

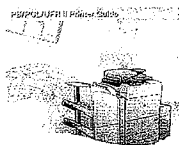
Using the Machine as a Printer

PS/PCL/UFR II Printer Guide

Read this manual to learn how to edit the settings in order to use the machine as a printer.

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- Printer Settings
- Setting the Various Items in Settings Menu
- Setting the Various Items in Utility Menu

Related Guides

Network Quick
Start Guide

PS Driver Guide PCL Driver Guide UFR II Driver Guide Mac PS Driver Guide Mac UFR II Driver Guide

Read these manuals to learn how to install the printer drivers for Windows or Mac, how to print, and how to edit the printer settings.

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UFR II Driver Guide



- Installing the Drivers
- How to Print
- Various Printer Features
- Displaying the Online Help

Sending Faxes from a Computer

Fax Driver Guide

Read this manual to learn how to install and use the driver which enables you to fax documents created on a computer with the machine.

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Fax Driver Guide



- Installing the Driver
- Sending a Fax
- Displaying the Online Help
- Using the Cover Sheet Editor

Other Guides

MEAP SMS Administrator Guide

Read this manual to learn how to access the machine from a web browser to install and manage MEAP applications.

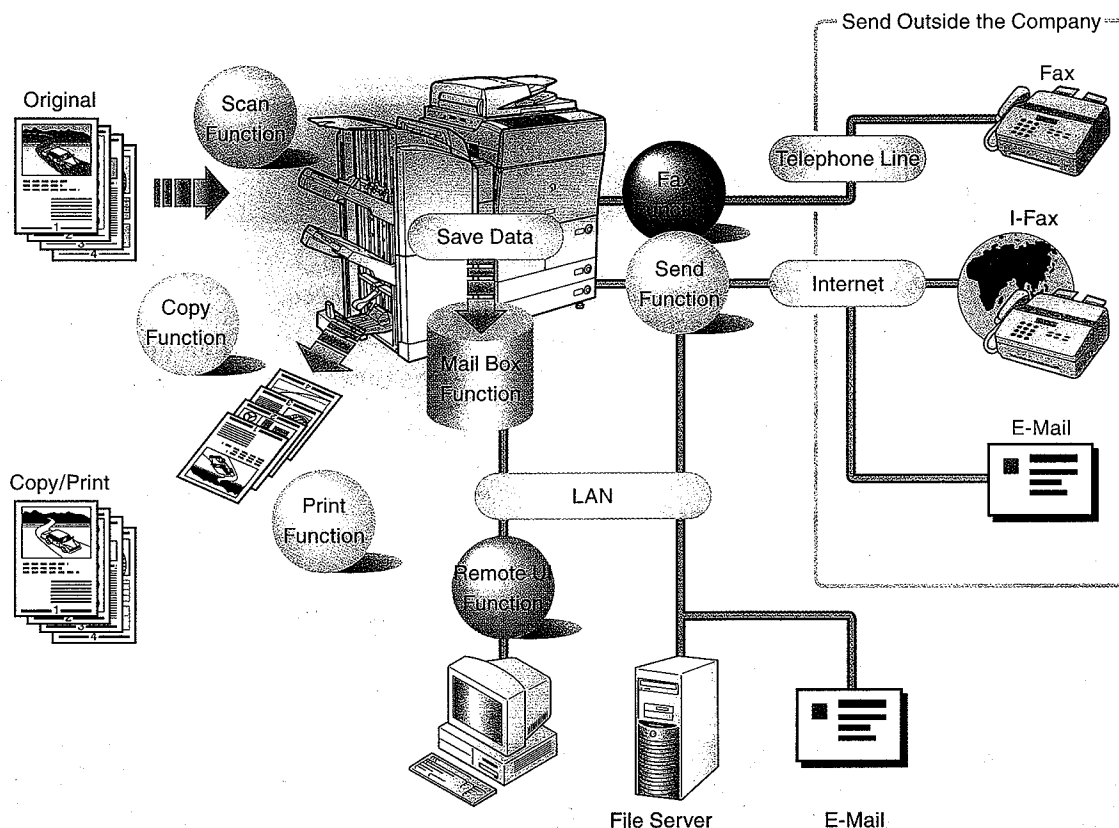
Network ScanGear User's Guide

Read this manual to learn how to install and use the driver which enables you to use the machine as a scanner to scan documents to your computer.

What You Can Do with This Machine

The imageRUNNER 6570/5570/5070 brings to you all the elements you will ever need in a digital multitasking machine.

The imageRUNNER 6570/5570/5070 incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work, the imageRUNNER 6570/5570/5070 represents the ultimate in digital multitasking machines.



Copying Function

Enables you to save costs with features such as printing a single sided document on both sides of the paper, or printing two pages of a document on each sheet of paper. Also with the Collate and Booklet modes, the Copying function is perfect for creating materials for meetings.

Mail Box Function

Enables you to save scanned documents, documents received by fax, and data sent from a computer, and then send or print them out whenever you need.

Fax Function

Enables you to fax not only scanned documents, but also documents temporarily saved in a User Inbox, or data sent from a computer. You can also send to multiple destinations, and forward received faxes as well.

* The optional Super G3 FAX Board is required.

Sending Function

Enables you to send scanned document data and data saved in a User Inbox not only by fax, but also by e-mail and I-fax. You can also convert the data to the PDF/ TIFF/PDF (OCR)*1 formats before sending.

* The Universal Send Kit must be activated.

*1 Universal Send PDF Enhancement Kit must be activated.

MEAP Function

Enables you to add new functions to your machine, and enhance the features to keep up with changes in the business environment. Allows your machine to evolve into a more convenient and easy to use multitasking machine.

Print Function

Enables you to print on both sides of paper, output sets of printouts, and various other useful features when printing documents from a computer.

* The optional Multi-PDL Printer Kit or imagePASS is required.

Refer to this manual for examples of the useful ways in which you can use your machine.

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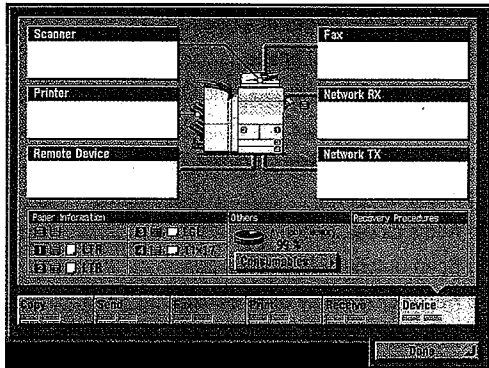
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The Control Panel

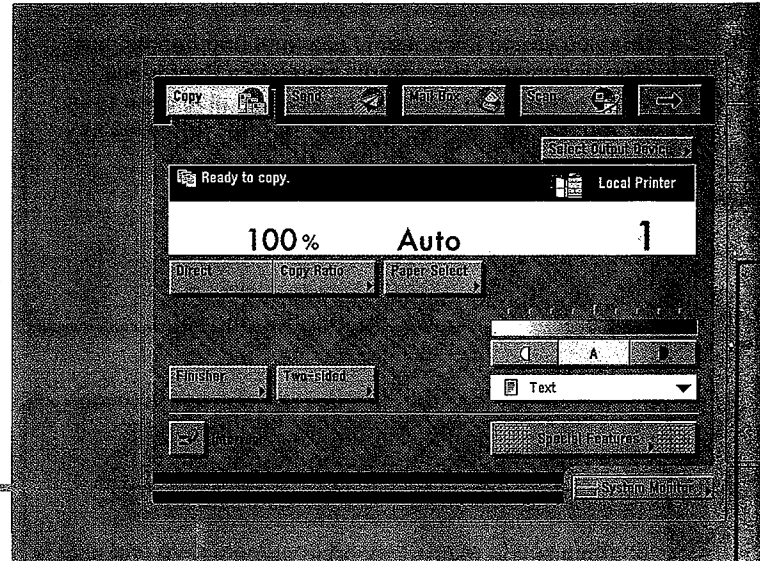
The control panel consists of a touch panel display, for setting the various functions, and physical keys, such as the Start key, Stop key, and the Control Panel Power Switch. The following is an explanation of the keys used in this manual. For more information, see Chapter 1, "Before You Start Using This Machine," in the Reference Guide.

To Confirm or Edit the Job Status



System Monitor Screen

Press [System Monitor] to display the screen on the left, enabling you to confirm the job status and cancel print jobs. You can also see the status of the machine, such as the amount of remaining paper.



● ID Key

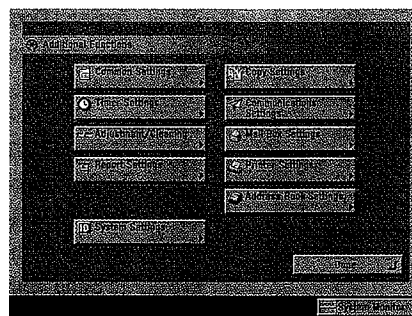
Press after entering your IQ and password when Department ID Management is set.

● Display Contrast Dial

Use to adjust the brightness of the touch panel display.

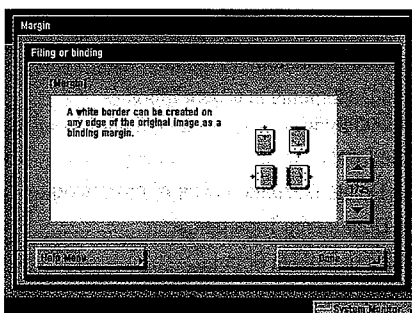
● Additional Functions Key

Press to specify additional functions.



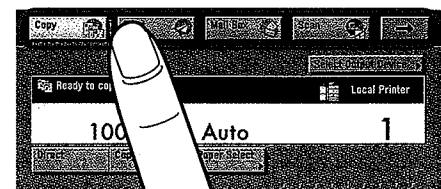
● Help Key

Press to display explanations of modes or functions on the touch panel display.



To Switch Functions

Use these keys to switch functions





Press the keys on the upper part of the touch panel display to switch functions.


Reset Key

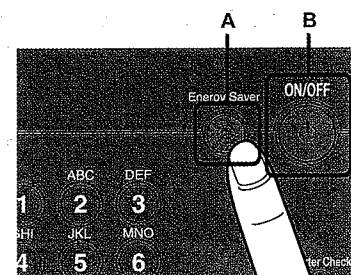
Press to restore the standard settings of the machine.

If the Touch Panel Display Is Turned Off

If nothing is displayed on the touch panel display even when the main power switch is ON, follow the procedures below:

① When  (Energy Saver) maintains a steady green light:
Press  (Energy Saver) (A).

② When  (Energy Saver) is not lit:
Press the control panel power switch (B).



Control Panel Power Switch

Press to turn the control panel ON or OFF.

Energy Saver Key

Press to set or cancel the Energy Saver mode.

Counter Check Key

Press to display the copy and print count totals on the touch panel display.

Clear Key

Press to clear entered values and characters.

Numeric Keys

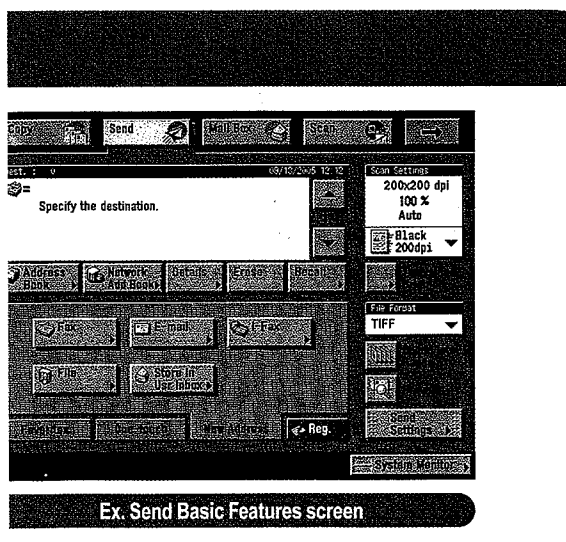
Press to enter numeric values.

Stop Key

Press to stop a job in progress, such as a scan job or copy job.

Start Key

Press to start an operation.

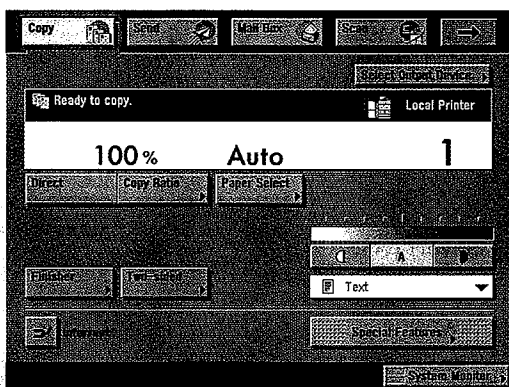


Ex. Send Basic Features screen

Making a Copy

The following is an explanation of the basic procedure for copying a document. For more detailed procedures, see the references to other guides.

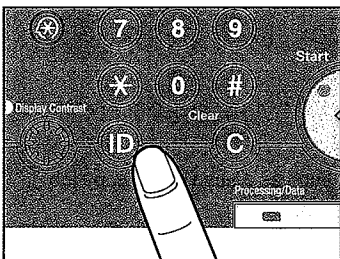
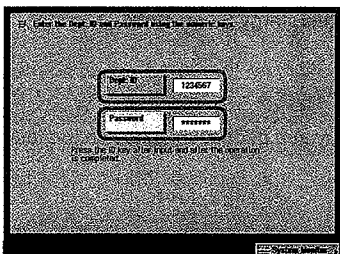
Preparations



Copy Basic Features screen

Press [Copy] to switch to the Copy function.

- If the following screen is displayed, enter the [Department ID] and [Password] → press (ID) on the touch panel.

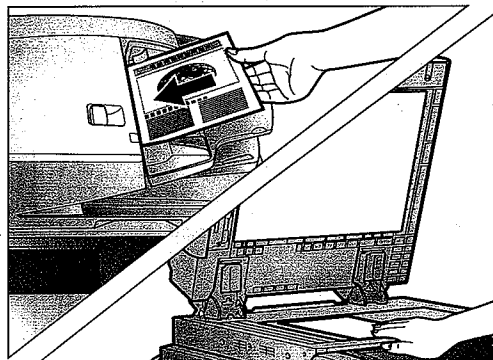


- If Department ID Management or MEAP authentication is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see Chapter 2, "Basic Operations," in the Reference Guide.

Place Your Originals

Placed in the feeder



Placed on the platen glass

Place your originals.

- If you have placed your originals on the platen glass, close the feeder after placing your originals.
- If necessary, set copy modes on the Copy Basic Features screen.

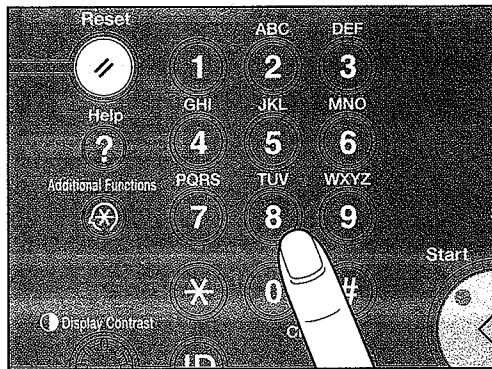
For more information on the copy modes you can set on the Copy Basic Features screen; see p. 9 and p. 10.

- To set the various copy modes, press [Special Features].

For more information on the copy modes you can set on the Special Features screen, see p. 11 to p. 16.

- You can also place paper in the stack bypass to copy. (For more information, see "Making Prints Using the Stack Bypass," in the Reference Guide.)

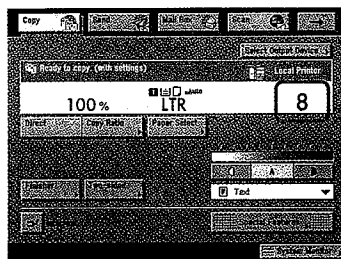
Specify the Number of Copies



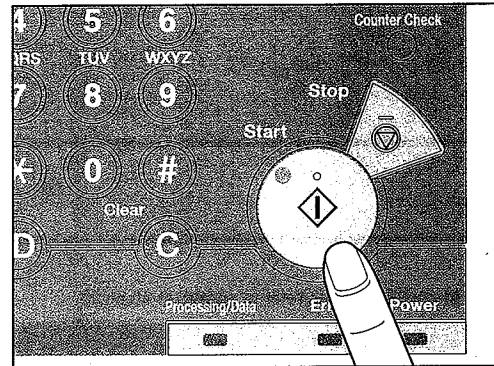
Enter the desired number of copies (1 to 999) with the numeric keys.

- If you make a mistake when entering values, press **C** (Clear) → enter the correct values.

The number of copies you specify is displayed on the right side of the Copy Basic Features screen.

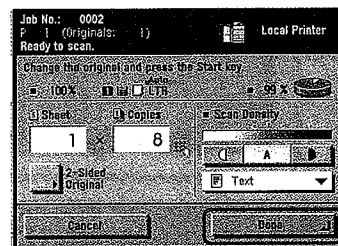


Start Copying



Press **Start**.

- When copying is complete, remove your originals.
- If the following screen is displayed, follow the instructions on the screen and press **Start** once for each original. When scanning of the originals is complete, press [Done].



- If Department ID Management is set, press **ID**.

To cancel, interrupt, or continue copying

- To cancel copying

→ Press **Stop**.

- To interrupt copying.

→ Press [Interrupt].

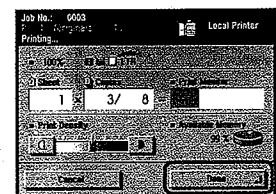
See "Interrupt Mode," in the Copying Guide.

- To make another copy while printing

→ Press [Done].

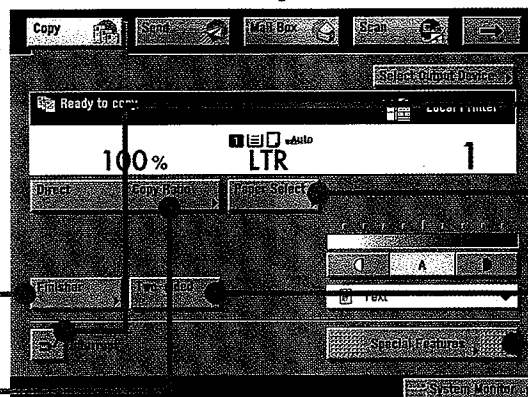
→ Place the next original.

→ Press **Start**.



What You Can Do with This Machine (Regular Copy Basic Features Screen)

The following is an explanation of the features often used when copying a document. For more detailed procedures, see the references to other guides. To use more convenient functions (Special Features), press [Special Features] to access the Special Features screen.



Copy Basic Features screen

* The numbers in the illustrations refer to operation steps.

To Enlarge/Reduce an Image to Copy to a Different Size Paper

Copying Guide Chapter 2

Useful when enlarging or reducing an original of one standard paper size to another, such as enlarging an LTR sized original to 11" x 17" size, or reducing 11" x 17" to LTR size. Simply select the desired paper size from the displayed keys to automatically set the optimal zoom ratio.

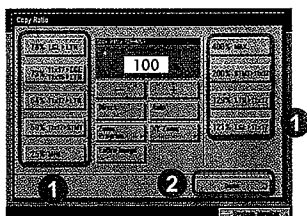
Original



Copy



Copy Ratio

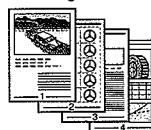


To Staple Sets of Output Together

Copying Guide Chapter 2

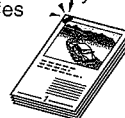
Select the Staple mode to collate copies as in the diagram on the right. Collated copies are stapled in the position you set. This is useful for distributing materials copied for a meeting, etc.

Original



3 copies set

Copy 1



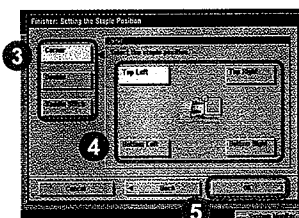
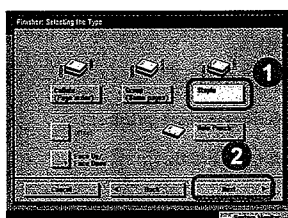
Copy 2



Copy 3



Finisher



After you set the stapling position, it is important to place your originals with the correct orientation. For information on the relation between original orientation, paper orientation, and stapling position, see Chapter 10, "Appendix," in the Reference Guide.

* The Staple mode can only be set if an optional finisher is attached.

To Interrupt a Long Copy Job to Make Priority Copies

Copying Guide Chapter 1

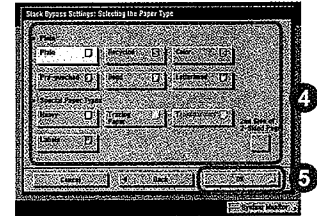
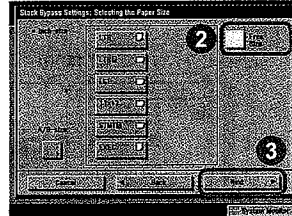
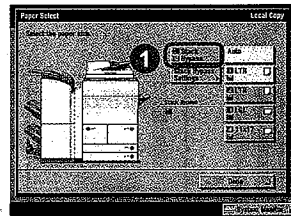
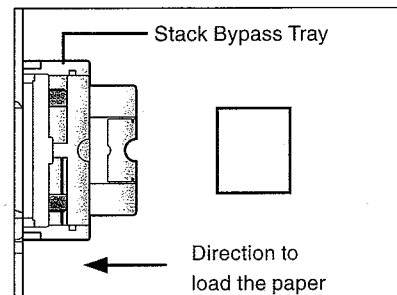


This mode enables you to interrupt the current job or reserved job to make priority copies. Of course, after you finish making your priority copy, the paused print job automatically resumes. This mode is useful if you need to make an urgent copy during a long copy job.

To Copy onto Irregular Sized Paper

Copying Guide Chapter 2

To copy onto non-standard size paper, simply set the type (such as Plain, Heavy) of the paper, and load it into the stack bypass.

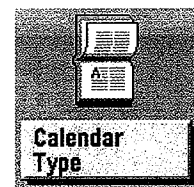
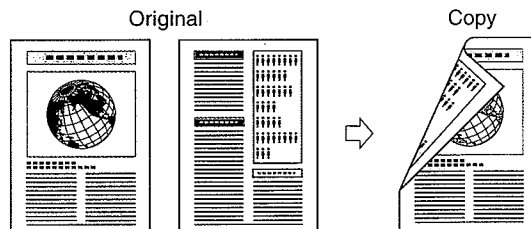
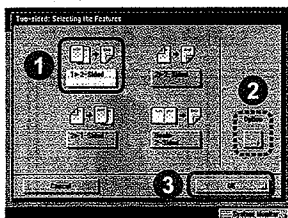


To Make Two-Sided Copies

Copying Guide Chapter 2

When copying many single sided originals, printing on both the front and back sides of paper can help you save half of the paper costs.

In the screen on the left, if you press [Option] you select to make the front and back sides of the copies have the same top-bottom orientation. This makes it easier to see when stapling copies like a calendar.

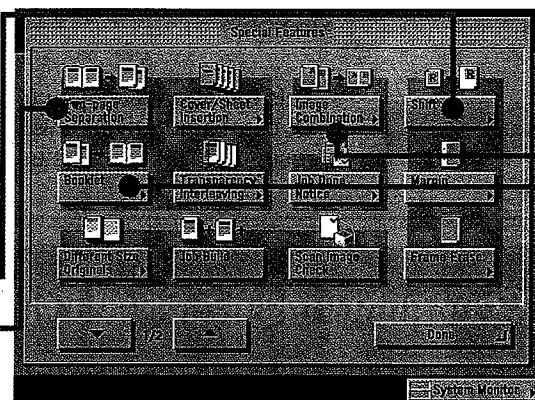


For information on Special Features, see p. 11 to p. 16.

What You Can Do with This Machine (Special Features Screen)

The following is an explanation of the features often used when copying a document. For more detailed procedures, see the references to other guides.

The Special Features screen is divided into two screens. Press [▼]/[▲] on the lower left of the screen to switch the screens.



Special Features screen (1/2)

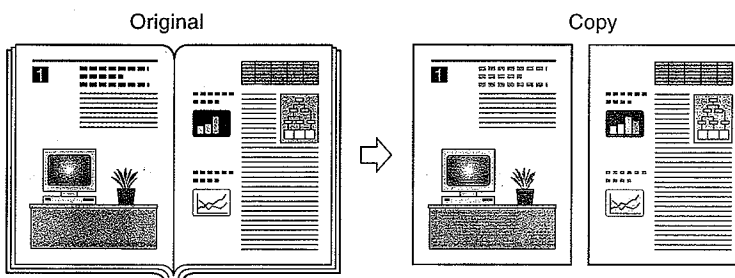
* The numbers in the illustrations refer to operation steps.

To Copy Facing Pages in a Book

Copying Guide Chapter 3

Two-page
Separation

It is not necessary to reset originals when copying facing pages from a book or bound original, if you use this mode to copy the facing pages onto two separate sheets of papers.

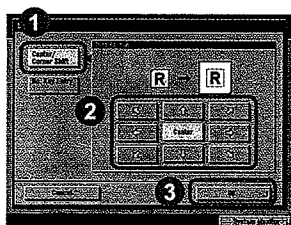


To Shift the Original Image

Copying Guide Chapter 4

If you set a zoom ratio smaller than the original, or select a paper size larger than the original, you can set the position to print the output image. This is useful when you want to leave a space blank for writing down notes.

Shift



Original



Copy with the Original Image
Shifted to the Center



Copy with the Original Image
Shifted to a Corner



To Copy Multiple Originals onto One Sheet of Paper

Copying Guide Chapter 3

This mode enables you to reduce multiple originals or two-sided originals to fit onto one sheet of paper. This is useful for arranging a variety of originals on one sheet of paper for easy viewing and for saving paper and space when storing printouts.

