

**DEVELOP**

Dynamic balance

[www.develop.eu](http://www.develop.eu)

Quick Guide

**ineo 4050/4750**





# Table of contents

## 1 Introduction

<b>1.1</b>	<b>Welcome .....</b>	<b>1-3</b>
<b>1.2</b>	<b>User's Guides .....</b>	<b>1-3</b>
	Booklet manuals .....	1-3
	User's guides included in User's Guide CD/DVD-ROM .....	1-3
<b>1.3</b>	<b>User's Guide CD/DVD-ROM.....</b>	<b>1-4</b>
1.3.1	Operating environment .....	1-4
<b>1.4</b>	<b>Notations and symbols used in this manual.....</b>	<b>1-5</b>
	Procedural instruction.....	1-5
	Symbols used in this manual .....	1-5
	Product and key names.....	1-5
	Notations of application names .....	1-5
<b>1.5</b>	<b>Intended use of office MFP devices .....</b>	<b>1-6</b>
	Intended use .....	1-6
	Impermissible operating conditions.....	1-6
	Exclusion of liability.....	1-6
<b>1.6</b>	<b>Target groups.....</b>	<b>1-7</b>

## 2 Overview of This Machine

<b>2.1</b>	<b>About this machine .....</b>	<b>2-3</b>
2.1.1	Name of each part .....	2-3
	Front side .....	2-3
	Rear side .....	2-4
2.1.2	Option configuration .....	2-5
<b>2.2</b>	<b>About power supply.....</b>	<b>2-7</b>
2.2.1	Power Switch and Power key locations.....	2-7
2.2.2	Turning the Power Switch ON or OFF .....	2-8
2.2.3	Using the Power key .....	2-9
	When using the Power key as a Power Save key.....	2-9
	When using the Power key as a Sub Power OFF key .....	2-10
<b>2.3</b>	<b>Control Panel.....</b>	<b>2-11</b>
<b>2.4</b>	<b>Operating the Touch Panel .....</b>	<b>2-13</b>
	Tap.....	2-13
	Flick.....	2-13
	Displaying the Keypad .....	2-13
	Switching to the entry or selection screen.....	2-14
	Precautions on using the Touch Panel .....	2-14
<b>2.5</b>	<b>Main Menu .....</b>	<b>2-15</b>
<b>2.6</b>	<b>Entering characters .....</b>	<b>2-17</b>

## 3 Loading Paper

<b>3.1</b>	<b>Paper .....</b>	<b>3-3</b>
3.1.1	Checking the available paper types.....	3-3
3.1.2	Checking the available paper sizes .....	3-4
3.1.3	Precautions for correct operations .....	3-5
	Unavailable paper .....	3-5
	Storing paper .....	3-5
<b>3.2</b>	<b>Loading paper into the Manual Feed Tray.....</b>	<b>3-6</b>
<b>3.3</b>	<b>Loading paper into Tray 1 .....</b>	<b>3-8</b>

## 4 Initial Settings of This Machine

<b>4.1</b>	<b>Preparation for network connection (for administrators)</b> .....	<b>4-3</b>
	Checking a LAN cable for connection .....	4-3
	Assigning an IP address .....	4-3
<b>4.2</b>	<b>Preparation for fax (for administrators)</b> .....	<b>4-4</b>
	Checking the modular cable connection .....	4-4
	Specifying the type of telephone line.....	4-4
	Preparing to use the machine in a Private Branch Exchange (PBX) environment.....	4-4
	Selecting a receiving method.....	4-4
	Registering sender information .....	4-4
	Setting the date and time for the machine.....	4-4
<b>4.3</b>	<b>Security settings (for administrators)</b> .....	<b>4-5</b>
4.3.1	HDD settings.....	4-5
4.3.2	Configuring Quick Security Setting.....	4-5

## 5 Basic Usage

<b>5.1</b>	<b>Using the print function (Windows environment)</b> .....	<b>5-3</b>
5.1.1	Printer driver.....	5-3
5.1.2	Preparation for printing (network connection) .....	5-4
	Checking a LAN cable for connection .....	5-4
	Checking the network settings .....	5-4
	Installing the printer driver .....	5-4
5.1.3	Preparation for printing (USB connection).....	5-5
	Changing the installation settings (Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2) .	5-5
	Installing the printer driver .....	5-6
5.1.4	Initial settings of the printer driver .....	5-7
5.1.5	How to print .....	5-7
<b>5.2</b>	<b>Using the scan function</b> .....	<b>5-8</b>
5.2.1	Available operations in the scan function .....	5-8
5.2.2	How to send.....	5-9
<b>5.3</b>	<b>Using the fax function</b> .....	<b>5-11</b>
5.3.1	Fax function .....	5-11
5.3.2	How to send.....	5-11
5.3.3	Introduction of fax transmission function .....	5-13
5.3.4	Introduction of fax receiving function .....	5-13
5.3.5	Introduction of internet fax function.....	5-14
<b>5.4</b>	<b>Using the copy function</b> .....	<b>5-15</b>
5.4.1	How to copy.....	5-15
5.4.2	Introduction of copy function.....	5-17
<b>5.5</b>	<b>Printing a file stored on USB memory</b> .....	<b>5-18</b>
	Supported USB memory devices .....	5-18
	How to print .....	5-18
<b>5.6</b>	<b>Registering a destination</b> .....	<b>5-20</b>
5.6.1	Address book.....	5-20
5.6.2	Registering one-touch destinations in the address book.....	5-20
	Registering a destination in Utility .....	5-20
	Registering information on the main screen in Scan TX mode or Fax mode .....	5-24

## 6 Index



# Introduction



# 1 Introduction

## 1.1 Welcome

Thank you for purchasing this machine.

This guide describes basic procedures required to use this machine and how to configure initial settings. For information on the detailed functions and operation procedures, refer to the User's Guide included in the **User's Guide CD/DVD-ROM**.

To use this product securely, be sure to read the [Safety Information Guide] before using this machine.

## 1.2 User's Guides

### Booklet manuals

Manual title	Overview
[Safety Information Guide]	This guide describes notes and precautions that should be followed to use this machine. Please be sure to read this manual before using this machine.

### User's guides included in User's Guide CD/DVD-ROM

Manual title	Overview
[Quick Guide] (This guide)	This guide describes how to perform basic operations of this machine and configure initial settings.
[User's Guide Introduction]	This guide contains information that is useful to know before beginning to operate this machine, such as the name of each part and how to turn the power on and off, use the <b>Control Panel</b> , and load an original or paper.
[User's Guide Print]	This guide describes how to install the printer driver as well as basic usage and applications.
[User's Guide Copy]	This guide describes various methods to make copies.
[User's Guide Scan]	This guide describes scan transmission operations and necessary preparations. You can scan a paper document, convert it to digital data, and send the result to the computer or server.
[User's Guide Fax]	This guide describes fax operations and necessary preparations.
[User's Guide Network Fax]	This guide describes fax (Internet fax) operations using the network and necessary preparations.
[User's Guide PC-FAX]	This guide describes PC- Fax operations and necessary preparations. You can send the original data created on the computer by fax directly without printing it out to paper.
[User's Guide Advanced Functions]	This guide describes how to install optional license kits and functions that can be used by installing the license kits.
[User's Guide Maintenance/Troubleshooting]	This guide describes how to replace consumables, clean this machine, and perform troubleshooting.
[User's Guide Description of Utility Keys]	This guide describes Utility settings such as [User Settings] and [Administrator Settings] for this machine.
[User's Guide Applied Functions]	This guide describes the special usages of this machine such as how to use <b>Web Connection</b> , manually install the printer driver, configure print settings using Linux, and use the authentication unit.

## 1.3 User's Guide CD/DVD-ROM

**User's Guide CD/DVD-ROM** is contained in the package of this machine. The CD/DVD-ROM includes the user's guides required to use this machine.

From the top page, click the button of the desired user's guide. The PDF file of the user's guide opens.

### 1.3.1 Operating environment

Item	Description
Supported operating systems	Microsoft Windows Vista (SP2) / Windows 7 (SP1)/ Windows 8, Windows 8.1 Apple Mac OS X 10.4/10.5/10.6/10.7/10.8/10.9
Supported browsers*	For Windows <ul style="list-style-type: none"><li>• Internet Explorer 7.x/8.x/9.x/10.x (desktop versions)/11.x (desktop versions)</li><li>• Firefox 3.5 or later/ESR 10.0 or later</li></ul> For Mac OS <ul style="list-style-type: none"><li>• Safari 2.x/3.x/4.x/5.x/6.x/7.x</li></ul>
Required application	For Windows <ul style="list-style-type: none"><li>• Adobe Reader 9.x/10.x/11.x</li></ul> For Mac OS <ul style="list-style-type: none"><li>• Adobe Reader 8.x/9.x/10.x/11.x</li></ul>
Display resolution	1024 × 768 pixels or more

\* JavaScript must be enabled.

#### Tips

When Adobe Reader is installed, the plug-in to open PDF files using the browser will be enabled. For Windows, change the setting in Preferences in Adobe Reader to open PDF files directly using Adobe Reader. For details, refer to Adobe Help.

## 1.4 Notations and symbols used in this manual

### Procedural instruction

- ✓ This check mark symbol shows a precondition of a procedure.
- 1 This format number "1" represents the first step.
- 2 This format number represents the order of consecutive steps.
  - This symbol indicates a supplementary explanation of a procedural instruction.

### Symbols used in this manual

#### WARNING

- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

#### CAUTION

- This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury or property damage.

#### NOTICE

*This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.*

#### Tips

This symbol indicates supplemental information of a topic as well as options required to use a function.

#### Reference

*This symbol indicates reference functions related to a topic.*

#### Related setting

This shows the settings related to a particular topic for any user.

#### Related setting (for the administrator)

This shows the settings related to a topic only for administrators.

### Product and key names

Notations used in this manual	Description
→	This check mark symbol shows a precondition of a procedure.
✓	This symbol indicates a supplementary explanation of a procedural instruction.
[ ]	An item enclosed in brackets [ ] indicates a key name on the <b>Touch Panel</b> or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the <b>Control Panel</b> .

### Notations of application names

This manual describes application names as shown below.

Application name	Notations used in this manual
PageScope Web Connection	Web Connection

## 1.5 Intended use of office MFP devices

### Intended use

This Multi Function Product incorporates the functionality of multiple office devices in one. It is designed to be used as an office system for the following purposes:

- Print, copy, scan and fax documents.
- Use available finishing functions such as duplexing, stapling if appropriate options are installed.
- Store scanned documents on external USB memory devices; send scanned documents to network scan destinations such as FTP, WebDAV and Email.

The intended use also requires that:

- The system is used within the limits of device specifications and specifications of optional components,
- All safety instructions in the related user's guides are observed,
- Legal restrictions on copying (refer to [User's Guide: Introduction]) are observed,
- Inspection and maintenance instructions are adhered to,
- General, national and company safety provisions are observed.

### Impermissible operating conditions

The system may not be operated if:

- Errors or damage have been discovered,
- Maintenance intervals have been exceeded,
- Mechanical or electrical functions do not work as they should.

### Exclusion of liability

The manufacturer of the system assumes no liability for damages if the system was operated under impermissible conditions.

