Giving Shape to Ideas

KONICA MINOLTA

bizhub C754/C654

User's Guide
Copy Operations

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1 Copy Operations

1   Copy Operations

1.1   Making a copy (Basic operation flow)

1 Load the original.

→ When you want to scan a number of originals at one time, originals with pages of different sizes, or originals with folds, configure the original settings according to the original type. For details, refer to page 7-3.

2 Tap [Copy].
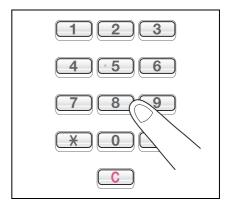
3 If necessary, configure copy settings.

→ The setting change is reflected on the image of [Output]. Therefore, you can configure the settings while checking the output image.

→ To reconfigure settings, press Reset.
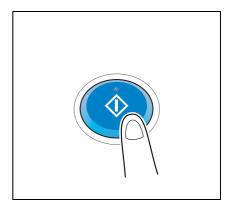
➜ For details on copy settings, refer to the respective columns of the following table.

Purpose	Reference
To copy by specifying the color, image quality, density, etc.	page 3-3
To print on both sides of paper or combine pages, and save the number of sheets	page 4-3
To change the paper size or type of the paper to be copied	page 5-3
To staple printed copies or create a booklet	page 6-3
To copy various types of originals, such as card and magazine	page 8-3
To adjust the layout such as specifying the zoom ratio and creating a poster	page 9-3
To insert a cover sheet or blank sheet into copied documents	page 10-3
To add the date, page number, stamp, etc. on copied documents	page 11-3
To remove an unnecessary portion of the original	page 12-3
To prohibit unauthorized copying	page 13-3
To save originals on the hard disk (user box) of this machine	page 14-3

4 If necessary, specify the number of copies using the **Keypad**.

➜ To use the **Keypad**, slide the **Control Panel** to the left.

➜ If the [10 Keypad] is assigned to the **Register** key, pressing the **Register** key enables you to display the **Keypad** on the **Touch Panel** to enter data.

➜ To retype the number of copies, press **C** (Clear).

5 Press the **Start** key.

➜ If desired, tap [Check Setting] before starting a copy, and check the settings.

The original is scanned and copy begins.

➜ If you press the **Stop** key while scanning or printing an original, processing is stopped, and a list of inactive jobs is displayed. To perform processing again, delete the inactive jobs from the list.

➜ If [Ready to accept another job.] appears while printing a job, you can scan the next original.

Related setting

● You can change the default copy settings to suit your environment. For details, refer to page 16-11.

📖 **Reference**
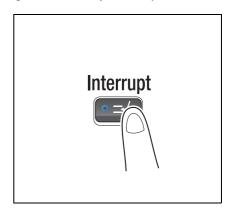
To configure various copy settings smoothly, you can collectively display the basic copy settings in a single screen, and arrange frequently-used keys in the main screen. For details, refer to page 2-3.

1.2   Interrupt copy
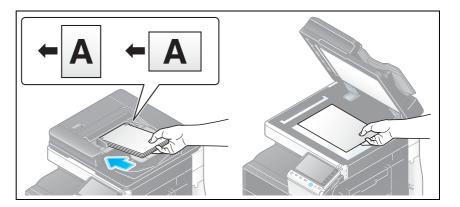
If you urgently want to make a copy, even if the machine is printing an original, you can interrupt the active job and make an intruder copy.

1   Press the **Interrupt** key.

The indicator on the **Interrupt** key lights up in green and printing of the current job is suspended.

2   Load the original.
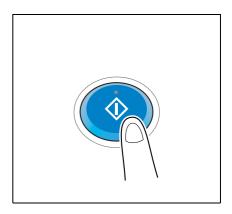
3   Configure copy settings.

4 Press the **Start** key.
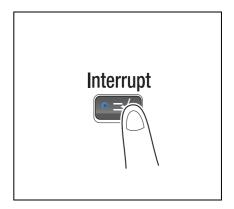
The original is scanned and copy begins.

5 After the copy job is completed, press the **Interrupt** key.

The indicator of the **Interrupt** key goes off and the interrupting status is canceled.
The suspended print job is resumed.
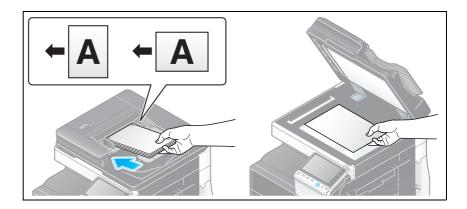
1.3 Checking the finish before copying

Checking the preview image before copying
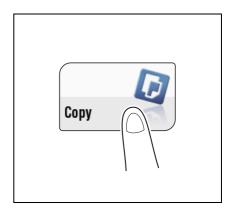
You can check the finishing image of a copy in the **Touch Panel** before copying.

By checking whether any incorrect setting is specified with the finishing image, you can prevent a number of copy errors.
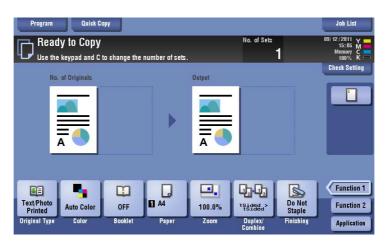
1 Load the original.

2 Tap [Copy].

3 Configure copy settings.

4   Press **Preview**.
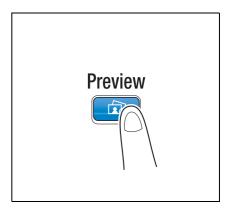
Preview

5   Tap [Preview on Screen], and select [Original Direction] according to the original direction.

6   Tap [Start].

The original is scanned, and the Preview screen appears.
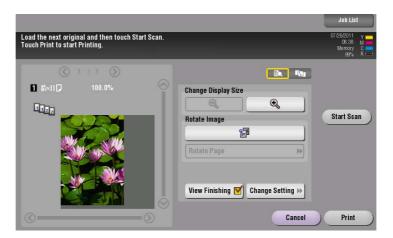
7   Tap 🔍 .

The screen used to change the preview display appears.
→ To continue to scan originals, load the original, and tap [Start Scan].
→ To start copying, tap [Print] or press the **Start** key.
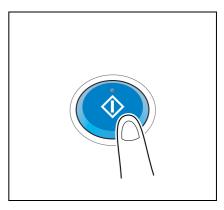
8   Check the preview display, and rotate the image or change settings as required.

→   To continue to scan originals, load the original, and tap [Start Scan].

→   To enlarge the preview image, double-tap the image.

→   If a multi-page original has been scanned, you can flick the preview image to view the next page.

→   Tap   to select a pile of scanned originals by configuring a program job.

9   After all originals are scanned, tap [Print] or press the **Start** key.

Copying begins.
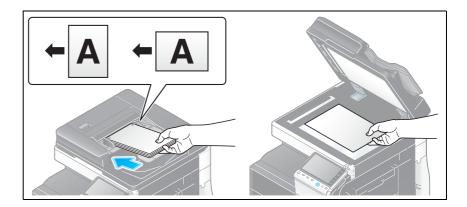
Making a trial printing (proof copy)
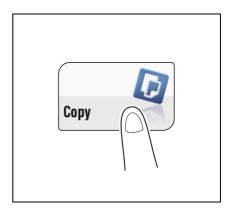
Before beginning copying, make a sample copy and check it for irregularities.

When you are printing a large number of copies, use the proof copy function to prevent misprints.

1   Load the original.

2   Tap [Copy].
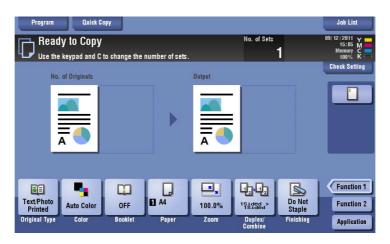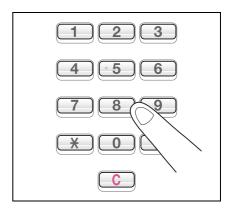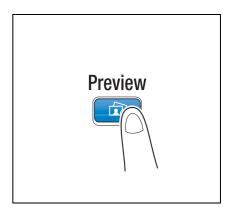
3   Configure copy settings.

4 If necessary, specify the number of copies using the **Keypad**.

→ To use the **Keypad**, slide the **Control Panel** to the left.

→ If the [10 Keypad] is assigned to the **Register** key, pressing the **Register** key enables you to display the **Keypad** on the **Touch Panel** to enter data.

→ To retype the number of copies, press **C** (Clear).

5 Press **Preview**.

6 Tap [Print], and select [Original Direction] according to the original direction.
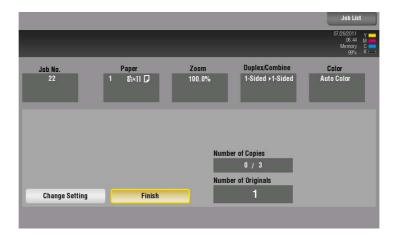
7 Tap [Start].

→ If the original is loaded into the **ADF**, one copy is made. Go to Step 11.

→ If the original is loaded on the **Original Glass**, go to step 8.

8 Load the next batch of the original, and then press the **Start** key.
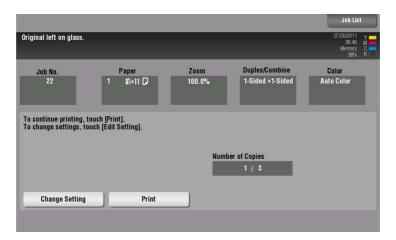
9   After all original pages have been scanned, tap [Finish].

10 Press the **Start** key.

Copying begins for only one copy.

11 Check the proof copy.

→ If necessary, tap [Change Setting] to change the copy settings.

12 When making the remaining copies, tap [Print].

Copying of the remaining copies begins.

1.4   Recalling a program for copying

Copy program

Program is a function used to register a combination of various copy settings as a recall key. The program to be registered in the copy mode is called copy program.
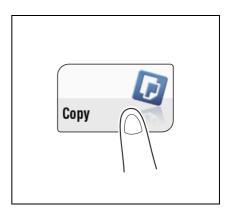
For copy program, there are programs in which all copy settings are registered, and image adjustment programs in which only settings related to image quality are registered.

When you register a copy program, you can recall the combination of various copy settings from the main screen with simple action.
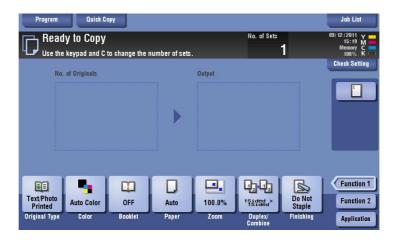
Registering a copy program

You can register up to 30 normal programs and up to three image adjustment programs.

1   Tap [Copy].
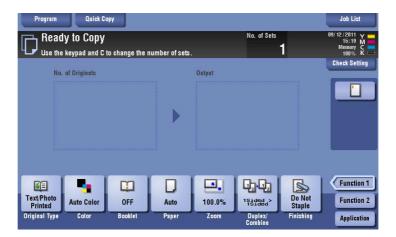
2   Configure copy settings.

➔   The settings configured here is registered as program.

3   Tap the [Program] key.

4   Select one of the unregistered keys then tap [New].

➔   To register a setting related to image quality, select an unregistered key from [Image Adjustment Programs].
      For image adjustment program, you can register the settings of [Original Type], [Density], [Bkgd. Removal], [Text Enhancement], [Neg-/Pos. Reverse], [Background Color], [Color Adjust], and [Mirror Image].

5   Enter the program name, then tap [OK].
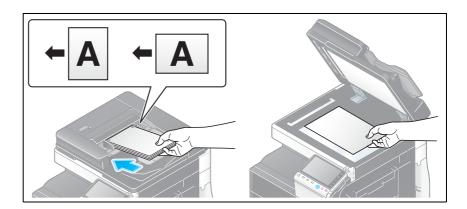
Related setting (for the administrator)

- You can lock registered programs to prevent unauthorized deletion or renaming of the program. For details, refer to page 17-8.