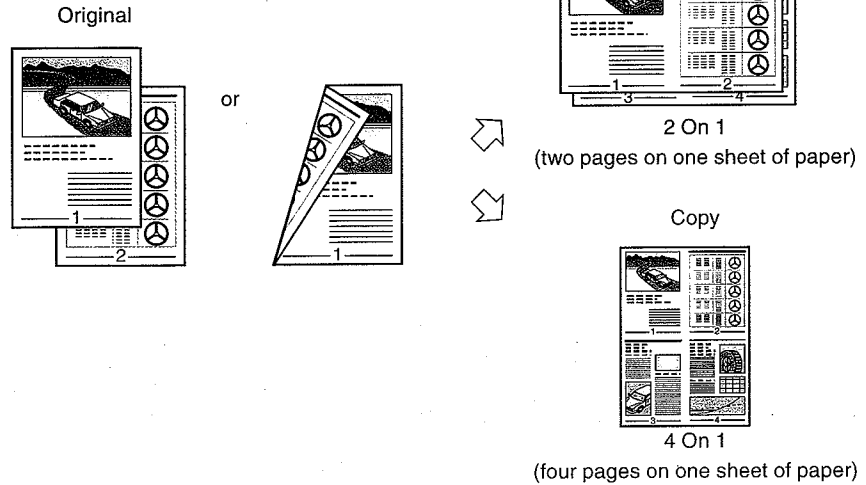
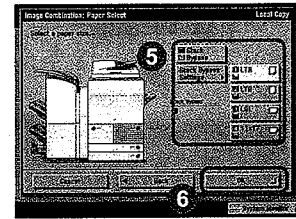
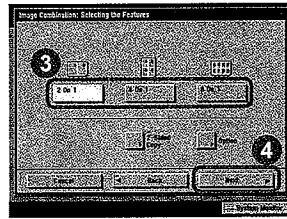
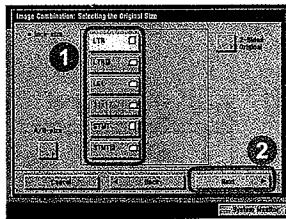


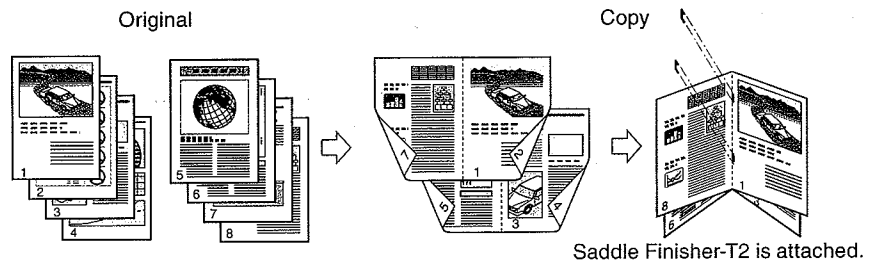
Image
Combination



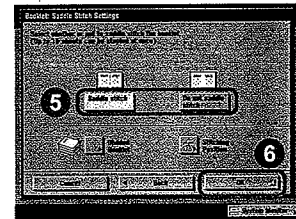
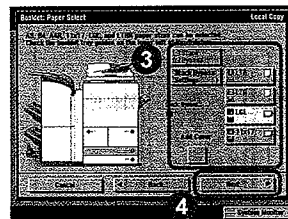
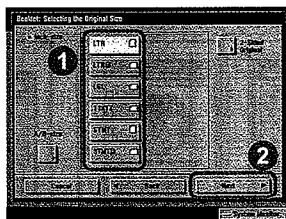
To Make a Booklet

Copying Guide Chapter 3

This mode enables you to copy multiple originals in such a way that the copies are made into a booklet. This is useful for arranging materials for distribution in an easily viewable format.



Booklet

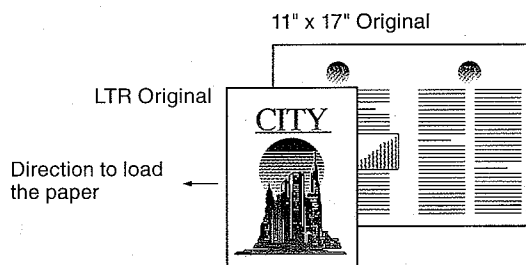


[illegible]

To Copy Different Size Originals Together **Copying Guide Chapter 5**

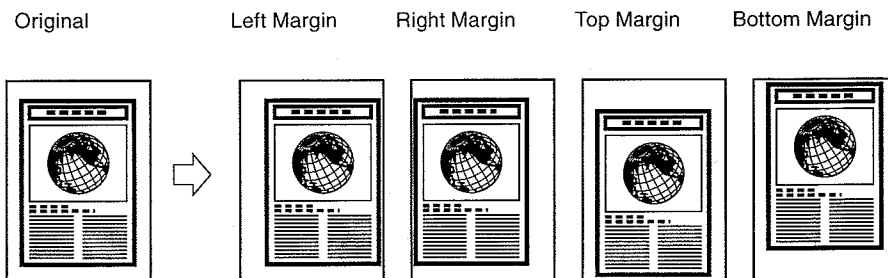
Copying Guide Chapter 5

**Different Size
Originals** ▶



Copying Guide Chapter 4

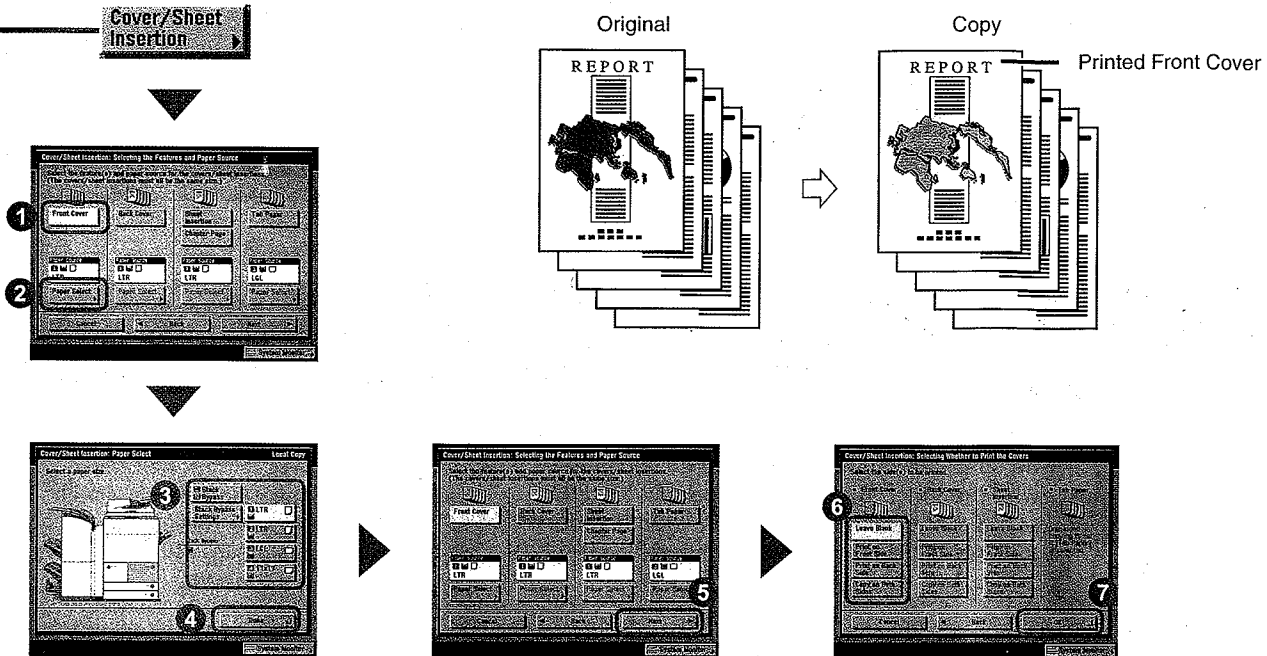
Margin



To Add a Cover

Copying Guide Chapter 3

This enables you to load paper different to the copies in the stack bypass, to be used as a cover. You can also add a back cover, sheet insertions, chapter pages, and tab paper.

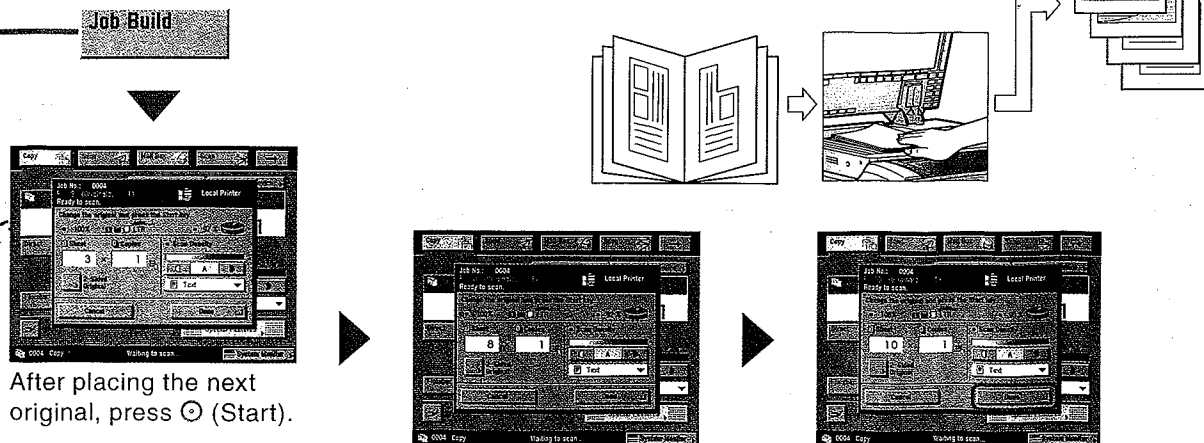


Copying
Functions

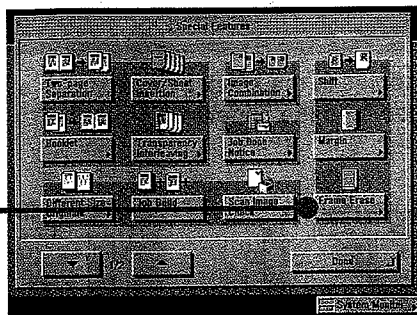
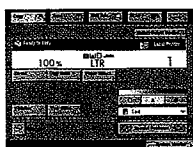
To Scan Batches of Originals

Copying Guide Chapter 5

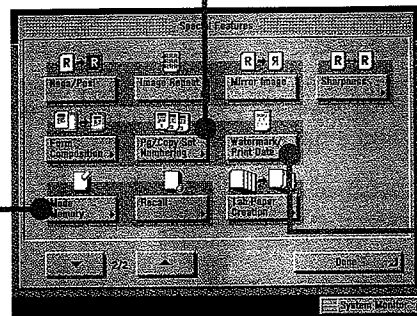
This enables you to scan originals when there are too many to be placed at once, by dividing them into multiple batches. Copies can be made after all of the originals have been scanned. This is also useful when using both the feeder and platen glass to scan originals.



What You Can Do with This Machine (Special Features Screen)



Special Features screen (1/2)



Special Features screen (2/2)

* The numbers in the illustrations refer to operation steps.

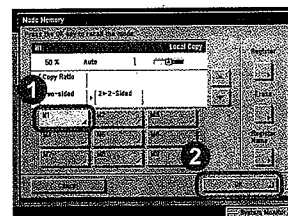
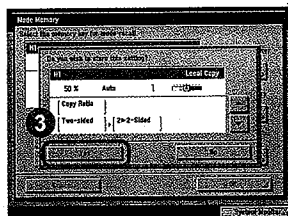
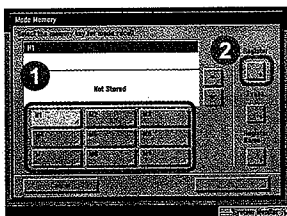
To Recall Commonly Used Settings

Copying Guide Chapter 8



Commonly used combinations of modes can be stored in Mode Memory to be recalled with the touch of a button. You can also use Mode Memory in combination with Standard Key 1 and 2 for extra convenience.

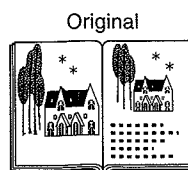
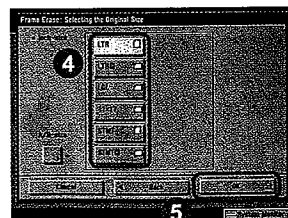
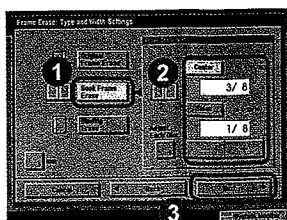
To recall stored settings, display the screen you used to store them, select the key in which the settings are stored → press [OK].



To Erase the Dark Border when Copying a Book

Copying Guide Chapter 4

This enables you to erase the dark border, as well as center and contour lines that appear if you are copying facing pages in a book or bound original onto a single sheet of paper.



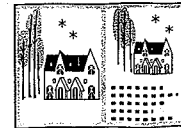
With
Frame
Erase

Copy



Without
Frame
Erase

Copy



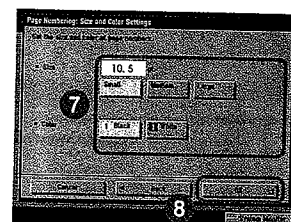
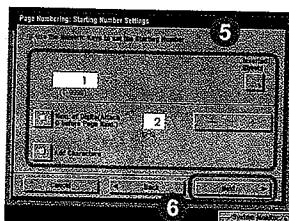
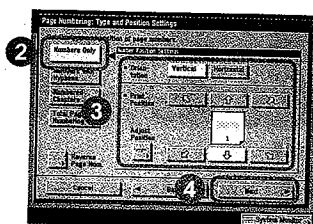
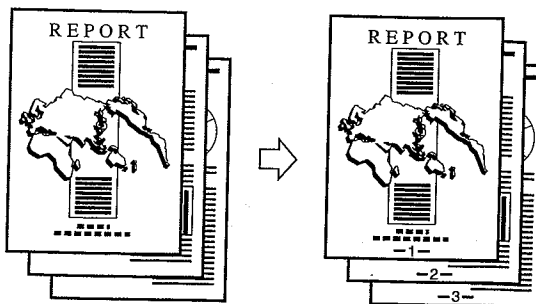
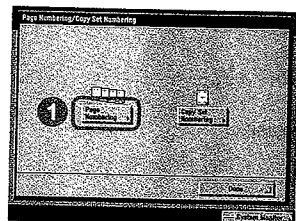
Without
Frame
Erase

To Add Page Numbers to Copies

Copying Guide Chapter 6

Pg/Copy Set Numbering

This enables you to add page numbers to copies.



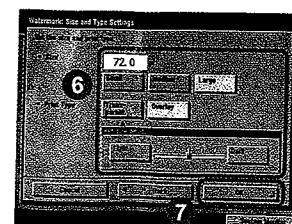
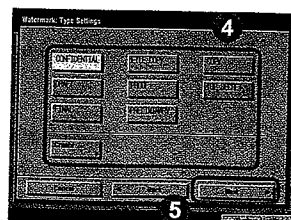
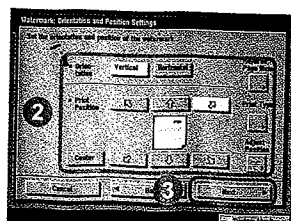
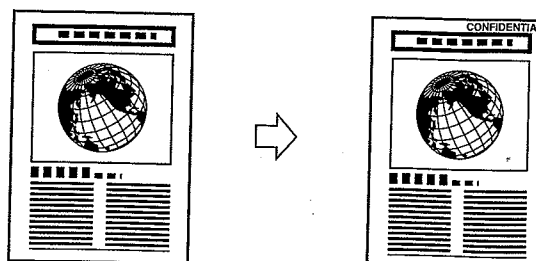
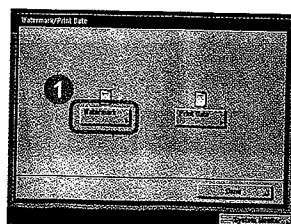
Copying Functions

To Add a Watermark to Copies

Copying Guide Chapter 6

Watermark/Print Date

This enables you to add a watermark to copies.

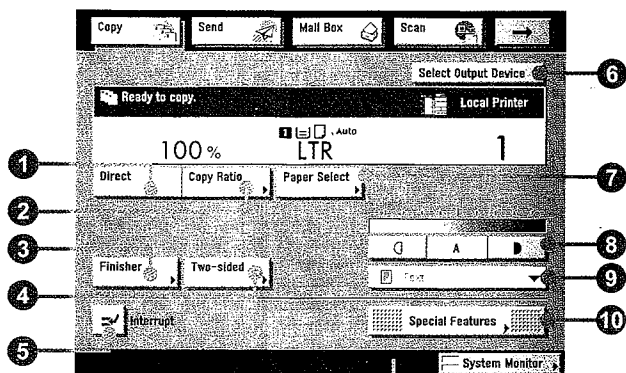


Overview of Copy Features (Regular Copy Basic Features Screen)

Use the Regular Copy Basic Features screen and the Special Features screen to set the various copy modes. There are two Special Features screens, "1/2" and "2/2".

Copy Basic Features Screen

Copying Guide Chapter 1 to 2



①Direct

Press to return the copy ratio to 100%.

②Copy Ratio (see p. 9)

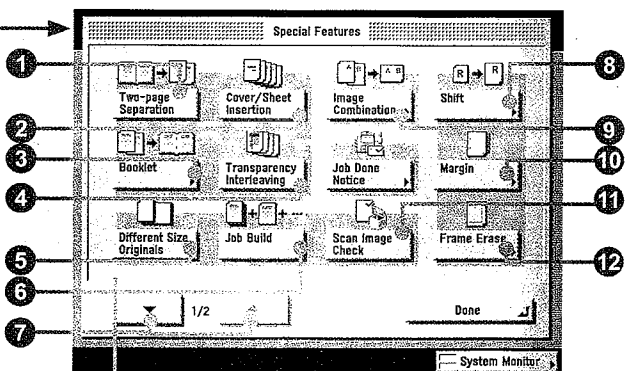
Press to reduce or enlarge the copy size.

③Finisher (see p. 9)

Press to select or cancel the Collate, Group, or Staple mode.

Special Features screen (1/2)

Copying Guide Chapters 3 to 5



①Two-page Separation (see p. 11)

Press to copy facing pages of an opened book onto separate copy sheets.

②Cover/Sheet Insertion (see p. 14)

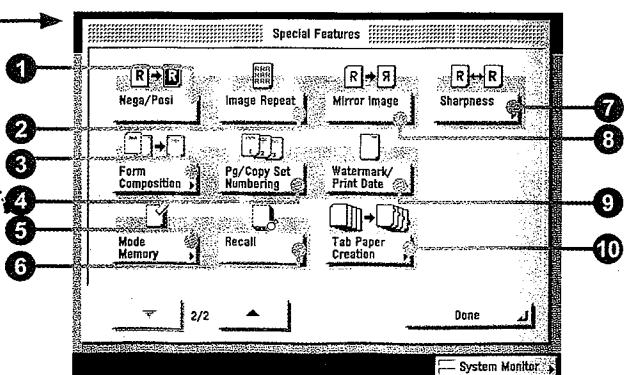
Press to add covers, sheet insertions, or chapter pages between specified pages.

③Booklet (see p. 12)

Press to make copies of several originals to form a booklet.

Special Features screen (2/2)

Copying Guide Chapters 6 to 8



①Nega/Posi

Press to make copies with the black/white of the entire image inverted.

②Image Repeat

Press to copy an original with the image repeated in the vertical or horizontal direction.

③Form Composition

Press to superimpose an image stored in memory onto the original image for copying.

④Two-sided (see p. 10)

Press to make two-sided copies.

⑤Interrupt (see p. 10)

Press to interrupt a copy job to make priority copies.

⑥Select Output Device

Displayed when a remote copy printer is connected to a network.
Press to select the printing destination for remote and cascade copying.

⑦Paper Select (see p. 10)

Press to select the paper size/type and the paper source.

⑧Adjust Contrast

Press to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

⑨Original Type Selection

Press to change the original type when the originals include photos, etc.

⑩Special Features

Press to select a Special Features mode.

④Transparency Interleaving

Press to insert a sheet between each transparency when copying transparencies.

⑤Different Size Originals (see p. 13)

Press to make copies feeding different size originals together in one group, by placing them in the feeder.

⑥Job Build (see p. 14)

Press to divide the originals into several parts, scan them, and then print them all together.

⑦Special Features Screen Switch

Press to switch between Special Features 1/2 and Special Features 2/2.

⑧Shift (see p. 11)

Press to shift the position of the original image on the copy sheet.

⑨Image Combination (see p. 12)

Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided copy sheet.

⑩Margin (see p. 13)

Press to create margins along the sides of a copy sheet.

⑪Job Done Notice

Press to have the machine notify the user through e-mail when the copy job is done.

⑫Frame Erase (see p. 15)

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

④Pg/Copy Set Numbering (see p. 16)

Press to include page and copy set numbering on copies.

⑤Mode Memory (see p. 15)

Press to store or recall copy modes.

⑥Recall

Press to recall previously set copy modes.

⑦Sharpness

Press to sharpen or soften the image of the original in the copy.

⑧Mirror Image

Press to copy an original with the image reversed, as in a reflection in a mirror.

⑨Watermark/Print Date (see p. 16)

Press to include the watermark and date on copies.

⑩Tab Paper Creation

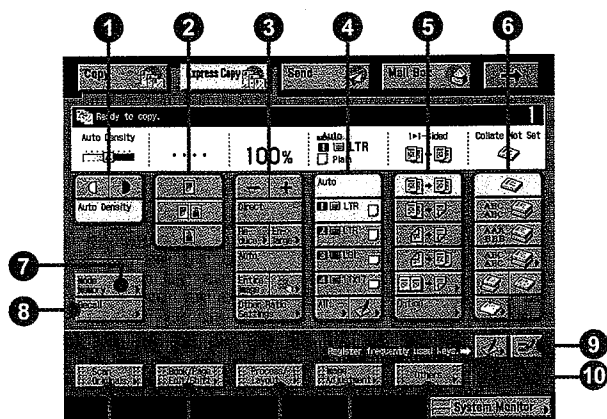
Press to copy onto the tabs of tab paper.

Overview of Copy Features (Express Copy Basic Features Screen)

The various copying modes can be quickly set from the Express Copy Basic Features screen. For more information on the features described here, see the Copying Guide.

Express Copy Basic Features Screen

Copying Guide
Chapter 9



1 Adjust Contrast

Press to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

2 Original Type Selection

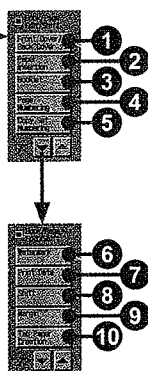
Press to copy originals specifying the image quality according to the type of original (text only, text and photo, and photo only). You can also select the type of photo (printed image/photo) when you set the photo mode from the Additional Functions screen.

3 Copy Ratio (see p. 9)

Press to reduce or enlarge the copy size.

Booklet/Page Edit/Shift

Copying Guide
Chapter 9



1 Front Cover/Back Cover (see p. 14)

Press to add a front or back cover.

2 Paper Insertion

Press to inset a sheet between specified copies.

3 Booklet (see p. 12)

Press to make copies of several originals to form a booklet. If the saddle stitch option is attached, the booklet can also be automatically stapled.

4 Page Numbering (see p. 16)

Press to print page numbers on your copies.

5 Copy Set Numbering

Press to print copy set numbers on copies.

6 Watermark (see p. 16)

Press to include a watermark on copies.

7 Print Date

Press to include the date on copies.

8 Shift (see p. 11)

Press to shift the position of the original image on the copy sheet.

9 Margin (see p. 13)

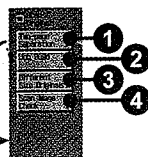
Press to create margins along the sides of copies.

10 Tab Paper Creation

Press to print onto the tabs of tab paper.

Scan Originals

Copying Guide
Chapter 9



1 Two-page Separation (see p. 11)

Press to copy facing pages of an opened book onto separate copy sheets.

2 Job Build (see p. 14)

Press to divide the originals into several parts, scan them, and subsequently print them all together.

3 Different Size Originals (see p. 13)

Press to make copies feeding different-sized originals together as one group by setting them in the feeder.

4 Scan Image Check

Press to confirm scanned images page by page before copying when you scan originals on the platen glass.

❶ Paper Select (see p. 10)

Press to select the paper size and type, and the paper source.

❷ Two-sided (see p. 10)

Press to copy one-sided/two-sided originals and facing pages of an original, such as a book, on both the front and back sides of the paper. You can also make one-sided copies from a two-sided original.

❸ Finisher (see p. 9)

Press to select or cancel the Collate, Group, or Staple Collate modes.

❹ Mode Memory (see p. 15)

Press to store or recall copy modes.

❺ Recall

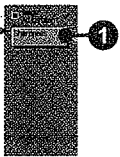
Press to recall the three most recently performed copy settings, and make copies using those settings.

❻ Interrupt (see p. 10)

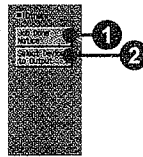
Press to interrupt a copy job to make priority copies.

❼ Standard Key Settings

Press to create shortcuts to modes you use often.

Image Adjustment**Copying Guide Chapter 9****❶ Sharpness**

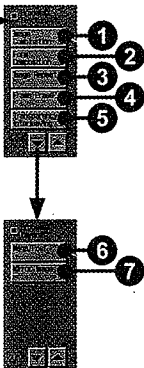
Press to make copies of original images reproduced with a sharper or a softer contrast.

Others**Copying Guide Chapter 9****❶ Job Done Notice**

Press to have the machine notify the user through e-mail that the copy job has been completed.

❷ Select Device to Output

Press to select the printing destination for remote copying.

Process/Layout**Copying Guide Chapter 9****❶ Image Combination (see p. 12)**

Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided copy sheet.

❷ Form Composition

Press to superimpose an image stored in memory onto the original image for copying.

❸ Image Repeat

Press to copy an original with the image repeated in the vertical or horizontal direction.

❹ Frame Erase (see p. 15)

Press to eliminate dark border areas and lines that appear around original images or shadows from punched holes.

❺ Transparency Interleaving

Press to insert a sheet between each transparency when copying transparencies.

❻ Negi/Posi

Press to make copies with the black/white of the entire image inverted.

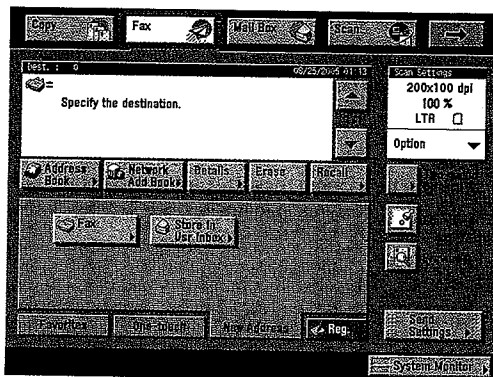
❼ Mirror Image

Press to copy an original with the image reversed, as in a reflection in a mirror.

Sending a Fax

The following is an explanation of the basic procedure for sending a fax. For more information on the settings, see the references in each step.