## 1.6 Target groups

The user's guides (refer to page 1-3) are intended for the following users of the system:

User	Persons using the system for its intended use (refer to page 1-6) as well as managing system functions and consumables according to the assigned user rights.
Administrator	Persons managing consumables, system functions, users and access rights; adjusting system settings, and establishing network connections.

Everyone who uses this system must have read and understood the related user's guides.



---



## Overview of This Machine

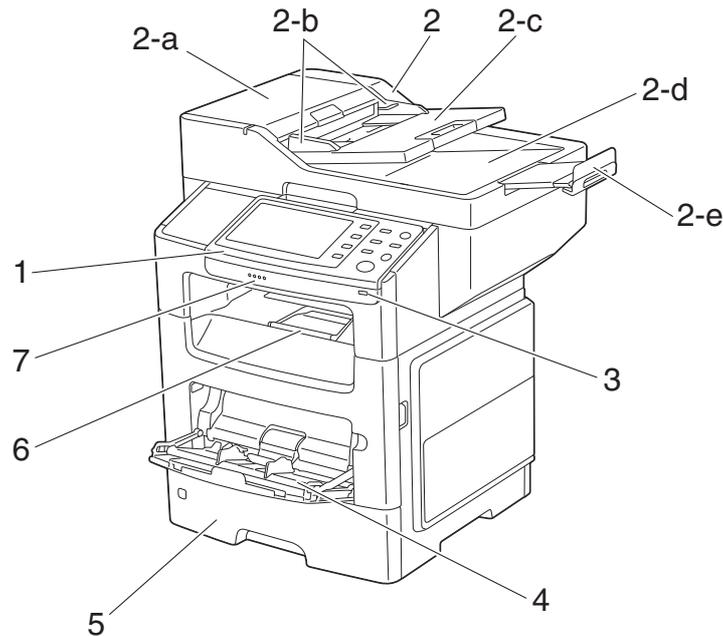


## 2 Overview of This Machine

### 2.1 About this machine

#### 2.1.1 Name of each part

##### Front side



No.	Name
1	Control Panel
2	Automatic Document Feeder (ADF)
2-a	ADF Feed Cover
2-b	Document Guide
2-c	Document Feed Tray
2-d	Document Output Tray
2-e	Document Stopper
3	USB Host Port*
4	Manual Feed Tray
5	Tray 1
6	Output Tray
7	Data Indicator

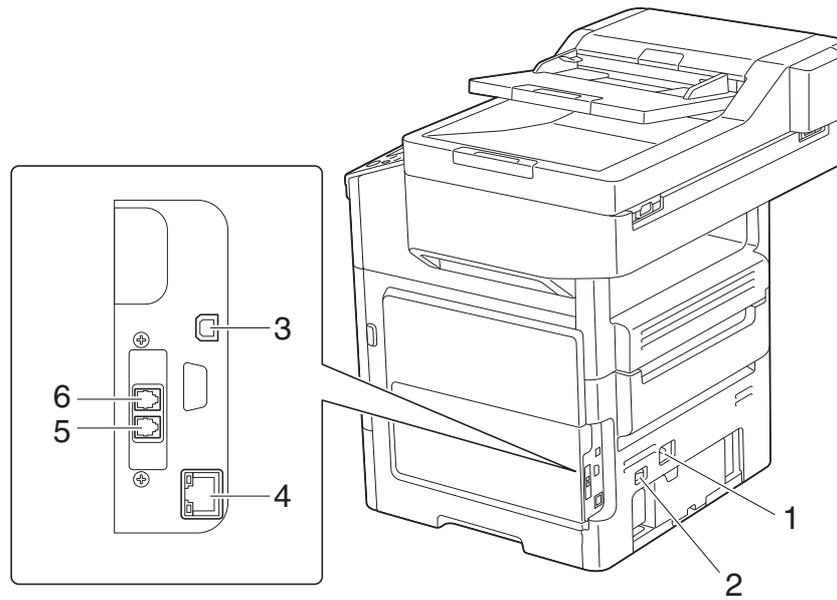
\* A USB hub can be connected to the **USB Host Port**. Only one USB memory device and one **Authentication Unit** (IC card type) can be simultaneously connected to a USB hub.

#### **NOTICE**

*When using a USB hub, use a self-powered hub. If you use a bus-powered hub, the hub could malfunction.*

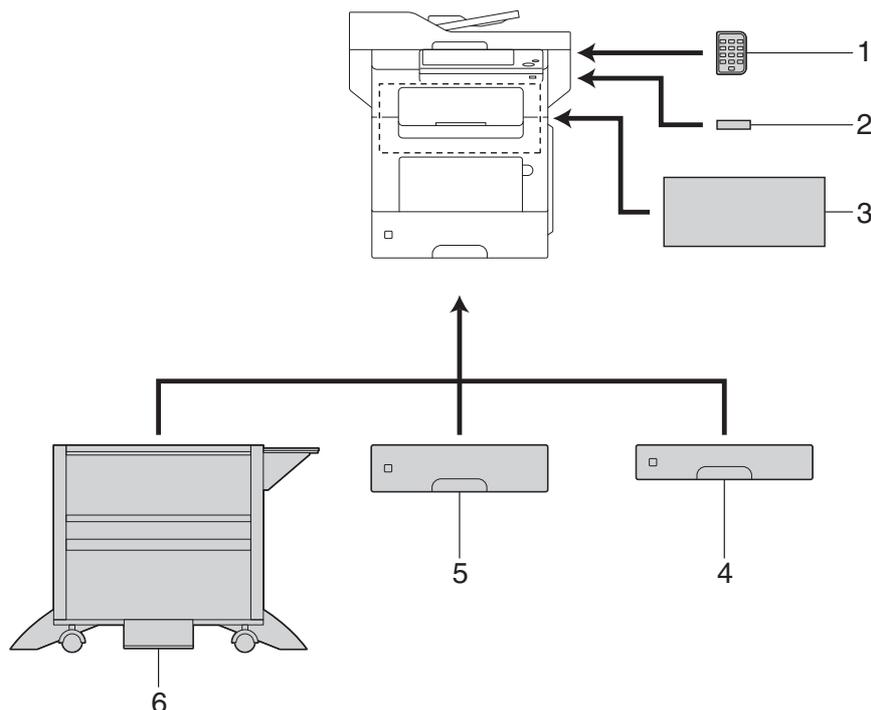
## Rear side

This view shows the machine with the optional **Fax Kit FK-512** and **Mount Kit MK-P03** installed.



No.	Name
1	<b>Power Connection</b>
2	<b>Power Switch</b>
3	<b>USB Printer Port (Type B)</b>
4	<b>Ethernet (LAN) Port (1000Base-T/100Base-TX/10Base-T)</b>
5	<b>LINE (telephone line) Jack</b>
6	<b>TEL (telephone) Jack</b>

## 2.1.2 Option configuration



No.	Name	Description
1	<b>Keypad KP-P01</b>	Located on the side of the <b>Control Panel</b> . Allows you to enter numbers by using the Hardware <b>Keypad</b> .
2	<b>Authentication Unit AU-201/AU-201S</b>	Performs user authentication by scanning information recorded on the IC card or the NFC-compatible mobile terminal (Android terminal).
3	<b>Finisher FS-P02</b>	Staples the printed sheets. For staples, use <b>Staple Kit SK-501</b> .
4	<b>Paper Feed Unit PF-P11</b>	Allows you to load up to 250 sheets of paper. There are three slots in which the <b>Paper Feed Unit</b> can be installed.
5	<b>Paper Feed Unit PF-P12</b>	Allows you to load up to 550 sheets of paper. There are three slots in which the <b>Paper Feed Unit</b> can be installed.
6	<b>DESK DK-P02</b>	Used to install this machine on the floor. This component may not be able to be used depending on the region the machine is used in.

The following optional components are built into this machine and are not shown in the figure above.

7	<b>Fax Kit FK-512</b>	Used to operate this machine as a fax machine.
8	<b>Mount Kit MK-P03</b>	This unit is required to install the <b>Fax Kit</b> .
9	<b>Local Interface Kit EK-P04</b>	Used to add an RS-232C port.
10	<b>i-Option LK-101 v3</b>	Supports the web browser function that is one of the advanced functions.
11	<b>i-Option LK-106</b>	Used to add a bar code font, which is one of special fonts.
12	<b>i-Option LK-107</b>	Used to add a unicode font, which is one of special fonts.
13	<b>i-Option LK-108</b>	Used to add an OCR font, which is one of special fonts.
14	<b>i-Option LK-111</b>	Supports the ThinPrint function, which is one of a number of advanced functions.
15	<b>Network Interface Card NC-P03</b>	Enables use of this machine in a wireless network environment.

**Reference**

For details on how to register **i-Option** license kits, refer to [User's Guide Advanced Functions].

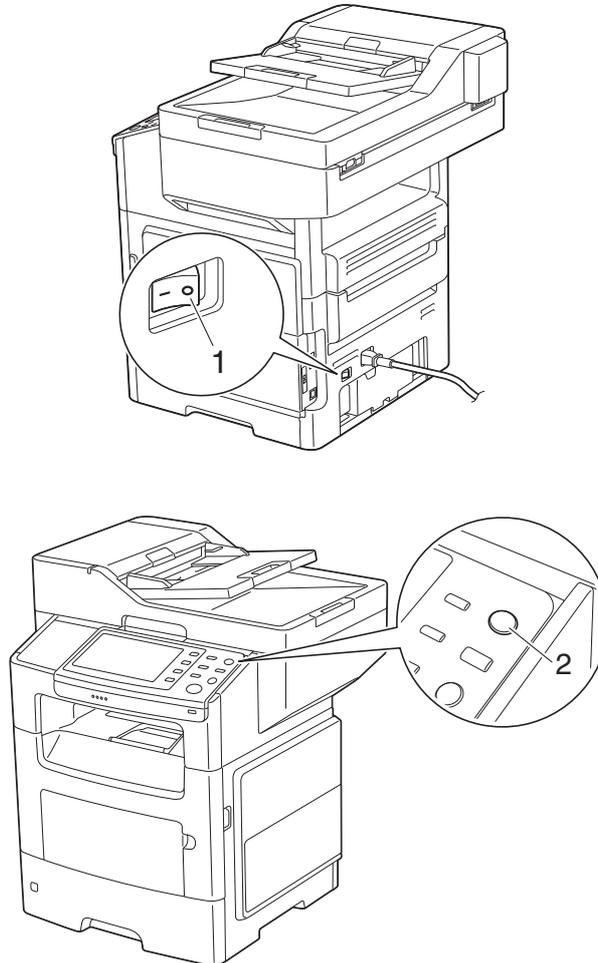
**NOTICE**

When removing and installing an optional device, turn this machine off, then disconnect the power plug from the outlet.

## 2.2 About power supply

### 2.2.1 Power Switch and Power key locations

This machine has two power switches: **Power Switch** outside the machine and **Power key** on the **Control Panel**.



No.	Name	Description
1	<b>Power Switch</b>	Press this switch when turning the main power of this machine on or off, or when restarting this machine.
2	<b>Power key</b>	Press this key to switch this machine to Power Save mode. This function reduces power consumption and has more significant power saving effect. For details, refer to page 2-9.