- Registered programs can be deleted. For details, refer to page 17-8.
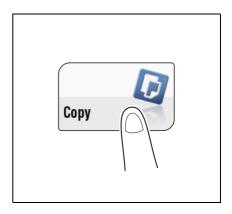
Recalling a copy program for copying

1 Load the original.

2 Tap [Copy].

3 Tap [Program].
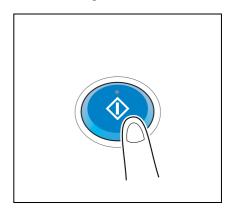
4   Select the program you want to recall, and tap [Recall].

➔ You can also recall a [Image Adjustment Programs] from [Original Type].

➔ Tap [Check Setting] to view the selected program settings.

The registered content of program is applied.

5   Press the **Start** key.

➔ If desired, tap [Check Setting] before starting a copy, and check the settings.

The original is scanned and copy begins.

➔ If you press the **Stop** key while scanning or printing an original, processing is stopped, and a list of inactive jobs is displayed. To perform processing again, delete the inactive jobs from the list.

➔ If [Ready to accept another job.] appears while printing a job, you can scan the next original.
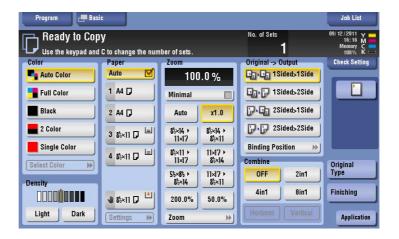
2 Recalling frequently used functions with simple action

2 Recalling frequently used functions with simple action

Collectively displaying the copy settings

Tap [Quick Copy] in the main screen of the copy mode to display the basic copy settings in a single screen. This function is useful when you want to configure basic settings collectively.
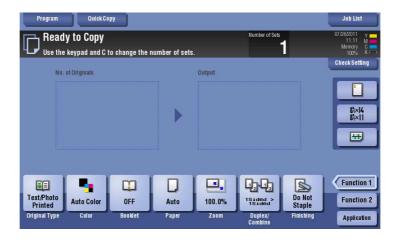
Related setting
- You can select the default display of the main screen of the copy mode from [Basic] and [Quick Copy]. For details, refer to page 16-8.

Arranging frequently used copy settings in the main screen

You can arrange a key in which a copy mode setting is registered (quick setting key) in the main screen in the copy mode. If you arrange the frequently used copy settings in the main screen, it will be useful to specify the setting with a single key action.

For details on how to arrange the quick setting key, refer to page 16-8.

📖 Reference
You can change the function key to be displayed in the main screen in the copy mode, and the display pattern of the function key. For details, refer to [User's Guide: Control Panel].

Arranging frequently used finishing settings in the main screen

You can arrange a key in which a combination of finishing settings is registered (finishing program) in the main screen in the copy mode. If you arrange the frequently used combination of finishing settings as a recall key in the main screen, it will be useful to specify the setting with a single key action.

For details on how to register a finishing program, refer to page 16-13.

Tips
- This item is available when the optional **Finisher** is installed.

3 Specifying the Color and Image Quality for Copying

3 Specifying the Color and Image Quality for Copying

Selecting the copy color ([Color])

The original is copied using the selected color.

There are five color modes are available: [Auto Color] to copy based on the original color, [Full Color], [2 Color], [Single Color] and [Black].

For details, refer to page 15-4.

Selecting the appropriate image quality for the contents of the original ([Original Type])

Select the optimum settings for the original to copy it in the optimum image quality.
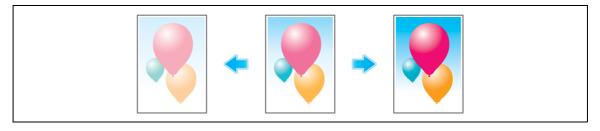
For details, refer to page 15-3.

Adjusting the copy density ([Density])

Adjust the density of a copy image.
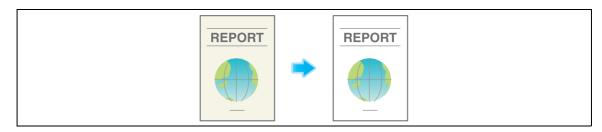
For details, refer to page 15-5.

Adjusting the background density of the original ([Bkgd. Removal])

Adjust the density of the background area when copying originals with colored background (newspaper, recycle paper, etc.) or originals that are so thin that text or images on the back would be scanned.
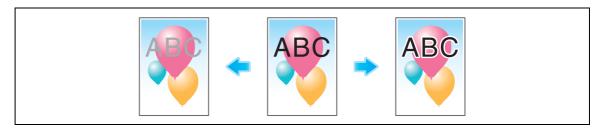
For details, refer to page 15-17.

Enhancing text against the background ([Text Enhancement])

Text is enhanced when it is superimposed over the background (figure, graph, etc.). You can also enhance the background image.
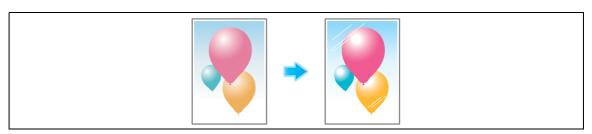
For details, refer to page 15-18.

Making the image glossy ([Glossy])

Images are copied with a glossy finish.
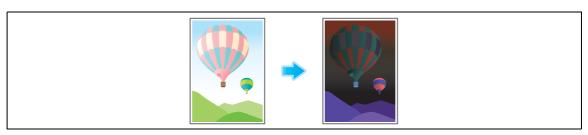
For details, refer to page 15-18.

Reversing the contrast and color ([Neg-/Pos. Reverse])

Copy the original with the contrast and color inversed. You can reduce the amount of toner used when copying an original containing a lot of black by reversing the colors.

For details, refer to page 15-19.
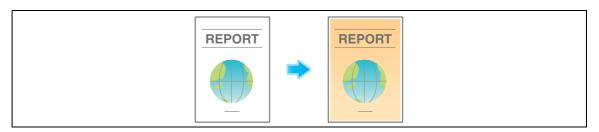
Applying a color to the background ([Background Color])

Color the blank area with a specified background color.
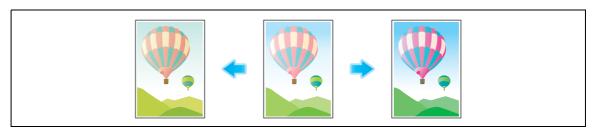
For details, refer to page 15-19.

Adjusting the color quality according to the original ([Color Adjust])

Adjust the color quality (brightness, saturation, color balance, etc.) of the original for copying. After adjusting the color quality, you can check the finish against the sample copy.

For details, refer to page 15-20.

4 Saving the Number of Print Sheets
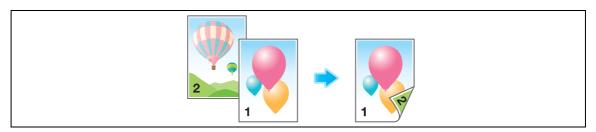
4 Saving the Number of Print Sheets

Copying on both sides of paper ([Duplex])

Copy the 1-sided original on both sides of paper, or copy the 2-sided original on both sides or on a single side of sheets of paper.

By using both sides of paper for copying, you can halve the paper consumption. You can further reduce the amount of paper used by using the Combine function.

For details, refer to page 15-9.
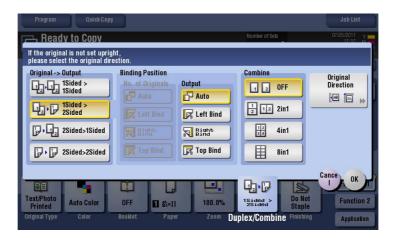
The following describes the operation flow in the case where a 1-sided original of multiple pages is copied onto both sides of sheets of paper.

1 Load the original.

2 Tap [Duplex/Combine].

3 In [Original > Output], tap [1Sided > 2Sided].

➜ For 2-sided originals, select [2Sided > 1Sided] or [2Sided > 2Sided]. Select an arbitrary key according to the original condition and copy result.

4 Select [Binding Position].

➜ For 1-sided originals, select the binding position of [Output].

➜ For 2-sided originals, select the binding positions of [No. of Originals] and [Output].

5 Tap [Original Direction], and select the original loading direction.

6 Tap [OK].

7 Press the **Start** key.

The original is scanned and copy begins.
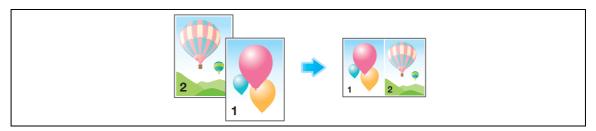
Copying multiple pages on the same side of a single sheet ([Combine])

Multiple pages (such as 2, 4 or 8 pages) can be reduced and copied on the same side of a single sheet.

You can select the page layout when copying four or eight pages onto the same side of one sheet.

You can further reduce the amount of paper used by using the 2-Sided copy function.

For details, refer to page 15-9.

The following describes the operation flow in the case where multiple 1-sided originals are copied, two pages are reduced into the same side of one page, and printed on both sides of paper.

1 Load the original.

2 Tap [Duplex/Combine].

3 In [Original > Output], tap [1Sided > 2Sided].

➔ For 2-sided originals, select [2Sided > 1Sided] or [2Sided > 2Sided]. Select an arbitrary key according to the original condition and copy result.

4 Specify [Binding Position].

➔ For [1Sided > 2Sided], select the binding position of [Output].
➔ For [2Sided > 1Sided], select the binding position of [No. of Originals].
➔ For [2Sided > 2Sided], select the binding positions of [No. of Originals] and [Output].

5 Tap [2in1].

➜ If you select [4in1] or [8in1], select [Direction] (layout).

6 Tap [Original Direction], and select the original loading direction.

7 Tap [OK].

8 Press the **Start** key.

The original is scanned and copy begins.
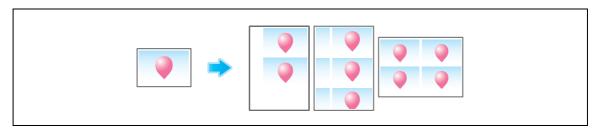
Copying an original image repeatedly on the same side of a single sheet ([Image Repeat])

Copy an original image repeatedly copied onto the same side of a single sheet. This function is useful for creating a template for memo and ticket.

The number of times repeated is determined automatically according to the original and paper sizes, or zoom ratio. You can also specify an arbitrary number of times.
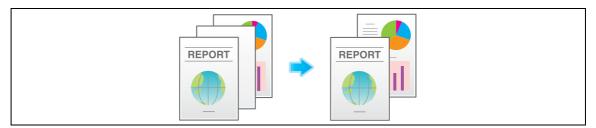
For details, refer to page 15-34.

Skipping blank pages ([Blank Page Removal])

Blank pages contained in the original loaded on the **ADF** are skipped when the original is copied. You can reduce the number of sheets printed.

For details, refer to page 15-13.

5

Specifying the Size or Type of the Paper to Be Copied

5 Specifying the Size or Type of the Paper to Be Copied

Selecting the size and type of paper ([Paper])

This machine selects paper automatically based on the size of the detected original when making a copy. If necessary, you can specify paper with a type or size different from that of the original to make a copy.

You can also change the size and type of paper loaded in a paper tray.

For details, refer to page 15-5.

Copying on paper of a special size ([Custom Size])

Copy on special size paper using the **Bypass Tray**. Specify the width and length of the paper. You can assign name and register the paper size to the memory once it is specified. You can recall the size in the future.

For details, refer to page 15-7.

Copying on a wide paper ([Wide Paper])

You can specify a paper size that is slightly larger than the size of the original as wide paper. If you specify wide paper to print the original on, the original image is arranged at the center of the page so that no part of the image is lost.

For details, refer to page 15-8.

Tips
- To specify a wide paper, select the paper size with W (8-1/2 × 11W, etc.) If you select wide paper that is the same size as an original, the original is copied at 100% magnification.
  For example, load paper with 11 × 17 into the paper tray, and set the paper size to 8-1/2 × 11W. If you select the tray to copy an original with 8-1/2 × 11, the original is copied at 100% magnification.