Preparations

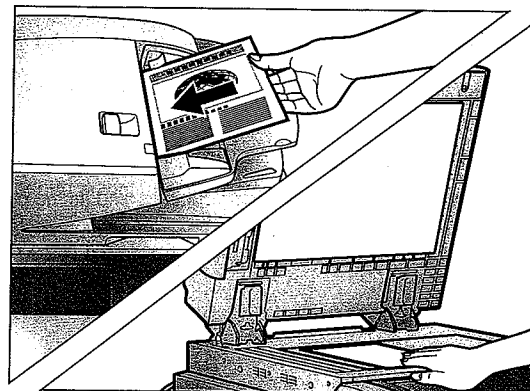


Press [Fax] to switch to the fax mode.

- In the above screen, start entering the fax number with the numeric keys to automatically display the screen for entering the fax destination.
- If Department ID Management or MEAP authentication is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see Chapter 2, "Basic Operations," in the Reference Guide.

Place Your Originals



Placed in the feeder

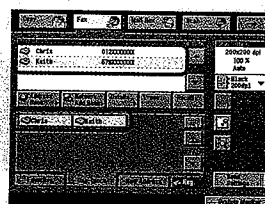
Place your originals.

- For bound or irregular sized originals, place them on the platen glass.

Specifying the Fax Number Using a One-touch Button

You can also specify the fax destination using a one-touch button if you have registered a fax destination in a one-touch button in advance.

For more information on registering destinations in one-touch buttons, see p. 35 and p. 36.

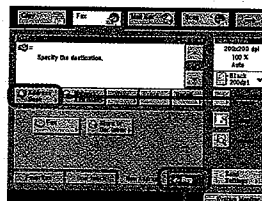


Registering a Destination

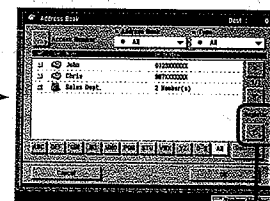
In order to be able to select a destination using the address book, one-touch buttons, or favorites buttons, it is necessary to register the destination in advance. Register destinations using the Additional Functions screen.

For more information on registering destinations in the address book, one-touch buttons, or favorites buttons, see p. 35 and p. 36.

The [Register] button on the Send Basic Features screen and the Address Book screen is a shortcut to the Additional Functions screen for storing destinations.

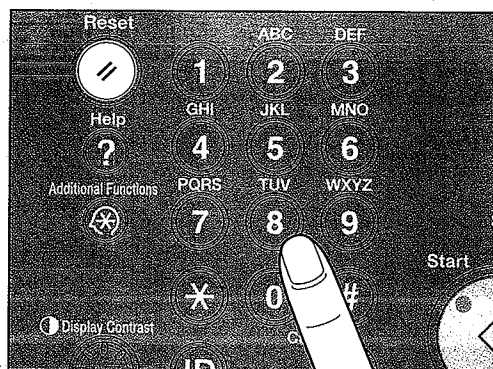


[Register] on the Send Basic Features screen



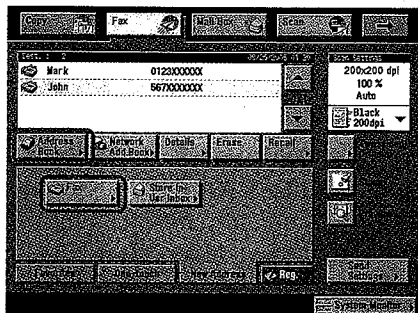
[Register] on the Address Book screen

Enter the Fax Number



Enter the fax number.

- To send a fax to multiple destinations, press the [Next] key after entering the first and each subsequent destination, or specify the destinations using the address book.

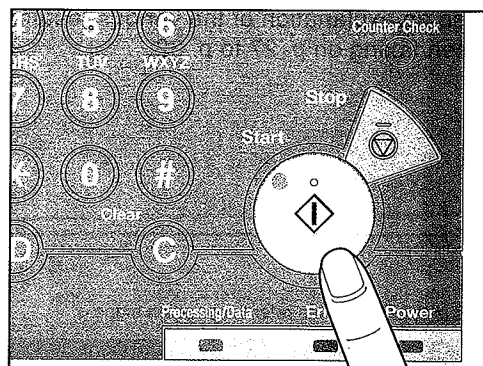


- You can also specify destinations using one-touch buttons or favorites buttons you have registered in advance.

For more information on registering fax destinations, see p. 35 and p. 36.

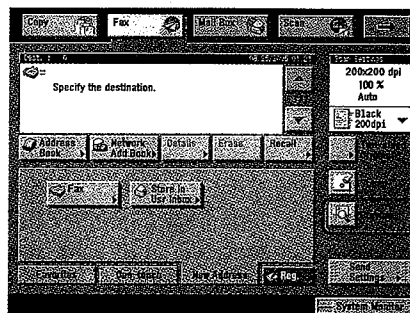
For information on useful fax features, see p. 23, p. 24, and p. 27 to p. 32.

Start Sending the Fax

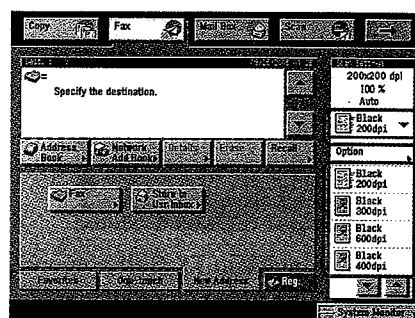


Press  (Start).

- When faxing is complete, remove your originals.
- You can set to display a preview of the fax before sending. You can also confirm the number of pages which will be sent on the preview screen.



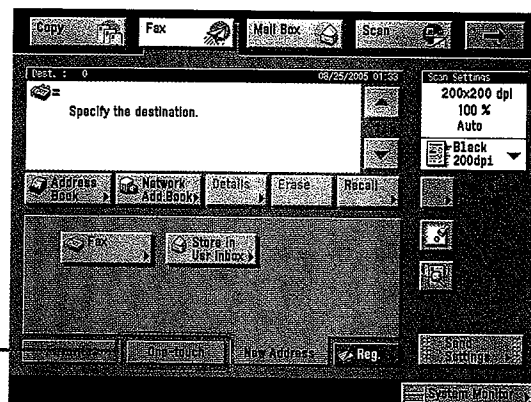
- To send a clear fax, set a high resolution. You can set the resolution from the Scan Settings drop-down list.



What You Can Do with This Machine (Fax Screen)

The following is an explanation of the features often used when faxing a document. For more detailed procedures, see the references to other guides.

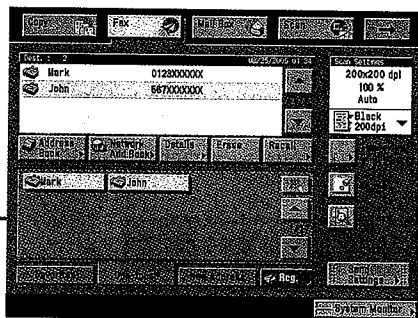
There is also an explanation of the various features you can use when faxing on p. 27 to p. 32.



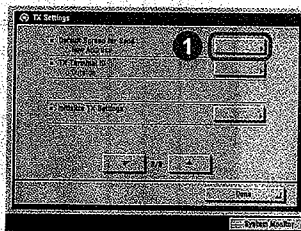
* The numbers in the illustrations refer to operation steps.

If You Mainly Use One-touch Buttons

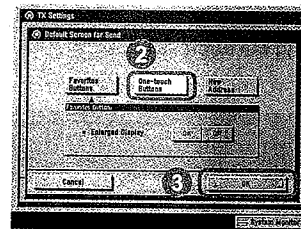
Sending and Facsimile Guide Chapter 9



To Display One-touch Buttons on the Initial Screen



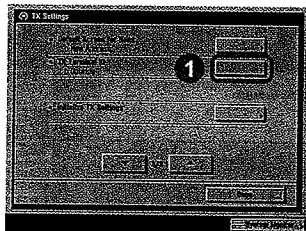
You can select the initial display of the Send Basic Features screen in TX Settings under <Common Settings> in Communications Settings on the Additional Functions screen.



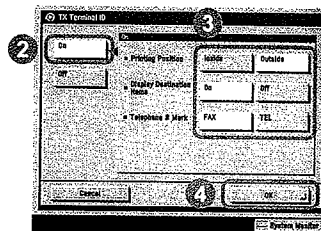
Select [One-touch Buttons] → press [OK].

To Print the TX Terminal ID

Sending and Facsimile Guide Chapter 9



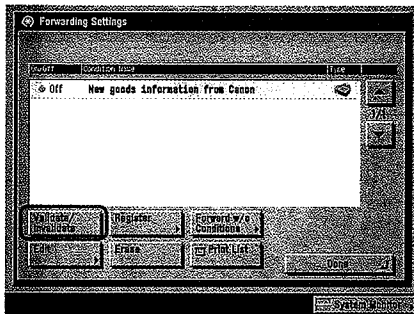
Select [TX Terminal ID] in TX Settings under <Common Settings> in Communications Settings on the Additional Functions screen.



Press [On]. Set the TX Terminal ID settings as necessary.

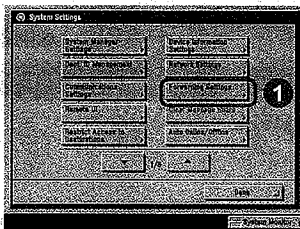
To Automatically Forward Received Faxes

Sending and Facsimile Guide Chapter 11

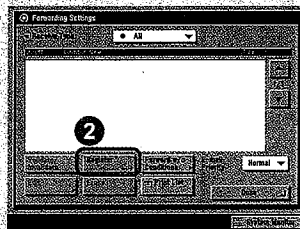


By simply turning on forwarding conditions set in advance to 'On', received faxes can be automatically forwarded to the specified fax number.

To Register Forwarding Conditions



Press [Forwarding Settings] from System Settings on the Additional Functions screen.



Press [Register].

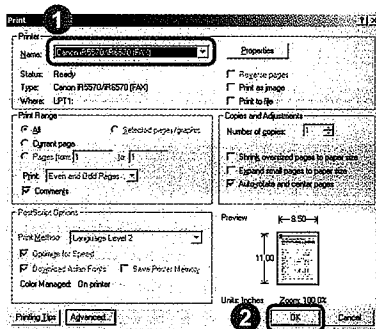


Set the forwarding conditions → press [OK].

Make sure to register the fax number for forwarding faxes to in the address book.

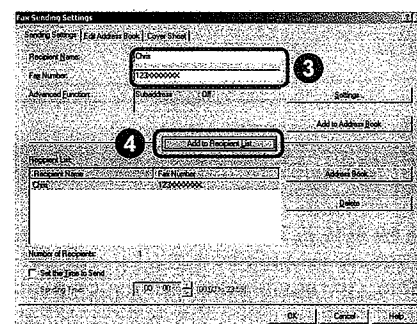
Facsimile
Functions

To Send Data from a Computer by Fax



Select the print function from the application on your computer → press [OK].

* It is necessary to install the fax driver to send faxes from your computer. The display may differ according to the OS (operating system) you are using and the fax driver. For more information, see the Fax Driver Guide.



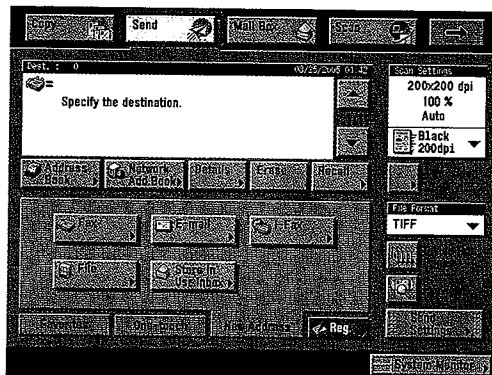
After entering the destination, press [Add to Recipient List].

You can export the Address Book registered in the machine and import it to the Address Book of the fax driver using the Remote UI.

Sending a Document (E-mail, I-fax, File Server)

The following is an explanation of the basic procedure for sending a document. For more detailed procedures, see the references to other guides.

Preparations



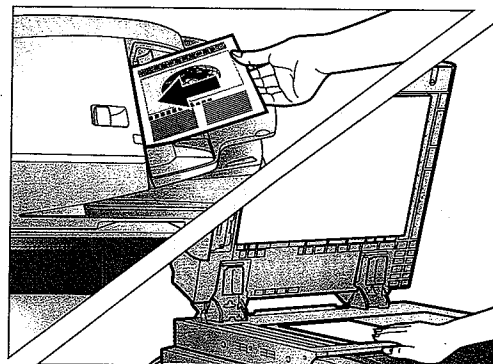
Press [Send] to switch to the Send function.

- The function key for the sending and fax functions differs according to the installed options. It may be displayed as [Send] or [Fax]. For more information, see Chapter 1, "Introduction to Sending and Fax Functions," in the Sending and Facsimile Guide.
- If the Department ID Management screen is displayed, enter the [Department ID] and [Password]. After entering them, press (ID) on the touch panel.
- If Department ID Management or MEAP authentication is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see Chapter 2, "Basic Operations," in the Reference Guide.

Place Your Originals

Placed in the feeder



Placed on the platen glass

Place your originals.

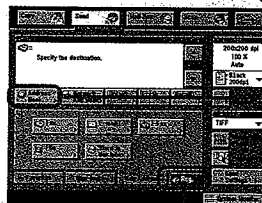
- When placing originals on the platen glass, make sure to close the feeder after placing your originals.

Registering Destinations

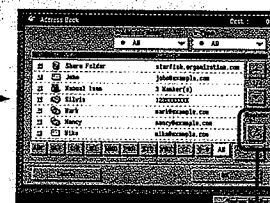
In order to be able to select a destination using the address book, one-touch buttons, or favorites buttons, it is necessary to register the destination in advance. Register destinations using the Additional Functions screen.

For more information on registering destinations in the address book, one-touch buttons, or favorites buttons, see p. 35 and p. 36.

The [Register] button on the Send Basic Features screen and the Address Book screen is a shortcut to the Additional Functions screen for storing destinations.

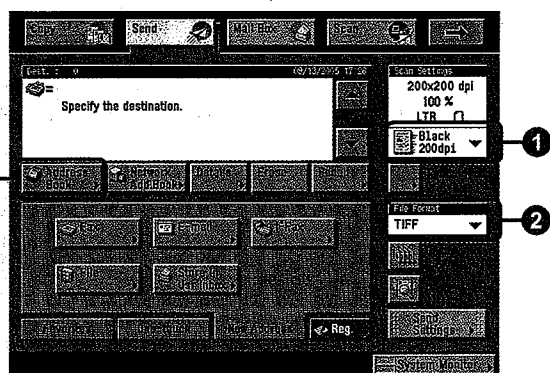


[Register] on the Send Basic Features screen



[Register] on the Address Book screen

Specify the Destination



Press [Address Book] → select a destination
→ press [OK].



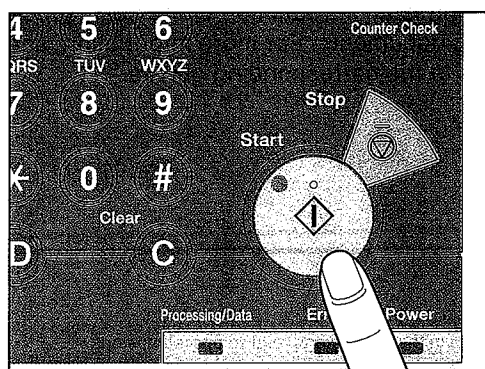
- You can also specify the destination using a one-touch button or favorites button if you have registered a destination in a one-touch button or favorites button in advance.
- To send to a destination not registered in the address book, etc., press [New Address] and enter the destination.

For information on specifying destinations, see p. 33 and p. 34.

- To change the resolution of the document to be sent, use the Scan Settings drop-down list (1). To change the file format of the document to be sent, use the File Format drop-down list (2).
- You can also set the scanning mode and Special Features on the Scan Settings screen.

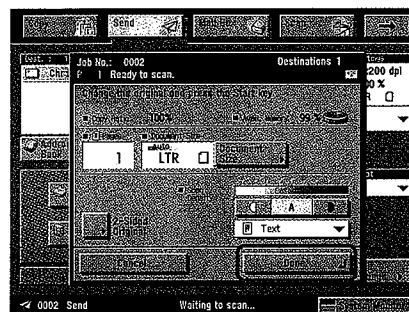
For more information on the features you can set from the Scan Settings screen, see p. 33 and p. 34.

Start Sending



Press (Start).

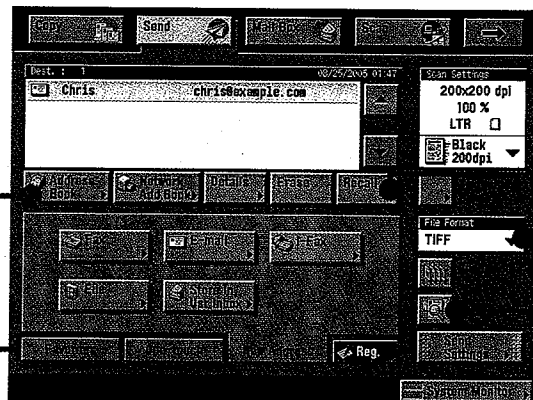
- When sending is complete, remove your originals.
- If the following screen is displayed, follow the instructions on the screen → press (Start) once for each original. When scanning of the originals is complete, press [Done].



- If Department ID Management is set, press (ID).

What You Can Do with This Machine (Address Book/Send Basic Features Screen)

You can use the Send function to send handwritten documents to a destination. Documents can be sent by e-mail, I-fax, and fax, in a variety of file formats. The following is an introduction of the basic procedure for sending documents. For more information, see the references to the corresponding guides.



Send Basic Features screen

* The numbers in the illustrations refer to operation steps.

To Register Commonly Used Destinations

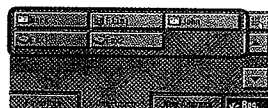
Sending and Facsimile Guide Chapter 2

Selecting from the Address Book



Selecting from a One-touch button

One-touch



Selecting from a Favorites button

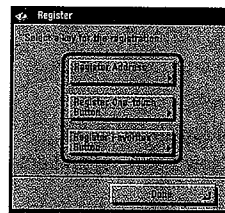
Favorites



It is necessary to register destinations in the address book, one-touch buttons, or favorites buttons in advance. Register destinations using the Additional Functions screen.

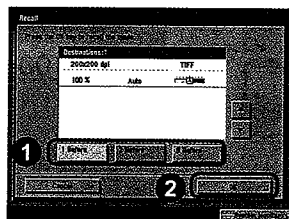


The Register button is a convenient shortcut key for registering destinations.



To Recall the Last Settings

Sending and Facsimile Guide
Chapter 5



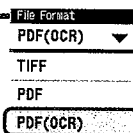
You can recall the last three addresses, scan settings, and send settings which have been set, and then send your documents.

To Send a Document as a PDF(OCR) by E-mail

Sending and Facsimile Guide
Chapter 5

You can make the text of a scanned document searchable before sending. The PDF(OCR) mode is available only if the Universal Send PDF Enhancement Kit is activated.

* You cannot select the file format when sending a fax or I-fax.

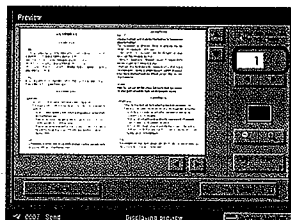
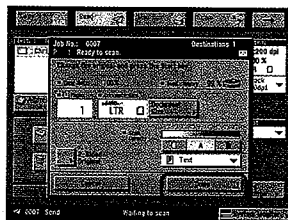


Select [PDF (OCR)] from the File Format drop-down list.

To Confirm a Document Before Sending

Sending and Facsimile Guide
Chapter 5

Set Preview to 'On' to display a preview of the document to be sent. The preview is displayed after pressing [Done]. This enables you to delete any unnecessary blank pages before sending.



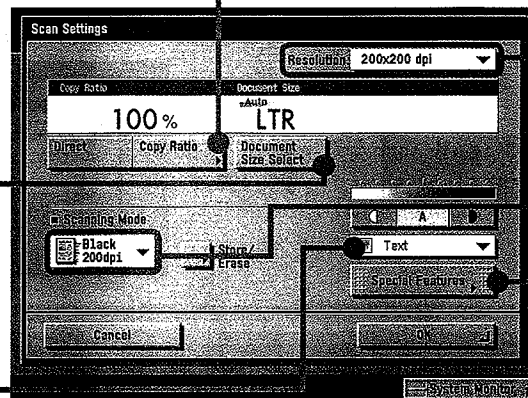
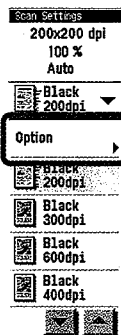
You can also confirm the number of pages of the document to send here.

To Edit a Destination from a Computer

You can edit addresses registered in the address book from a Web browser using the Remote UI of the machine. This is convenient because you can copy and paste e-mail addresses from your computer.

What You Can Do with This Machine (Scan Settings Screen)

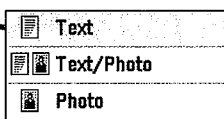
You can set the Scan Settings to change the appearance of the document to send. The following is an explanation of the useful functions you can utilize when scanning a document to send.



* The numbers in the illustrations refer to operation steps.

To Send Documents Containing Photos Clearly

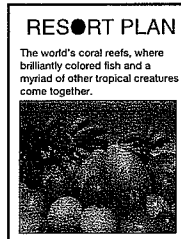
Sending and Facsimile Guide Chapter 3



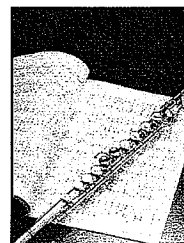
Text/Photo/Map Mode



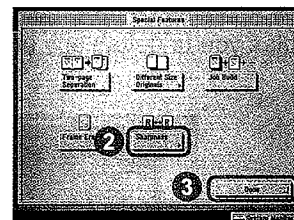
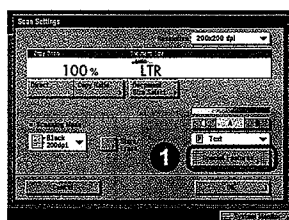
Photo Mode



Text Mode

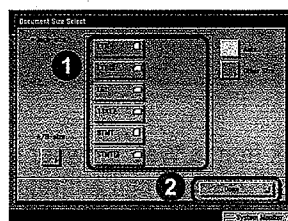


If originals are not scanned correctly, try selecting the original type from the Image Quality drop-down list. Photos can be scanned clearly. If a shimmering, wavy pattern (the Moiré effect) appears on your originals, use the [Sharpness] setting in the Special Features screen to decrease it.



To Change the Scanned Document Size

Sending and Facsimile Guide Chapter 3



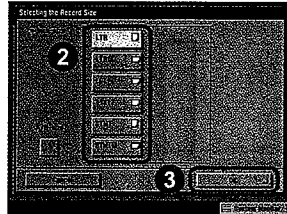
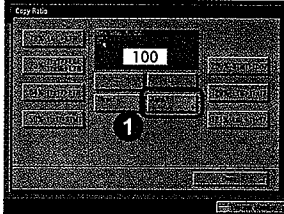
If text on the edge of documents is cut off, try setting the scanned image size to a size one larger.

To Automatically Change the Zoom Ratio According to a Specified Scan Size

Sending and Facsimile Guide
Chapter 3

Copy Ratio

This enables you to automatically change the vertical/horizontal zoom ratio of the original to scan according to the specified scan size. The zoom ratio is set between 50 and 200%. You can only set the machine to automatically change the zoom ratio when you have set the resolution to 300 x 300 dpi or 600 x 600 dpi.



To Send Fine Text and Images Clearly

Sending and Facsimile Guide
Chapter 3

200x200 dpi

100x100 dpi

200x100 dpi
(Normal)

200x200 dpi
(Fine)

200x400 dpi
(SuperFine)

300x300 dpi

400x400 dpi
(UltraFine)

600x600 dpi

You can send fine text in documents more clearly by changing from a 200 x 200 dpi resolution to a high resolution of 300 x 300 dpi or 400 x 400 dpi. Note however, that the file size increases as you increase the resolution.

Black
200dpi

Black
200dpi

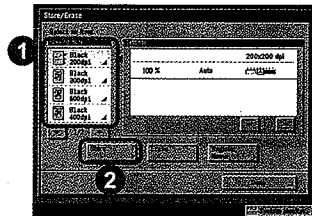
Black
300dpi

Black
600dpi

You can also select the resolution from the Scanning Mode drop-down list. This is convenient for storing commonly used resolutions.

● To Register a Scanning Mode

Store/
Erase



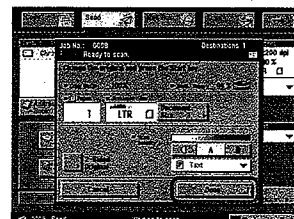
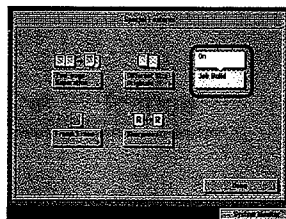
Select where to register the mode → press [Register].

To Send Separately Scanned Documents at Once

Sending and Facsimile Guide
Chapter 4

Job Build

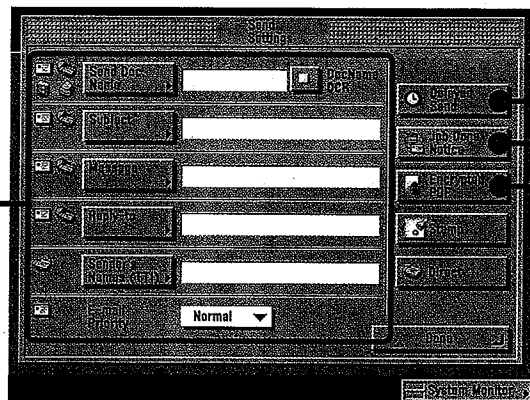
Press \odot (Start) to display the screen for scanning your originals. Press \odot (Start) to scan another original. When scanning of the originals is complete, press [Done].



What You Can Do with This Machine (Send Settings Screen)

On the Send Settings screen, you can specify when to send a document and the settings to use when sending, and set to send notification when sending is complete.

The following is an explanation of the useful functions you can utilize when sending a document.

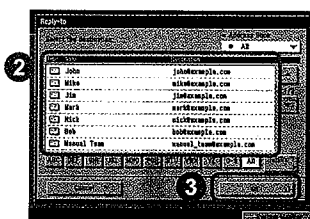
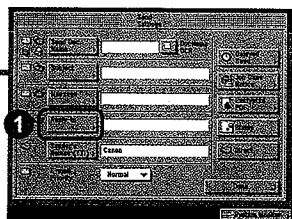


Send Settings screen

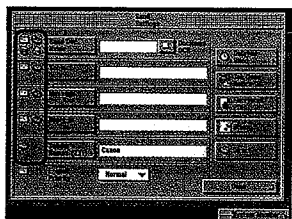
* The numbers in the illustrations refer to operation steps.