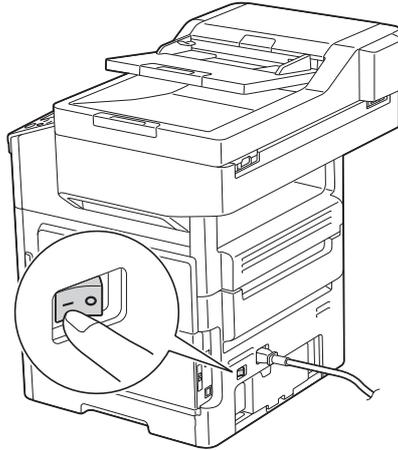
#### **NOTICE**

*While printing, do not turn the **Power Switch** off or press the **Power key**. Otherwise, it may lead to a paper jam.*

*If the **Power Switch** is turned off or the **Power key** is pressed while this machine is running, the system deletes the currently loaded data or communicating data as well as queued jobs.*

## 2.2.2 Turning the Power Switch ON or OFF

- 1 When turning the main power on, press | of the **Power Switch**.



A screen appears to show that this machine is in the process of start-up.  
When the main menu icon is displayed, this machine is ready to use.

- 2 When turning the main power off, press ○ of the **Power Switch**.

### **NOTICE**

*When restarting this machine, turn the **Power Switch** off and on again after 10 or more seconds have elapsed. Not doing so may result in an operation failure.*

### 2.2.3 Using the Power key

Press the **Power** key to switch this machine to Power Save mode.

You can select [Power Save] or [Sub Power OFF] as Power Save mode that is activated when the **Power** key is pressed.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Save Key] (The default varies depending on the region the machine is used in.)

#### When using the Power key as a Power Save key

When the **Power** key is pressed, the status of this machine changes as shown below. Depending on how long the **Power** key is pressed, the state of the power saving mode to be activated will differ.

Power key	Status of this machine	Status of LED	Description
Short press	Low Power mode (Default)	Flash: Blue	Turns off the display of the <b>Touch Panel</b> to reduce power use. This machine returns to Normal mode when it receives data or faxes or when the user operates the <b>Touch Panel</b> .
	Sleep mode	Flash: Blue	Provides a greater power saving effect than Low Power mode. The time required to return to Normal mode is longer than that from Low Power mode. This machine returns to Normal mode when it receives data or faxes or when the user operates the <b>Touch Panel</b> .
Hold down	Sub Power OFF	Light up: Orange	Provides a greater power saving effect than Sleep mode. While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the machine returns to Normal mode. To enable the machine to return to Normal mode from the Sub Power OFF status, press the <b>Power</b> key again.

#### Related setting (for the administrator)

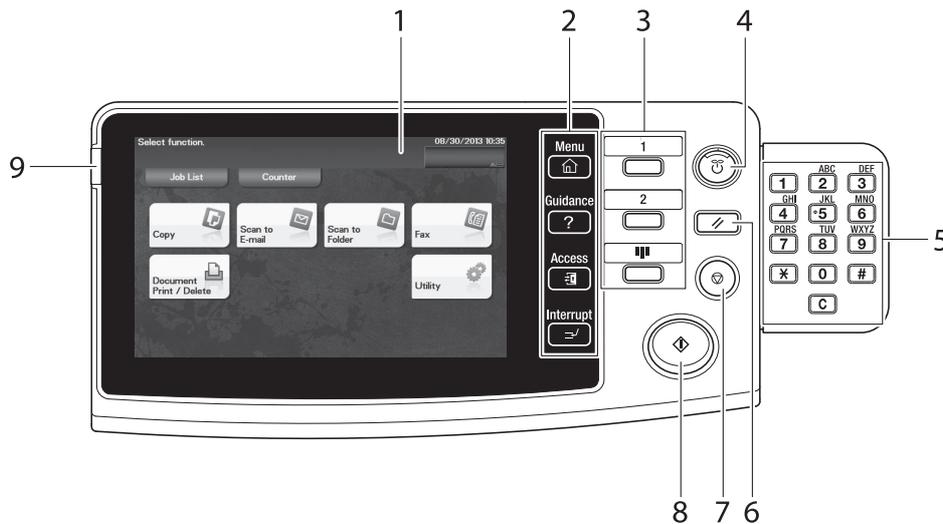
- Press the **Power** key to select whether to switch to Low Power or Sleep mode.  
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Save Settings] (Default: [Low Power])
- You can select whether Deep Sleep mode is activated to further reduce power use when this machine is in Sleep mode. When the machine is in Deep Sleep mode, it will not return to Normal mode when the user operates the **Touch Panel**. To return to Normal mode, press the **Power** key.  
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Consumption in Sleep Mode] (Default: [Enabled])

## When using the Power key as a Sub Power OFF key

When the **Power** key is pressed, the status of this machine changes as shown below. Depending on how long the **Power** key is pressed, the state of the power saving mode to be activated will differ.

Power key	Status of this machine	Status of LED	Description
Short press	Sub Power OFF	Light up: Orange	Provides a greater power saving effect than Sleep mode. While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the machine returns to Normal mode. To enable the machine to return to Normal mode from the Sub Power OFF status, press the <b>Power</b> key again.
Hold down	ErP Auto Power OFF	Flash: Orange	This function provides a more significant power saving effect than the Sub Power OFF mode, which is close to the state where the main power is turned off. In ErP Auto Power OFF mode, this machine cannot receive data or faxes, and also it cannot scan or print an original. To enable the machine to return to Normal mode from the ErP Auto Power OFF status, press the <b>Power</b> key again.

## 2.3 Control Panel



**Tips**

This figure shows the Control Panel with an optional **Keypad** installed.

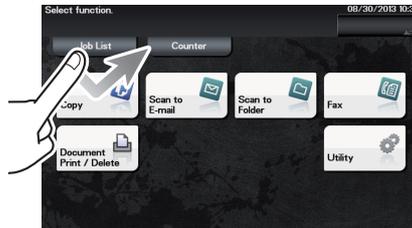
No.	Name	Description
1	<b>Touch Panel</b>	Displays setting screens and messages. Directly press this panel to carry out operations.
2	[Menu]	Tap this key to display the Main Menu. The [Menu] lights up in blue when the Main Menu is displayed. For details on the Main Menu, refer to page 2-15.
	[Guidance]	Tap this key to display the help screen. The [Guidance] lights up in blue when the Help Menu is displayed. This function displays the explanation and operation procedure of a function on the <b>Touch Panel</b> , enabling you to view them.
	[Access]	Tap this key to perform authentication on the Login screen if user authentication or account track is employed on this machine. Tap [Access] under the login condition to log out.
	[Interrupt]	Tap this key to interrupt active jobs on this machine and deal with a quick copy job. [Interrupt] lights up in blue during interrupt processing.
3	<b>Register Key 1 to Register Key 3</b>	Press each key to switch the display of the <b>Touch Panel</b> to a function assigned to a <b>Register</b> key. <ul style="list-style-type: none"> <li>The default function assigned to the <b>Register</b> key varies depending on the region the machine is used in.</li> <li>A function to be assigned to a <b>Register</b> key can be changed to suit your environment. For details, refer to [User's Guide Introduction].</li> </ul>
4	<b>Power key</b>	Press this key to switch this machine to Power Save mode. For details, refer to page 2-9.
5	<b>Keypad</b>	Use this keypad to enter numeric values such as the number of copies or zoom ratio. This keypad is also used to select a numbered setting key.
	<b>C (Clear)</b>	All the numeric values (number of copies, magnification, size, etc), which have been entered by keypad, are canceled.
6	<b>Reset</b>	Press this key to reset the settings you entered or changed on the <b>Control Panel</b> .
7	<b>Stop</b>	Press this key to temporarily stop an active copy, scan, or print job. To restart, press the <b>Start</b> key.

No.	Name	Description
8	<b>Start</b>	<p>Press this key to start an operation such as copying, scanning, faxing, or printing.</p> <ul style="list-style-type: none"><li>• Lights up blue: This machine is ready to start operating.</li><li>• Lights up orange: This machine is not ready to start operating.</li></ul> <p> <b>Note</b> If this indicator lamp lights up orange, check whether any warning or message is displayed on the <b>Touch Panel</b>.</p>
9	<b>Warning Indicator</b>	<p>Indicates the status of this machine by the lamp color, flashing, or a lamp lighting up.</p> <ul style="list-style-type: none"><li>• Flash in orange: Warning</li><li>• Lights up orange: The machine has stopped.</li></ul>

## 2.4 Operating the Touch Panel

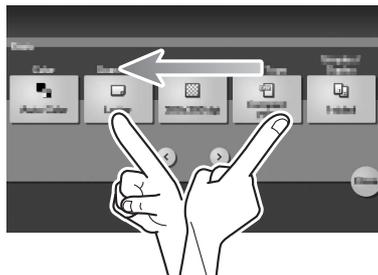
### Tap

Lightly touch the screen with your finger, then take your finger off the screen immediately. This action is available when selecting or determining a menu.



### Flick

Make a slight fillip while sliding your finger on the screen.



### Displaying the Keypad

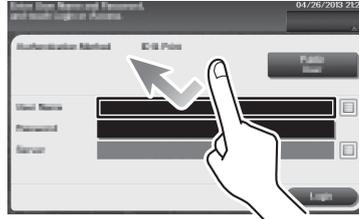
Tap a number or input area on the screen to display the **Keypad**.  
Used to enter numerals.



## Switching to the entry or selection screen

Tap a target input area or icon to switch to the entry or selection screen.

Used to switch to the Select screen to enter text or select a registered item.



## Precautions on using the Touch Panel

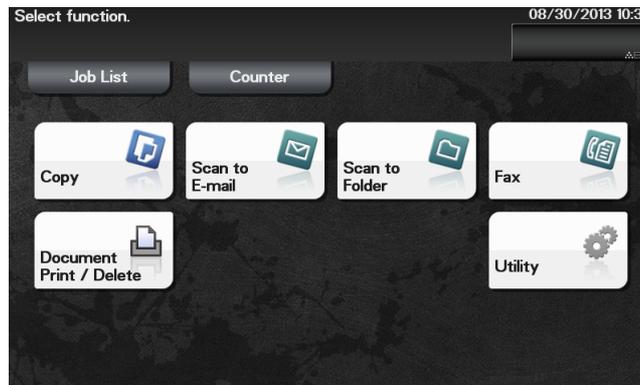
This machine features a capacitance-base touch panel. Note the following points when operating the **Touch Panel**.

- Use your finger or the **Stylus Pen**. Note that the **Touch Panel** will not respond appropriately if you operate it using your nail or a pen tip instead of your finger or the **Stylus Pen**.
- Applying a strong force to the **Touch Panel** will damage the **Touch Panel**, and potentially cause a breakage.
- When operating the **Touch Panel**, do not press on it using excessive force or with a pointed object such as a mechanical pencil.
- Be careful not to operate **Touch Panel** with wet fingers. It may cause **Touch Panel** to operate in unexpected ways.
- If you operate the **Touch Panel** with a gloved finger, the **Touch Panel** will not respond normally. You should operate it with a bare finger or using the **Stylus Pen**.
- Note that the **Touch Panel** may not respond normally if the distance between the user and fluorescent light is 19-11/16 inches (500 mm) or less when you operate the **Touch Panel**.
- You must not use the Touch Panel beside equipment that generates electrical noises such as an electric generator or air conditioner. Otherwise a malfunction may be caused by an influence of electrical noises.

## 2.5 Main Menu

Tap [Menu] on the **Control Panel** to display the Main Menu.