Changing the paper setting of the paper tray ([Change Tray Settings])

Change the paper type and paper size of the paper tray.

For details, refer to page 15-5.

6 Binding Copied Paper

6 Binding Copied Paper

Staple papers ([Staple])

Each set of copied sheets is stapled (in a corner or two positions) before it is output. This function is useful for preparing a project proposal or other booklet materials.

For details, refer to page 15-10.

Tips
● The optional **Finisher** is required to use the Staple function.

Punching the printed sheets ([Punch])

Copied sheets are punched for filing before they are output. This function is useful when you want to bind printed materials in files.

For details, refer to page 15-10.

Tips
● To use the punch function, install the **Punch Kit PK-521** or **Z Folding Unit** in the optional **Finisher FS-535**, or install **Punch Kit PK-520** in the **Finisher FS-534**.

Folding/Biding ([Fold/Bind])
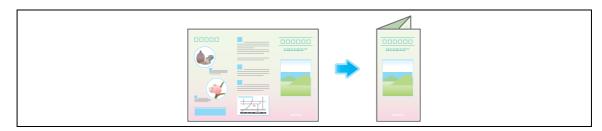
The copied sheets are folded or bound in the center before they are output.

For details, refer to page 15-10.
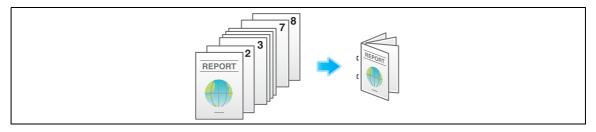
Half-folding

Tri-Fold

Center folding

Z-Fold

Tips

- The optional **Finisher** and **Saddle Stitcher** are required to use the Fold/Bind function.
- To use the Z-fold function, the optional **Finisher FS-535** and **Z Folding Unit** are required.

Outputting by sets ([Group/Sort])

Select whether to sort the output sheets or group them when printing multiple sets of copies.

If you select "Sort", the sheets are sorted and output in sequence. For example, "pages 1, 2, 3, 4 and 5" are printed as a single set and output, and the specified number of sets of sheets are output. While if you select "Group", the sheets are grouped and output by page. For example, the first page is printed three times and output as a group. Then, the second page is printed three times and output, the third page is printed three times and output, and so on.

When you use both the Sort and Offset functions, the output position of each set is staggered to enable you to easily prepare handouts.

For details, refer to page 15-10.

Tips
- Normally, the Sort and Group functions are switched automatically according to the number of printed sheets for each set. If the number of printed sheets for each set is 1, the Group function is applied. If the number is 2 or larger, the Sort function is applied.

Outputting by page number or by set ([Offset])

When multiple sets of copies are printed, the output position of each set is staggered to enable easy separation.

You can offset each set of copies by using the Sort and Offset functions. This function is useful for preparing handouts.
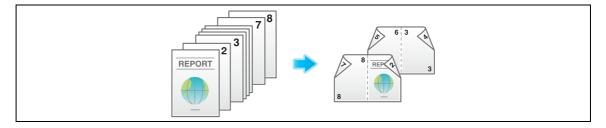
For details, refer to page 15-10.

Printing in a booklet format ([Booklet])

The pages in the original data are arranged and spread in a booklet format and printed on both sides of sheets. You can also specify the binding position, or insert front and back covers.

For details, refer to page 15-31.

Tips
- If the optional **Finisher FS-534** and **Saddle Stitcher** are installed in the machine, you can create booklet-form documents by folding the printed sheets in the center or by half-folding.

Adding margin on pages ([Page Margin])

You can add a margin for binding copied sheets. Set a binding position and a margin for each page.

If an image is displaced due to an excessively large margin, you can shift the image in the horizontal or vertical direction and return it to its original position. This is useful for adjusting the image position when you file print sheets.

For details, refer to page 15-32.

Tips
- If the positions of the staples or punched holes are different from the binding position, the positions of the staples or punched holes are given priority.
- If part of the image is lost when copied with the specified binding margin settings, reduce the zoom and perform copying.

7 Specifying the Original Size and Scan Method

7 Specifying the Original Size and Scan Method

Specifying the original size ([Original Size])

The size of the original is detected automatically. If the size of the original is not detected correctly, select a key that indicates the size of the original to be scanned.

If the machine cannot detect the size of irregular sized originals, manually specify the size.

For details, refer to page 15-13.

Specifying the binding position of the original ([Binding Position])

When scanning a 2-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed between the front and rear faces.

For details, refer to page 15-13.

Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original etc..., you can specify the original loading direction so that the vertical direction is set correctly.

For details, refer to page 15-13.

Scanning originals of different sizes at one time ([Mixed Original])

Even for an original containing pages of different sizes, by using the **ADF**, you can scan data while the size of each page is detected.

For details, refer to page 15-13.

NOTICE
*Load all the original pages into the **ADF** so that the top edges of the pages are toward the back or the left side of the machine.*

The following chart shows the possible combinations of standard-sized paper that can be used for the Mixed Original setting.

Original Size	Maximum Original Width							
	11×17 ⬜ (A3 ⬜)	8-1/2 × 11 ⬜ (A4 ⬜)	8-1/2 × 14 ⬜ (B4 ⬜)	8-1/2 × 11 ⬜ (A4 ⬜)	5-1/2 × 8-1/2 ⬜ (A5 ⬜)	5-1/2 × 8-1/2 ⬜ (A5 ⬜)	(B5 ⬜)	(B5 ⬜)
11 × 17 ⬜ (A3 ⬜)	○	○	-	-	-	-	-	-
8-1/2 × 11 ⬜ (A4 ⬜)	○	○	-	-	-	-	-	-
8-1/2 × 14 ⬜ (B4 ⬜)	○	○	○	○*	○*	-	○	-
8-1/2 × 11 ⬜ (A4 ⬜)	○	○	○	○	○	-	○	-
5-1/2 × 8-1/2 ⬜ (A5 ⬜)	-	-	○*	○	○	-	-	-
5-1/2 × 8-1/2 ⬜ (A5 ⬜)	-	-	-	-	-	○	-	○
(B5 ⬜)	○	○	○	-	-	-	○	-
(B5 ⬜)	-	-	○	○	○	-	○	○
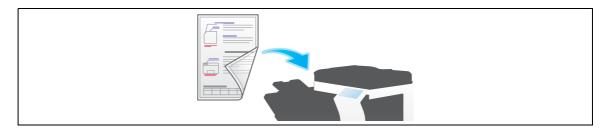
○   Possible to combine

-      Not possible to combine

*   Possible only in the inch area

Scanning an original thinner than normal paper ([Thin Paper Original])

Reduce the original feed speed of the **ADF** to prevent thin paper from getting caught.

For details, refer to page 15-13.

Scanning a folded original ([Z-Folded Original])
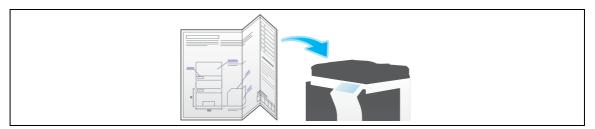
The size of the original - even folded originals - can be detected accurately.

If a folded original is loaded into the **ADF**, the size of the original may not be detected properly. To scan a folded original through the **ADF**, use [Z-Folded Original].

For details, refer to page 15-13.

NOTICE
*Unfold folded originals before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam or an erroneous size detection may occur.*

Scanning while removing dust in the slit glass ([Despeckle])

When scanning an original that has been placed into the **ADF**, scanning of the original and removal of dust from the **Slit Scan Glass** are performed alternately so that the original is always scanned on clean **Slit Scan Glass**.

It takes longer to finish scanning, compared to the normal operation.

For details, refer to page 15-13.
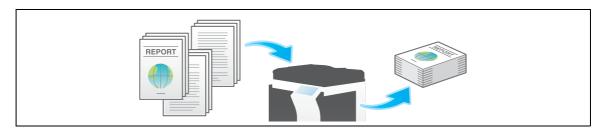
Scanning a number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between the **ADF** and the **Original Glass** for scanning the originals.
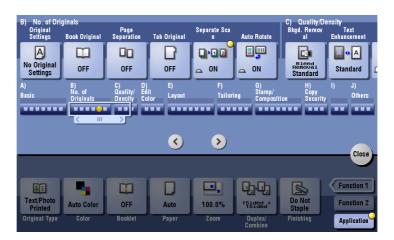
1 Load the original.

NOTICE

*Do not load more than 150 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, damage the originals, and/or load to the **ADF** failure.*
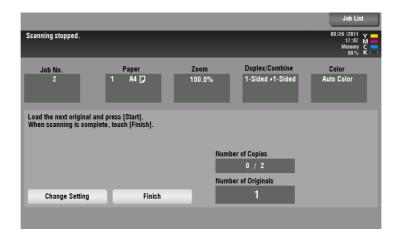
2 Tap [Application] - [No. of Originals] - [Separate Scan], and set to [ON].

3 Press the **Start** key.

The original is scanned.

4 Load the next original, then press **Start** key.

➜ If desired, tap [Change Setting] to change the copy settings according to the new original.

5 Repeat Step 4 until all pages of the original are scanned.

6 After all originals are scanned, tap [Finish] and press the **Start** key.

Copying begins.

Related setting

- You can select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the **Original Glass** (Default: [OFF]). For details, refer to page 16-8.
- You can select the timing that the copy begins when scanning an original by specifying [Separate Scan]. (Default:[Page Print]) For details, refer to page 16-12.

Copying multiple originals in different settings collectively ([Program Jobs])

Originals are scanned with different settings for each set, and copied collectively. Use this function when various types of originals are mixed, such as 1-sided original to be printed on one side of paper, and 2-sided original to be copied by enlarging.

After all originals have been scanned, you can add page numbers or finishing functions, such as sort, to copy them.
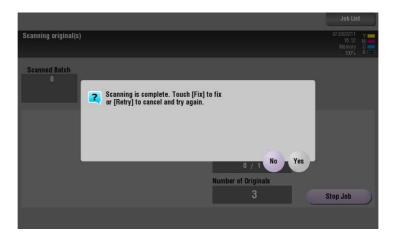
✔ When you set [Program Jobs], [Group] cannot be selected in [Finishing].

1 Load the original.

2 Tap [Application] - [Others] - [Program Jobs], and set to [ON].
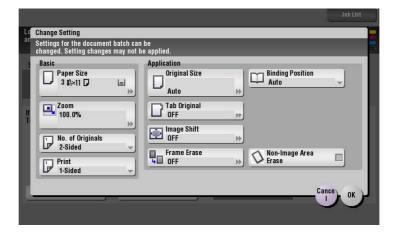
3 Configure the copy settings, then press **Start**.

The original is scanned.

4 To fix the scan result, tap [Yes].

→ To scan the original again, tap [No]. Tap [Change Setting] to change the copy settings.

→ When the original has been placed on the **Original Glass**, tap [Finish].

5 Load the next original and tap [Change Setting].

6 Configure the copy settings, then press **Start**.

→ Repeat Steps 3 to 5 until all originals have been scanned.
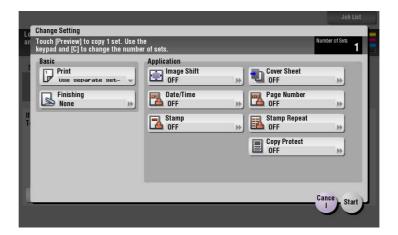
7 After all original pages have been scanned, tap [Finish].

8 Tap [Yes].

9 Specify finish settings as required, then tap [Start].

Copying begins.

8 Copying Various Types of Originals
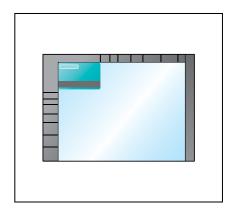
8 Copying Various Types of Originals

Copying the front and back sides of a card on the same side of a single sheet ([Card Shot])
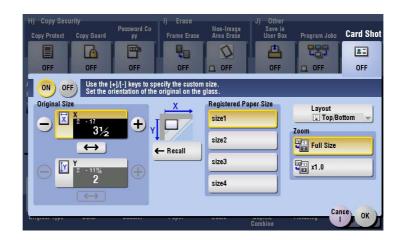
When you want to copy cards, such as an insurance card, a driver license card and a business card, you can arrange the front and back sides of the card on a single page and print the images onto the same side of one sheet. This can reduce the number of sheets used.