To Add the Reply Destination to a Sent Document

Sending and Facsimile Guide Chapter 5



Press [Reply-to], and select the name to set as the reply destination. It is necessary to set the reply-to address in advance in Address Book Settings from the Additional Functions screen.



Depending on whether the sending method to be used is e-mail, fax, or I-fax, you can also add the name of the document to send or the subject to the name of the attached file. You can confirm whether a certain send setting can be set with the icons to the left of each sending method.

When sending an e-mail, you can also set its priority.

Normal

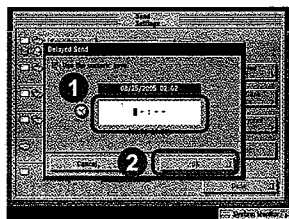
High

Normal

Low

To Specify the Time to Start Sending

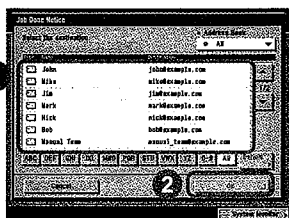
Sending and Facsimile Guide
Chapter 5



To specify the time to start sending a document, to send a document the first thing the next morning, for example, use Delayed Send. The document is sent at the specified time simply by entering that time.

To Send Notification of Completed Sending

Sending and Facsimile Guide
Chapter 5



Use the Job Done Notice feature to notify yourself if you want to confirm that a job is complete. When sending is complete, you will be notified via e-mail.

To Encrypt an Important Document to Be Sent

Sending and Facsimile Guide
Chapter 5

When sending an important document containing confidential information, you can set a password to prevent users from printing it out or opening it.

The Encrypted PDF function enables you to create an encrypted PDF and send it.

Use the set password to remove the encryption.

* You cannot use this function for fax, I-fax, and jobs saved in a User Inbox. The Encrypted PDF mode is available if the Universal Send PDF Enhancement Kit is activated.



To Add a Password to a PDF Document

Select [Password Required to Open a Document] → enter a password.



Select [Password Required to Change Permiss.] → enter a password.



Enter the passwords → select <Do Not Allow> from the Allow Printing drop-down list.

Do Not Allow

Do Not Allow

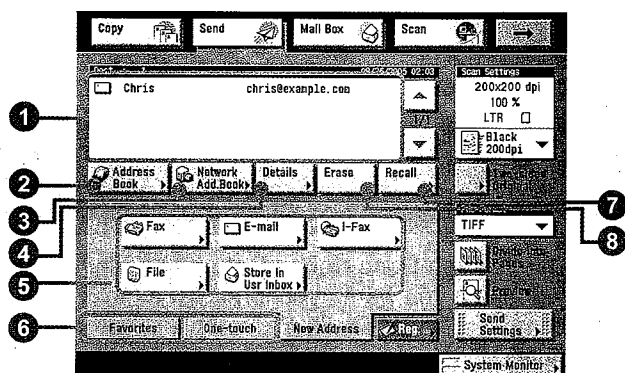
Allow

Overview of Sending/Fax Features

Pressing [Send] displays the Send Basic Features screen. Sending is the process of using the machine to scan a document and send it to a destination via e-mail, fax, or I-fax, or save it on a file server. You can also send a document to different destinations at the same time, for example via e-mail and I-fax, even though they are different sending methods. For more information on the features described here, see the Sending and Facsimile Guide.

Setting a Destination

Sending and Facsimile Guide Chapters 2, 3, and 5



1 Destination List

Displays a list of destinations. A maximum of 256 destinations can be specified at the same time. (Out of the 256 destinations, 64 new addresses, including those obtained via a server, can be specified.)

2 Address Book (see p. 27)

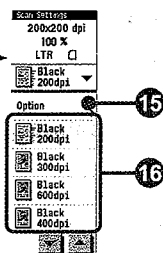
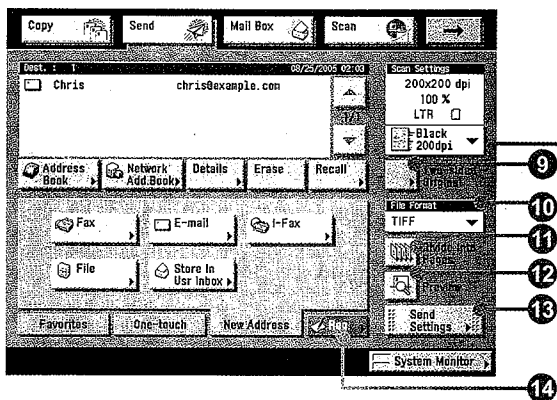
Press to select a destination from the address book.

3 Network Address Book

Press to search for a destination from an LDAP server.

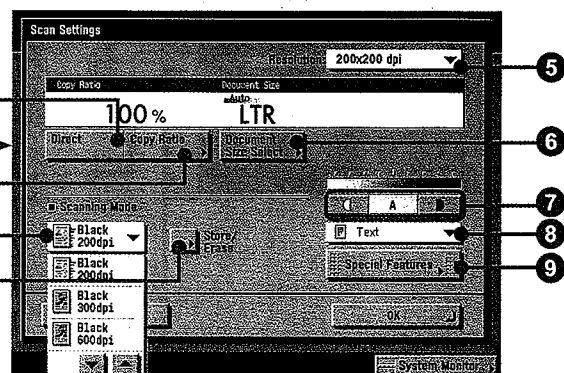
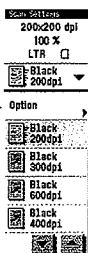
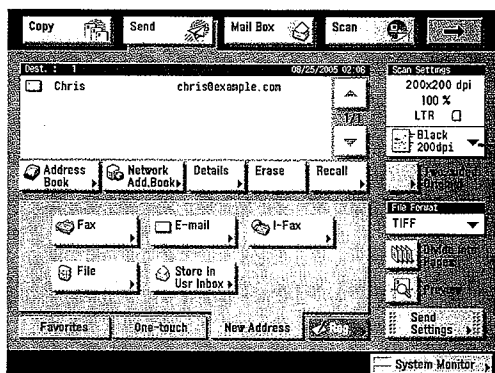
4 Details

Press to check or change the destination information selected from the destination list. You can also check or change addresses that were entered using the New Address tab.



Setting the Scan Settings

Sending and Facsimile Guide Chapters 3 and 4



⑤ New Address

Press to specify the destination (such as a fax, e-mail, I-fax, and file server) to which to send a document when the addresses are not stored in the Address Book.

⑥ Favorites Buttons/One-touch Buttons (see p. 27)

Press to switch to favorites buttons or one-touch buttons. Favorites buttons or one-touch buttons must be registered in advance.

⑦ Recall (see p. 28)

Press to recall up to the last three addresses, scan settings, and Send settings that have been set and then send the documents.

⑧ Erase

Press to erase the destination displayed in the destination list.

⑨ Two-sided Original

Press to scan both sides of an original.

⑩ File Format drop-down list (see p. 28)

Press to select the file format of the document to send when sending to a destination such as an e-mail or file server destination. To set the Encrypted PDF mode, select [PDF] or [PDF (OCR)] as the file format.

⑪ Divide into Pages

Press to send each page of a multiple page document as separate files. To send it as a single file even though it has multiple pages, set this to 'Off'.

⑫ Preview (see p. 28)

Press to verify images before sending.

⑬ Send Settings (see p. 31 and p. 32)

Press to select features on the Send Settings screen.

⑭ Register (see p. 27)

Press to register a destination in a favorites button, one-touch button, or the address book. This button is a shortcut to the Additional Functions screen for storing destinations.

⑮ Option (see p. 29 and p. 30)

Press to select a feature from the Scan Settings screen.

⑯ Scan Settings drop-down list

Press to select a stored scan mode and resolution. The scanning modes are set by default, but you can edit these settings.

① Direct

Press to return the copy ratio to 100%.

② Copy Ratio (see p. 30)

Press to reduce or enlarge the scan size.

③ Scanning Mode drop-down list (see p. 30)

Press to select the scanning mode. The scanning modes are set by default, but you can edit these settings.

④ Store/Erase (see p. 30)

Press to store or erase a scan mode.

⑤ Resolution drop-down list (see p. 30)

Press to specify the resolution for the document to be sent.

⑥ Document Size Select (see p. 29)

Press to select the size of the document to scan.

⑦ Adjust Contrast

Press to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

⑧ Original Type drop-down list (see p. 29)

Press to manually select the original type according to the type of image that you are scanning.

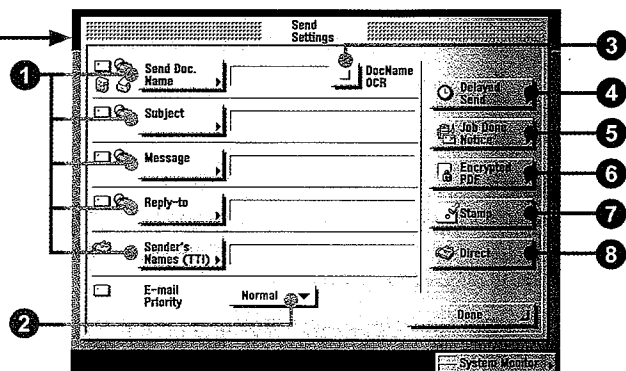
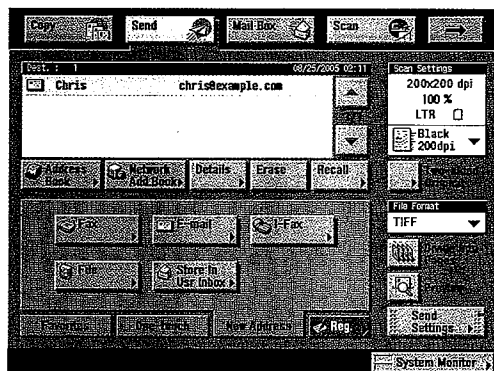
⑨ Special Features

Press to select a Special Features mode.

Overview of Sending/Fax Features

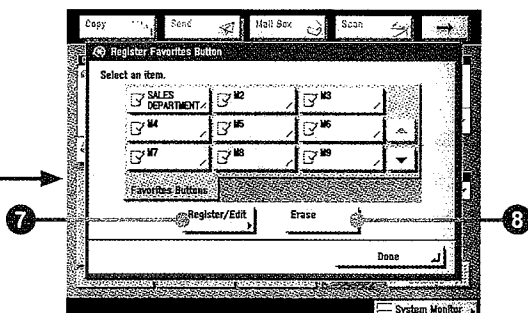
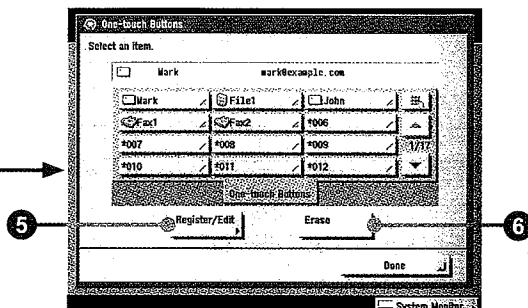
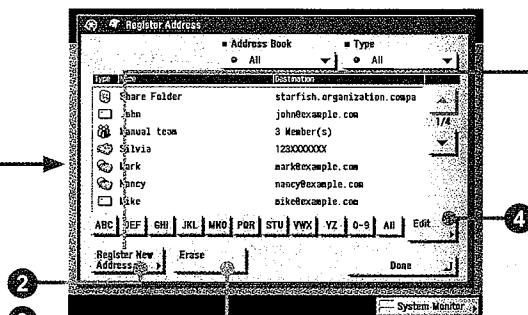
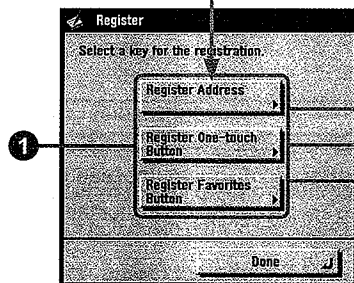
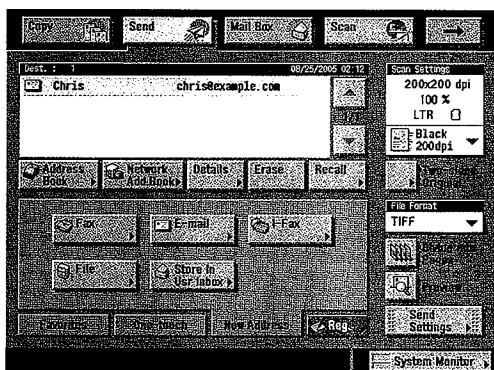
Specifying Send Settings

Sending and Facsimile Guide Chapter 5



Registering Destinations and Buttons

Sending and Facsimile Guide Chapters 2 and 10



Registration can also be performed from the Additional Functions screen.

Address book registration: (see p. 27)

Register in Address Book Settings, from the Additional Functions screen.

One-touch button registration: (see p. 27)

Register in Address Book Settings, from the Additional Functions screen.

Favorites buttons: (see p. 27)

Register in Communications Settings, from the Additional Functions screen.

❶ Send Settings (see p. 31)

Enable you to set a subject, reply destination, and sender name for the document to send.

❷ E-mail Priority (see p. 31)

Press to change the priority of an e-mail message.

❸ DocName OCR

Press to use text extracted from the file as the name for the document to send, when you have selected [PDF(OCR)] as the file format.

❹ Delayed Send (see p. 32)

Press to send the document at a specified time.

❺ Job Done Notice (see p. 32)

Press to send notification of job completion to the specified e-mail address.

❻ Encrypted PDF (see p. 32)

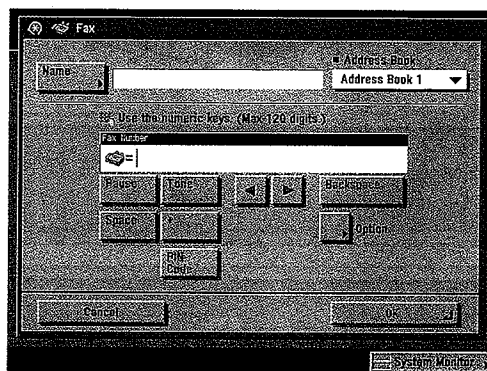
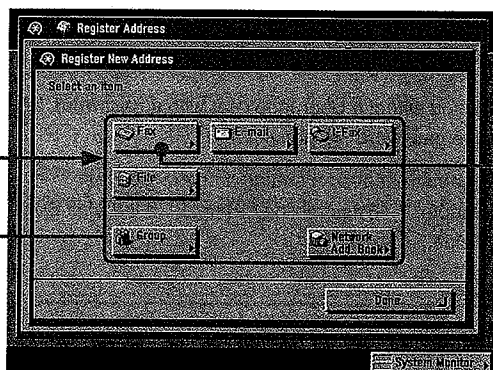
Press to use the Encrypted PDF mode to send a document as a PDF file with a password. You can set a password for opening the PDF, and a password for printing the PDF, etc.

❼ Stamp

Press to stamp originals which have been scanned. This enables you to distinguish originals which have been scanned.

❽ Direct

Press to send the document with the Direct Sending mode, instead of using the memory of the fax.

**❶ Where to Register the Destination (see p. 27)**

Select where to register the destination. These buttons are links to the corresponding registration screen in the Additional Functions screen.

❷ Register New Address

Press to register a destination in the address book.

❸ Erase

Press to erase a destination from the address book.

❹ Edit

Press to edit a destination from the address book.

❺ Register/Edit

Press to register a one-touch button. Select a one-touch button before pressing this to edit it instead.

❻ Erase

Press to erase a registered one-touch button.

❼ Register/Edit

Press to register a favorites button. Select a favorites button before pressing this to edit it instead.

❽ Erase

Press to erase a registered favorites button.

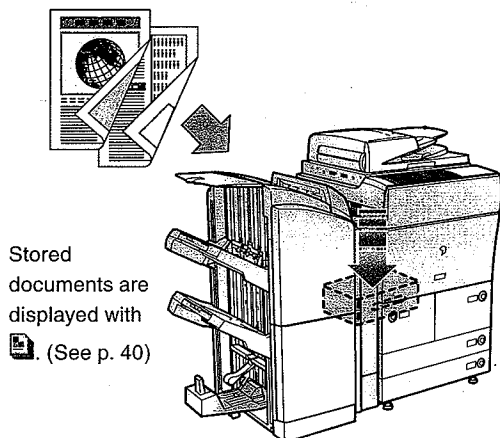
❾ New Destination Type

Press to select the type of the new destination (sending method). The items you can enter depend on the type of destination you select. In the above screen, a fax destination is set.

Storing Originals in an Inbox

There are several ways to store image data in an inbox. You can scan originals placed in the feeder or on the platen glass, or alternatively, you can send an image from your computer to one of the inboxes. In this section, the flow of the two basic storing operations is shown. For more information, see the corresponding section.

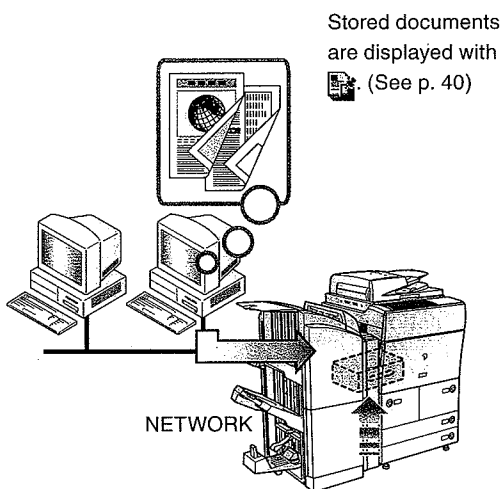
Storing Scanned Image Data



Scanned documents are stored in an inbox as "Documents without Print Settings".

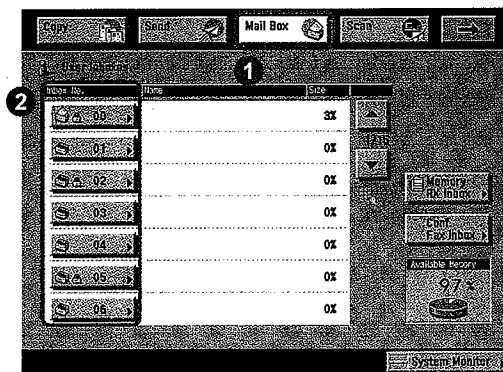
Mail Box

Storing Data Sent from a Computer



Documents sent from computers are stored in an inbox as "Documents with Print Settings".

Select an Inbox

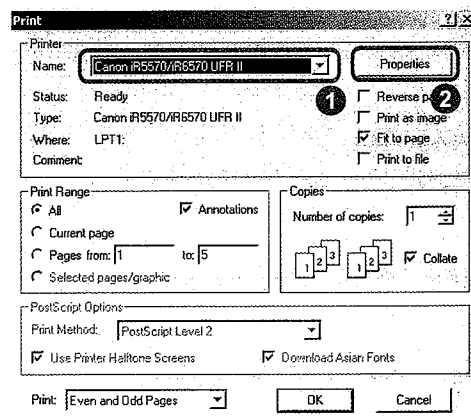


Press [Mail Box] → select a user inbox.

- If you select a User Inbox set with a password, enter the password → press [OK].

For instructions on setting a password, see Chapter 7, "Customizing Settings," in the Mail Box Guide.

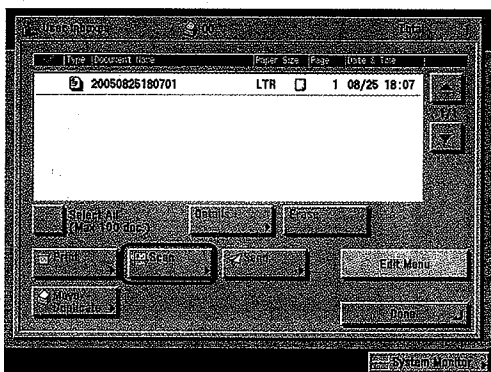
Select the Printer Driver



Select the machine's printer driver from an application → click [Properties].

For instructions on using the printer driver, see the PS/PCL/UFR II/Mac PS/Mac UFR II Driver Guides.

Specify Scan Settings

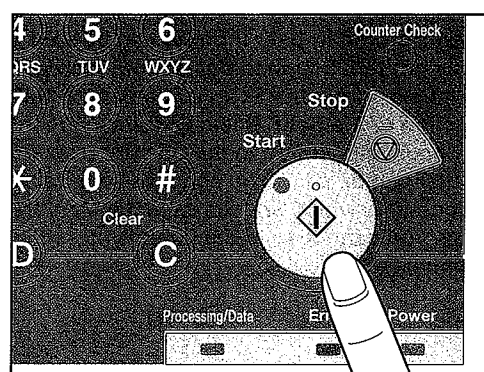


Place your original → press [Scan].

- You can specify various scan settings from the Scan screen.

For more information on scan settings, see p. 47 and p. 48.

Start Scanning

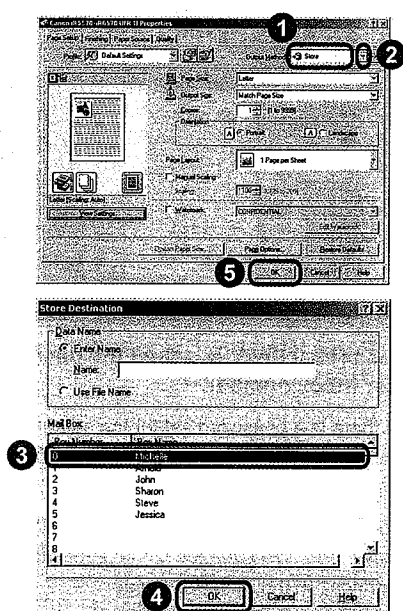


Press  (Start).

- When scanning is complete, remove your originals.

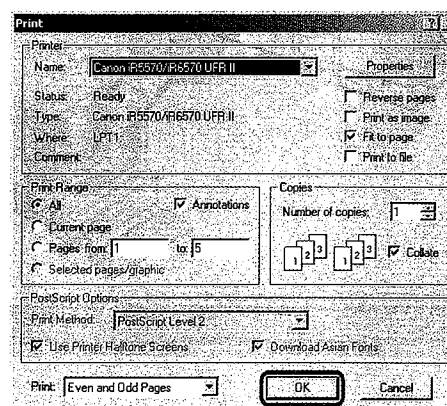
The stored data will be automatically deleted after 3 days (default setting). This setting can be deactivated, or changed to any time period. (see p. 74)

Select an Inbox



Select [Store] → select the inbox → click [OK].

Start Storing



Press [OK].

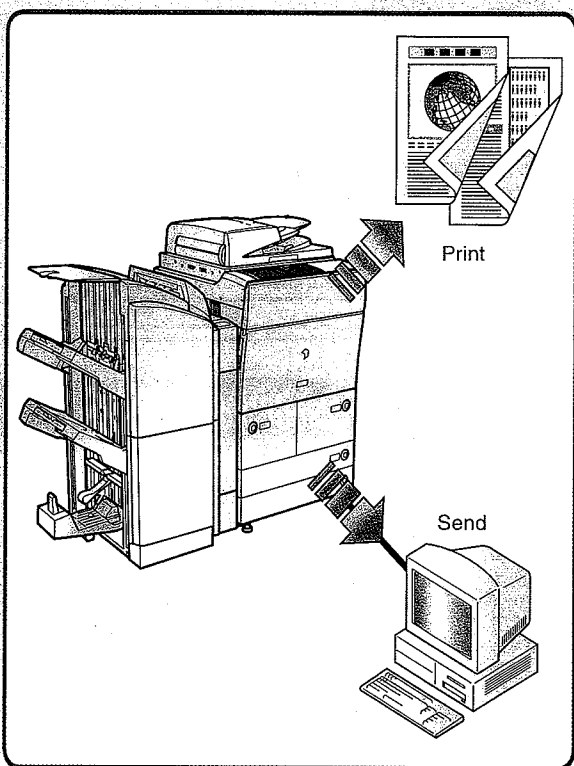
- You can check the documents stored in inboxes using the Remote UI.

Printing/Sending a Document Stored in a User Inbox

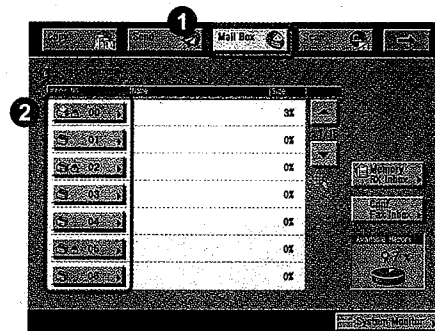
The following is an explanation of the basic procedure for printing and sending documents stored in a User Inbox. For more detailed procedures, see the references to other guides.

Documents Stored in User Inboxes

Documents stored in User Inboxes can be sent as well as printed. Scanned documents stored in User Inboxes from the Scan screen of the Mail Box function or the Send Basic Features screen, printer documents stored in the User Inboxes from a computer can be sent. You can also send fax and I-fax documents which are stored in the Memory RX Inbox. You cannot send documents stored in Confidential Fax Inboxes.



Specify the User Inbox



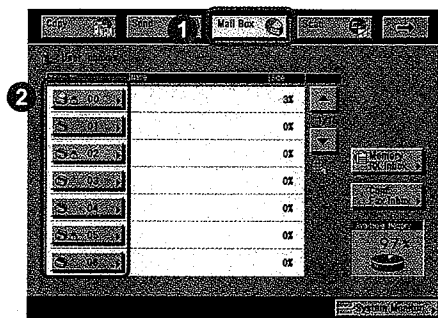
Press [Mail Box] → select the desired User Inbox number.

- If there is a password set for the selected User Inbox, enter the password → press [OK].

For more information on User Inbox passwords, see Chapter 7, "Customizing Settings," in the Mail Box Guide.

To Print

Specify the User Inbox



Press [Mail Box] → select the desired User Inbox number.

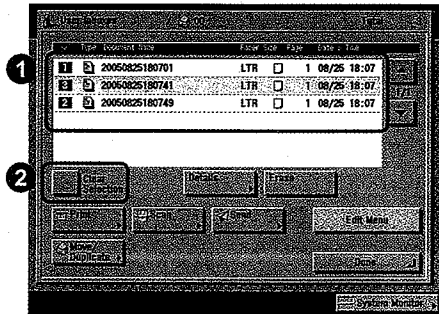
- If there is a password set for the selected User Inbox, enter the password → press [OK].

For more information on User Inbox passwords, see Chapter 7, "Customizing Settings," in the Mail Box Guide.