The Main Menu is a basic screen to perform operations of this machine. Switch from the Main Menu to each function mode.



Item	Description
[Job List]	Tap this button to check active jobs or job logs. If necessary, you can perform job operations such as deleting a standby job.  <b>Note</b> A job refers to an individual operation unit such as printing, sending, receiving, or saving.
[Counter]	Tap this button to display the total number of pages printed on this machine on a function basis. This information will help you gain an understanding of the usage status of this machine.
[Copy]	Tap this button to display the main screen in copy mode. For details on the copy mode, refer to page 5-15.
[Scan to E-mail]	Tap this button to display the main screen in Scan to E-mail mode. For details on the Scan to E-mail mode, refer to page 5-8.
[Scan to Folder]	Tap this button to display the main screen in Scan to Folder mode. For details on the Scan to Folder mode, refer to page 5-8.
[Fax]	Tap this button to display the main screen in Fax mode. For details on the Fax mode, refer to page 5-11.
[Document Print/Delete]	Tap this button to operate files on this machine's HDD or on the USB memory device connected to this machine. For details on how to print a file on the USB memory device, refer to page 5-18.
[Utility]	Tap this button to configure settings of this machine, register destinations, and check the status of consumables. For details on Utility, refer to [User's Guide Description of Utility Keys].
[APP]	Displayed when an application that is supported by OpenAPI is registered on this machine.
[Web Browser]	Tap this button to display the main Web browser screen. This function is available when the optional <b>i-Option LK-101 v3</b> is installed while the Web browser is enabled. For details on the Web browser function, refer to [User's Guide: Advanced Functions].
[Quick Security]	Tap this button to display [Quick Security Setting]. This function is available when a setting is configured to display the [Quick Security Setting] shortcut key on the main menu. For details on settings, refer to [Quick Security Setting] in [User's Guide: Description of Utility Keys].
[QR Code Display]	Tap this button to display the QR code in which the network information of this machine is recorded. This function is available when a setting is configured to display the [QR Code Display] shortcut key on the main menu.

 **Related setting (for the administrator)**

The copy program, fax program, scan program, [Quick Security Setting] and [QR Code Display] shortcut keys can be arranged on the main menu.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

## 2.6 Entering characters

When entering characters to register an address or program, use the keyboard screen displayed on the Touch Panel.



Item	Description
Keyboard	Tap the keys of characters you want to enter.
[C]	Tap this key to delete a character or value you entered.
[←]/[→]	Tap this key to move the cursor.
[x]	Tap this key to delete characters you entered one by one.
[Cancel]	Text entry is interrupted and the page returns to the previous screen. The character or value you entered is deleted.
[OK]	Define the entered character or numeric values.





**Loading Paper**

---



## 3 Loading Paper

### 3.1 Paper

#### 3.1.1 Checking the available paper types

Paper type	Paper weight	Paper capacity
Plain paper Recycled paper Single Side Only <sup>*1</sup> Special Paper <sup>*2</sup> Colored Paper <sup>*4</sup> User Paper 1 <sup>*5</sup> User Paper 2 <sup>*5</sup>	15-15/16 lb to 23-15/16 lb (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> )	<b>Manual Feed Tray:</b> 100 sheets <b>Tray 1:</b> 550 sheets <sup>*6</sup>
Letterhead <sup>*3</sup>	15-15/16 lb to 23-15/16 lb (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> )	<b>Manual Feed Tray:</b> 100 sheets <b>Tray 1:</b> 550 sheets
Thick 1 User Paper 3 <sup>*5</sup>	24-3/16 lb to 31-15/16 lb (91 g/m <sup>2</sup> to 120 g/m <sup>2</sup> )	<b>Manual Feed Tray:</b> 20 sheets <b>Tray 1:</b> 550 sheets <sup>*6</sup>
Thick 1+ User Paper 4 <sup>*5</sup>	32-3/16 lb to 41-3/4 lb (121 g/m <sup>2</sup> to 157 g/m <sup>2</sup> )	<b>Manual Feed Tray:</b> 20 sheets
Thick 2 User Paper 5 <sup>*5</sup>	42 lb to 43-3/8 lb (158 g/m <sup>2</sup> to 163 g/m <sup>2</sup> )	<b>Manual Feed Tray:</b> 20 sheets
Postcards <sup>*7</sup>	-	<b>Manual Feed Tray:</b> 20 sheets
Envelopes	-	<b>Manual Feed Tray:</b> 10 sheets
Label sheets	-	<b>Manual Feed Tray:</b> 30 sheets <b>Tray 1:</b> 550 sheets <sup>*6</sup>

<sup>\*1</sup> Paper on which you will not print on both sides (for example, when something is already printed on the front side).

<sup>\*2</sup> Fine and other special paper.

<sup>\*3</sup> Paper where company names, preset text, and other text are already printed.

<sup>\*4</sup> Colored paper.

<sup>\*5</sup> Paper that is registered as a frequently used paper type.

<sup>\*6</sup> Standard capacity when the paper weight is 20 lb (75 g/m<sup>2</sup>).

<sup>\*7</sup> General postcards.

#### **NOTICE**

*Paper other than plain paper is referred to as special paper. When loading special paper into the paper tray, specify the correct paper type. Otherwise, it may result in a paper jam or image error.*

#### **Tips**

You can select whether or not to allow printing on both sides of letterhead paper in [Letterhead duplex print permission settings] on this machine (default: [Restrict]). To allow printing on both sides of letterhead paper, use plain paper as the letterhead paper type. For details on how to load letterheads, refer to [User's Guide: Introduction].

### 3.1.2 Checking the available paper sizes

Paper feed port	Allowable sizes
Manual Feed Tray	A4, A5, A6, B5 (JIS), B6 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, F4:Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2, 16K, Kai 16, Kai 32 Photo size 4 × 6/Photo size 10 × 15 (100 × 150 mm) Envelope C10, Western-style envelope #6, Envelope DL, Western-style envelope #2, End-opening envelope #3, End-opening envelope #4 B5 (ISO), UK Quarto (8 × 10), Government letter (8 × 10-1/2) Width: 3 inches to 8-1/2 inches (76.2 mm to 215.9 mm), Length: 5 inches to 14 inches (127 mm to 355.6 mm)
Tray 1	A4, A5, A6, B5 (JIS), B6 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2), Statement/Invoice (5-1/2 × 8-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, F4:Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2 Government letter (8 × 10-1/2)

#### Tips

- For all paper sizes, the printable area for printing is the area excluding 3/16 inch +/- 1/16 inch (4.2 mm +/- 2 mm) from the paper edge and the printable area for copying is the area excluding 3/16 inch +/- 1/16 inch (4 mm +/- 2 mm) from the paper edge. When configuring a user setting of the page size using the application, specify the paper size within the printable area so that the optimal result is obtained.
- On an envelope, it is only possible to print on the front (address) side. Also, the result of printing on the seal overlapping part on the front side cannot be assured. The area that cannot be assured varies depending on envelope types.
- The page margin setting is determined depending on your application. If the default paper size or margin is selected, there may be some part of the paper that is not able to be printed on. To obtain the optimal result, configure the custom setting so that an image is included in the printable area of this machine.

### 3.1.3 Precautions for correct operations

#### Unavailable paper

Do not load the following types of paper into the tray. Not observing these precautions may lead to reduced print quality, a paper jam, or machine damage.

- Paper that has been printed on using a heat-transfer printer or an inkjet printer
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Paper that is damp, perforated, or that has been hole punched
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Treated paper such as carbon-backed paper, thermal paper, pressure-sensitive paper, or iron-on transfer paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (paper that is not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached
- Paper with different paper quality (roughness) on the front and back sides
- Paper that is too thin or too thick
- Paper containing static electricity
- Acidic paper
- Other types of unavailable paper

#### Storing paper

To store paper, be sure to note the following points.

- Store paper on an even, horizontal surface, and do not take the paper out of its packaging until it is loaded into a tray. If paper is left for a long period of time outside its package, it may cause a paper jam.
- When not using paper that has been taken out of its package once, return it to the original package and store it in a horizontal, cool, dark place.
- Do not store paper in locations or in environments that are:
  - Too humid
  - Exposed to direct sunlight
  - Subject to high temperatures (95°F (35°C) or more)
  - Too dusty
- Do not set paper against the other or store it vertically.

#### Tips

When purchasing a large quantity of paper or special paper, carry out a trial print to check the printing quality in advance.

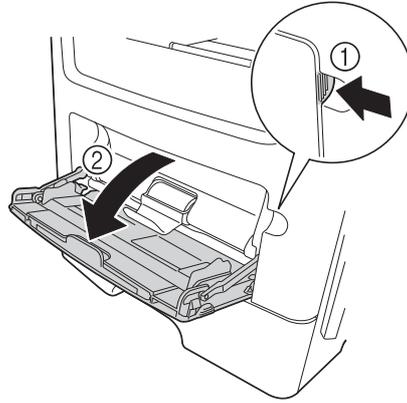
## 3.2 Loading paper into the Manual Feed Tray

When selecting a paper size other than for paper trays, use the **Manual Feed Tray**.

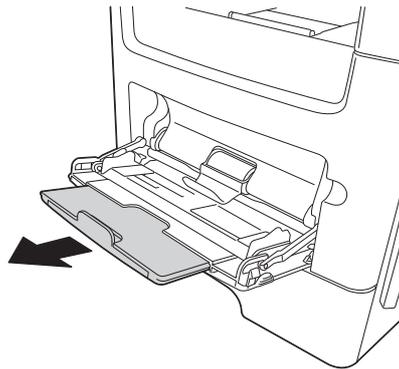
To use the **Manual Feed Tray**, load paper and specify the paper size and paper type.

- ✓ For details on the available paper types, refer to page 3-3.
- ✓ For details on the available paper sizes, refer to page 3-4.

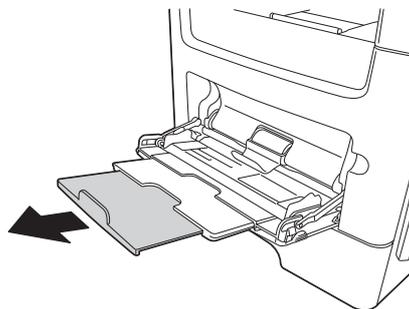
- 1 Open the **Manual Feed Tray**.



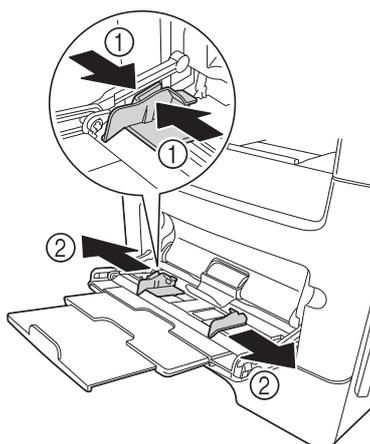
- 2 Pull out the extension guide of the **Manual Feed Tray**.



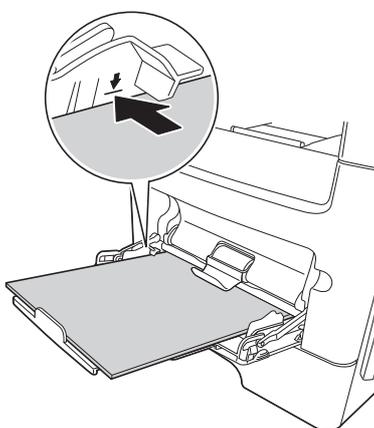
- 3 Fully pull out the extension guide of the **Manual Feed Tray**.