1 Place a card on the **Original Glass**.

2 Tap [Paper], and specify the paper tray for printing the card.

➜ If you specify [Card Shot], you must specify a paper tray other than [Auto].

3 Select [Application] - [Others] to set [Card Shot] to [ON], and configure the [Original Size], [Layout], and [Zoom] settings according to the finishing image.

➜ For details, refer to page 15-55.
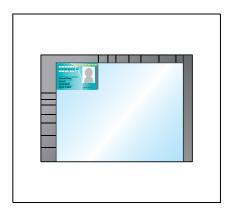
4 Press the **Start** key.

The front side of the card is scanned.
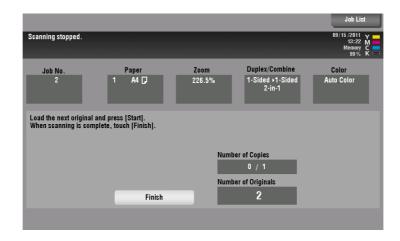
5 Turn the card over, and place on the **Original Glass**.

6 Press the **Start** key.

The back side of the card is scanned.

7 After both sides of the card are scanned, tap [Finish] and the **Start** key.

Copying begins.

Splitting the left and right pages of a book and catalog ([Book Original])

You can copy two-page spreads such as books and catalogs separately into the left and right pages, or copy on a single sheet as one page. Place a book or catalog on the **Original Glass**; you do not need to close the **ADF** to scan it.

When you use both the book original and 2-sided copy functions and staple the copied sheets, you can easily create simple books.

For details, refer to page 15-14.

Splitting the left and right pages of two-page spreads ([Page Separation])

Copy two-page spreads, such as a catalog with the staples removed, separately into the left and right pages.

You can copy a two-page spread separately into two pages with single operation, with no need of scanning each page separately. Place the two-page spread in the **ADF**.

For details, refer to page 15-15.
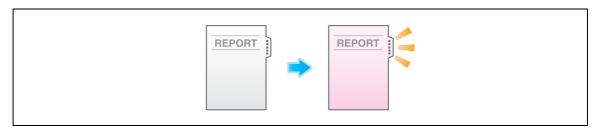
Copying an index original on index paper ([Tab Original])

Copy an index original onto index paper, including the index tab.

Place the index original on the **Original Glass** or in the **ADF**.

For details, refer to page 15-16.
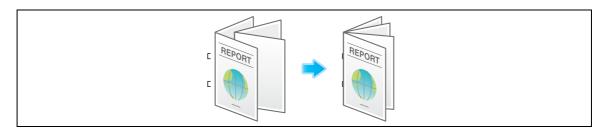
📖 **Reference**
*Load the index paper in the **Bypass Tray**. For details on how to load index paper, refer to [User's Guide: Introduction (Trademark Licenses)].*

Copying a catalog ([Booklet Original])

Scan a catalog with the staples removed as a 2-sided original, make a 2-sided copy, and staple the center of the paper in the same manner as the original catalog.
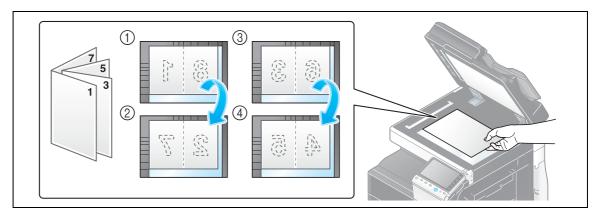
✔ To use [Booklet Original], the optional **Finisher** and **Saddle Stitcher** are required.

1 Load the original.
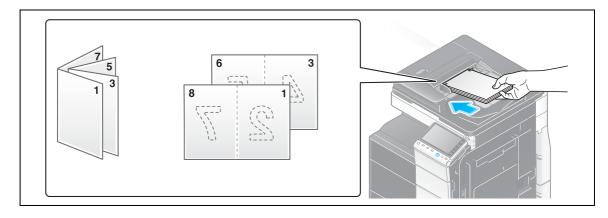
NOTICE

Load a catalog with the staples removed.

➜ To use the **Original Glass**, position the pages in order, starting with the side that includes the first page, then the side that includes the second page, then the side that includes the third page.
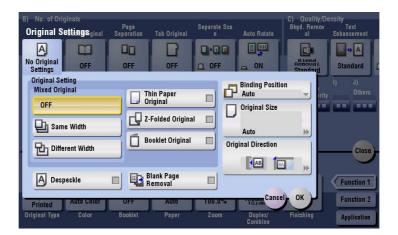
➜ To use the **ADF**, load the pages with the side that includes the first page on top.
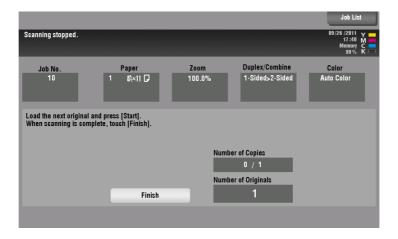
2 Tap [Application] - [No. of Originals] - [Original Settings], and select [Booklet Original].

3 Press the **Start** key.

4 After all originals are scanned, tap [Finish] and press the **Start** key.

Copying begins.

9 Adjusting the Layout for Copying

9 Adjusting the Layout for Copying

Enlarging or reducing an image for copying ([Zoom])

Copy an image enlarged or reduced by the specified zoom ratio.

You can specify the zoom ratio by automatically specifying it according to the size of the original and the paper size, by selecting from the registered zoom ratios, or by manually entering an arbitrary zoom ratio.
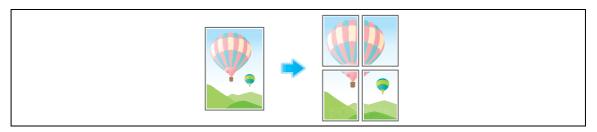
For details, refer to page 15-8.

Copying a poster-sized image ([Poster Mode])

The original image is enlarged, divided, and printed on multiple sheets. When you join the printed sheets, you will create a large poster.

For details, refer to page 15-35.
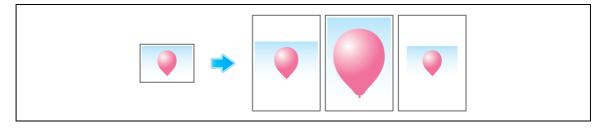
Tips
- Place the original on the **Original Glass**.
- You can only specify 1 for the number of copies.

Copying the original image without margin ([Image Adjust])

You can enlarge a part of the original to the maximum limits of the paper, or arrange the original image at the center of the page without enlarging it.
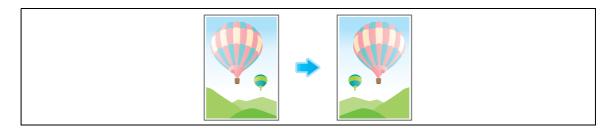
For details, refer to page 15-36.

Reversing the left and right of the original image ([Mirror Image])

Copy the original image by reversing its left and right, like a reflection image on the mirror.

For details, refer to page 15-34.
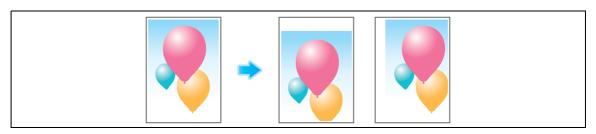
Fine-tuning the print position ([Image Shift])

You can fine tune the image position by shifting it in a horizontal or vertical direction according to the paper size. When an image is printed on both sides, the image position on the back side can also be fine tuned.

Use this function when you want to make a fine adjustment, such as changing the print position a little or printing images in different positions between the front and back sides.
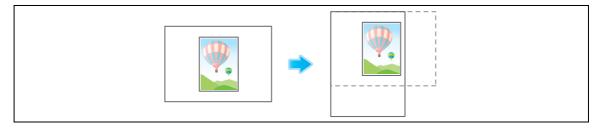
For details, refer to page 15-33.

Copying the original in the loading direction with no rotation ([Auto Rotate])

This machine automatically adjusts the rotation for copying even if the orientations of the original and paper are different. When necessary, you can copy the original without adjusting the rotation. This function is available when you are only copying part of the original.

For details, refer to page 15-17.

10 Inserting a Cover Sheet or Blank Sheet into Copied Documents

10 Inserting a Cover Sheet or Blank Sheet into Copied Documents

Inserting front and back covers ([Cover Sheet])

You can insert a cover sheet before the first page or after the last page of the text. The paper used for the front and back cover sheets can be different from that used for body pages (in paper color and thickness). They can be printed at the same time.

For details, refer to page 15-38.
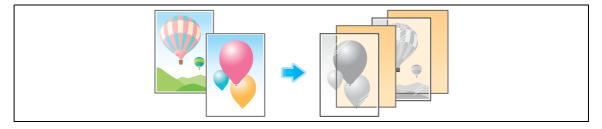
Tips
- Use the cover and text sheets of the same size, and stack them in the same direction.

Inserting paper between transparencies ([OHP Interleave])

When copying onto multiple transparencies, you can insert the specified paper between the transparencies. These sheets of paper prevent the transparencies from sticking together due to heat generated during copying or static electricity.

For details, refer to page 15-37.

📖 **Reference**

Load transparencies into the **Bypass Tray**. *For details on how to load transparencies, refer to [User's Guide: Introduction (Trademark Licenses)].*

NOTICE

Do not use a transparency that has been through the machine even once. Doing so may lead to reduced print quality, a paper jam, or damage to the machine. Even if a transparency has been discharged without being printed, it cannot be reused.

Inserting a different sheet into the specified page ([Insert Sheet])

Paper different from other pages is inserted into the specified pages.

You can insert color paper and thick paper. You can also select whether to copy the original onto the inserted paper.

For details, refer to page 15-39.

Tips
- Use the insert sheets and text papers of the same size, and stack them in the same direction.
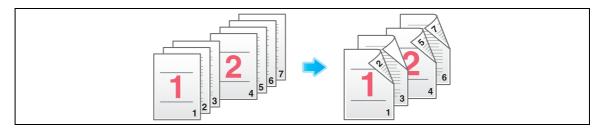
Arranging the first page of the chapter on the front side ([Chapters])

When an original is copied onto both sides of sheets of paper, the first page of each chapter is always printed on the front side of paper.

The first page of each chapter and the text are copied on the same paper. Also, you can use a different sheet from text pages for the first page of each chapter.

For details, refer to page 15-41.

Inserting an original into the specified page ([Insert Image])

The original scanned using the **Original Glass** is inserted after the page you have specified in the original scanned using the **ADF**.
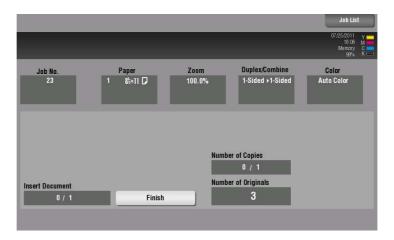
Even for originals that cannot be loaded into the **ADF**, such as books, you can collectively copy without the need of scanning separately with single operation.

1 Load the original into the **ADF**.

2 Select [Application] - [Tailoring] to set [Insert Image] to [ON], and specify the page of the original scanned using the **ADF** to which you want to insert an original.

➜ For details, refer to page 15-40.

3 Press the **Start** key.

An original loaded into the **ADF** is scanned.

4 Place the original to be inserted on the **Original Glass**, then press **Start**.

➜ The original on the **Original Glass** is scanned using the same settings as for the original scanned in the **ADF**.

➜ If you want to insert originals of multiple pages, repeat Steps 3 and 4, and scan these originals according to the page order to be inserted.

➜ If the number of original pages to be inserted is larger than the setting, the excess pages are printed after the final page of the original.

5 After the original to be inserted is scanned, tap [Finish] and the **Start** key.

Copying begins.