- You cannot send documents stored in Confidential Fax Inboxes.

To Send

Specify the Documents to Print

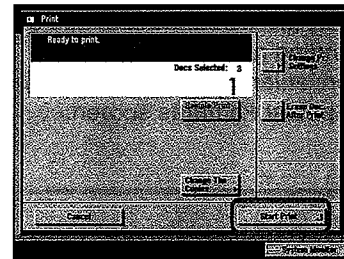


Select the documents in the order you want to print them → press [Print].

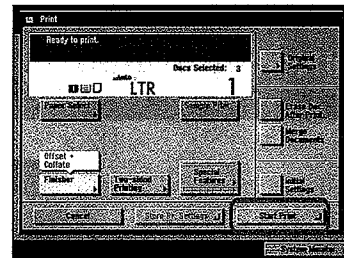
- You can also set print modes on the Print screen or the Change Pr. Settings screen as necessary.

Press [Initial Settings] on the Change Pr. Settings screen to cancel all the print modes you have set. For more information on the features you can set from the Print screen and Change Pr. Settings screen, see p. 49 and p. 50.

Start Printing



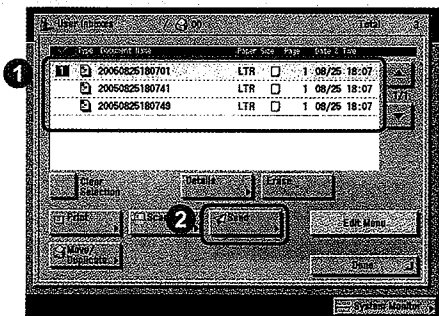
Print screen



Change Pr. Settings screen

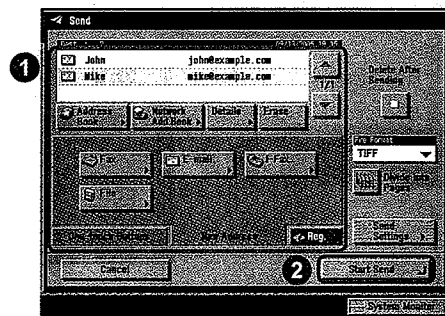
Press [Start Print].

Specify Documents to Send



Select the User Inbox in which the documents you want to send are located → select the documents in the order you want to send them → press [Send].

Start Sending



Specify the destinations → press [Start Send].

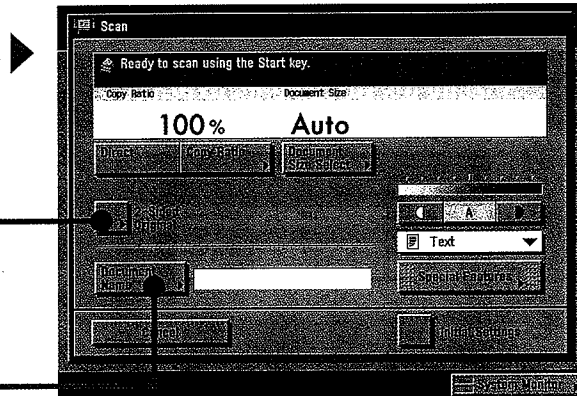
- You can select the file format for the document to send from the File Format drop-down list.

For more information on the Send function settings, see the Sending and Facsimile Guide.

What You Can Do with This Machine (Scan Screen)

The Mail Box function enables you to scan a large volume of documents and save and manage them as data in the machine. The following is an explanation of the basic procedure for scanning documents into User Inboxes. For more information, see the references to the corresponding guides.

To use more convenient modes, press [Special Features] to access the Special Features screen.



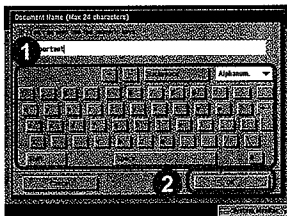
Scan screen

* The numbers in the illustrations refer to operation steps.

To Add a Name to a Document and Save It

Mail Box Guide Chapter 2

Document Name

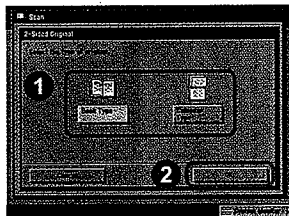


When you want to arrange documents so that you know what each is, it is useful to give the documents names. This also makes it easy to tell which document you are printing. You can also change the name of a document easily at a later date.

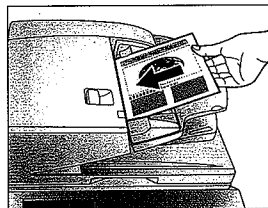
To Scan a Two-Sided Document

Mail Box Guide Chapter 2

2-Sided Original

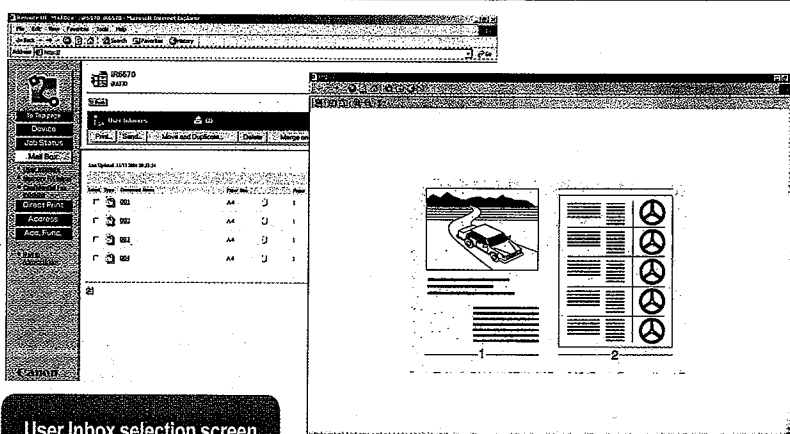


Select the type of original.



Place two-sided documents in the feeder when scanning them.

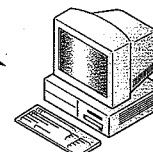
To Confirm/Erase Documents in a User Inbox from Your Computer



User Inbox selection screen when using the Remote UI

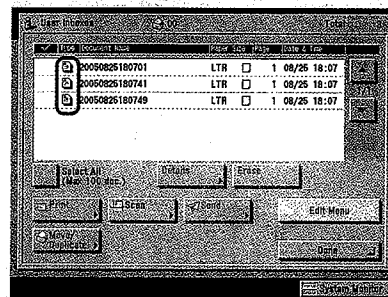
Preview of data stored in a User Inbox

You can operate the Remote UI of the machine using the Web browser on your computer. This enables you to check or erase data stored in User Inboxes. For more information, see the Remote UI Guide.



About Document Icons

The icon displayed on the left of each document indicate the way in which the document was stored. Checking these icons enables you to determine how a document was stored.



- Documents without Print Settings**

- A document which was scanned from the Mail Box function's Scan screen or the Send Basic Features screen, and stored in a User Inbox. If you store print settings on the Change Pr. Settings screen, this icon changes to the Documents with Print Settings icon.



- Documents with Print Settings**

- A document which was stored in a User Inbox from a computer. If you change the print settings of the "Documents without Print Settings" on the Change Pr. Settings screen, this icon changes to the Documents with Print Settings icon.



- Fax RX Document**

- A fax document which has been forwarded or received in the Memory RX Inbox or Confidential Fax Inbox of the machine. Saved as a "Fax RX Document."

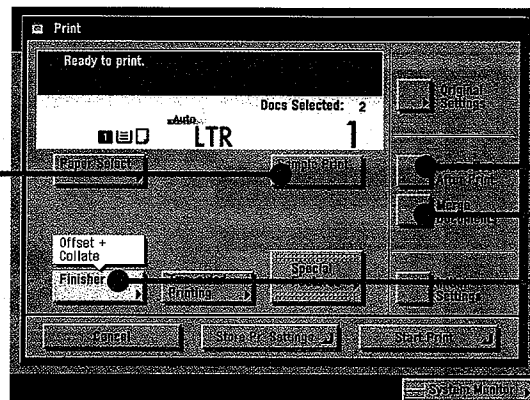


- I-Fax RX Document**

- An I-fax document which has been forwarded or received in the Memory RX Inbox or Confidential Fax Inbox of the machine. Saved as an "I-Fax RX Document."

What You Can Do with This Machine (Change Print Settings Screen)

Documents stored in User Inboxes can be printed out whenever necessary. The following is an explanation of the useful features you can use when printing out documents. For more information, see the references to the corresponding guides. To use more convenient functions, press [Special Features] to access the Special Features screen.

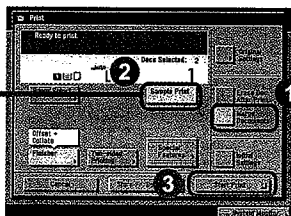


Change Pr. Settings screen

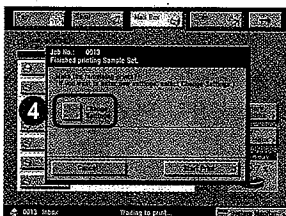
* The numbers in the illustrations refer to operation steps.

To Print a Sample Print

Mail Box Guide Chapter 1



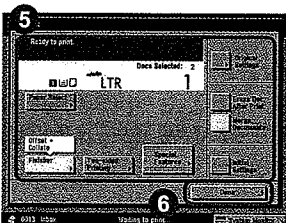
When setting [Sample Print] to print a sample before printing multiple documents, make sure to set [Merge Documents].



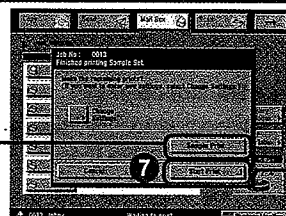
Press [Start Print] to print one set. To change the settings after checking the sample print, press [Change Settings].

To print another sample, press [Sample Print]. This enables you to confirm the changes you have made to the settings.

To print the remaining sets, press [Start Print].



After editing the settings, press [Done].



To Automatically Delete Document Data after Printing

Mail Box Guide Chapter 1



[Erase Doc. After Print.] enables you to make sure that important document data does not remain in the machine, by automatically deleting it after it is printed.

To Print Multiple Documents Together

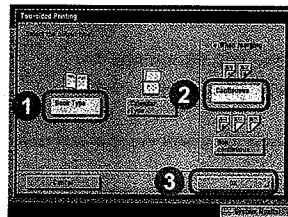
Mail Box Guide Chapter 5



Select [Merge Documents].



Press [Two-sided Printing].



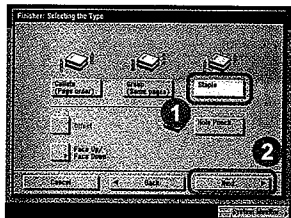
This enables you to print multiple documents as one document even if they have been created with different applications. You can also set the document layout when printing on both sides of the paper.

To Output Print Documents in Sets

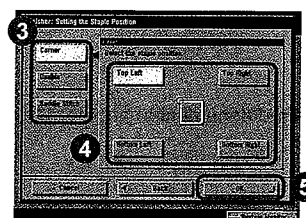
Mail Box Guide Chapter 5



When distributing materials to multiple people for presentations, etc., you can set the machine to automatically output multiple page documents in sets. You can also use the Staple mode to staple these sets together automatically.



To staple the sets, press [Staple], and select the type of stapling to perform.

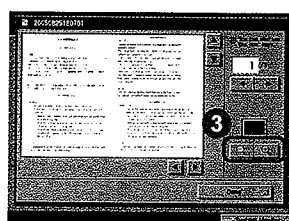
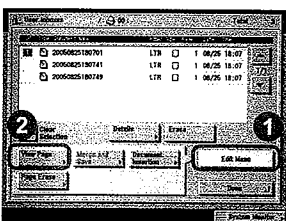


* The Staple mode can be set only if an optional finisher is attached.

Mail Box Functions

To View Documents Stored in a User Inbox

Mail Box Guide Chapter 6



This enables you to view documents stored in a User Inbox. When a document consists of multiple pages, you can view it page by page. To view small text, use [Magnify] to magnify the image. You can also use the Remote UI of the machine to view documents stored in User Inboxes.

Overview of Mail Box Features

There are three types of boxes when using the Mail Box function, User Inboxes, Confidential Fax Inboxes, and the Memory RX Inbox. For more information on the features explained here, see the Mail Box Guide and the Sending and Facsimile Guide.

Inbox Selection Screen

Mail Box Guide Chapter 1

① User Inbox

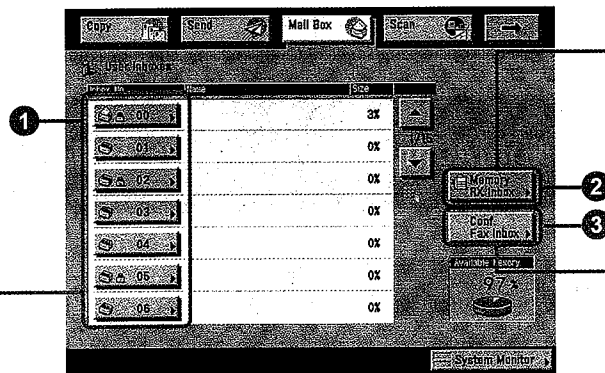
Enables you to store scanned documents, and then print or send them.

② Memory RX Inbox

Enables you to store received fax and I-fax documents, and print or send them when necessary.

③ Confidential Fax Inbox

Documents which match the specified forwarding conditions are forwarded to a Confidential Fax Inbox. Stored documents can then be printed when necessary.



User Inbox Document Selection Screen

Mail Box Guide Chapter 1

① Clear Selection

Press to cancel your selection and select another document. Changes to [Select All (Max 100 doc.)] if you have not selected any documents.

② Print

Press to print the selected document. Use the Change Pr. Settings screen to print onto both sides of the paper, print a booklet, change the layout, or change finishing options.

③ Move/Duplicate

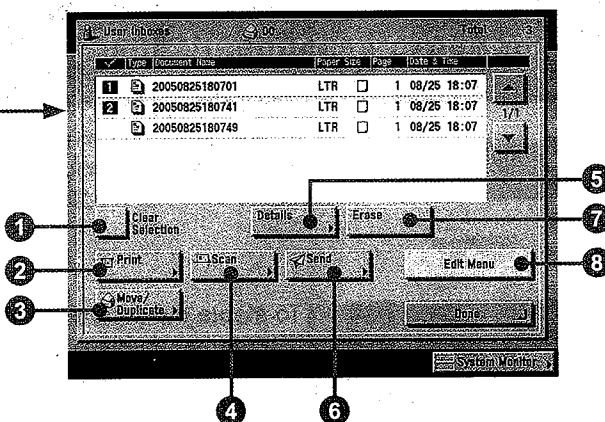
Press to copy or move the selected document to another User Inbox.

④ Scan

Press to scan a document and store it. You can also use the features on the Scan screen to scan more easily and conveniently.

⑤ Details

Press to check information about the document.



⑥ Send (see p. 39 and p. 40)

Press to send a scanned document.

⑦ Erase

Press to erase an unwanted document.

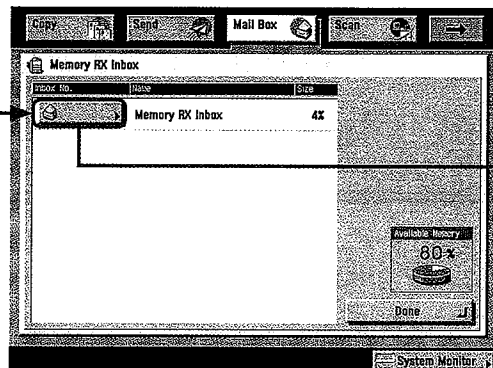
⑧ Edit Menu

Press to edit (View Page, Merge and Save, Document Insertion, or Page Erase) the selected document.

Memory RX Inbox Screen/Memory RX Inbox Document Selection Screen

Mail Box Guide Chapter 4

Documents received when Memory Lock is set are stored in the Memory RX Inbox. Documents which could not be sent because of an error are also stored here.

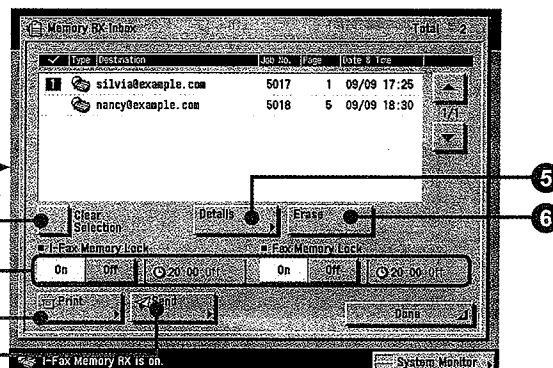


① Clear Selection

Press to cancel your selection and select another document. Changes to [Select All (Max 32 doc.)] if you have not selected any documents.

② I-Fax Memory Lock/Fax Memory Lock

Press to store received fax and I-fax documents in the Memory RX Inbox. You can also set separate settings (Memory Lock) for fax and I-fax documents.



③ Print

Press to print the stored documents. Printed documents are automatically erased.

④ Send

Press to send a received document.

⑤ Details

Press to check information about the document.

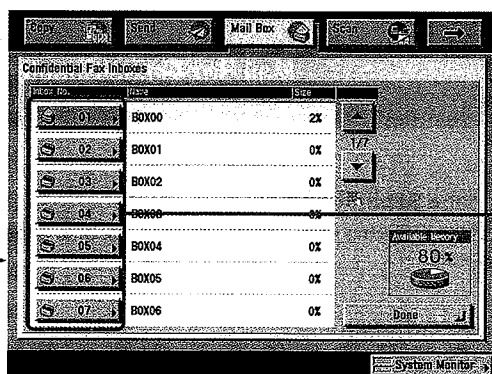
⑥ Erase

Press to erase an unwanted document.

Confidential Fax Inbox/Confidential Fax Inbox Document Selection Screen

Mail Box Guide Chapter 4

When you have specified a Confidential Fax Inbox in the forwarding conditions, received faxes which match the conditions will be forwarded and stored in that Confidential Fax Inbox.

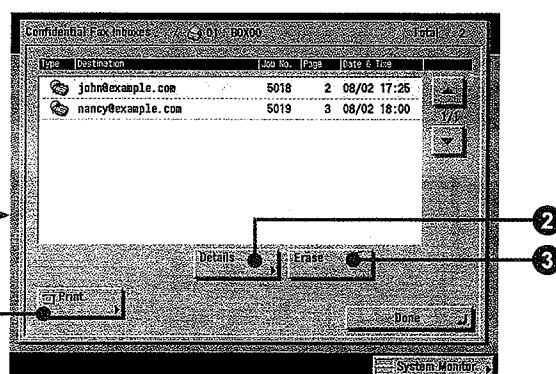


① Print

Press to print a document stored in a Confidential Fax Inbox.

② Details

Press to check information about a document stored in a Confidential Fax Inbox.

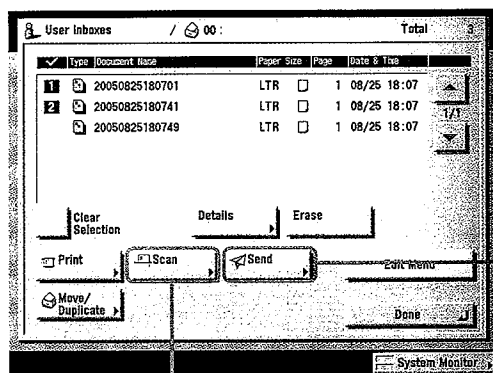


③ Erase

Press to erase a document stored in a Confidential Fax Inbox.

Overview of Mail Box Features

Storing Documents in a User Inbox

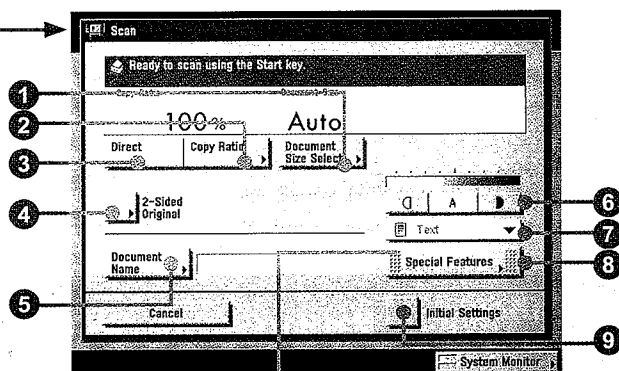


Use the Scan screen and Special Features screen to set Scan Settings for the Mail Box function.

Document Select screen

Scan Screen

Mail Box Guide Chapter 2



1 Document Size Select

Press to select the size of the document to scan.

2 Copy Ratio

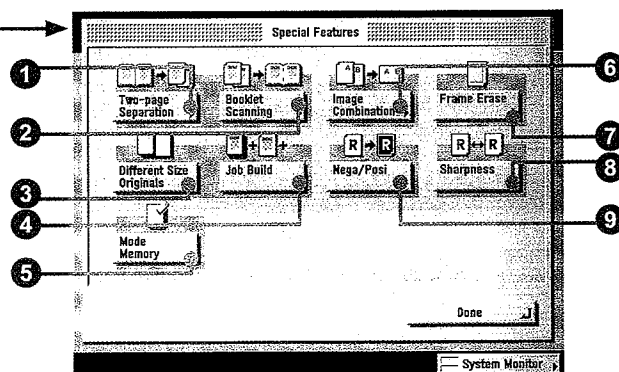
Press to reduce or enlarge the copy size.

3 Direct

Press to return the copy ratio to 100%.

Special Features Screen

Mail Box Guide Chapter 3



1 Two-page Separation

Press to scan facing pages of an opened book onto separate sheets.

2 Booklet Scanning

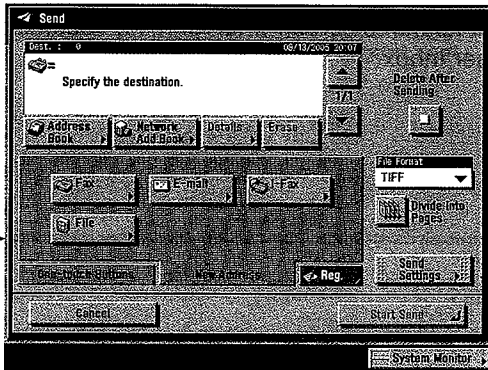
Press to scan originals in such a way that, when printing the scanned data, the output paper can be made into a booklet.

3 Different Size Originals

Press to scan different size originals.

Send Screen

Mail Box Guide Chapter 6



There are several types of stored documents: documents which are scanned from the platen glass or feeder, documents which are stored from the Send screen, and documents which are sent from computers. Documents stored in a User Inbox with a resolution other than 600 x 600 dpi cannot be sent if there is a fax address included in the destination.

②2-Sided Original (see p. 41)

Press to scan two-sided originals.

⑤Document Name (see p. 41)

Press to add a name to a document to store. Enter the document name using the touch panel display.

⑦Adjust Contrast

Press to manually control the scan exposure. Press [A] to select or cancel the automatic exposure control.

⑧Original Type drop-down list

Press to manually select the original type according to the type of image that you are scanning. You can also select the type of photo (printed image/photo) when you set the photo mode from the Additional Functions screen.

⑨Special Features

Press to select a Special Features mode.

⑩Initial Settings

Press to cancel all settings at once. The machine returns to the Standard Scanning mode.

④Job Build

Press to scan originals when there are too many to be placed at once, by dividing them into multiple batches. The originals are stored as one document, after all the batches have been scanned.

③Mode Memory

Press to store or recall scan modes.

⑥Image Combination

Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided sheet.

⑦Frame Erase

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

⑧Sharpness

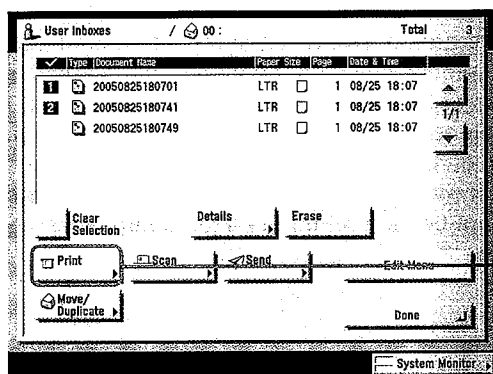
Press to scan original images with a sharper or softer contrast.

⑨Nega/Posi

Press to record the original image by inverting the black and white areas.

Overview of Mail Box Features

Printing Documents Stored in a User Inbox

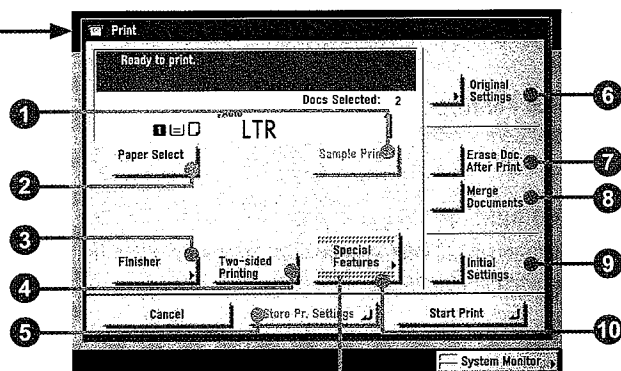


Document Selection screen

Use the Print screen, Change Print Settings screen, and Special Features screen when printing documents stored in a User Inbox.

Change Print Settings Screen

Mail Box Guide Chapter 5



① Sample Print (see p. 43)

Press to print a sample set before printing multiple sets of documents.

② Paper Select

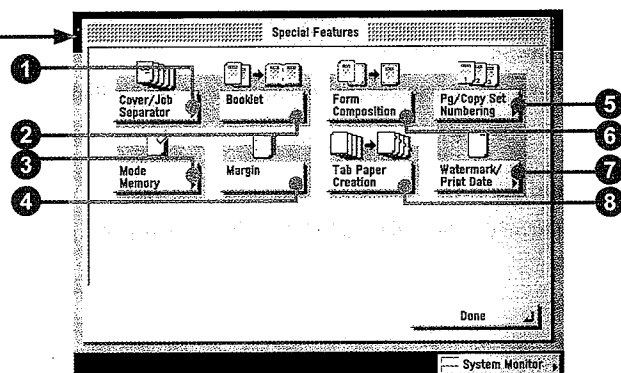
Press to select the paper size.

③ Finisher (see p. 44)

Press to select the Collate, Group, or Staple mode.

Special Features screen

Mail Box Guide Chapter 5



① Cover/Job Separator

Press to add covers, sheet insertions, or chapter pages between specified pages. Displayed as [Cover/Sheet Insertion] when only one document is selected.