- 4 Hold the paper guide tab located at the left end, then move the paper guide to match the width of the paper to be loaded.



- 5 With the side to be printed on facing up, insert the paper as far as possible into the feed slot.  
→ If paper is curled, flatten it before loading.



**NOTICE**

*Load paper within the guide indicating the upper limit.*

- 6 Align the paper guide to the paper size.
- 7 Change the paper type and paper size on the **Control Panel**. When loading custom sized paper, also specify the paper size.  
→ To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [Paper Tray] - [Manual Feed]

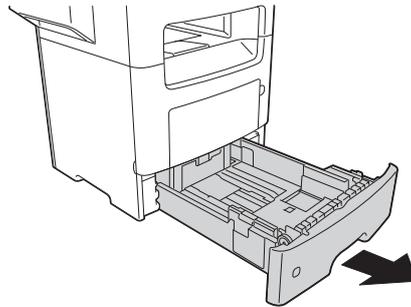
### 3.3 Loading paper into Tray 1

#### NOTICE

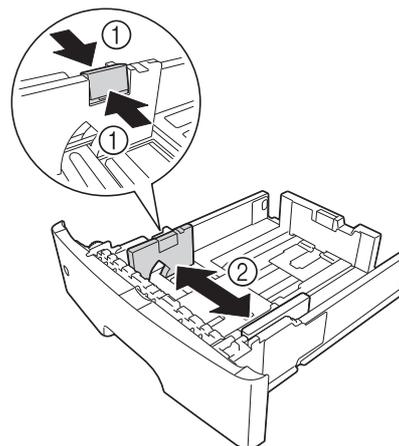
Individually feed paper into each tray to maintain balance of this machine. While loading paper into one tray, close all other trays.

- ✓ For details on the available paper types and sizes, refer to page 3-3.
- ✓ **Tray 2/3/4** is available when the optional **Paper Feed Unit** is installed. The method for loading paper into **Tray 2/3/4** is the same as for **Tray 1**.

- 1 Fully pull out **Tray 1**.

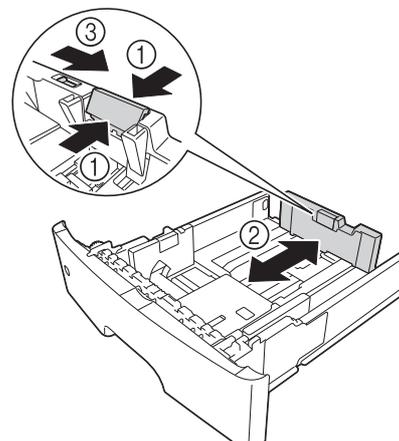


- 2 Hold the crosswise paper guide tab, then move the paper guide to match the size of the paper to be loaded.

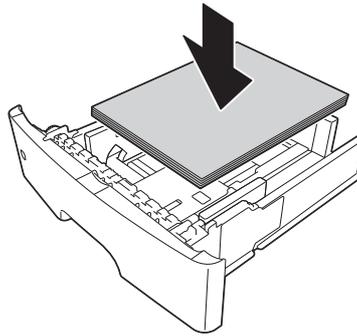


- 3 Hold the lengthwise paper guide tab, then move the paper guide to match the size of the paper to be loaded.

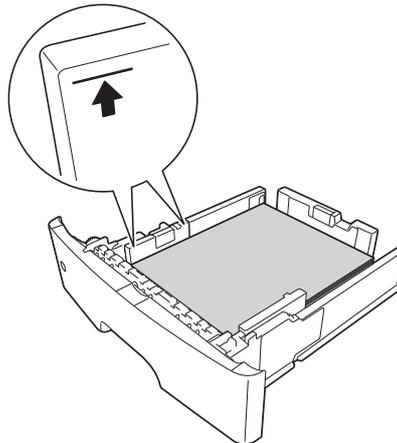
→ After moving the paper guide, slide the lock tab (3) to lock the paper guide. You can use the lock/unlock mark to check whether or not the paper guide is locked.



- 4 Load paper into the tray with the print side facing down.
  - If paper is curled, flatten it before loading.
  - To load long paper such as A4, letter size, or legal size, hold the lengthwise paper guide tab, then slide the paper guide backward to match the paper length.
  - If legal-size paper is loaded, the lengthwise paper guide tab is beyond the length of the tray base, and it may cause paper to become dusty. To protect paper against dust, purchase and mount a dust cover. For details, contact your service representative.
  - To load A6 paper, hold the lengthwise paper guide tab and slide it up to the A6-size position in the center of the tray.
  - Check that the crosswise and lengthwise paper guides match the paper size indicators on the bottom of the tray.

**NOTICE**

*Do not load paper above the upper-limit indicator mark.*



- 5 Align the paper guide to the paper size.
- 6 Close **Tray 1**.
- 7 Change the paper type and paper size on the **Control Panel**.
  - To configure settings: [Utility] - [User Settings] - [Printer Settings] - [Paper Setting] - [Paper Tray] - [Tray 1]



---

# 4

## Initial Settings of This Machine



## 4 Initial Settings of This Machine

### 4.1 Preparation for network connection (for administrators)

#### Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

For details on the cable connection port, refer to page 2-4.

#### Assigning an IP address

If this machine has a fixed IP address, manually enter the IP address, subnet mask, and default gateway address.

In the **Control Panel**, select [Utility] - [Administrator Settings] - [Network Settings] - [TCP/IP Settings] - [IPv4 Settings], then configure the following settings.

Settings	Description
[IP Address]	When manually specifying the IP address, enter the fixed IP address assigned to the machine.
[Subnet Mask]	When manually specifying the IP address, enter the subnet mask.
[Default Gateway]	When manually specifying the IP address, enter the default gateway.
[IP Application Method Auto Setting]	When automatically specifying the IP address, select the method for automatic retrieval. <ul style="list-style-type: none"> <li>• [DHCP Settings]: [ON] is specified by default.</li> <li>• [BOOTP Settings]: [OFF] is specified by default.</li> <li>• [ARP/PING Settings]: [OFF] is specified by default.</li> <li>• [AUTO IP Settings]: Fixed to [Enable].</li> </ul>

#### Tips

- To check the IP address assigned to this machine, print out the Configuration Page. To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].

## 4.2 Preparation for fax (for administrators)



### Tips

To use the fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.

### Checking the modular cable connection

Check that a modular cable is connected between the LINE port and the relevant telephone line.

For details on the cable connection port, refer to page 2-4.

### Specifying the type of telephone line

Specify the type (dialing method) of telephone line to which this machine is to be connected. The dialing method must be correctly specified to ensure communication can take place.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [Dialing Method]

### Preparing to use the machine in a Private Branch Exchange (PBX) environment

When you use this machine in a PBX environment, register an outside line number.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [PBX Connection Settings]

### Selecting a receiving method

Methods of receiving faxes include the following: This machine receives faxes automatically, and the user receives faxes manually. Set the receiving method to suit your environment.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Line Parameter Setting] - [RX Mode]

### Registering sender information

Register the name of this machine and the company name (sender name) as well as the fax number of the machine.

The information you registered is added to faxes to be sent and output to faxes as a sender record when being printed on receiving machines.

To configure settings: [Utility] - [Administrator Settings] - [Fax Settings] - [Header Information]

### Setting the date and time for the machine

Set the date and time in this machine to have them printed on sent and received faxes. The date and time you set will be the reference time for the Timer TX that enables communication to take place at a preset time.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Date & Time Settings]

## 4.3 Security settings (for administrators)

### 4.3.1 HDD settings

To encrypt data on this machine's HDD for protection, configure an HDD encryption setting.

If an HDD encryption setting is configured, the HDD is formatted, and data saved on the HDD is erased. Therefore, we recommend that you finish an HDD encryption setting before using this machine.

To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [HDD Settings] - [HDD Encryption Setting]



#### **Related setting (for the administrator)**

When enabling the enhanced security mode to use this machine, you need to configure an HDD encryption setting. For details on the enhanced security mode, refer to [User's Guide Description of Utility Keys].

### 4.3.2 Configuring Quick Security Setting

[Quick Security Setting] provides a collection of settings to enhance security performance of this machine.

To use this function with a greater degree of security, we recommend that you change to an administrator password that satisfies password rules, and configure [Quick Security Setting] in advance.

To configure settings: [Utility] - [Administrator Settings] - [Security Settings] - [Quick Security Setting]



#### **Related setting (for the administrator)**

The program and [Quick Security Setting] shortcut keys can be placed on the main menu.

To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]



---

# **5** **Basic Usage**



## 5 Basic Usage

### 5.1 Using the print function (Windows environment)

This section describes how to configure print settings in Windows environment.



#### Reference

*For details on how to configure print settings in Mac OS environment, refer to [User's Guide Print].*

*For details on how to configure print settings in Linux environment, refer to [User's Guide Applied Functions].*

#### 5.1.1 Printer driver

Before using this machine as a printer, you need to install the printer driver on your computer.

The following types of printer drivers are available. Select the printer driver that meets your printing aims.

Printer driver	Page description language	Description
PCL driver	PCL6	This is a standard driver for printing general office originals. Among the three drivers, this driver provides the fastest printing speed.
PS driver	PostScript 3 Emulation	This driver is effective for high-definition printing of data created in PostScript-supporting application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is important.
XPS driver	XPS	Developed after Windows Vista, this driver supports XML Paper Specification (XPS). This driver has several advantages, including high-quality reproduction of translucence.

## 5.1.2 Preparation for printing (network connection)

### Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine.

For details on the cable connection port, refer to page 2-4.

### Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [Utility] - [User Settings] - [Printer Settings] - [Print Reports] - [Configuration Page].



#### Reference

*If no IP address is displayed, you need to set up the network. For details, refer to page 4-3.*

### Installing the printer driver

Use the installer to install the printer driver on your computer.

- ✓ Administrator privileges are required to perform this task.
  - ✓ Use the **Driver & Utilities CD/DVD-ROM**.
- 1 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
    - Make sure that the installer starts, then proceed to Step 2.
    - If the installer does not start, open the printer driver folder on the CD/DVD-ROM, double-click [Setup.exe], then go to Step 3.
    - If the [User Account Control] window appears, click [Continue] or [Yes].
  - 2 Click [Printer/FAX].
  - 3 Read the license agreement, then click [AGREE].
  - 4 Check the contents of the [Readme] window, then click [Next].
  - 5 Select [Install printers/MFPs], then click [Next].

Connected printers are detected.

    - For Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, you can select [Preference for IPv4] or [Preference for IPv6]. The address has the preference when detected in both IPv4 and IPv6.
  - 6 Select this machine, then click [Next].
    - If this machine is not detected, restart it.
    - You do not need to change the printing method from [Normal Printing] (Port 9100) unless otherwise specified by the administrator. This guide describes how to configure the [Normal Printing] (Port 9100) setting.
    - As the printing method, you can select [Normal Printing], [Internet Printing] (IPP), or [Secure Printing] (IPPS). For details on the printing method, refer to [User's Guide Print].
    - Among the connected printers, only the target model is automatically detected and displayed. If multiple target models are displayed, check the IP addresses.
    - If the connection to this machine cannot be recognized, it is not displayed in the list. In such a case, select [Specify the Printer/MFP Except for the Above. Select (IP Address, Host Name...)], then manually specify the IP address and host name of this machine.
  - 7 Select the check box of the printer driver you want to install, then click [Next].
    - For features of each printer driver, refer to page 5-3.
  - 8 Check the components to be installed, then click [Install].