11 Adding Text or an Image to the Original

11 Adding Text or an Image to the Original

Adding the date and time ([Date/Time])

Select the stamping position and format, and add the date and time on copied sheets.

The date and time can be printed either on all pages or only on the first page.

For details, refer to page 15-42.

Adding a page number ([Page Number])

Select the stamping position and format, and add page and chapter numbers on copied sheets.

Page and chapter numbers are printed on all pages.

For details, refer to page 15-43.

Adding a stamp ([Stamp])

Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be printed from the registered fix stamps and arbitrary registered stamps.

Since text is printed without modifying the original, it is convenient to handle important documents on which addition or modification is not permitted.

For details, refer to page 15-44.

📖 **Reference**

You can register and edit stamp data using the **Web Connection** *data management utility. For details, refer to [User's Guide: Web Management Tool].*

Copy Protection Utility *is an application software program used to specify the copy protect and stamp information to the MFP. You can install the program using the accompanying DVD-ROM. For details, refer to the* **Copy Protection Utility** *manual.*

Adding a watermark ([Watermark])

Text such as "Copy" and "Private" are printed on the center of all pages in a tint color.

By printing a watermark, you can specify the handling policy of copied documents.

For details, refer to page 15-47.

Add information to header/footer ([Header/Footer])

Add the date and time and any other desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added to the header and footer in advance to this machine.

For details, refer to page 15-46.

Related setting (for the administrator)
- For details on how to register the information to be added for header and footer, refer to page 17-29.

Composing an overlay image ([Overlay])

The original image scanned in the first page is overlaid on the originals scanned in the subsequent pages. The original to be scanned in the first page is used for overlay image. For example, if you copy three original pages, two pages are output, including "a merged image of the first and second pages" and "a merged images of the first and the third pages".

The Overlay function is useful for overlay of text, pictures or figures not prepared in other stamp functions on the original.

For details, refer to page 15-47.

Composing stored images ([Registered Overlay])

Register original images to the hard disk of this machine as overlay image.

You can call a registered overlay image and compose it on an original scanned later. This is useful for registering frequently used overlay images.

For details, refer to page 15-48.

12 Erasing an Unnecessary Portion for Copying

12 Erasing an Unnecessary Portion for Copying

Erasing text and shadows in the margins of an original ([Frame Erase])

Erases the four sides of the original by the same width amount. You can specify the width to be erased for each side.

This is convenient when you want to erase the reception record of the header and footer of a fax, or shadow of punch holes in the original.

For details, refer to page 15-52.

Erasing shadows outside the original ([Non-Image Area Erase])

When making copies with the **ADF** open and the original placed on the **Original Glass**, the machine detects the outline of the original and erases shadows outside the original.

You can copy receipts and thick books when the **ADF** is open while preventing the area outside the original image from being printed in black.

For details, refer to page 15-53.

Tips
- The scanning area on the **Original Glass** is the same as the specified paper size. Place the original within the scanning area.
- The size of the original automatically detected is 3/8 inch × 3/8 inch (10 mm × 10 mm) or larger. If the size detection fails, a blank sheet of paper is output.
- The top or end of the original image may be cut off.

13 Deterring Unauthorized Copying
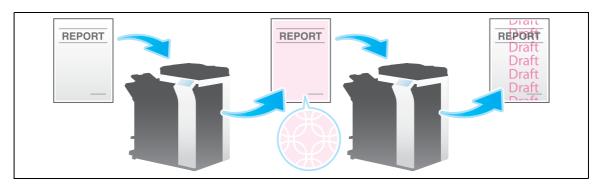
13 Deterring Unauthorized Copying

Printing a concealed security watermark ([Copy Protect])

Text such as "Copy" and "Private" are printed in the background pattern as concealed text. This function is called the Copy Protect function.

When a copy-protected document is copied, the concealed security watermark appears on the entire page, thereby indicating that it is an unauthorized copy.

For details, refer to page 15-49.

📖 **Reference**
You can register and edit copy protect data using the **Web Connection** *data management utility. For details, refer to [User's Guide: Web Management Tool].*
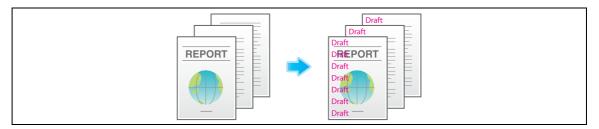
Copy Protection Utility *is an application software program used to specify the copy protect and stamp information to the MFP. You can install the program using the accompanying DVD-ROM. For details, refer to the* **Copy Protection Utility** *manual.*

Adding a stamp on the entire page ([Stamp Repeat])

Stamp such as "Copy" and "Private" are printed on the entire page.

By printing text such as "Copy" or "Private" as a visible stamp, you can deter unauthorized copying.

For details, refer to page 15-45.

📖 **Reference**
You can register and edit stamp data using the **Web Connection** *data management utility. For details, refer to [User's Guide: Web Management Tool].*

Copy Protection Utility *is an application software program used to specify the copy protect and stamp information to the MFP. You can install the program using the accompanying DVD-ROM. For details, refer to the* **Copy Protection Utility** *manual.*
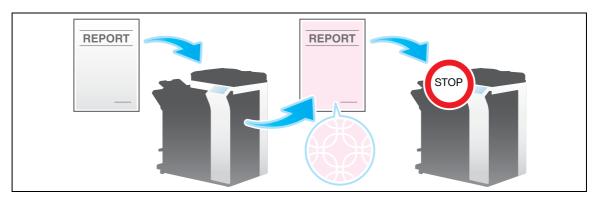
Add copy restriction information ([Copy Guard])

Copy Guard is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a copy restriction pattern on all printed sheets.

If an attempt is made using a device that supports the copy guard function to copy a sheet that has been copy protected, a copy guard pattern is scanned, the copying process is canceled, and the job is deleted.

For details, refer to page 15-50.

Tips
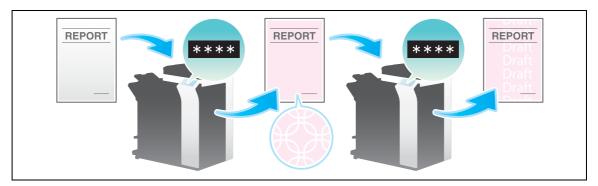
- You can use the Copy Guard function when the optional **Security Kit** is installed and the Copy Guard function is enabled on this machine. For details on how to enable the Copy Guard function, refer to page 17-63.
- The Copy Guard function does not support color paper, envelopes and transparencies.

Adding a password ([Password Copy])

Password Copy is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a password for the password copy function on all printed sheets.

If an attempt is made using a device that supports the password copy function to copy a sheet that has been prepared for password copy, a password copy pattern is scanned and entry of a password is requested. Copying starts if the correct password is entered.

For details, refer to page 15-51.

Tips

- You can use the Password Copy function when the optional **Security Kit** is installed and the Password Copy function is enabled on this machine. For details on how to enable the Password Copy function, refer to page 17-63.
- The Password Copy function does not support color paper, envelopes and transparencies.
- If you fail to enter a password three times, the currently processed copy job will be erased.

14 Saving Original Images to a User Box
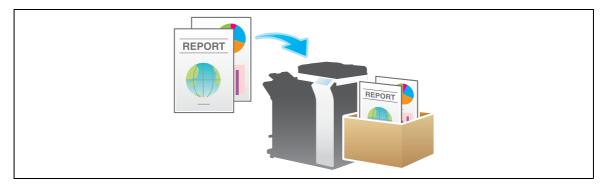
14 Saving Original Images to a User Box

You can save original images on the hard disk (user box) of this machine. The saved originals can be called later for printing. Therefore, the original copy is not needed when you want to print another copy of the original. It will be useful to save frequently used originals in a user box.

The destination can be a Public User Box, a Personal User Box, a Group User Box, or an Annotation User Box.

- For details on the User Box, Personal User Box, and Group User Box, refer to [User's Guide: Box Operations].
- For details on the Annotation User Box, refer to [User's Guide: Box Operations].
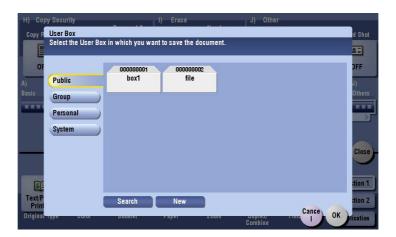
✔ To save the original in an Annotation User Box, the user box must be registered in advance. For details on the registration procedure, refer to [User's Guide: Box Operations].

1 Load the original.

2 Tap [Copy].

3 Select [Application] - [Others] to set [Save in User Box] to [ON], and tap the [User Box] list icon.
→ If necessary, tap the keyboard icon of [File Name], and change the document name to save it to the user box.
→ If [Save & Print] is set, the original can be printed and saved in the user box at the same time.

4 Specify the destination user box, and tap [OK].

→ To save the original to a Public User Box, a Personal User Box, or a Group User Box, tap [Public], [Personal], or [Group] and select the destination user box. Tap [New] and enter a new user box number to register the destination user box.

→ To save the original in an Annotation User Box, tap [System] and select the destination user box.

5 Tap [OK].

6 Press the **Start** key.

The original is scanned and saved to the specified user box. If [Save & Print] is set, the original is printed and saved in the user box at the same time.
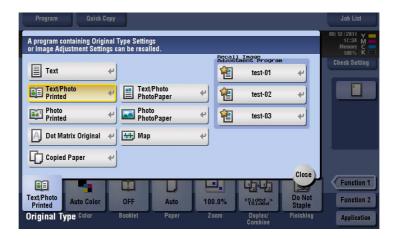
15 Description of Setup Buttons

15 Description of Setup Buttons

[Original Type]

To display: [Copy] - [Original Type]

Select the optimum settings for the original to copy it in the optimum image quality.

Settings	Description
[Text]	Copy originals primarily containing text at the optimum image quality level. Sharpen the edges of text to improve legibility.
[Text/Photo Printed]	Copy the original, which consists of text and photos, at the optimum image quality level. Sharpen the edges of text, and smoothen the photos. Select this option to scan printed originals such as brochures and catalogs.
[Text/Photo PhotoPaper]	Copy the original, which consists of text and photos, at the optimum image quality level. Sharpen the edges of text, and smoothen the photos. Select this option for scanning originals in which photos are printed on photographic paper.
[Photo Printed]	Press this button to copy an original consisting of only photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo PhotoPaper]	Press this button to copy an original consisting of only photos at the optimum image quality level. Select this option for scanning originals printed on photographic paper.
[Dot Matrix Original]	Copy an original, that primarily consists of text such as thin or faint characters, at the optimum image quality level. Darken the text to improve legibility.
[Map]	Copy an origin that has a colored background such as a map or an image drawn with a pencil or containing thin colored lines, at the optimum image quality level. A sharp copy image is produced.
[Copied Paper]	Copy an original, which has been output with an even density from the copier or printer, at the optimum image quality level.
[Recall Image Adjustment Program]	Call the image quality adjustment program. The registered content of program is applied. For image adjustment program, you can register the settings of [Original Type], [Density], [Bkgd. Removal], [Text Enhancement], [Neg-/Pos. Reverse], [Background Color], [Color Adjust], and [Mirror Image]. For details on how to register, refer to page 1-14.

[Color]

To display: [Copy] - [Color]

Select a color for copying.

Settings	Description
[Auto Color]	The machine automatically selects [Full Color] or [Black] according to the color of the scanned original when copying.
[Full Color]	Print the copy in full color, regardless of whether the scanned original is in color or in black and white.
[Black]	Print the copy in black and white, regardless of whether the scanned original is in color or in black and white.
[2 Color]	Copy in the specified two colors. This will produce a lower cost color copy than one printed in full color. In the scanned original, an area judged to be color is copied with the specified color, and an area judged to be black is copied in black.
[Single Color]	Copy in the specified single color. This will produce a lower cost color copy than one printed in full color. The original is copied by converting the color differences (apparent color densities) and the gradation levels into density differences of the single color. If you set [Average Density], the original is copied by converting the gradation levels into density differences of the single color regardless of the original color.