② Booklet

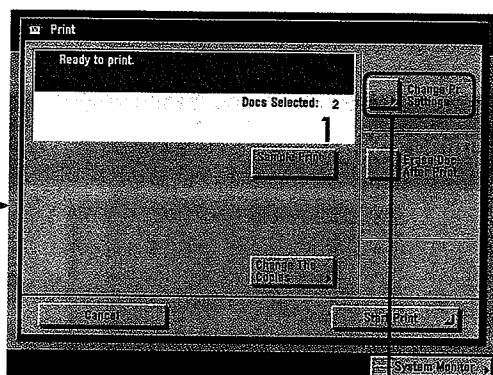
Press to make copies of several originals to form a booklet.

③ Mode Memory

Press to store or recall copy modes.

Print Screen

Mail Box Guide Chapter 5



On the Print screen, you can set to make a sample print, print sets, or automatically erase a document after it is printed. Press [Change Pr. Settings] to display the Change Print Settings screen. Use the Change Print Settings screen when you want to change the layout of prints.

④ Two-sided Printing (see p. 44)

Press to print on both sides of the paper.

⑤ Store Pr. Settings

Press to register print settings for a document.

⑥ Original Settings

Press to return to the Print screen. All settings are also canceled.

⑦ Erase Doc. After Print (see p. 44)

Press to automatically erase the document after printing.

⑧ Merge Documents (see p. 44)

Press to print multiple documents as one document. You can also use this mode with the Two-sided Printing and Cover/Sheet Insertion modes.

⑨ Initial Settings

Press to cancel all settings. The machine returns to the Standard Printing mode.

⑩ Special Features

Press to select a Special Features mode.

⑪ Margin

Press to create margins along the sides of a print.

⑫ Watermark/Print Date

Press to include the watermark and date on prints.

⑬ Pg/Copy Set Numbering

Press to include page and copy set numbering on prints.

⑭ Tab Paper Creation

Press to print onto the tabs of tab paper.

⑮ Form Composition

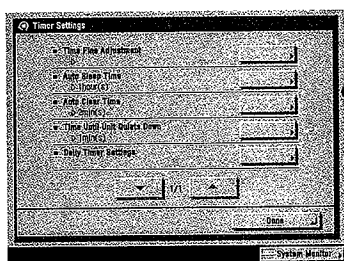
Press to superimpose an image stored in memory onto the original image for printing.

Additional Functions

Press **Ⓢ** (Additional Functions) on the touch panel to display the Additional Functions screen. The Additional Functions screen enables you to customize the various settings of the machine. You can also make the necessary settings for using the Fax function, such as the telephone line type and fax number.

② Timer Settings

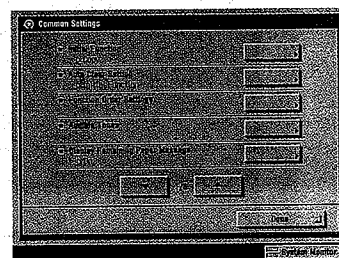
See p. 56



Press to make various timer related settings for the machine, such as the time it takes for the machine to enter into the Sleep mode.

① Common Settings

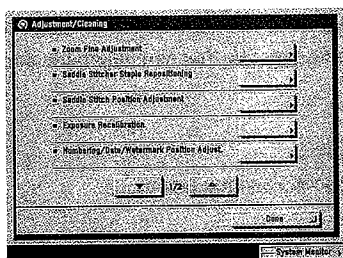
See p. 53



Press to specify the settings that are common to the Copy, Mail Box, Send, and Fax functions.

③ Adjustment/Cleaning

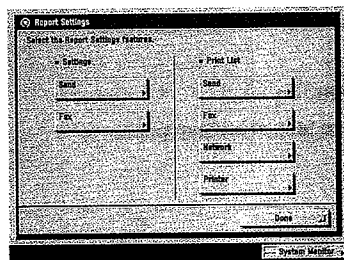
See p. 57



Press to make fine adjustments to the zoom, adjust the contrast, or perform cleaning for the machine.

④ Report Settings

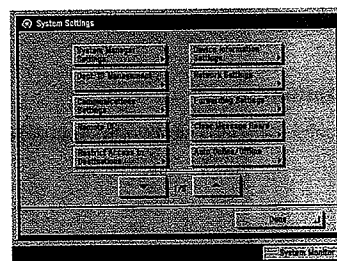
See p. 58



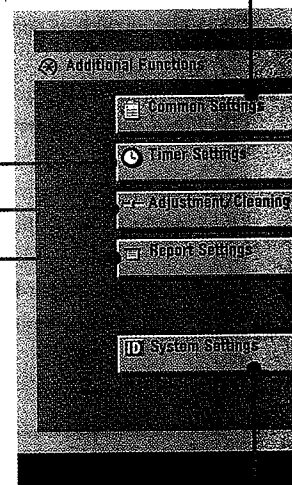
Press to set the print conditions for printing a Send TX Report and Activity Report, or you can print the contents of the Address Book or Additional Functions.

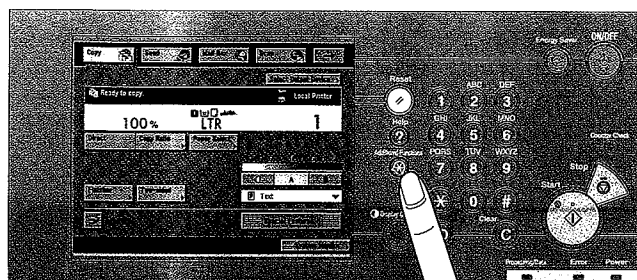
⑤ System Settings

See p. 59



Press to set System Settings, Department ID Management settings, Network Settings, and other system settings.

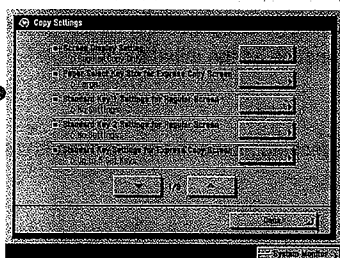




Control Panel

⑥ Copy Settings

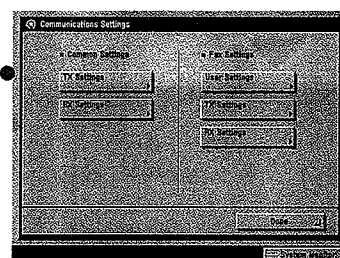
See p. 61



Press to edit settings for the Copy function.

⑦ Communications Settings

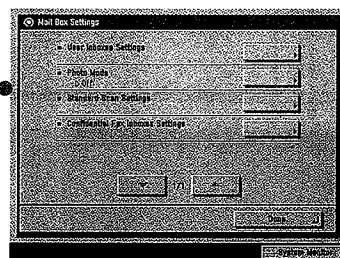
See p. 62



Press to register or edit the default Communications Settings according to your needs.

⑧ Mail Box Settings

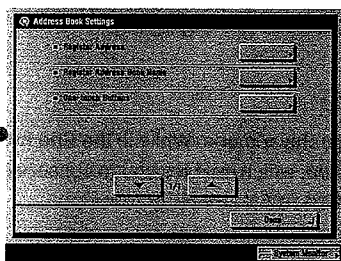
See p. 66



Press to edit settings for the Mail Box function.

⑨ Address Book Settings

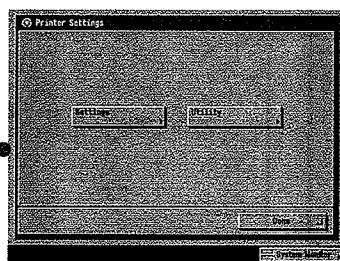
See p. 66



Press to register or edit settings for the Address Book or one-touch buttons.

Printer Settings

See PS/PCL/UFR II
Printer Guide



For more information, see the PS/PCL/UFR II Printer Guide.

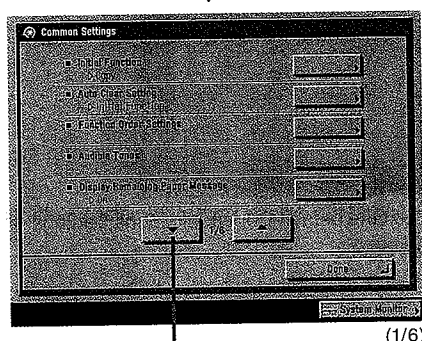
1



Common Settings

Reference Guide Chapter 4

- Enables you to specify the settings that are common to the Copy, Mail Box, Send, and Fax functions.



(1/6)

● Initial Function (see p. 67)

Enables you to specify the screen that is displayed when you turn ON the main power. You can select [Copy], [Send/Fax], [Mail Box], or [MEAP]. For example, if you often use the Fax function, it is convenient to set the Fax function as the initial function.

● Auto Clear Setting

Enables you to set whether the screen specified as the Initial Function is displayed after Auto Clear initiates.

● Function Order Settings

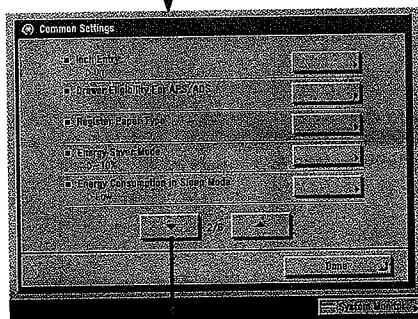
Enables you to set the order of the function keys displayed on the top of the touch panel display. You can also set the order of the groups of the function keys to be displayed when you press [->].

● Audible Tones

Enables you to set whether to sound audible tones.

● Display Remaining Paper Message

Enables you to set to display the message indicating that the remaining paper loaded in a paper drawer is low.



(2/6)

● Inch Entry

Enables you to ensure that the key for entering values in inches is displayed on the various numeric entry screens.

● Drawer Eligibility For APS/ADS

Enables you to set which paper sources can be used for Automatic Paper Selection and Auto Drawer Switching. This setting can be made independently for all the different functions of the machine, and is especially useful when you want to use different paper sources for different purposes.

● Register Paper Type (see p. 68)

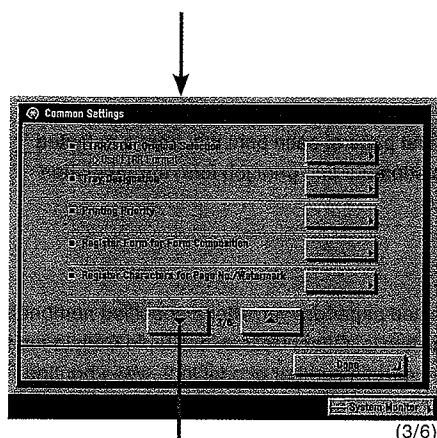
Enables you to specify the paper type loaded in each paper source.

● Energy Saver Mode (see p. 68)

Enables you to set the machine in Energy Saver mode. While in the Energy Saver mode, the temperature of the fixing unit is lowered, which enables you to conserve electricity. You can set the energy saving level to -10%, -25%, -50%, or None.

● Energy Consumption in Sleep Mode

Enables you to set the amount of energy that the machine consumes when it is in the Sleep mode.



(3/6)

● LTRR/STMT Original Selection

Enables you to designate the way the machine handles LTRR or STMT originals which are placed on the platen glass.

● Tray Designation ^{*1}

Enables you to designate the machine's output trays to be used for specific functions.

● Printing Priority

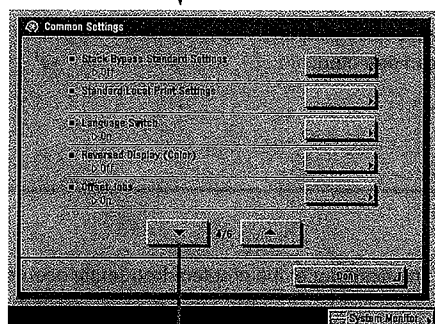
Enables you to set the machine's printing priority for each function.

● Register Form for Form Composition (see p. 70)

Enables you to register an image form for the Form Composition mode.

● Register Characters for Page No./Watermark (see p. 69)

Enables you to register text for the Page/Copy Set Numbering or Print Watermark/Date mode.



(4/6)

● Stack Bypass Standard Settings

Enables you to set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

● Standard Local Print Settings

Enables you to set the standard print settings for the machine.

● Language Switch (see p. 71)

Enables you to select the language displayed on the touch panel display.

● Reversed Display (Color)

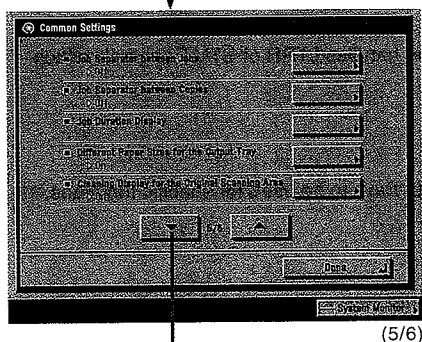
Enables you to reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display.

● Offset Jobs ^{*1}

Enables you to automatically sort the print output by job when multiple print jobs are specified. This feature makes sure that output pages are always sorted even if you forget to specify a finishing mode.

^{*1} Displayed only if an optional finisher is attached.

Additional Functions



● Job Separator between Jobs

Enables you to insert blank pages before the first page of each print job, from a selected paper drawer. This is useful when you want to separate one print job from another when printing multiple jobs.

● Job Separator between Copies

Enables you to insert blank pages from a selected paper drawer, after a specified number of copy sets are printed, when you are using the Collate, Offset Collate, or Staple Collate mode. This is useful when you want to separate every certain number of print jobs when printing multiple jobs.

● Job Duration Display (see p. 67)

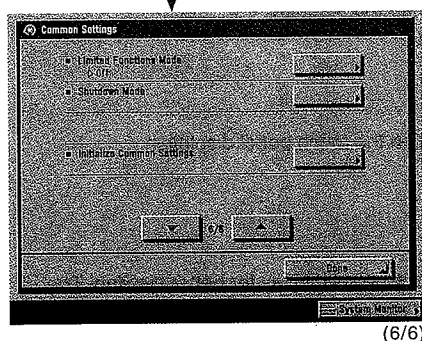
Enables you to display the remaining time that it takes to complete an operation in units of one minute on the touch panel display.

● Different Paper Sizes for the Output Tray

Enables you to set whether to output different sized paper to an output tray.

● Cleaning Display for the Original Scanning Area

Enables you to set the machine to display a message prompting you to clean the original scanning area for the feeder, when dirt has been detected.



● Limited Functions Mode^{*1}

Enables you to temporarily limit the use of the finishing mode, if a problem frequently occurs when using the finisher mode.

● Shutdown Mode

Enables you to set the machine to cancel jobs in progress and restrict further access to the hard disk when you turn the machine OFF with the main power switch.

● Initialize Common Settings

Enables you to restore all of the Common Settings to their defaults (initial settings).

^{*1} Displayed only if an optional finisher is attached

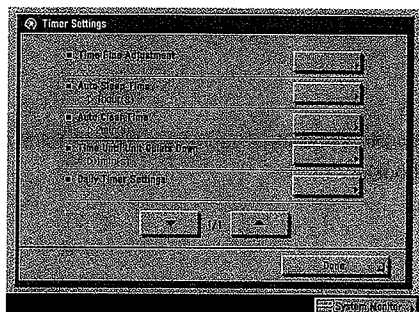
2



Timer Settings

Reference Guide Chapter 5

- Enables you to make various timer related settings for the machine, such as the time it takes for the machine to enter into the Sleep mode.



(1/1)

- **Time Fine Adjustment**

Enables you to make adjustments to the current time.

- **Auto Sleep Time**

Enables you to set the machine to automatically switch the control panel power switch OFF when it has been idle for a certain period of time after the last print job or a key operation is performed.

- **Auto Clear Time**

Enables you to set the machine to automatically return to the Basic Features screen of the selected function when it has been idle for a certain period of time after the last print job or a key operation is performed.

- **Time Until Unit Quiets Down**

Enables you to set the machine to enter the Quiet mode after a specified amount of time has elapsed following a print job, or a key operation is performed.

- **Daily Timer Settings**

Enables you to set the time that the machine automatically enters the Sleep mode each day of the week.

Additional Functions

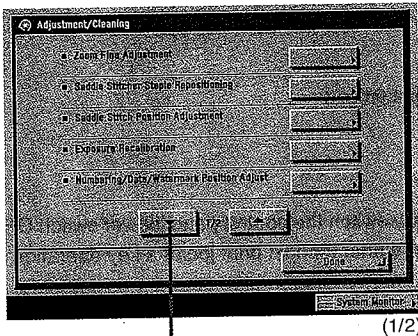
3



Adjustment/Cleaning

Reference Guide Chapter 5

- Enables you to make fine adjustments to the zoom, adjust the contrast, or perform cleaning for the machine.



- **Zoom Fine Adjustment**

Enables you to perform a fine adjustment to compensate for the slight difference in size that may occur between the size of the original image, and the size of the copied/printed image when you print a copy or a document from an inbox.

- **Saddle Stitch Staple Repositioning ^{*2}**

Enables you to reposition the stapler of the saddle stitcher unit after clearing a staple jam, or after replacing the staple cartridge.

- **Saddle Stitch Position Adjustment ^{*2}**

Enables you to make adjustments to the saddle stitch position if you notice that the folds of the paper are not exactly in the middle of the booklet.

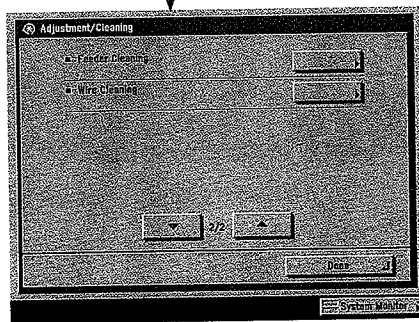
- **Exposure Recalibration**

Enables you to recalibrate the exposure adjustment scale if differences between the image in the original and the print occur.

- **Numbering/Date/Watermark Position Adjust.**

Enables you to adjust the position of page numbering, copy set numbering, watermarks, and date.

^{*2} Displayed only if an optional saddle finisher is attached.



- **Feeder Cleaning**

Enables you to clean the rollers of the feeder by repeatedly feeding blank sheets of paper through it.

- **Wire Cleaning**

Enables you to clean the corona assembly wires inside the main unit.

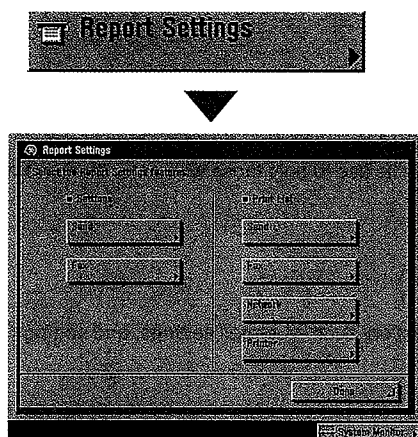
4



Report Settings

Sending and Facsimile Guide Chapter 12

- Press to set the print conditions for printing a Send TX Report and Activity Report, or you can print the contents of the Address Book or Additional Functions.



■ Settings: Send ^{*3}

Enables you to set the print conditions for printing a Send TX Report and Activity Report.

● TX Report

Enables you to check whether documents were sent correctly to the intended destination. A Send TX Report can automatically be printed after the documents are sent. You can also set the machine to print a Send TX Report only when a transmission error occurs.

● Activity Report

Enables you to show the results of send and receive jobs. You can set for the Activity Report to be printed at a specified time or be automatically printed when the number of send and receive transmissions reaches 100. You can also set that the send and receive logs are printed separately.

■ Settings: Fax ^{*4}

Enables you to set the print conditions for printing a Fax TX Report and Fax Activity Report.

● Fax TX Report

Enables you to check whether faxes were sent correctly to the intended destination. A Fax TX Report can automatically be printed after the faxes are sent. You can also set the machine to print a Fax TX Report only when a transmission error occurs.

● Fax Activity Report

Enables you to show the results of sent and received faxes. You can set for the Fax Activity Report to be printed at a specified time or be automatically printed when the number of sent and received faxes reaches 40. You can also set to print the send and receive logs separately.

● Fax RX Report

Enables you to check whether the documents were sent correctly from the sender's machine and were received successfully by this machine. A Fax RX Report can be printed automatically after documents are received. You can also set the machine to print a Fax RX Report only when a reception error occurs.

● Confidential Fax Inbox RX Report

Enables you to check the reception of documents in Confidential Fax Inboxes.

■ Print List: Send ^{*3}

Enables you to print the contents of the Address Book or a User's Data List (contents of the settings specified from the Additional Functions screen).

■ Print List: Fax ^{*4}

Enables you to print a User's Data List (contents of the settings specified from the Additional Functions screen).

■ Print List: Network

Enables you to print a User's Data List (contents of the settings specified from the Additional Functions screen).

■ Print List: Printer ^{*5}

Enables you to print the status of the machine and a list of available fonts.

^{*3} Displayed only if the Universal Send Kit is activated, or if the optional Super G3 FAX Board is installed.

^{*4} Displayed only if the optional Super G3 FAX Board is installed.

^{*5} Displayed only if the optional Multi-PDL Printer Kit or imagePASS is installed.

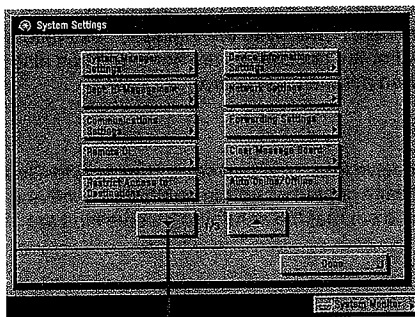
Additional Functions

5

ID System Settings

See the Reference Guide, Sending and Facsimile Guide, Network Guide

- Press to set System Manager Settings, Department ID Management settings, Network Settings, and other system settings.



- **System Manager Settings**

See the Reference Guide Chapter 7

Enables you to set the System Manager settings.

- **Dept. ID Management**

See the Reference Guide Chapter 7

Enables you to manage the machine by limiting its use to only those who enter the correct Department ID and password.

- **Communications Settings** ^{*3}

See the Sending and Facsimile Guide Chapter 11

Enables you to make settings for the Send function, such as e-mail settings, and settings for the Memory RX Inbox.

- **Remote UI**

See the Reference Guide Chapter 7

Enables you to set whether to use the Remote UI of the machine. The Remote UI enables you to operate the machine and perform settings from your computer.

- **Restrict Access to Destinations** ^{*3}

See the Sending and Facsimile Guide Chapter 11

Enables you to set the Address Book with a password and set access numbers to restrict its use.

- **Device Information Settings**

See the Reference Guide Chapter 7

Enables you to set a unit name and location for the machine.

- **Network Settings**

See the Network Guide

Enables you to make the necessary settings to connect the machine to a network.

- **Forwarding Settings** ^{*3}

See the Sending and Facsimile Guide Chapter 11

Enables you to set the machine to store received I-fax documents in confidential Fax Inboxes, or forward them to other machines or the file servers (relay function). If a received document matches the forwarding conditions, it is forwarded to the specified destination.

- **Clear Message Board**

See the Reference Guide Chapter 7

Enables you to clear a message board.

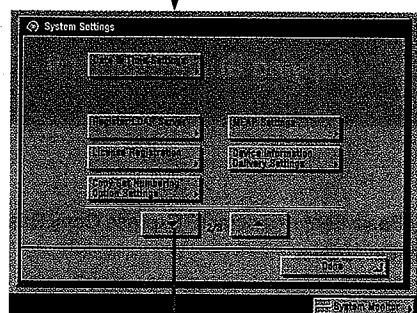
- **Auto Online/Offline** ^{*5}

See the Reference Guide Chapter 7

Enables you to switch the network online and offline in order to use the Network Scan function.

^{*3} Displayed only if the Universal Send Kit is activated, or if the optional Super G3 FAX Board is installed.

^{*5} Displayed only if the optional Multi-PDL Printer Kit or imagePASS is installed.



(2/3)

● Date & Time Settings

See the Reference Guide Chapter 7

Enables you to set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

● Register LDAP Server ^{*3}

See the Sending and Facsimile Guide Chapter 11

Enables you to register an LDAP (Lightweight Directory Access Protocol) server, which allows searching for e-mail addresses and fax numbers.

● License Registration

See the Reference Guide Chapter 7

Enables you to perform license registration in order to enable optional functions.

● Copy Set Numbering Option Settings

See the Reference Guide Chapter 7

Enables you to make various settings for the Copy Set Numbering mode of the Copy function and Mail Box function.

● MEAP Settings

See the Reference Guide Chapter 7

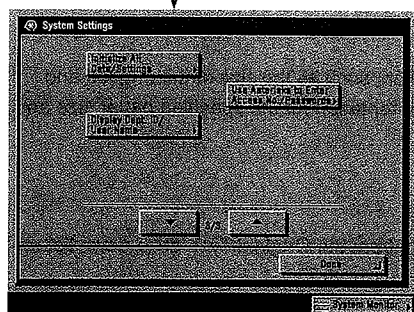
Enables you to make settings for the MEAP function.

● Device Information Delivery Settings

See the Reference Guide Chapter 7

Enables you to make settings for device information delivery and reception.

^{*3} Displayed only if the Universal Send Kit is activated, or if the optional Super G3 FAX Board is installed.



(3/3)

● Initialize All Data/Settings

See the Reference Guide Chapter 7

Enables you to erase all data on the hard disk and initialize the settings of the machine.

● Display Dept. ID/User Name

See the Reference Guide Chapter 7

Enables you to display the Department ID or user name which is currently being used to log in to the machine in the Job/Print Status Display Area.

● Use Asterisks to Enter Access No./Passwords

See the Reference Guide Chapter 7

Enables you to set whether to display asterisks for confidential information on screens in which it is necessary to enter such information, such as a screen for registering a password.

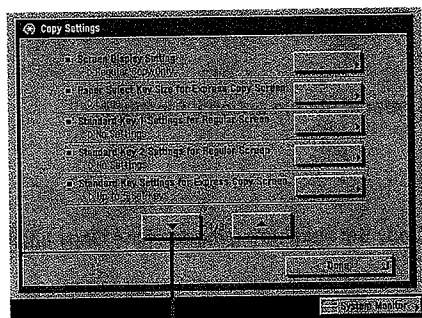
6



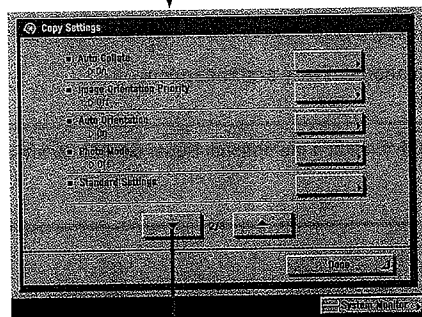
Copy Settings

Copying Guide Chapter 9

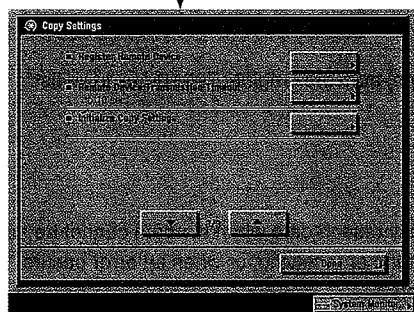
- Press to edit settings for the Copy function.