- 9 If necessary, change the printer name or print a test page, then click [Finish].

Installation of the printer driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine.
[Print Setting]	Changes the default print settings of this machine, if necessary.
[Print Test page]	If necessary, print a test page to check that printing process works correctly.



### Reference

When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 5-7.

## 5.1.3 Preparation for printing (USB connection)

### Changing the installation settings (Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2)

If you are using Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, change the PC settings before installing the printer driver.

- 1 Open the [Control Panel] window.
  - In Windows 8.1, click [⏴] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
  - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel].
  - In Windows Server 2012/Server 2012 R2, click [Control Panel] in the Start window.
  - In Windows 7/Server 2008 R2, open the Start menu, then click [Control Panel].
- 2 Click [System and Security] - [System].
- 3 Click [Advanced system settings] on the menu in the left-hand pane.  
The [System Properties] window appears.
- 4 In the [Hardware] tab, click [Device Installation Settings].
- 5 Select [No, let me choose what to do], select [Never install driver software from Windows Update.], then click [Save Changes].
  - After you have installed the printer driver, change the setting back to [Yes, do this automatically (recommended)].
- 6 Click [OK] to close the [System Properties] window.

## Installing the printer driver

Use the installer to install the printer driver on your computer.

- ✓ Administrator privileges are required to perform this task.
  - ✓ Use the **Driver & Utilities CD/DVD-ROM**.
- 1 Connect a USB cable to the USB port of this machine.
    - For details on the cable connection port, refer to page 2-4.
    - If a wizard window for adding new hardware opens, click [Cancel].
  - 2 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.
    - Make sure that the installer starts, then go to Step 3.
    - If the installer does not start, open the printer driver folder on the CD/DVD-ROM, double-click [Setup.exe], then go to Step 4.
    - If the [User Account Control] window appears, click [Continue] or [Yes].
  - 3 Click [Printer/FAX].
  - 4 Read the license agreement, then click [AGREE].
  - 5 Check the contents of the [Readme] window, then click [Next].
  - 6 Select [Install printers/MFPs], then click [Next].  
USB-connected printers are detected.
  - 7 Select this machine, then click [Next].
  - 8 Select the check box of the printer driver you want to install, then click [Next].
    - For features of each printer driver, refer to page 5-3.
  - 9 Check the components to be installed, then click [Install].
  - 10 If necessary, change the printer name or print a test page, then click [Finish].  
Installation of the printer driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine.
[Print Setting]	Changes the default print settings of this machine, if necessary.
[Print Test page]	If necessary, print a test page to check that printing process works correctly.



### Reference

When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 5-7.

### 5.1.4 Initial settings of the printer driver

When you use this machine for the first time, configure the printer driver so that it contains information such as what options are installed on this machine and whether or not authentication settings have been configured.

- 1** Display the printer window.
  - In Windows 8.1, click [↓] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
  - In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].
  - In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].
  - In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].
  - In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers].
  - In Windows XP/Server 2003, click the Start menu, then select [Printers and Faxes].
- 2** Open the printer properties.
  - In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, right-click the icon of the installed printer, and from [Printer properties], click the displayed printer name.
  - In Windows XP/Vista/Server 2003/Server 2008, right-click the icon of the installed printer, then click [Properties].The [Properties] window appears.
- 3** In the [Configure] tab, configure the information such as what options are installed on this machine and whether or not authentication settings have been configured.
  - By default, [Auto] in [Acquire Settings...] is enabled. The information on this machine is automatically obtained and reflected to [Device Option].
  - When [Auto] in [Acquire Settings...] is disabled, clicking [Acquire Device Information], obtains and reflects the information on this machine to [Device Option].
  - If you cannot communicate with this machine or you are using a USB connection in Windows Server 2003 environment, manually configure a setting in [Device Option]. Select the item to change from the list, and set a value in [Setting].
- 4** Click [OK].

### 5.1.5 How to print

- 1** Open data of the original using the application software. From the [File] menu, select [Print].
- 2** In [Printer Name] (or [Select Printer]), make sure that the desired printer has been selected.
  - The [Print] dialog box varies depending on the application software.
- 3** Specify the print range and the number of copies to print.
- 4** Click [Properties] (or [Preferences]) to change the print settings of the printer driver, if necessary.
  - The print settings you have changed here return to the default values when you exit the application software.
  - For details on the print settings of the printer driver, refer to [User's Guide Print].
- 5** Click [Print].

Printing is executed.

## 5.2 Using the scan function

### 5.2.1 Available operations in the scan function

The original data scanned by this machine can be sent to a computer or server, or saved on the HDD of this machine.

The Scan Function provides the following sub-functions.

Function	Description
Scan to E-mail	Sends a converted file to any E-mail address as an E-mail attachment.
SMB Send	Sends a converted file to a shared folder of a computer. To use this function, specify your computer or file server as a destination.
FTP TX	Sends a converted file to the FTP server. This function is useful when transferring a file through the FTP server.
WebDAV Send	Sends a converted file to the WebDAV server. This function is useful when transferring a file through the WebDAV server.
Save to HDD	Saves the original data scanned by this machine in the built-in HDD. The original data saved in the HDD can be downloaded via the Web browser on your computer.
Save to USB Memory	Saves the original data scanned by this machine in the USB memory device connected to the machine.
WS Scan	Imports original data by issuing a scan instruction from a computer without configuring complicated system settings, or sends original data scanned by this machine to a computer. This function is supported by Windows of Vista or later.
TWAIN/WIA Scan	Converts the original data scanned by this machine into a file, and imports it from a computer on the network using TWAIN/WIA-compatible applications.

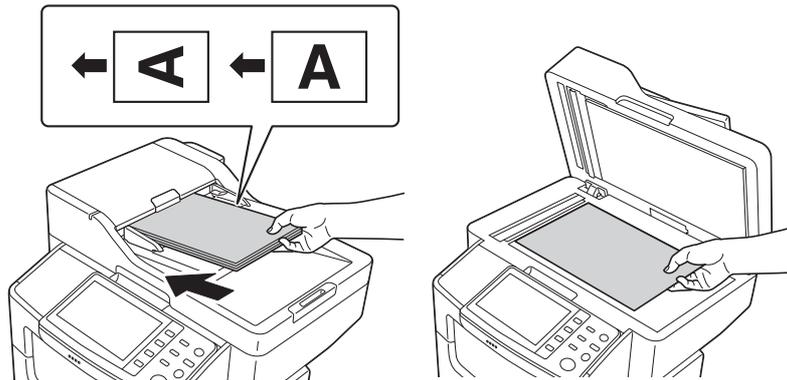


#### Reference

*It may be necessary to make the following settings prior to use the Scan Function. For details on how to use each function, refer to [User's Guide Scan].*

## 5.2.2 How to send

- 1 Load the original.



- 2 Tap the key of the desired function.

- To use Scan to E-mail, tap [Scan to E-mail].
- To use SMB Send, FTP Send, WebDAV Send, Save to HDD, Save to USB Memory, or WS Scan, tap [Scan to Folder].



- 3 Specify the destination.

- You can select the desired destination from the pre-registered destination list, or directly enter destination information. For details on how to register a destination, refer to page 5-20.
- You can specify multiple destinations.



- 4 Tap [Application], then configure scan option settings.



- Before scanning the original on this machine, you need to specify the size of the original to be scanned. Before scanning the original, select [Application] - [Basic] - [Scan Size], then specify the original size. If you fail to set the original size correctly, the image may be cut off.

- 5 Press the **Start** key.

- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
- To redo operations for specifying destinations or option settings, press the **Reset** key.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.

## 5.3 Using the fax function

### 5.3.1 Fax function

The Fax is a communication function that uses a telephone line to send scanned originals (paper) or to receive data sent from remote machines. This machine has various features for fax operations, including those enabling the user to change scan settings according to the original and to save incoming faxes in memory.

The following describes precautions that should be observed when using fax functions.

- To use the fax function, the optional **Fax Kit FK-512** and **Mount Kit MK-P03** are required.
- This machine can be connected to the following types of telephone lines.
  - Public switch telephone network (including fax communication line)
  - PBX (Private Branch Exchange, 2-wire)
- Fax data cannot be sent or received in color.
- You cannot connect a business phone as an external telephone.
- The call waiting function cannot be used simultaneously.
- If a dedicated digital line is multiplexed in an enterprise network, fax transmission speed may be limited, or the Super G3 fax may not be available.
- Communication errors may occur on rare occasions due to factory default settings. This is because the multiplex device limits the frequency band of the line to the utmost limit based on the assumption that the line is intended for voice communication. Also, these restrictions differ depending on the devices that are connected to the network. For details, contact your network administrator.

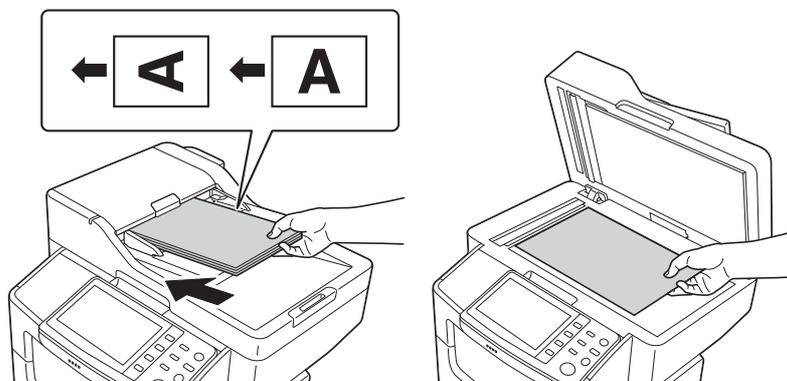


#### Reference

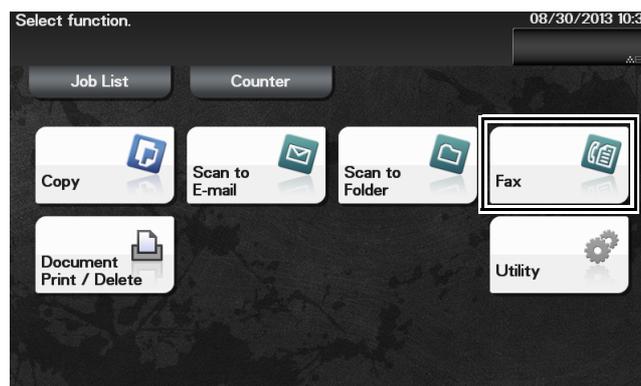
To use the fax function, the operating environment must be configured on this machine in advance. For details, refer to page 4-4.

### 5.3.2 How to send

- 1 Load the original.