Related setting
- If the original is copied in black and white although you have selected [Auto Color], adjust the color judgment level. For details, refer to page 16-7.

[Density]

To display: [Copy] - [Density]

Adjust the density of a copy image.

[Paper]

To display: [Copy] - [Paper]

Select the paper size and type for copying. You can also change the size and type settings of the paper loaded in paper trays.

For details on the available paper types, refer to [User's Guide: About This Machine].

Settings	Description
[Auto]	Tap this button to automatically select paper fitting the size of the original when making a copy.
[1] - [4]	Tap this button to specify paper loaded into any of **Tray 1** to **Tray 4** and make a copy.
[🖐]	Tap this button to copy onto the paper loaded into the **Bypass Tray**.
[L]	Press this button to copy onto the paper loaded into the **Large Capacity Unit**.
[Change Tray Setting]	If necessary, change the size and type settings of the paper loaded into the selected paper tray. • [Paper Type]: Select the type of the paper loaded into the selected paper tray. • [Paper Size]: Select the size of the paper loaded into the selected paper tray. Selecting [Auto Detect] automatically detects the size of the loaded paper.
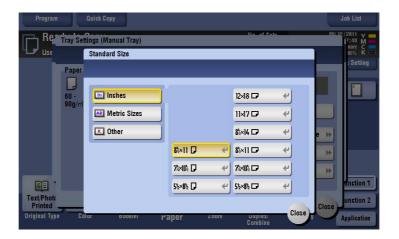
Tips

● To load paper into the **Large Capacity Unit**, the optional **Large Capacity Unit** is required.

[Standard Size]

To display: [Copy] - [Paper] - [⬛] - [Change Tray Setting] - [Standard Size]

When loading a standard size paper into the **Bypass Tray**, select the paper size.
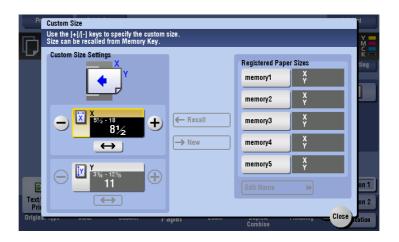
Settings	Description
[Inches]	When loading inch size paper into the **Bypass Tray**, select the paper size.
[Metric Sizes]	When loading metric sizes paper into the **Bypass Tray**, select the paper size.
[Other]	When continually loading a certain size of paper such as standard size envelope or photo size into the **Bypass Tray**, select the paper size.

[Custom Size]

To display: [Copy] - [Paper] - [🖐] - [Change Tray Setting] - [Custom Size]

When loading custom size paper on the **Bypass Tray**, enter the length (X) and width (Y) of the paper.

You can either enter the size manually, or select from the registered sizes in the memory.

Settings	Description
[Custom Size Settings]	For the inch area, tap [+]/[-] or the keypad to enter the length (X) and width (Y) of the paper. For the centimeter area, tap [+]/[-] or press the **Keypad** to enter the length (X) and width (Y) of the paper. After you have entered the size, select a key ([memory1] to [memory5]) in [Registered Paper Sizes], and tap [New]. Then the size you have entered is registered in the memory. You can recall the registered size in the future.
[Registered Paper Sizes]	The custom sizes registered in the memory are displayed. • When you call a registered size from the memory, tap the key of the desired registration name, then tap [Recall]. • To change a registration name, select a desired key, then tap [Edit Name].

[Wide Paper]

To display: [Copy] - [Paper] - **Tray1 to Tray4/Bypass Tray** - [Change Tray Setting] - [Wide Paper]

Select this option when you load wide paper into the paper tray.

Settings	Description
[Inches]	When loading wide paper in inch size into paper tray, also select the paper size.
[Metric Sizes]	When loading wide paper in metric sizes into paper tray, select the paper size as well.

[Zoom]

To display: [Copy] - [Zoom]

Copy an original image enlarged or reduced by an arbitrary zoom ratio.

Settings	Description
[Auto]	Press this button to automatically make a copy with the optimal zoom ratio to match the image of the original with the paper size. This is convenient because you do not need to specify the zoom ratio.
[+]/[-]	Enter a zoom ratio manually. You can also enter the zoom ratio from the **Keypad**.
Fixed Zoom	Select a preset zoom when copying from a standard size original onto a standard size sheet of paper. The paper tray is selected automatically according to the selected zoom ratio.

Settings	Description
[Minimal]	Place an original image in the center after slightly reducing the size of the original when copying. Select this option when copying the entire original image, including its edges.
[Manual]	Specify zoom ratios individually for the lengthwise and widthwise directions for copying. Select [X] or [Y], and enter a zoom ratio by tapping [+]/[-] or pressing the **Keypad**.
[Zoom Ratio]	Copy with the registered zoom ratio. If you tap [Set Zoom], you can change the registered zoom ratio.

[Duplex/Combine]

To display: [Copy] - [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.
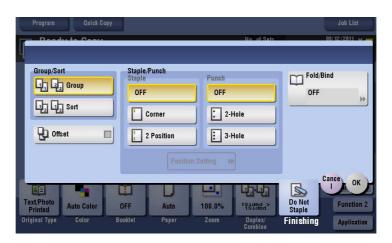
Settings	Description
[Original > Output]	Select a combination of the original to be loaded (1-sided original or 2-sided original) and the copy method (1-sided copy or 2-sided copy). If you have selected other than [1Sided > 1Sided], also specify [Binding Position] and [Original Direction].
[Binding Position]	Select the binding positions of the original and copy.

Settings	Description
[No. of Originals]	Select the original binding position when loading a 2-sided original. • [Auto]: The binding position is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper. • [Left Bind]: Select this option when the binding position is set to the left of the original. • [Right Bind]: Select this option when the binding position is set to the right of the original. • [Top Bind]: Select this option when the binding position is set to the top of the original.
[Output]	Select the binding position when printing on both sides of paper. • [Auto]: The binding position of a copy is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper. • [Left Bind]: Select this option when setting the binding position to the left of a copy. • [Right Bind]: Select this option when setting the binding position to the right of a copy. • [Top Bind]: Select this option when setting the binding position to the top of a copy.
[Combine]	Select the number of original pages to be copied on a single page. If [4in1] or [8in1] is selected, you can select the combined page layout from [Horizontal] or [Vertical].
[Original Direction]	Specify the orientation of the loaded original.

[Finishing]

To display: [Copy] - [Finishing]

Specify how to feed out copied sheets of paper.

Settings	Description
[Group/Sort]	Select the output method when printing multiple sets of copies. • [Group]: Feeds out copies separately page by page like "111", "222", "333", "444", "555". • [Sort]: Feeds out copies separately one by one like "12345", "12345", "12345".

Settings	Description
[Offset]	Select this item when sorting by the number of copies or by page to feed out paper. If the **Finisher** is installed, the copies are fed out and stacked on top of each other with each copy or page set staggered to separate them. If no **Finisher** is installed, printed copies are fed out and sorted in an alternating crisscross pattern when the following conditions are satisfied. • 8-1/2 × 11, A4, or B5 paper is used. • Paper of the same size and type is loaded with the ⬜ orientation in one paper tray and with the ⬛ orientation in another tray • Auto Paper for the paper size setting is set.
[Staple]	Select the binding positions for sheet stapling. • [Corner]: Each set of printed sheets is stapled in a corner (top left or top right) before it is output. • [2 Position]: Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output. • [Position Setting]: Select the binding position and original loading direction. If [Auto] is specified for the binding position, the binding position is determined automatically based on the direction of the loaded original.
[Punch]	Select binding positions when punching sheets. The number of punched holes varies depending on the country you are in. • [Position Setting]: Select the punch position and original loading direction. If [Auto] is specified for the punch position, the punch position is determined automatically based on the direction of the loaded original.
[Fold/Bind]	Select how to fold or bind paper. • [Half-Fold]: Feeds out a copied sheet by folding it in two. The [Booklet] option is turned [ON] at the same time. • [Center Staple & Fold]: Staples and feeds out a copied sheet by folding it in two. The [Booklet] option is turned [ON] at the same time. • [Tri-Fold]: Feeds out a copied sheet by folding it in three. Also select the unit by which the paper is folded from [By Copy Job (Multiple)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time. • [Z-Fold]: Z-folds the long side of a copied sheet before feeding it out. This option is available when printing paper of 11 × 17 ⬜, 8-1/2 × 14 ⬜, A3 ⬜, B4 ⬜, or 8K ⬜. Selecting 8-1/2 × 14 ⬜ folds paper in two instead of Z-folding.

Tips
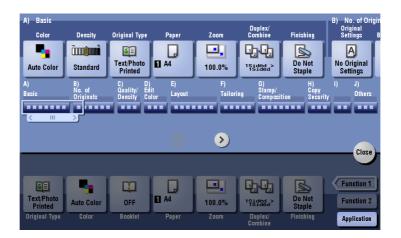
- The optional **Finisher** is required to use the Staple function.
- To use the punch function, install the **Punch Kit PK-521** or **Z-Fold Unit** in the optional **Finisher FS-535**, or install **Punch Kit PK-520** in the **Finisher FS-534**.
- The optional **Finisher** and **Saddle Stitcher** are required to use the Fold/Bind function.
- The optional **Finisher** and **Saddle Stitcher** are required to use the Tri-Fold function.
- To use the Z-fold function, the optional **Finisher FS-535** and **Z Folding Unit** are required.

[Application]

To display: [Copy] - [Application]

Specify the application settings for copying.
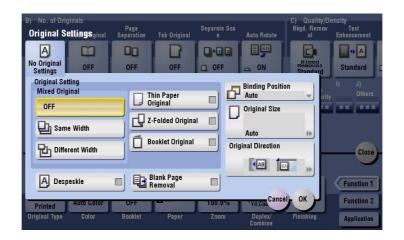
Settings	Description
[No. of Originals]	Set the original scan options.
[Quality/Density]	Adjust the image quality and density of copies according to the original.
[Edit Color]	Adjust the color quality of copies in detail.
[Layout]	Specify the copy layout such as to copy using a page order such as that used in a booklet, and to copy an original image repeatedly.
[Tailoring]	Add front and rear covers, and insert pages to copied sheets.
[Stamp/Composition]	Add the page number, stamp, etc. on copied sheets.
[Copy Security]	Embed a copy protection information to copied sheets.
[Erase]	Erase unnecessary portion of the original for copying.
[Others]	Copy the front and back sides of a card onto one sheet, or save originals to a user box.

[Original Settings]

To display: [Copy] - [Application] - [No. of Originals] - [Original Settings]

Set the options to scan originals correctly based on their properties.

Settings	Description
[Original Setting]	Set the options to scan originals correctly based on their properties. • [Mixed Original]: Even for an original containing pages of different sizes, by using the **ADF**, you can scan data while the size of each page is detected. If the originals have the same widths, select [Same Width]. If the originals have different widths, select [Different Width]. • [Thin Paper Original]: Reduce the original feed speed of the **ADF** to prevent the original from getting caught. • [Z-Folded Original]: The size of the original - even folded originals - can be detected accurately. • [Booklet Original]: Scan a catalog with the staples removed as a 2-sided original, make a 2-sided copy, and staple the center of the paper in the same manner as the original catalog.
[Despeckle]	Scan originals using the **ADF** while removing dust on the **Slit Scan Glass**. It takes longer to finish scanning, compared to the normal operation.
[Blank Page Removal]	Blank pages contained in the original loaded into the **ADF** are skipped when the original is scanned. Select this check box when scanning an original which contains blank pages. Blank pages detected are not counted as original page.
[Binding Position]	When scanning a 2-sided original, select the original binding position to prevent the binding positions be reversed between the front and rear faces. • [Auto]: The binding position is automatically set. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper. • [Left Bind]: Select this option when the binding position is set to the left of the original. • [Right Bind]: Select this option when the binding position is set to the right of the original. • [Top Bind]: Select this option when the binding position is set to the top of the original.
[Original Size]	If the size of the original is not detected correctly, select a key indicating the size of the original to be scanned. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.
[Original Direction]	Specify the orientation of the loaded original.