- **Screen Display Setting**
Enables you to display either the Regular Copy Basic Features screen, Express Copy Basic Features screen, or both when you turn ON the main power.
- **Paper Select Key Size for Express Copy Screen**
Enables you to set the order and number of paper sources to display for the paper select keys on the Express Copy Basic Features screen.
- **Standard Key 1/2 Settings for Regular Screen (see p. 72)**
Enables you to store up to two Standard keys that contain frequently used copy settings on the Copy Basic Features screen.
- **Standard Key Settings for Express Copy Screen**
Enables you to store up to 10 Standard Keys that contain frequently used copy settings on the Express Copy Basic Features screen.



- **Auto Collate**
Enables you to set the machine to automatically set the Collate (Offset Collate) mode when originals are placed in the feeder. This is useful when making multiple sets of copies, because you do not need to remember to select the Finisher mode.
- **Image Orientation Priority**
Enables you to copy an image in the same orientation as the original image.
- **Auto Orientation**
Enables you to set the machine to use information, such as the size of the original and the zoom ratio, to determine the most suitable orientation for the specified paper size and automatically rotate the image, if necessary.
- **Photo Mode**
Enables you to select [Printed Image] or [Photo] from the Original Type drop-down list on the Copy Basic Features screen.
- **Standard Settings (see p. 72)**
Enables you to change the Standard Settings to suit your needs, or restore them to their default settings. The Standard Settings refers to a combination of copy modes that the machine automatically returns after the power is turned ON, or when (Reset) is pressed.



(3/3)

● Register Remote Device

Enables you to confirm, add, or delete details on printer names and IP address for remote copy printers. You can set up to seven remote copy printers on this machine.

● Remote Device Transmission Timeout

Enables you to select a timeout setting to cancel remote copy jobs if there is no response from the remote copy printer within the selected time. Select a timeout setting from 5 to 30 seconds in one second increments.

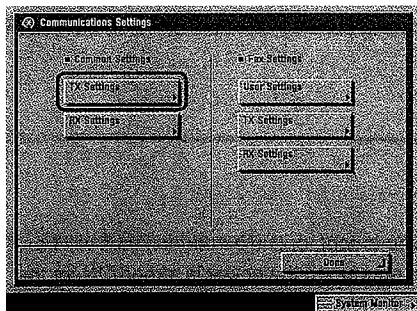
● Initialize Copy Settings

Enables you to restore all of the Copy Settings to their defaults.

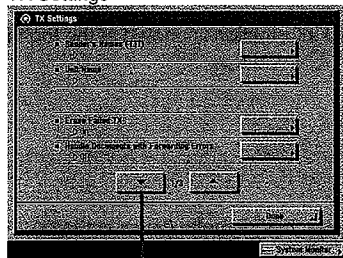
7 Communications Settings^{*3}

Sending and Facsimile Guide
Chapters 1 & 9

- Press to register or edit the default Communications Settings according to your needs.



TX Settings



(1/3)

■ Common Settings: TX Settings

● Sender's Names (TTI)^{*4} (see p. 73)

See the Sending and Facsimile Guide Chapter 1

Enables you to register any name as the sender's name, such as the section or department's name, or an individual's name. The registered sender's name can be displayed on the touch panel display of the receiving party's machine and/or printed at the top of the documents that you send as the sender's information.

● Unit Name

See the Sending and Facsimile Guide Chapter 1

Enables you to register your name or your company's name as the unit's name (a department name is optional). The unit name is printed at the top of sent documents. For fax, the unit name can be displayed on the touch panel display of the receiving party's machine.

● Erase Failed TX

See the Sending and Facsimile Guide Chapter 9

Enables you to set the machine to automatically erase a document from memory if transmission fails.

● Handle Documents with Forwarding Errors

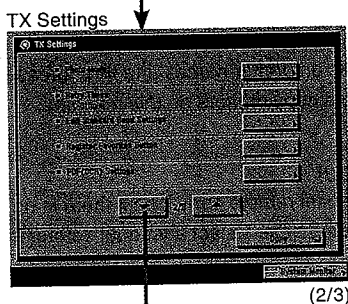
See the Sending and Facsimile Guide Chapter 9

Enables you to set how the machine handles documents that fail to be forwarded.

^{*3} Displayed only if the Universal Send Kit is activated, or if the optional Super G3 FAX Board is attached.

^{*4} Displayed only if the optional Super G3 FAX Board is installed.

Additional Functions



● Photo Mode

See the Sending and Facsimile Guide Chapter 9

Enables you to select [Printed Image] or [Photo] from the Original Type drop-down list.

● Retry Times ^{*6}

See the Sending and Facsimile Guide Chapter 9

Enables you to set the machine to automatically resend data when the data cannot be sent. This occurs because the receiver is busy sending or receiving, or when an error occurs. This setting determines the number of retry attempts.

● Edit Standard Send Settings

See the Sending and Facsimile Guide Chapter 9

Enables you to change the standard settings for the Send function, including the scan mode.

● Register Favorites Button

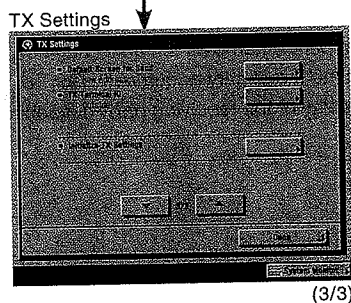
See the Sending and Facsimile Guide Chapter 9

Enables you to set any possible combination of send settings and register them in a favorites button in memory. There are 18 favorites buttons and they can be assigned names for increased convenience. This feature is useful for registering frequently used send settings.

● PDF(OCR) Settings ^{*7}

See the Sending and Facsimile Guide Chapter 9

Enables you to set the machine to detect original orientation. You can also specify the number of characters for the machine to detect and extract from the first line of the document to be used as the filename.



● Default Screen for Send (see p. 73)

See the Sending and Facsimile Guide Chapter 9

Enables you to set whether the [Favorites], [One-touch], or [New Address] tabs will be displayed on the initial Send Basic Features screen when the power is turned ON, or the Auto Clear mode is activated.

● TX Terminal ID

See the Sending and Facsimile Guide Chapter 9

Enables you to specify whether the Terminal ID information is printed at the top of documents that you send through fax/I-fax.

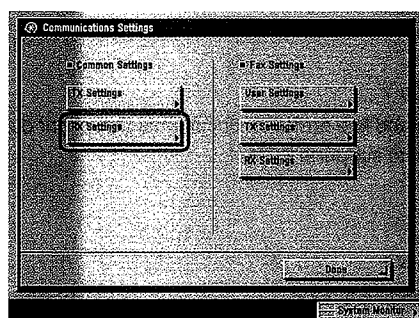
● Initialize TX Settings

See the Sending and Facsimile Guide Chapter 9

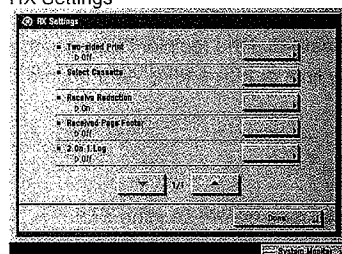
Enables you to restore all of the Send Settings to their defaults (initial settings).

^{*6} Displayed only if the Universal Send Kit is activated.

^{*7} Displayed only if the Universal Send PDF Enhancement Kit is activated.



RX Settings



(1/1)

■ Common Settings: RX Settings

● Two-sided Print (see p. 73)

See the Sending and Facsimile Guide Chapter 9

Enables you to print received documents on both sides of the paper you select. This enables you to save paper.

● Select Cassette

See the Sending and Facsimile Guide Chapter 9

Enables you to set how the machine prints documents when there is no paper matching the size of the received document.

● Receive Reduction

See the Sending and Facsimile Guide Chapter 9

Enables you to set the machine to automatically reduce received documents so that the whole document is printed within the printable area of the paper.

● Received Page Footer

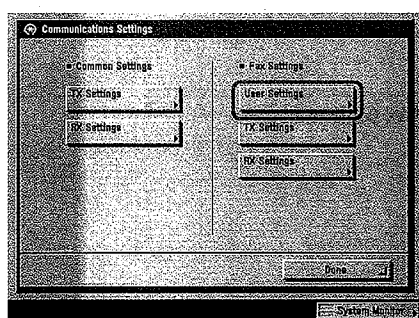
See the Sending and Facsimile Guide Chapter 9

Enables you to set whether the machine prints the date received, day received, time received, transaction number, and page number at the bottom of the received document.

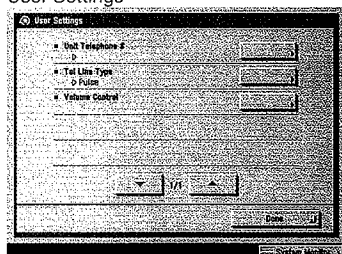
● 2 On 1 Log

See the Sending and Facsimile Guide Chapter 9

Enables you to print two received documents of the same paper size onto a single sheet of paper.



User Settings



(1/1)

■ Fax Settings: User Settings^{*4}

● Unit Telephone

See the Sending and Facsimile Guide Chapter 1

Enables you to store the machine's fax number. The number may also be displayed on the touch panel display of the receiving party's machine, depending on their type of machine.

● Tel Line Type

See the Sending and Facsimile Guide Chapter 1

Enables you to set the telephone line type.

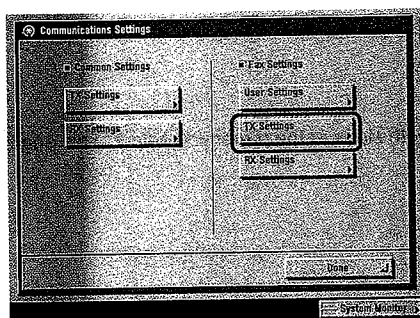
● Volume Control

See the Sending and Facsimile Guide Chapter 9

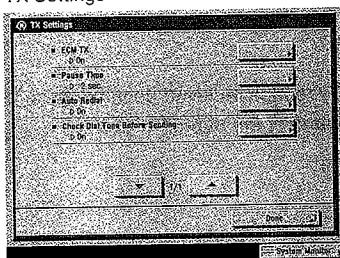
Enables you to set the volume for the alarm and monitor tones that this machine emits during a fax transmission.

^{*4} Displayed only if the optional Super G3 FAX Board is installed.

Additional Functions



TX Settings



(1/1)

■ Fax Settings: TX Settings ^{*4}

● ECM TX

See the Sending and Facsimile Guide Chapter 9

Enables you to reduce the effect of system and line errors on documents that occur during sending or receiving with another fax unit that supports ECM.

● Pause Time

See the Sending and Facsimile Guide Chapter 9

Enables you to set the pause time when sending a fax.

● Auto Redial

See the Sending and Facsimile Guide Chapter 9

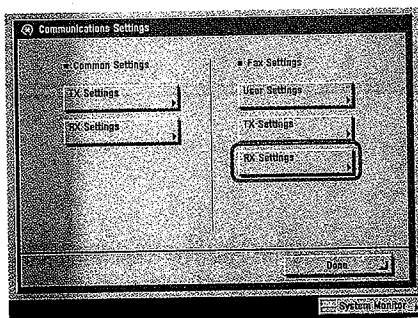
Enables you to set the machine to automatically dial the recipient's fax number again if the recipient cannot be dialed due to a busy line, or if a sending error occurs.

● Check Dial Tone Before Sending

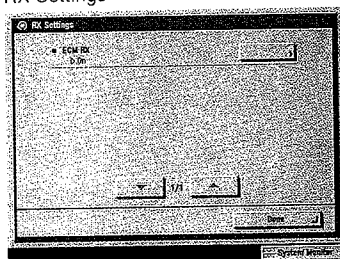
See the Sending and Facsimile Guide Chapter 9

Enables you to set whether to check for a dial tone before sending a fax.

^{*4} Displayed only if the optional Super G3 FAX Board is installed.



RX Settings



(1/1)

■ Fax Settings: RX Settings ^{*4}

● ECM RX

See the Sending and Facsimile Guide Chapter 9

Enables you to receive incoming documents using the Error Correction Mode (ECM).

^{*4} Displayed only if the optional Super G3 FAX Board is installed.

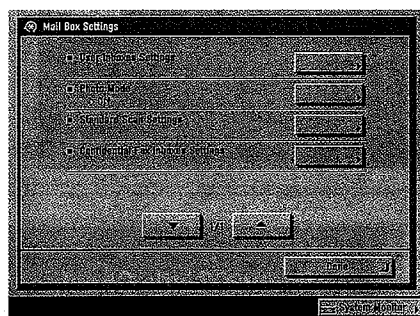
8



Mail Box Settings

Mail Box Guide Chapter 7

- Press to edit settings for the Mail Box function.



(1/1)

- **User Inboxes Settings** (see p. 74)
Enables you to set and store a name and password for a User Inbox, as well as specify the time that has to elapse before the documents in that inbox are automatically erased.
- **Photo Mode**
Enables you to select [Printed Image] or [Photo] from the Original Type drop-down list on the Scan screen.
- **Standard Scan Settings**
Enables you to change the standard settings for the scan mode of the Mail Box function.
- **Confidential Fax Inboxes Settings** ^{*3}
Enables you to set and store a name and password for any Confidential Fax Inbox.

^{*3} Displayed only if the Universal Send Kit is activated, or if the optional Super G3 FAX Board is attached.

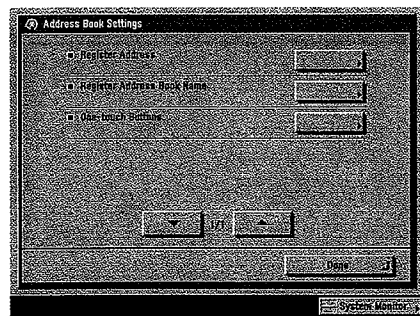
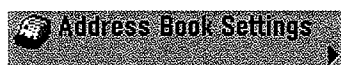
9



Address Book Settings ^{*3}

Sending and Facsimile Guide Chapter 10

- Press to register or edit settings for the Address Book or one-touch buttons.



(1/1)

- **Register Address**
Enables you to register new destinations in the Address Book. If you register a destination in the Address Book, you can save yourself the effort of entering the destination every time it is used. That destination can also be selected from the Address Book for use in any other customized setting. You can also edit or erase the destinations in the Address Book.
- **Register Address Book Name**
Enables you to name the address book.
- **One-touch Buttons**
You can store up to 200 destinations in the one-touch buttons.

^{*3} Displayed only if the Universal Send Kit is activated, or if the optional Super G3 FAX Board is attached.

Additional Functions

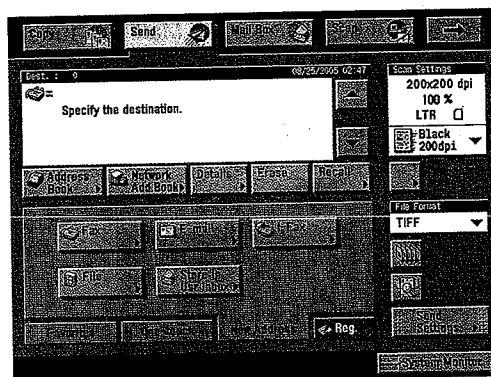
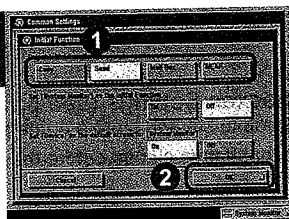
* The numbers in the illustrations refer to operation steps.

To Set the Send/Fax Screen as the Initial Function

Reference Guide Chapter 4

Initial Function

Enables you to specify the screen that is displayed when you turn ON the main power, or when Auto Clear initiates. You can also set the Auto Clear mode.

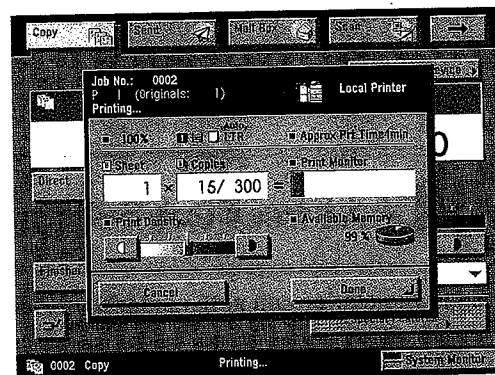
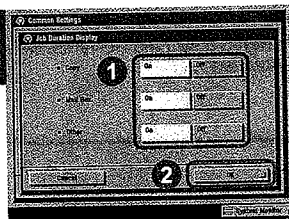


To Display the Remaining Time for a Print

Reference Guide Chapter 4

Job Duration Display

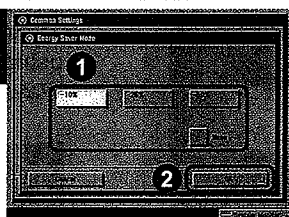
Enables you to display the remaining time that it takes to complete an operation in units of one minute on the touch panel display. This is useful if you want to check the remaining time when printing large documents. The remaining time will not be displayed when you have set certain features, however.




To Change the Energy Saving Level

Reference Guide Chapter 4

Energy Saver Mode



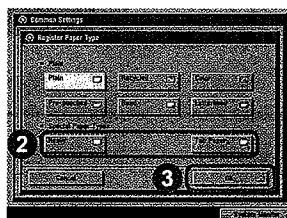
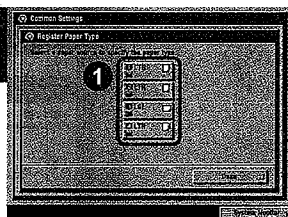
If you press  (Energy Saver) on the control panel, the machine goes into the Energy Saver mode. While in the Energy Saver mode, the temperature of the fixing unit is lowered, which enables you to conserve electricity. After deactivating the Energy Saver mode, the machine's recovery time may vary, depending on the energy saving level setting and the surrounding environment.

To Set Heavy Paper or Tab Paper in a Paper Source

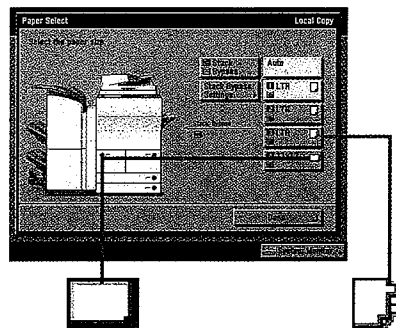
Reference Guide Chapter 4

Register Paper Type

When you set heavy paper or tab paper in a paper source, be sure to correctly set the paper type. Otherwise, the paper could jam.



Once you specify the paper type loaded in each paper source, icons indicating the type of paper loaded in each paper source appear on the paper selection screen.



Heavy Paper Icon

Tab Paper Icon

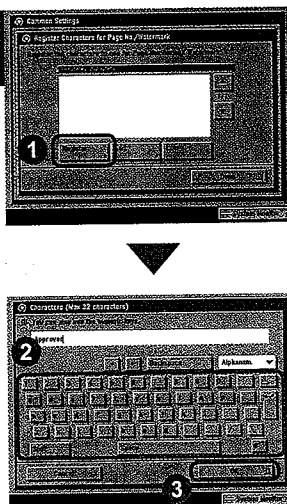
* The numbers in the illustrations refer to operation steps.

To Register User-Defined Text for Page Numbers and Watermarks

Reference Guide Chapter 4

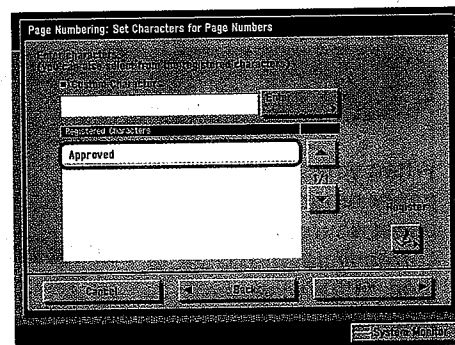
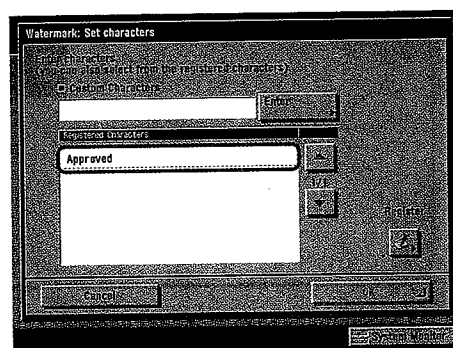
Register Characters for Page No./Watermark

You can register specific text to be placed on your documents using the Pg/Copy Set Numbering or Watermark/Print Date mode. This is useful for printing the same text on various documents.



For more information on the Pg/Copy Set Numbering and Watermark/Print Date modes, see p. 16.

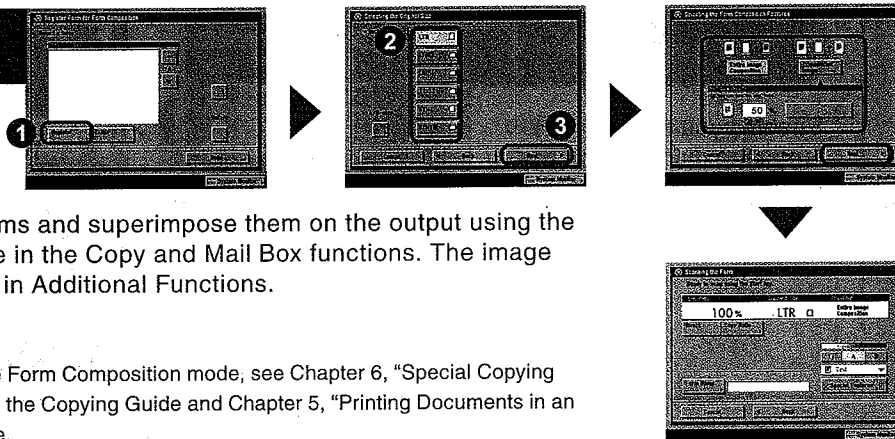
You can select registered characters when using the Pg/Copy Set Numbering or Watermark/Print Date modes.



To Register an Image Form for Form Composition

Reference Guide Chapter 4

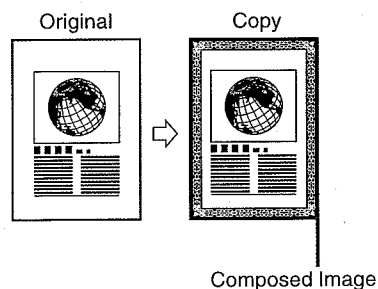
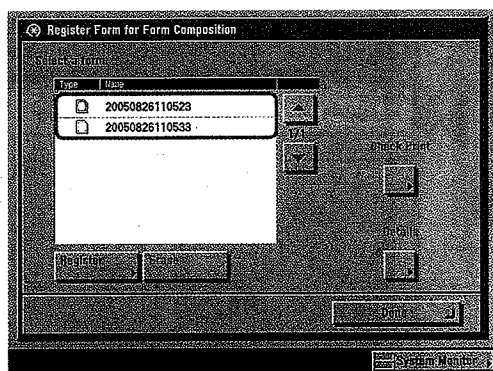
Register Form for Form Composition



You can store image forms and superimpose them on the output using the Form Composition mode in the Copy and Mail Box functions. The image forms can be registered in Additional Functions.

For instructions on using the Form Composition mode, see Chapter 6, "Special Copying Features - Image Editing," in the Copying Guide and Chapter 5, "Printing Documents in an Inbox," in the Mail Box Guide.

You can select the registered forms in Form Composition.

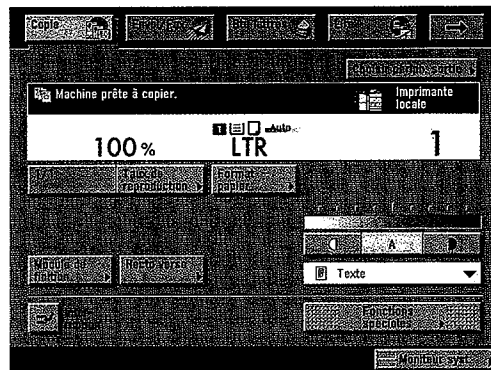
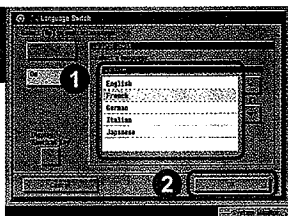


To Change the Display Language

Reference Guide Chapter 4

Language Switch

Enables you to select the language displayed on the touch panel display.

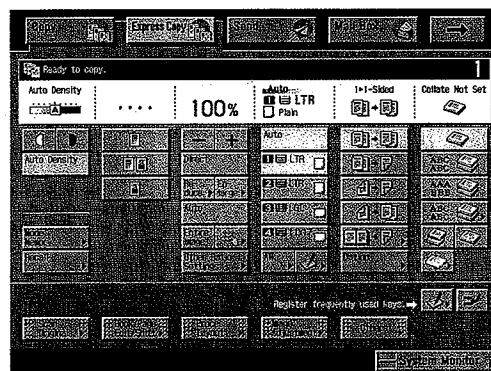
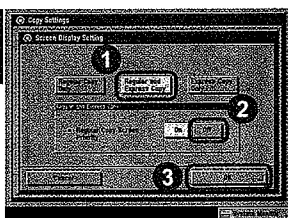


To Set the Express Copy Basic Features Screen as the Default Screen

Copying Guide Chapter 10

Screen Display Setting

You can select to display the Express Copy Basic Features Screen when you turn ON the main power or after the Auto Clear mode activates. You can also select to display the Regular Copy Basic Features screen or both the Regular Copy Basic Features screen and Express Copy Basic Features screen as the default screen.

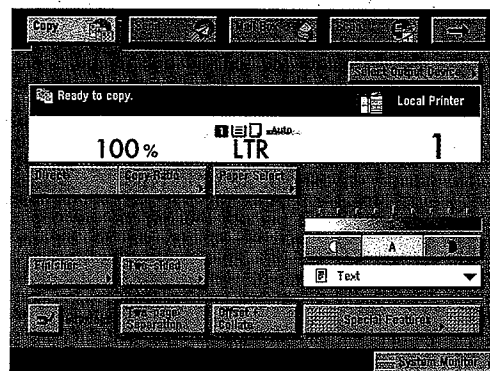
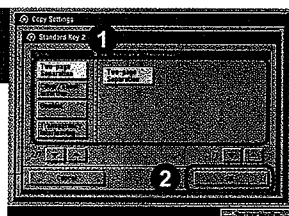


To Make a Shortcut for Frequently Used Settings

Copying Guide Chapter 9

Standard Key 1 Settings

Enables you to store a Standard key that contains frequently used copy settings on the Copy Basic Features screen. You can store up to two Standard keys. Set the second Standard key using [Standard Key 2].