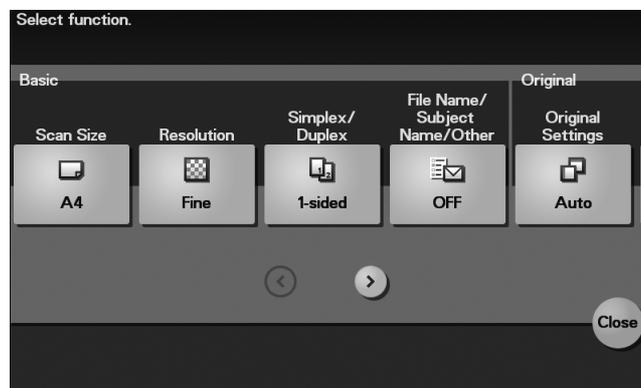
- 2 Tap [Fax].



- 3 Enter a fax number.
- You can select the desired destination from the pre-registered destination list, or directly enter destination information. For details on how to register a destination, refer to page 5-20.
  - Fax broadcasting can be performed by specifying multiple destinations.



- 4 Tap [Application], then configure fax option settings.



- Before scanning the original on this machine, you need to specify the size of the original to be scanned. Before scanning the original, select [Application] - [Basic] - [Scan Size], then specify the original size. If you fail to set the original size correctly, the image may be cut off.

- 5 Press the **Start** key.
- Tap [Check Settings] before sending data, and check the specified destination and settings if necessary.
  - To redo operations for specifying destinations or option settings, press the **Reset** key.
  - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



Sending starts.

### 5.3.3 Introduction of fax transmission function

This section describes convenient fax transmission functions. For details on how to use each function, refer to [User's Guide Fax].

Function	Overview
Timer TX	Timer TX automatically starts sending at a specified time if the time is pre-specified.
Check Dest. & Send	Check Dest. & Send checks the fax number specified for the fax transmission against the destination fax number (CSI) and sends the fax only when they match.
F-Code TX	F-Code TX specifies the F code (SUB address and sending ID) to send a fax. Confidential communication and relay distribution request are available. <ul style="list-style-type: none"> <li>The confidential communication function is designed to communicate with specific people using a Confidential RX User Box that requires a registered number and a password.</li> <li>Relay distribution request is a function that the relay station, which has received a fax, distributes the received fax to a pre-registered group.</li> </ul>
Quick Memory TX	Fax transmission starts concurrently with scanning one page. The total number of pages transmitted can be entered in the sender record.
Password TX	Password TX sends a fax with a password. It is used to send faxes to a device on which fax peers are restricted by passwords (a device with Closed Network RX enabled).
Polling TX	Polling TX stores a file beforehand on the internal hard disk and sends it out upon a request for reception (polling request) from the recipient.

### 5.3.4 Introduction of fax receiving function

This section describes the convenient fax receiving functions. For details on how to use each function, refer to [User's Guide Fax].

Function	Overview
In-memory proxy reception	When the machine cannot print a received fax due to paper jam or exhaustion of consumables, this function stores the received fax in memory until this machine is ready to print.
TSI Routing	TSI (Transmitting Subscriber Identification) Routing automatically forwards a received fax to the pre-specified destination (SMB, FTP, or E-mail (Internet fax) destination) based on the sender's fax number (TSI).
Forward TX	Forward TX transfers a received fax to a pre-specified destination (fax, E-mail, or Internet fax destination).
Memory RX	Memory RX saves a received fax in this machine's memory without printing it. You can check the contents of the received fax and print out only the required one.
Confidential RX	Confidential RX is designed to communicate with specific people using a Confidential RX User Box that requires the registration number and password.
Closed Network RX	Closed Network RX restricts the peers by passwords.
Polling RX	Polling RX receives a polling file saved in a sending machine as instructed from this machine.
PC-Fax RX	PC-Fax RX saves the received fax in memory. The saved fax can be printed or downloaded, if necessary.
Night RX	Night RX prohibits printing of faxes received in the pre-specified nighttime zone.

### 5.3.5 Introduction of internet fax function

Internet fax is a function used to send and receive fax via enterprise network and Internet.

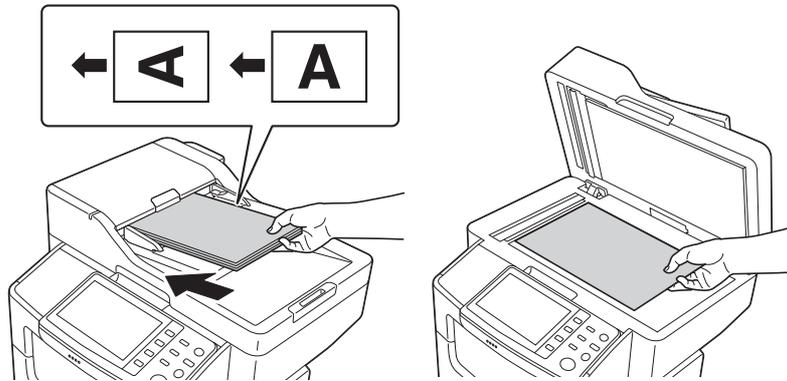
The same network as the one used by the computers is used to transmit faxes. Therefore, you can send and receive faxes to/from distant locations without having to worry about high communication costs or sending a large number of pages.

For details on the Internet fax function, refer to [User's Guide Network Fax].

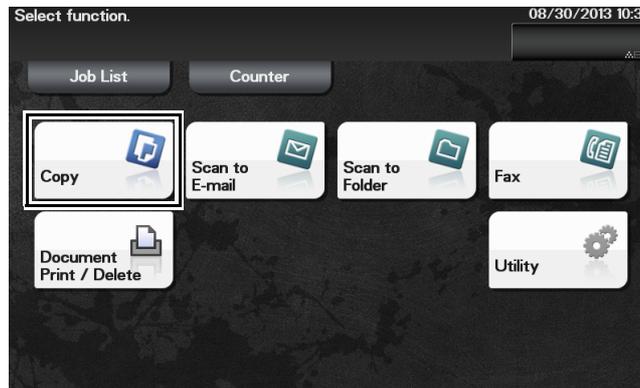
## 5.4 Using the copy function

### 5.4.1 How to copy

- 1 Load the original.

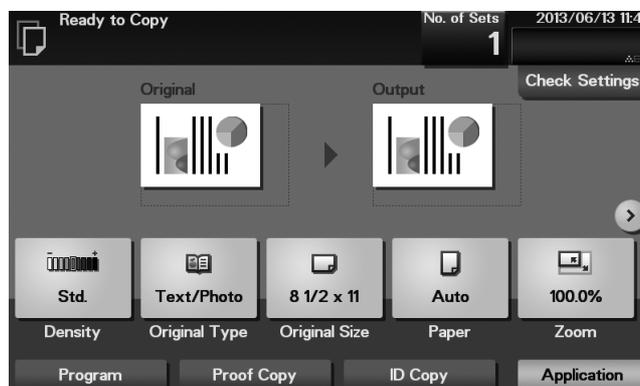


- 2 Tap [Copy].



- 3 If necessary, configure copy settings.

- Before scanning the original on this machine, you need to specify the size of the original to be scanned. Before scanning the original, specify the original size in [Original Size]. If you fail to set the original size correctly, the image may be cut off.
- For details on various copy settings, refer to page 5-17.
- The setting change is reflected on the image of [Output]. Therefore, you can configure the settings while checking the output image.



- 4 If necessary, specify the number of copies using the **Keypad**.
- Tapping [No. of Sets] displays the **Keypad**.
  - If [Keypad] is assigned to a **Register** key, you can press the **Register** key to display the **Keypad** on the **Touch Panel** and enter data.
  - To re-enter the number of copies, tap [C].



- 5 Press the **Start** key.
- If necessary, before starting a copy, tap [Check Settings] to check the settings.
  - If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



The original is scanned, and copying starts.

### 5.4.2 Introduction of copy function

This section describes the convenient copy functions. For details on how to use each function, refer to [User's Guide Copy].

Function	Overview
[Interrupt]	If you urgently want to make a copy, even if the machine is printing an original, you can interrupt the active job and make an intruder copy.
[Proof Copy]	Before beginning actual copying, do a single test copy and check it is acceptable. When making a large number of copies, use the proof copy function to prevent a large number of copy errors from occurring.
[ID Copy]	When you want to copy cards, such as an insurance card, a driver license card and a business card, you can arrange the front and back sides of the card on a single page and copy the images on to the same side of one sheet. This can reduce the number of sheets used.
[Density]	Adjust the density of a copy image.
[Original Type]	Select the optimum settings for the original to copy it at the optimum image quality level.
[Original Size]	Select the size of the original to be scanned.
[Paper]	Select the size and type of the paper for copying. You can also change the size and type settings of the paper loaded in paper trays.
[Zoom]	You can copy an original image enlarged or reduced by an arbitrary zoom ratio.
[Duplex/Combine]	Copy an original onto both sides of paper. A multi-page original can be reduced and copied on the same side of a single sheet of paper.
[Finishing]	you can select whether to sort the output sheets or group them when printing multiple sets of copies. When the optional <b>Finisher</b> is installed, you can staple printed sheets of paper.
[Separate Scan]	If the number of original sheets is so large that they cannot be loaded into the <b>ADF</b> at the same time, you can load them in several batches and handle them as one job.
[Background Removal]	You can adjust the background density of an original with the colored background such as newspaper or an original made with recycled paper.
[Image Adjust]	You can adjust the color quality level of the original for copying.
[Page Margin]	If you want to add a binding margin to bind copied sheets, you can adjust the margin size.
[Frame Erase]	Erases the four sides of the original to the same width. You can also specify the width to be erased for each side.
[Date/Time]	Add a date and time to make a copy.
[Page Number]	Add page numbers to make a copy.
[Stamp]	Add text such as "Circular Notice" or "All rights reserved" to make a copy.
[Watermark]	Add text such as "COPY" or "Confidential" in the center of each page in a tint color to make a copy.
[Distribution Control Number]	When printing multiple sets of copies, add copy numbers to make a copy.

## 5.5 Printing a file stored on USB memory

### Supported USB memory devices

USB memory devices that have the following specifications can be connected to this machine.

Item	Specifications
Supported media	USB memory device (USB 2.0 supported)
File system	FAT32
File Type	PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip)

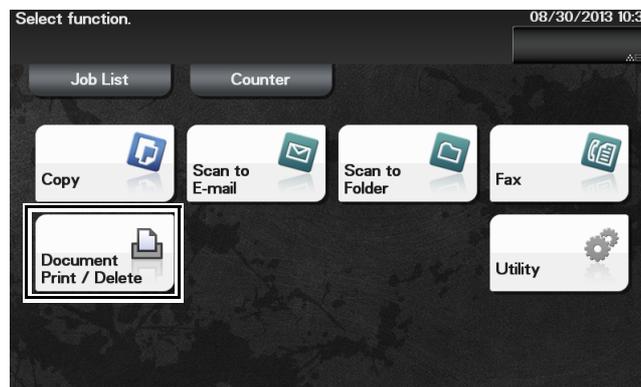
### Tips

Note the following points when connecting a USB memory device to this machine.