Tips
● To use [Booklet Original] in [Original Setting], the optional **Finisher** and **Saddle Stitcher** are required.

Related setting
● In case blank pages are not detected correctly even though scanning has taken place with [Blank Page Removal] enabled, adjust the detection level for blank pages. For details, refer to page 16-7.
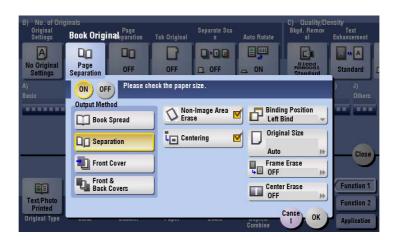
[Book Original]

To display: [Copy] - [Application] - [No. of Originals] - [Book Original]

You can copy two-page spreads such as books and catalogs separately into the left and right pages, or copy as one page.

Place a book or catalog on the **Original Glass**; you do not need to close the **ADF** to scan it.
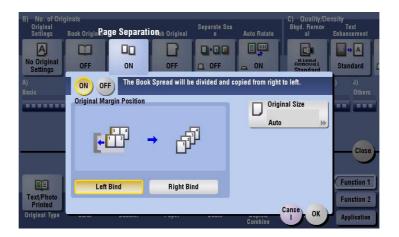
Settings	Description
[ON]/[OFF]	Select [ON] to specify Book Original.
[Output Method]	Select the copy method of two-page spreads. • [Book Spread]: Copy a two-page spread as one page. • [Separation]: Copy the right and left pages of two-page spreads separately in the order of the page numbers. • [Front Cover]: Copy the front cover and two-page spreads according to the page order of the original (scan in the order of front cover and two-page spreads). • [Front & Back Covers]: Copy the front and back covers and two-page spreads according to the page order of the original (scan in the order of front cover, back cover, and two-page spreads).
[Non-Image Area Erase]	If you select Book Original, this item is set automatically. When making copies with the **ADF** open and the original placed on the **Original Glass**, the machine detects the outline of the original and erases the area outside the original. Cancel the setting if necessary.
[Centering]	If you select Book Original, this item is set automatically. The original image is copied at the center of the page without enlarging it. Cancel the setting if necessary.
[Binding Position]	If [Separation], [Front Cover] or [Front & Back Covers] is selected for [Output Method], select the spreading direction of the original to be scanned. Select [Left Bind] for two-page spreads of left binding, and [Right Bind] for two-page spreads of right binding. Note that if the binding position is incorrectly specified, the page order of the two-page spread is reversed between the left- and right-hand pages.
[Frame Erase]	Erases the shadow of the surrounding that is created when the original cover cannot be closed properly due to the thickness of the original. You can erase the four sides of the original to the same width. Also, you can erase the four sides of the original to different widths. • [Frame]: Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] for the inch area, or tap [+]/[-] or press the **Keypad** for the centimeter area to specify the width of the area to be erased. • [Individual]: Select this option to erase the four sides of the original to different widths. Select a side ([Top], [Bottom], [Left] or [Right]) and specify the width of the area in [Erase Amount] by tapping [+]/[-] for an inch area and by tapping [+]/[-] or pressing the **Keypad** for the centimeter area. Likewise, specify the width for all the other sides one by one. If you do not want to erase the side, cancel the setting for [Erase].

Settings	Description
[Center Erase]	Erases the shadow created in the center when the original cover cannot be closed properly due to the thickness of the original. Specify the width of the area to erase by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.

[Page Separation]

To display: [Copy] - [Application] - [No. of Originals] - [Page Separation]

Split the left- and right-hand pages of two-page spreads for copying.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Book Separation.
[Original Margin Position]	Select the two-page spread binding position from [Left Bind] and [Right Bind].
[Original Size]	If the size of the original is not detected correctly, select a key indicating the size of the original to be scanned. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.

Tips
- You can only use the **ADF** for loading originals.
- You can print on 2 sheets of paper for 1-sided copy and the front and back sides of paper for 2-sided copy.

[Tab Original]

To display: [Copy] - [Application] - [No. of Originals] - [Tab Original]

Copy an index original onto index paper, including the index tab.

Place the index original on the **Original Glass** or in the **ADF**.

Settings	Description
[ON]/[OFF]	Select [ON] to copy an index original. Also select the size of the index original.
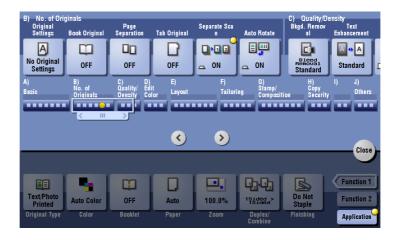
📖 **Reference**
*Load the index paper in the **Bypass Tray**. For details on how to load index paper, refer to [User's Guide: Introduction (Trademark Licenses)].*

[Separate Scan]

To display: [Copy] - [Application] - [No. of Originals] - [Separate Scan]

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

You can also perform scanning of the original by switching between the **ADF** and the **Original Glass** as required.

📖 **Reference**
For details on how to operate Serial Scan, refer to page 7-6.
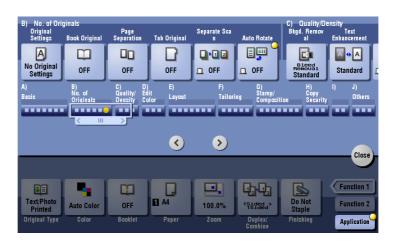
[Auto Rotate]

To display: [Copy] - [Application] - [No. of Originals] - [Auto Rotate]

This machine normally copies originals by automatically rotating the image according to the paper direction. However, you can copy originals without applying rotation.

For some paper sizes or zoom values, part of the image may be cut off.

[Bkgd. Removal]

To display: [Copy] - [Application] - [Quality/Density] - [Bkgd. Removal]

Adjust the density of the original with the colored background (newspaper, recycle paper, etc.) or the background of an original that is so thin that text or images on the back would be scanned.
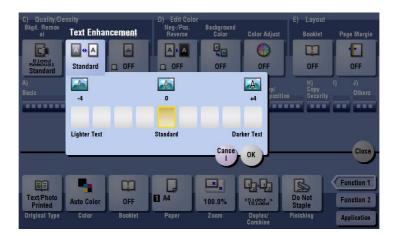
Settings	Description
[Background Removal]	Copy 2-sided originals made of thin paper and originals with colored background with optimal image quality. • [Bleed Removal]: Select this option when you want to prevent bleeding of the back of the paper such as for 2-sided originals that are so thin that text or images on the back would also be scanned. • [Paper Discoloration Adjustment]: Select this option for originals with colored background such as map.
[Background Removal Level]	Adjust the density of the background color for originals with colored background. If [Auto] is selected, the density of the background color is determined automatically, and the original is copied at the optimal background density level.

[Text Enhancement]

To display: [Copy] - [Application] - [Quality/Density] - [Text Enhancement]

Either of photos or text is enhanced when text is superimposed over photos (figure, graph, etc.).
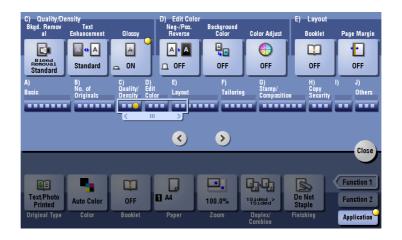
Settings	Description
[Lighter Text]	If you want to enhance the background against text, adjust to the [Lighter Text] side.
[Standard]	Copy with the optimal balance between the background and text.
[Darker Text]	If you want to enhance text against the background, adjust to the [Darker Text] side.

[Glossy]

To display: [Copy] - [Application] - [Quality/Density] - [Glossy]

Images are copied with a glossy finish.

[Neg-/Pos. Reverse]

To display: [Copy] - [Application] - [Edit Color] - [Neg-/Pos. Reverse]

Copy the original with the density (gradations) and color of the image inversed. The finished image looks like a negative print photo.

[Background Color]
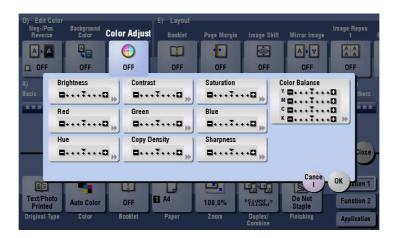
To display: [Copy] - [Application] - [Edit Color] - [Background Color]

Color the blank area of the original with a specified background color.

[Color Adjust]

To display: [Copy] - [Application] - [Edit Color] - [Color Adjust]

Adjust the color quality of the original for copying. You can check the finishing by printing a sample copy.

Settings	Description
[Brightness]	Adjust the brightness level.
[Contrast]	Adjust the shading of an image.
[Saturation]	Adjust the saturation level.
[Red]	Adjust the intensity of red.
[Green]	Adjust the intensity of green.
[Blue]	Adjust the intensity of blue.
[Hue]	Adjust the hue. The hue refers to a color trend relative to discrete colors such as red, blue and yellow. By adjusting the hue, the image can attain more reddish or bluish tone, for example.
[Copy Density]	Adjust the copy density.
[Sharpness]	Sharpen the edges of the image to improve legibility. Smoothen the rough contour or sharpen the blurred image.
[Color Balance]	Adjust the density for yellow (Y), magenta (M), cyan (C), and black (K). By changing the amount of each of the four toners, tints in the copy can be adjusted.

[Brightness]
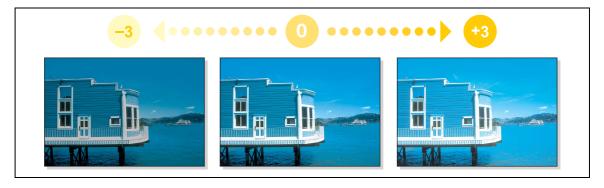
To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Brightness]

Adjust the degree of brightness of original.

Settings	Description
[Sample Copy]	You can check the finishing by printing a sample copy. Place the original on the **Original Glass**, and tap [OK] or press **Start**.

Tips
- What is brightness?:
  Colors consist of three elements, that is, hue, brightness, and saturation. These are referred to as three attributes of colors, and all colors are created by combinations of these elements.
  When a color is compared with others, the color can be regarded as brighter or darker because there is a degree of "brightness" in colors. For example, when comparing the yellow of a lemon and the yellow of a grapefruit, it is obvious that the yellow of the lemon is brighter. But what about when comparing the yellow of a lemon and the red of a bean? Obviously, the yellow of the lemon is brighter. "Brightness" is this degree of lightness that enables comparison regardless of the hue.
- Adjusting brightness changes an image as shown in the following.
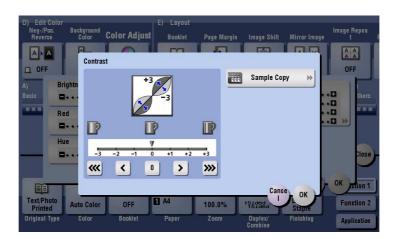
[Contrast]

To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Contrast]

Adjust the shading of an image.

Lower contrast makes the image softer and smoother while higher contrast makes it sharper.

Settings	Description
[Sample Copy]	You can check the finishing by printing a sample copy. Place the original on the **Original Glass**, and tap [OK] or press **Start**.

Tips
- Adjusting contrast changes an image as shown in the following.

[Saturation]
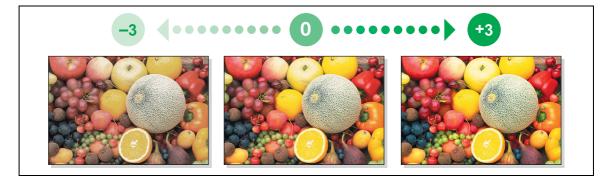
To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Saturation]

Adjust the saturation level.