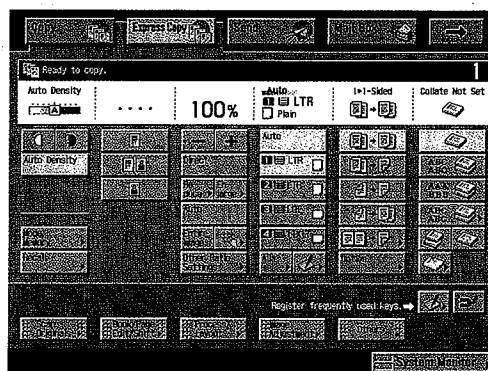
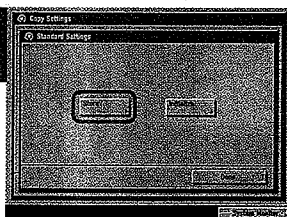
To Change the Initial Settings for the Copy Function

Copying Guide Chapter 9

Standard Settings

Enables you to change the Standard Settings to suit your needs, or restore them to their default settings.

The Standard Settings refers to a combination of copy modes that the machine automatically returns after the power is turned ON, or when \odot (Reset) is pressed.



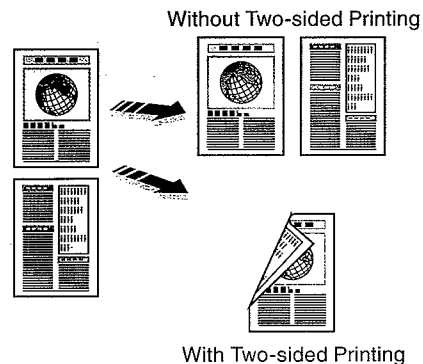
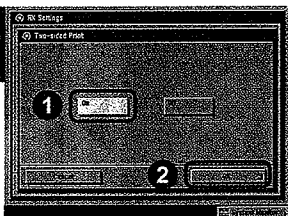
* The numbers in the illustrations refer to operation steps.

To Print Received Documents on Both Sides of the Paper

Sending and Facsimile Guide
Chapter 9

Two-sided Print

You can print received documents on both sides of the paper you select. This enables you to save paper.

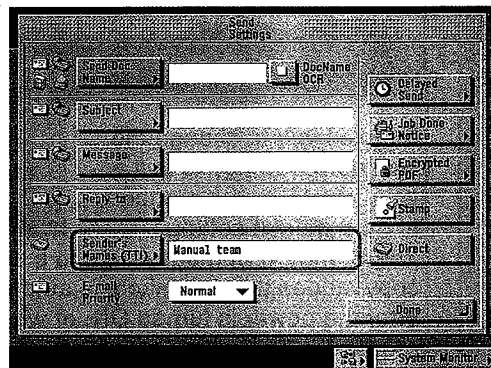
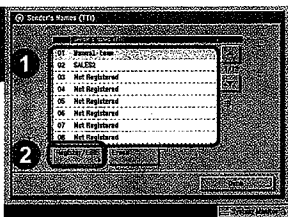


To Add the Sender's Name, Section, or Department to Sent Documents

Sending and Facsimile Guide
Chapter 1

Sender's Names (TTI)

You can register the sender's name, section, or department in Sender's Names (TTI). This name is displayed on the recipient's machine, and printed on sent documents.

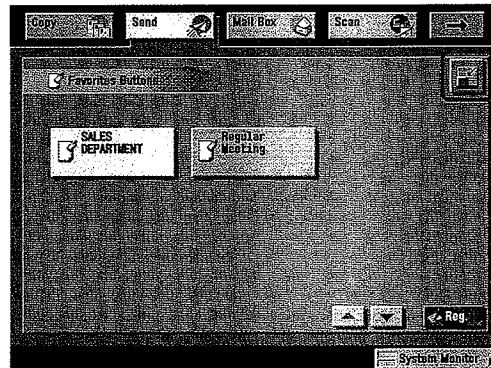
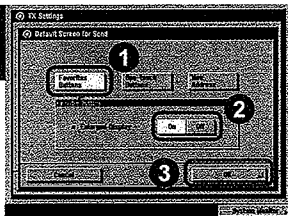


To Send with Only Favorites Buttons

Sending and Facsimile Guide
Chapter 9

Default Screen for Send

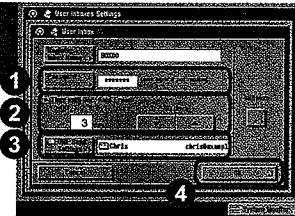
Enables you to set the Send Basic Features screen to display enlarged Favorites buttons. This is useful if you mainly use Favorites buttons when sending documents. Press the button on the upper right of the screen to return to the regular Send Basic Features screen.



To Set a Password for a User Inbox

Mail Box Guide Chapter 7

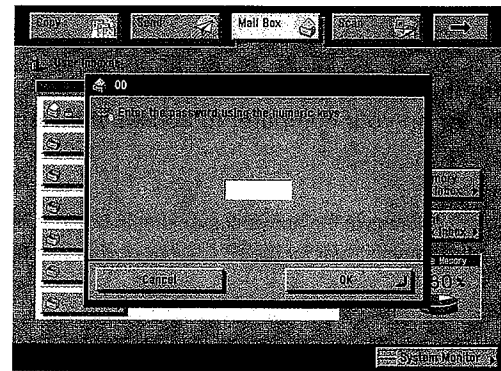
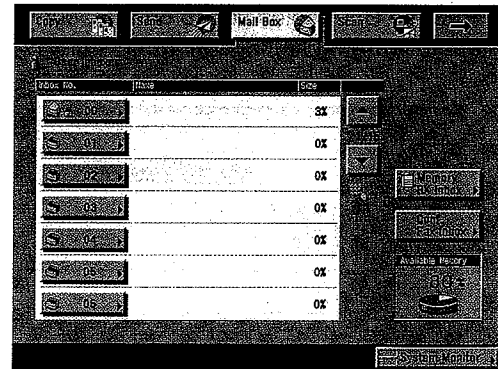
User Inboxes Settings



Enables you to set and store a name and password for a User Inbox, so that other people will not be able to view its contents. You can set <Time Until Doc. Auto Erase> to prevent documents from automatically being deleted. In this case, erase documents from the User Inbox manually. When you have stored a document in a User Inbox from the Send screen, you can also send a URL to a registered e-mail address which the Remote UI can use to check information.

A key icon is displayed on User Inboxes set with passwords. When these User Inboxes are selected, a message prompting you to enter a password is displayed.

* Make sure not to forget your password.

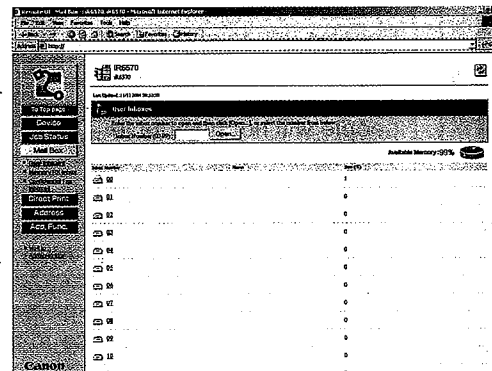
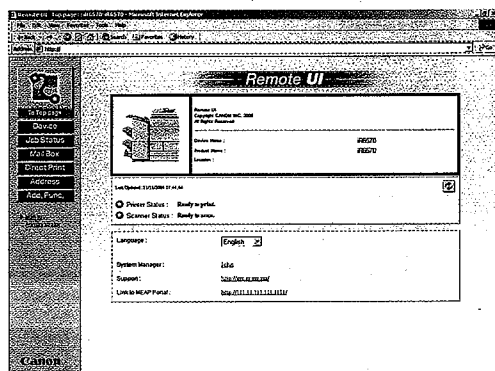


Operating the Machine from a Computer (Remote UI)

For more information, see the Remote UI Guide.

To Operate the Machine from Your Computer

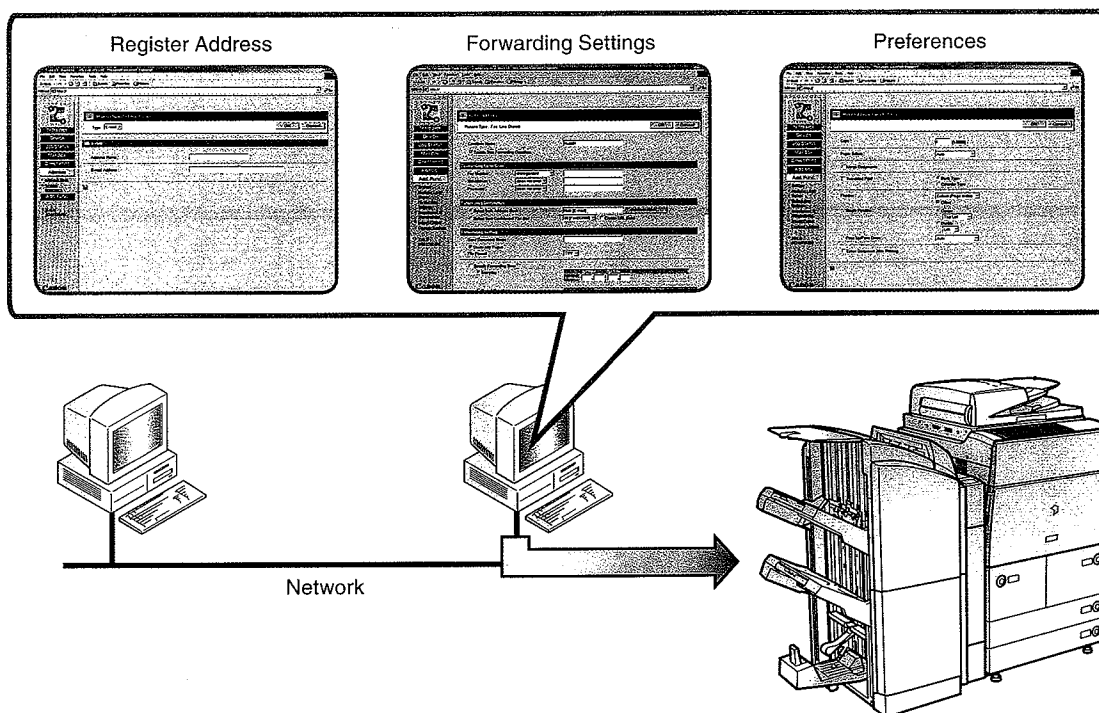
The Remote UI enables you to control, confirm, and register the machine's functions. You can register addresses and set forwarding settings all from your PC's Web browser. For more information, see the Remote UI Guide.



Enter the IP address of the machine into the Web browser on your computer to access the Remote UI.

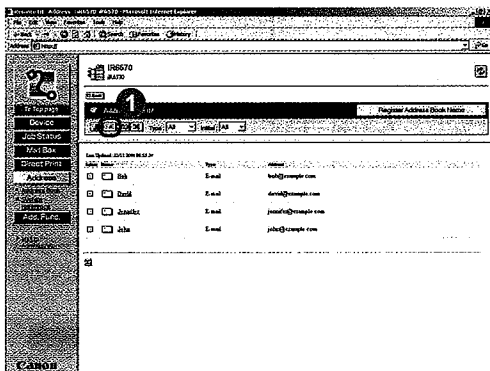
You can perform various functions from the Remote UI, such as printing documents stored in User Inboxes, and editing the Address Book.


* The IP address in the above screenshot is fictitious. Ask your system administrator for the IP address of your machine.

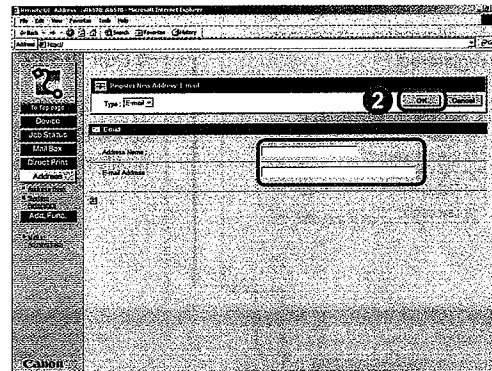


To Edit the Address Book from a Computer

The Remote UI enables you to edit the Address Book of the machine using the Web browser on your computer. Select the Address Book in the Remote UI, and enter a new destination. You can edit not only e-mail addresses, but also fax and I-fax destinations. Destinations registered using the Remote UI are stored in the Address Book of the machine. For more information, see the Remote UI Guide.



Press [] to display the screen for registering destinations.



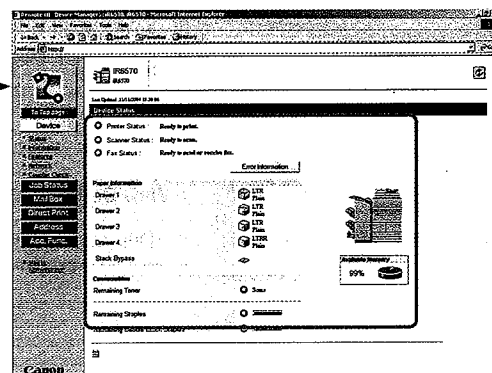
Enter the destination in <E-Mail Address> → enter other necessary information for the address → press [OK].

To Check the Remaining Amount of Paper and Toner from Your Computer

The Remote UI enables you to check the machine's current status, such as the amount of paper remaining in the various paper sources, and the amount of remaining toner. This is useful as a guide for knowing when to load paper and toner.



Select [Device] in the Remote UI.



Check the remaining amount of paper and toner.

Printing from Your Computer (Printer Driver)

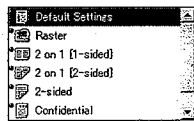
For more information, see the printer and driver guides.

The following screenshots are when the UFR II printer driver is installed, and may differ from the ones you see, according to the driver or operating system you are using.

Page Settings

Profile

Enables you to set the printer driver simply by selecting an item from the list. Printer drivers settings for different purposes are registered.



Add Profile

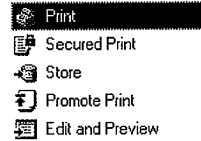
Enables you to save the current settings as a profile.

Edit Profile

Enables you to edit the contents of registered profiles.

Output Method

Enables you to select the output method for a print job.

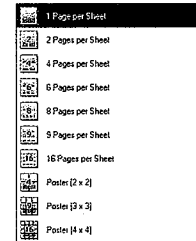


Output Size

Enables you to select the size of the paper to print on.

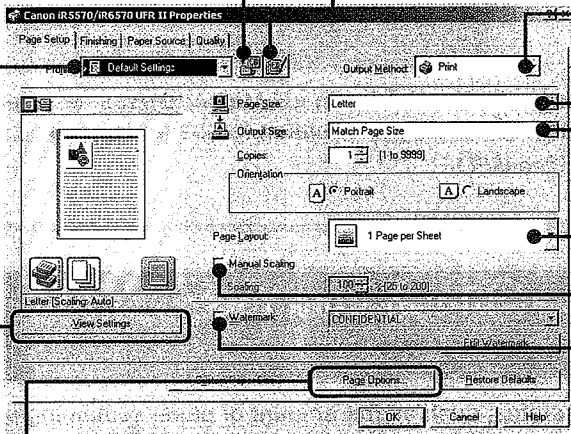
Page Layout

Enables you to print multiple pages onto one sheet of paper, or one page onto multiple sheets of paper.



Page Size

Enables you to select the size of a document you have created in an application.



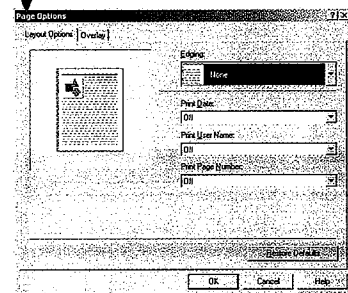
Manual Scaling

Enables you to print each page of the document on one sheet of paper, using manual zooming.



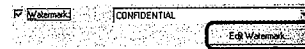
Page Options

Enables you to add page frames, the date, a user name, and page numbers. You can also select whether to use the Overlay mode to print.



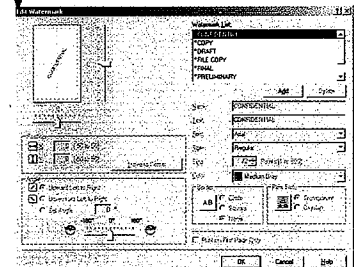
Watermark

Enables you to add transparent text and print the original.



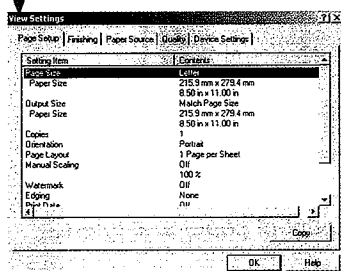
Edit Watermark

Enables you to edit the position and direction of a watermark, or create an original watermark.



View Settings

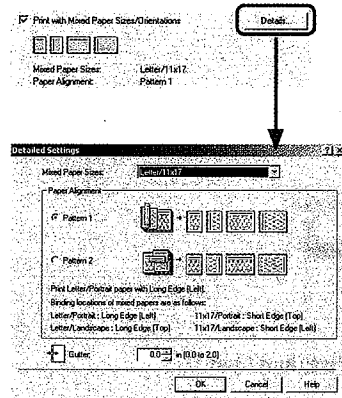
Enables you to check a list of all the current sheet settings.



Finishing

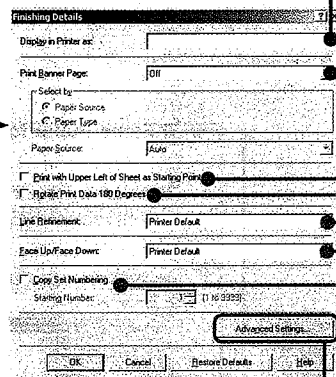
- **Print With Mixed Paper Sizes/Orientations**

Enables you to print a document with a combination of paper sizes and orientation.



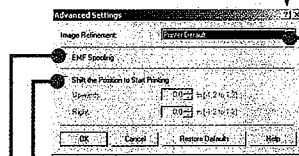
● Finishing Details

Enables you to specify detailed finishing settings.



● Advanced Settings

When you have trouble outputting with finishing options, this enables you to display the [Advanced Settings] dialog box.



● **Display in Printer as**

Enables you to set the text which is displayed on the touch panel display of the machine when printing.

 Print Banner Page

Enables you to print a banner page for each print job. A banner page shows user name, date, and file name.

● **Print with Upper Left of Sheet as Starting Point**

Enables you to expand print area.

● Rotate Print Data 180 Degrees

Enables you to rotate the image 180 degrees when printing.

Line Refinement

Enables you to print thin lines thicker and clearer.

● Face Up/Face Down

Enables you to specify a document to be output face up or face down.

● Copy Set Numbering

Enables you to print a serial number to create copy number when printing several copies.

Image Refinement

Enables you to set whether to perform smoothing. Smoothing allows you to soften the jagged edges of text and figures when printing.

● Shift the Position to Start Printing

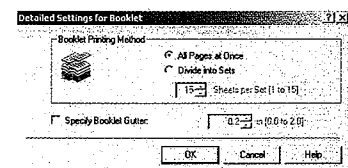
Enables you to specify the point to start printing. Depending on the application you are using, the left, right, top, and bottom margins may differ, and printing may not be performed properly. In this case, use this function to shift the position to start printing. Set the position in [Top] and [Left]. This is useful for removing the header of a received fax document, etc.

EMF Spooling

Enables you to specify to spool the print data in the EMF (metafile) format. Select this to perform spooling in the EMF format, and make the software you are using send print data to the machine faster. Deselect this to print in the RAW format.

● Detailed Settings for Booklet

Enables you to specify booklet printing options. Selectable when you have selected Booklet Printing for Print Style.



Print Style

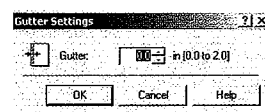
Enables you to set the booklet mode.



● Binding Location

Enables you to select long edge (left) or short edge (top) binding for prints, when you have selected 1-sided Printing or 2-sided Printing for the Print Style.

Enables you to specify the gutter width.



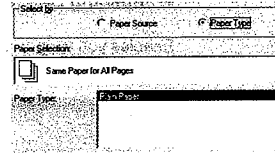
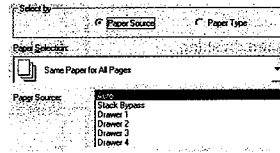
Printing from Your Computer (Printer Driver)

* The following screenshots are when the UFR II printer driver is installed, and may differ from the ones you see, according to the driver or operating system you are using.

Paper Source

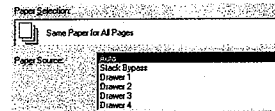
Select by

Enables you to select [Paper Source] or [Paper Type] for the selection method.



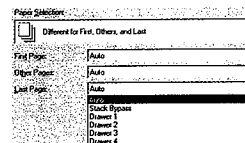
Same Paper for All Pages

Enables you to set all pages to use the same paper type. You can still select the paper sources.



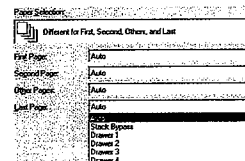
Different for First, Others, and Last

Enables you to set a different paper type for the first page, last page, and other pages. This is useful when you want to add a cover, etc.



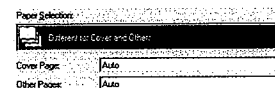
Different for First, Second, Others, and Last

Enables you to set a different paper type for the first page, second page, last page, and other pages.



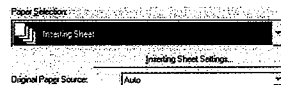
Different for Cover and Others

Enables you to set a different paper type for the cover when making a booklet.



Inserting Sheet

Enables you to insert a sheet, chapter page, or tab paper.



Transparency Interleaving

When you are printing transparencies, enables you to insert another type of paper between each transparency.



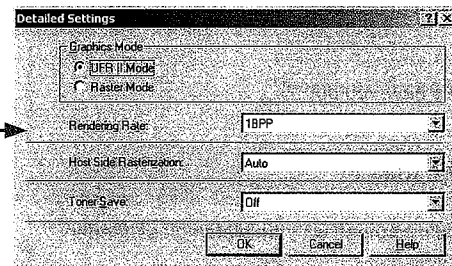
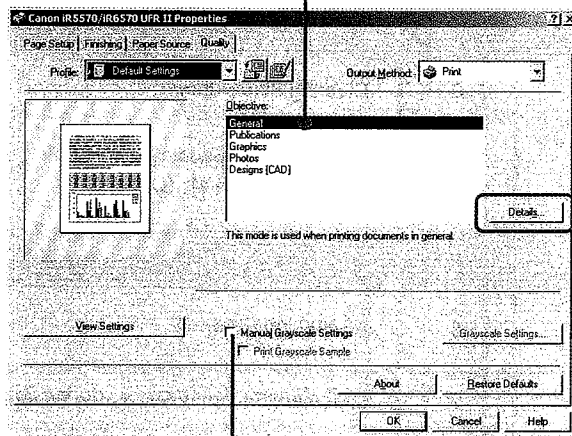
Quality

● Objective

Enables you to print a document with the ideal print settings according to its content. When you select an item, a comment is displayed below the list. To specify more detailed settings, click [Details], which is on the right.

● Details

Enables you to specify the graphics mode, rendering rate, host side rasterization, and the toner save mode.

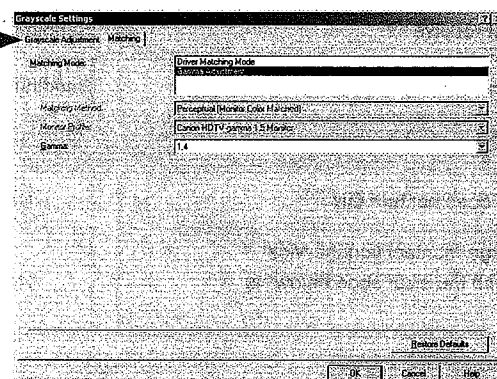
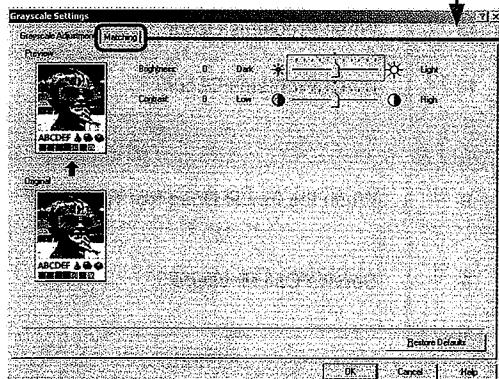


● Grayscale Adjustment

Enables you to adjust the brightness and contrast.

● Matching

Enables you to set or edit the matching mode and matching method.



Troubleshooting

For toner replacement and paper loading procedures, or when problems have occurred when using the machine, and you want to know how to solve them, see the following references to the other guides.

Symptom	Guide	Chapter	Title
Paper			
When paper has run out	Reference	8	Paper Drawers
When there is a paper jam	Reference	9	Clearing Paper Jams
When there are frequent paper jams	Reference	9	Reducing the Frequency of Paper Jams
Toner			
When toner has run out	Reference	8	Replacing the Toner Cartridge
Staples			
When there is a staple jam	Reference	9	Clearing Staple Jams
When staples have run out	Reference	8	Finisher-T1/Saddle Finisher-T2/ Puncher Unit-M1 (Optional)
Scanning trouble			
When originals scanned with the platen glass/feeder become dirty	Reference	8	Routine Cleaning
When memory becomes full during scanning	Reference	9	If Memory Becomes Full during Scanning
	Sending and Facsimile	13	When Problems Occur
Printing trouble			
When the exposure of a copy or print is different to the original	Reference	5	Adjusting the Machine
When a print is dirty	Reference	8	Routine Cleaning
Communications trouble			
When you cannot send	Sending and Facsimile	13	When Problems Occur
When you cannot receive	Sending and Facsimile	13	When Problems Occur
When communications are slow	Sending and Facsimile	13	When Problems Occur
Other trouble			
When the power does not turn ON	Reference	9	When the Power Does Not Turn ON
When the message "contact your service representative with the error code below" is displayed.	Reference	9	Service Call Message

When an error message not covered by the above is displayed, see Chapter 9 of the Reference Guide, and Chapter 13 of the Sending and Facsimile Guide, "Error Messages."