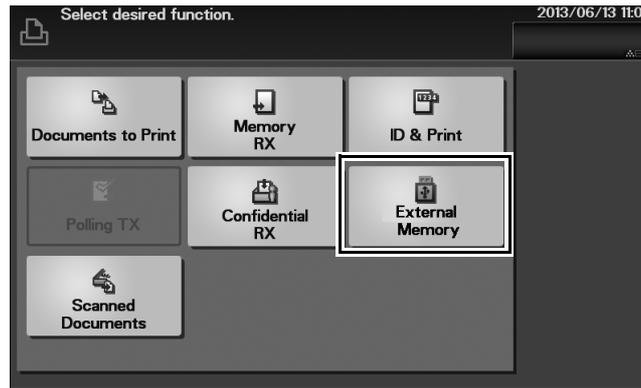
- Use the USB connector on the front of the machine that is near the **Control Panel**.
- Do not disconnect the USB memory device while saving a file to the USB memory or printing a file in the USB memory.
- Do not use any other USB devices (such as a hard disk) except a USB memory device or USB hub.
- Do not connect or disconnect the USB memory device when the hourglass is displayed in the **Control Panel** while this machine is active.
- Do not disconnect the USB memory device directly after connecting it.
- When a USB memory device is installed, do not change the angle of the **Control Panel**. Depending on the size or shape of the USB memory device, it may contact with the Control Panel and damage to the USB device may result.

### How to print

- 1 Connect a USB memory device to the USB port of this machine.
- 2 Tap [Document Print/Delete].



- 3 Tap [External Memory].



- 4 Select a file to print, then tap [Print].  
 → Tap [Up] to move upward.  
 → Tap [Open] to open the folder and move downward.
- 5 If necessary, change print settings, then tap [Print].

Settings	Description
[Paper Size]	Select the size of paper for printing. The paper size can be specified when the selected file type is TIFF or JPEG.
[Duplex]	Select whether or not to print data on one side or both sides of sheets of paper. To print data on both sides, select the binding position.
[Finishing] - [Collate]	When printing data by multiple copies, select whether or not to feed out copies separately one by one like "12345", "12345", and "12345".
[Finishing] - [Staple]	Staple each set of printed sheets of paper in a corner before feeding them out. This function is useful when preparing a project proposal or other booklet materials. This function is available when the optional <b>Finisher</b> is installed.

## 5.6 Registering a destination

### 5.6.1 Address book

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send data. A destination registered on this machine is called an Address Book.

Up to 2,000 address books can be registered. The destination types that can be registered are E-mail address, computer name, etc. depending on the transmission mode.



#### Reference

Address books can also be registered using **Web Connection**. For details on the registration procedure, refer to [User's Guide Applied Functions].

### 5.6.2 Registering one-touch destinations in the address book

#### Registering a destination in Utility

- 1 Tap [Utility] - [One-Touch/User Box Registration].
- 2 Select the type of destinations you want to register.
- 3 Enter destination information, then tap [OK].

[Fax]

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Fax number]	<p>Enter a destination fax number.</p> <ul style="list-style-type: none"> <li>• When you use this machine in a PBX environment, tap [Outside] ([E] appears). A registered outside line number is automatically inserted.</li> <li>• When you use this machine in a PBX environment, tap [Pause] following the outside line number ([P] appears) to ensure dialing is successful.</li> <li>• If you want to send out a push signal over the dial line, tap [Tone] ([T] appears).</li> <li>• Enter [-] to separate a dial number. It does not affect the dialing of the number.</li> </ul>
[Line Settings]	<p>If necessary, specify how to send a fax to a destination you want to register. You may change the settings you made here before sending a fax.</p> <ul style="list-style-type: none"> <li>• [ECM]: ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise. If you send a fax using a telephone line in an environment containing static, it may take a longer time to communicate. In this case, the communication time can be reduced by setting ECM to OFF for transmission. However, image or communication errors may occur depending on the specified communication time value, so change the value to suit conditions.</li> <li>• [V34]: V34 is a communication mode used for super G3 fax communication. However, when the remote machine or this machine is connected to a telephone line via PBX, you may not establish a communication in super G3 mode depending on telephone line conditions. In this case, it is recommended that you set the V34 mode to off to send data.</li> <li>• [Check Dest. &amp; Send]: Set this option to ON when the Check Dest. &amp; Send function is used. The fax number specified for fax is checked against the destination fax number (CSI), and the fax is sent only when they match.</li> </ul>

[E-mail]

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[E-mail]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes).

[SMB]

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination computer.
[Host Name]	Enter the host name or IP address of a destination computer. <ul style="list-style-type: none"> <li>• Example of computer name (host name) entry: "HOME-PC"</li> <li>• Example of IP address (IPv4) entry: "192.168.1.1"</li> <li>• Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"</li> </ul>
[File Path]	Enter the shared folder name of the computer specified in [Host Name] (using up to 255 bytes). <ul style="list-style-type: none"> <li>• Entry example: "scan"</li> </ul> When specifying a folder in the shared folder, insert a symbol, "\", between folder names. <ul style="list-style-type: none"> <li>• Entry example: "scan\document"</li> </ul>
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 255 bytes). <ul style="list-style-type: none"> <li>• For workgroup user, only type in the user name. Entry example: "User01"</li> <li>• For domain user, type in user-name@domain-name. Entry example: "User01@abc.local"</li> </ul>
[Password]	Enter the password (using up to 127 bytes).
[Reference]	Detect the target computer on the network, then select the shared folder. Information of the selected folder is registered.

[FTP]

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination FTP server.
[Host Name]	Enter the host name or IP address of the destination FTP server (using up to 253 bytes). <ul style="list-style-type: none"> <li>• Example of host name entry: "host.example.com"</li> <li>• Example of IP address (IPv4) entry: "192.168.1.1"</li> <li>• Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"</li> </ul>
[File Path]	Enter the name of the storage folder in the FTP server specified in [Host Name] (using up to 127 bytes). <ul style="list-style-type: none"> <li>• Entry example: "scan"</li> </ul> When specifying a folder in the FTP folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> <li>• Entry example: "scan\document"</li> </ul> When the file path is not specified, only enter the "/". <ul style="list-style-type: none"> <li>• Entry example: "/"</li> </ul>
[User ID]	If authentication is required in the destination FTP server, enter the available user name to log in (using up to 63 bytes).
[Password]	Enter the password (using up to 127 bytes).
[Detail Setting]	Configure settings to establish communications with the FTP server. <ul style="list-style-type: none"> <li>• [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [21] is specified by default.</li> <li>• [Pasv]: If the PASV mode is used in your environment, select [ON]. [ON] is specified by default.</li> <li>• [Proxy]: If a proxy server is used in your environment, select [ON]. [OFF] is specified by default.</li> </ul>

[WebDAV]

Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[Connection]	Register information of the destination WebDAV server.
[Host Name]	Enter the host name or IP address of the destination WebDAV server (using up to 253 bytes). <ul style="list-style-type: none"> <li>• Example of host name entry: "host.example.com"</li> <li>• Example of IP address (IPv4) entry: "192.168.1.1"</li> <li>• Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"</li> </ul>
[File Path]	Enter the name of the storage folder in the WebDAV server specified in [Host Name] (using up to 96 bytes). <ul style="list-style-type: none"> <li>• Entry example: "scan"</li> </ul> When specifying a folder in the WebDAV folder, insert a symbol, "/", between the folder names. <ul style="list-style-type: none"> <li>• Entry example: "scan\document"</li> </ul>
[User ID]	Enter the name of a user who has privileges to access the folder specified in [File Path] (using up to 63 bytes).
[Password]	Enter the password (using up to 63 bytes).
[Detail Setting]	Configure settings to establish communications with the WebDAV server. <ul style="list-style-type: none"> <li>• [Port No.]: If necessary, change the port number. Normally, you can use the original port number. [80] is specified by default.</li> <li>• [Proxy]: If a proxy server is used in your environment, select [ON]. [OFF] is specified by default.</li> <li>• [SSL Setting]: If SSL is used in your environment, select [ON]. [OFF] is specified by default.</li> </ul>

[Internet Fax]

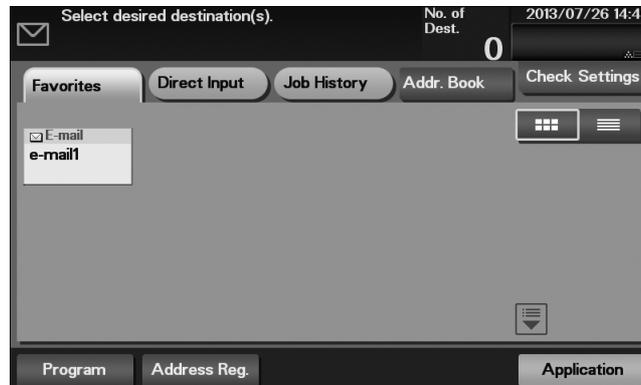
Settings	Description
[No.]	Destination registration number. The smallest available number that is not used is automatically assigned.
[Name]	Enter the destination name (using up to 72 characters).
[Favorite]	Select this option to register a frequently used destination. The registered destination is displayed in [Favorite], enabling you to easily specify a destination.
[Index]	Select a corresponding character so that the destination can be index searched by name.
[E-mail]	Enter the E-mail address as a destination (using ASCII characters of up to 320 bytes).
[Details]	Enables you to check the E-mail address you entered in [E-mail].
[Receiver RX Ability]	Select [Compression Method] and [Resolution] respectively as the specifications of the original data that can be received on the destination device.


**Tips**

- To check the settings for a registered destination, select its registered name, then tap [Check Settings].
- To change the settings for a registered destination, select the registered name, then tap [Edit].
- To delete a registered destination, select the registered name, then tap [Delete].

## Registering information on the main screen in Scan TX mode or Fax mode

- 1 Depending on the type of destination you want to register, tap [Scan to E-mail], [Scan to Folder], or [Fax].
- 2 Tap [Address Reg.].



- 3 Tap [Input New Address], then tap the type of the destination you want to register.
- 4 Enter destination information, then tap [Register].
  - The registered information is the same as that to be registered from the Utility. For details, refer to page 5-20.

---



# 6

**Index**

---



## 6 Index

### A

Address Book 5-20  
How to Register 5-20

### C

Control Panel 2-11  
Copy Function 5-15  
How to Copy 5-15  
Introduction of Copy Function 5-17

### D

Destination Registration 5-20

### E

Entering Characters 2-17

### F

Fax Function 5-11  
How to Send 5-11  
Introduction of Receiving Function 5-13  
Introduction of Transmission Function 5-13  
Overview 5-11  
Preparation 4-4

### I

Internet Fax Function 5-14

### K

Keypad 2-13

### L

Loading Paper  
Manual Feed Tray 3-6  
Tray 1 3-8

### M

Main Menu 2-15  
Manual Feed Tray 3-6

### N

Name of each Part 2-3  
Front Side 2-3  
Rear Side 2-4  
Network Setting 4-3

### O

Option Configuration 2-5

### P

Paper  
Available Paper Sizes 3-4  
Available Paper Types 3-3  
Storing Paper 3-5  
Unavailable Paper 3-5  
Power Supply 2-7  
Power Key 2-9  
Power Switch 2-8  
Preparation

Fax 4-4

Network Setting 4-3  
Print (Network Connection) 5-4  
Print (USB Connection) 5-5

Print Function 5-3

How to Print 5-7

Printer Driver 5-3

Initial Settings 5-7  
Install (Network Connection) 5-4  
Install (USB Connection) 5-5

### S

Scan Function 5-8  
How to Send 5-9  
Overview 5-8

### T

Text Entry 2-14  
Touch Panel  
Operation 2-13  
Precautions for Correct Operations 2-14  
Tray 1 3-8

### U

USB Memory 5-18  
How to Print 5-18  
User's Guide 1-3