Settings	Description
[Sample Copy]	You can check the finishing by printing a sample copy. Place the original on the **Original Glass**, and tap [OK] or press **Start**.
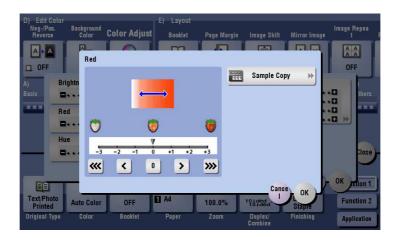
Tips
- What is saturation?:
  Colors consist of three elements, that is, hue, brightness, and saturation. These are referred to as three attributes of colors, and all colors are created by combinations of these elements.
  For example, compare two kinds of yellow between lemon and pear. By saying that the lemon is a more vivid yellow and the pear is a duller yellow, the difference between the two colors is stated in terms of "saturation", as opposed to "brightness". As opposed to hue and brightness, "saturation" is the characteristic that indicates the degree of vividness.
- Adjusting saturation changes an image as shown in the following.

[Red]
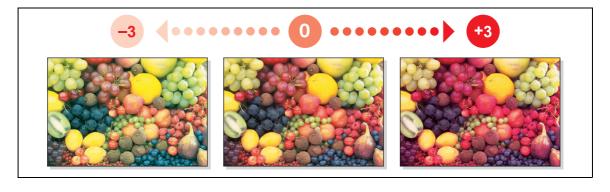
To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Red]

Adjust the intensity of red.

Settings	Description
[Sample Copy]	You can check the finishing by printing a sample copy. Place the original on the **Original Glass**, and tap [OK] or press **Start**.
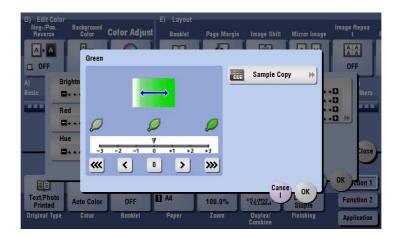
Tips
- Adjusting red changes an image as shown in the following.

[Green]

To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Green]

Adjust the intensity of green.

Settings	Description
[Sample Copy]	You can check the finishing by printing a sample copy. Place the original on the **Original Glass**, and tap [OK] or press **Start**.

Tips
- Adjusting green changes an image as shown in the following.

[Blue]

To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Blue]

Adjust the intensity of blue.

Settings	Description
[Sample Copy]	You can check the finishing by printing a sample copy. Place the original on the **Original Glass**, and tap [OK] or press **Start**.
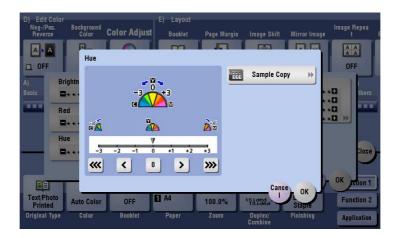
Tips
- Adjusting blue changes an image as shown in the following.

[Hue]

To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Hue]

Adjust the hue.

Settings	Description
[Sample Copy]	You can check the finishing by printing a sample copy. Place the original on the **Original Glass**, and tap [OK] or press **Start**.
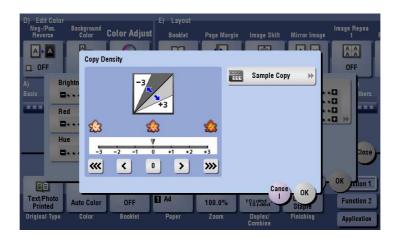
Tips

- What is hue?:
  Colors consist of three elements, that is, hue, brightness, and saturation. These are referred to as three attributes of colors, and all colors are created by combinations of these elements.
  When imagining that the color of an apple is red, a lemon is yellow, and the sky is blue, you can understand the concept of the "hue" of an object. "Hue" is the tint by which the color of an object is classified as red, yellow, blue, etc.
- Adjusting hue changes an image as shown in the following.

[Copy Density]

To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Copy Density]

Adjust the copy density.

Settings	Description
[Sample Copy]	You can check the finishing by printing a sample copy. Place the original on the **Original Glass**, and tap [OK] or press **Start**.

Tips
- Adjusting copy density changes an image as shown in the following.
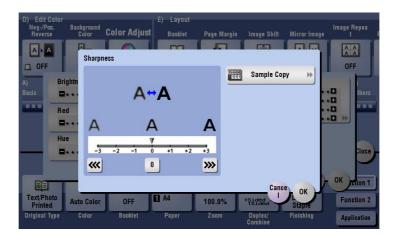
[Sharpness]

To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Sharpness]

You can adjust the amount of contours in text and images.

Smoothen the rough contour or sharpen the blurred image.

Settings	Description
[Sample Copy]	You can check the finishing by printing a sample copy. Place the original on the **Original Glass**, and tap [OK] or press **Start**.

Tips
- Adjusting sharpness changes an image as shown in the following.

[Color Balance]
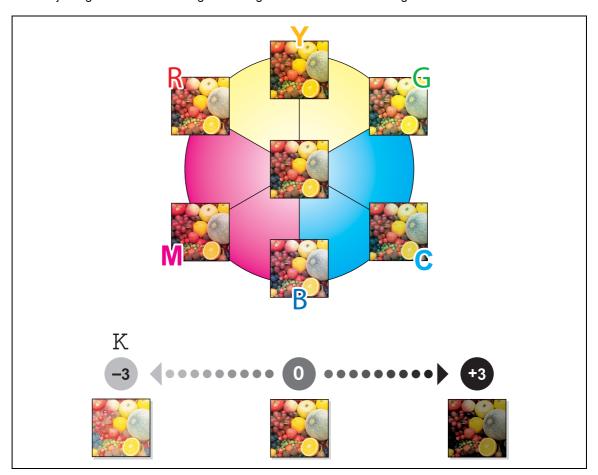
To display: [Copy] - [Application] - [Edit Color] - [Color Adjust] - [Color Balance]

Adjust the density for yellow (Y), magenta (M), cyan (C), and black (K). By changing the amount of each of the four toners, tints in the copy can be adjusted.

Tips

● Adjusting color balance changes an image as shown in the following.

● To enhance red, increase the density of yellow and magenta, or decrease the density of cyan.
● To enhance green, increase the density of yellow and cyan, or decrease the density of magenta.
● To enhance blue, increase the density of magenta and cyan, or decrease the density of yellow.
● To enhance yellow, increase the density of yellow, or decrease the density of magenta and cyan.
● To enhance black, increase the density of black.
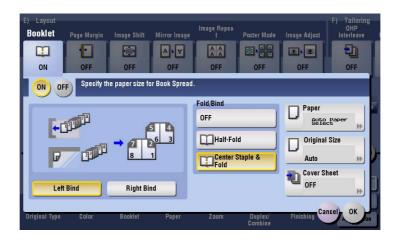
[Booklet]

To display (inch area): [Copy] - [Booklet]

To display (centimeter area): [Copy] - [Application] - [Layout] - [Booklet]

The pages in the original data are arranged and spread in a booklet format and printed on both sides of sheets. You can also specify the binding position, or insert front and back covers.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Booklet.
[Left Bind]/[Right Bind]	Select the binding position of the copied sheets.
[Fold/Bind]	Staples copy outputs in the center the paper or fold them in the center before discharging. • [Half-Fold]: Feeds out a copied sheet by folding it in two. • [Center Staple & Fold]: Staples and feeds out a copied sheet by folding it in two.
[Paper]	Select paper for copying. Select paper which corresponds to the size of a two-page spread of the booklet.
[Original Size]	If the size of the original is not detected correctly, select a key indicating the size of the original to be scanned. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.
[Cover Sheet]	Specify this option to insert a different sheet of paper from text pages as the front cover of a booklet. • [Front (Copy)]: Copies the front page on the front sheet. • [Front (Blank)]: Inserts a blank front sheet. • [Paper]: Select the paper used for cover sheet.

Tips
- The optional **Finisher** and **Saddle Stitcher** are required to use the Fold/Bind function.
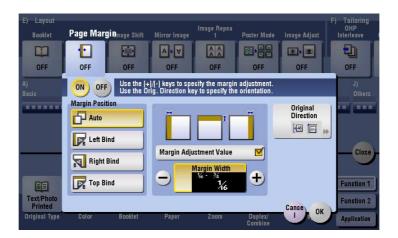
Related setting
- You can simplify the setting operation by automatically enabling the Booklet function when the setting screen for [Booklet] is displayed. (Default: [OFF]) For details, refer to page 16-11.

[Page Margin]

To display: [Copy] - [Application] - [Layout] - [Page Margin]

Select a paper binding position and adjust the binding width (margin) for copying.

Settings	Description
[ON]/[OFF]	Select [ON] to set a page margin.
[Margin Position]	Select the paper binding position. • [Auto]: The binding direction is automatically set. When the long side of the file is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of paper. When the long side of the file exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper. • [Left Bind]: Select this option when setting the binding position to the left of paper. • [Right Bind]: Select this option when setting the binding position to the right of paper. • [Top Bind]: Select this option when setting the binding position to the top of paper.
[Margin Adjustment Value]	Adjust page the margin in the range 1/16 inch to 3/4 inch (0.1 mm to 20.0 mm). Adjust it by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.
[Original Direction]	Specify the orientation of the loaded original. This machine copies in the same direction as for the original so that the front and back sides of paper do not turn upside down.

[Image Shift]

To display: [Copy] - [Application] - [Layout] - [Image Shift]

You can fine tune the image position by shifting it in a horizontal or vertical direction according to the paper size. When an image is printed on the back side, you can also fine tune its position.
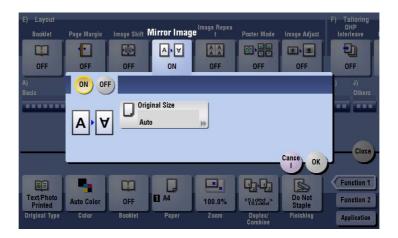
Settings	Description
[ON]/[OFF]	Select [ON] to shift an image.
[Front Side]/[Back Side]	Adjust the image position on the print paper, by shifting the original image in horizontal or vertical direction. • [Shift Left]/[Shift Right]: Shifts the image to the left or right. Adjust the shift amount by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area. • [Shift Top]/[Shift Bottom]: Shift the image upward or downward. Adjust the shift amount by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.
[Apply on Back]	Set this item to use the same settings as used on the front side for the rear side of the print paper.
[Original Direction]	Specify the orientation of the loaded original.

[Mirror Image]

To display: [Copy] - [Application] - [Layout] - [Mirror Image]

Copy the original image by reversing its left and right, like a reflection image on the mirror.
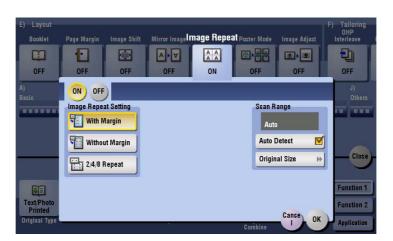
Settings	Description
[ON]/[OFF]	Select [ON] to specify Mirror Image.
[Original Size]	If the size of the original is not detected correctly, select a key indicating the size of the original to be scanned. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.

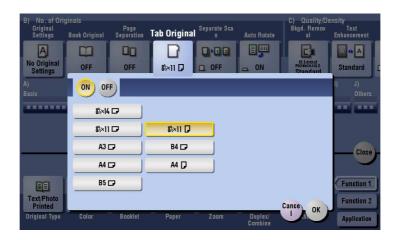## [Image Repeat]

To display: [Copy] - [Application] - [Layout] - [Image Repeat]

An original image is repeatedly copied on the same side of a single sheet.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Image Repeat.

Settings	Description
[Image Repeat Setting]	Select the copy method on the paper. • [With Margin]: Copy an original image including its edges repeatedly on a single sheet of paper. The number of times repeated is determined automatically according to the original and paper sizes, or zoom ratio. • [Without Margin]: Copy an original image repeatedly as much as possible on a single sheet of paper. The images on the edge of the paper may be partially lost. The number of times repeated is determined automatically according to the original and paper sizes, or zoom ratio. • [2/4/8 Repeat]: Copy an original image repeatedly for the registered number of times on a single sheet of paper. Images that do not fit the divided area will be partially lost. If you select [2 Repeat], you can specify the interval between images in units of 1/16 inch to 10 inches (0.1 mm to 250.0 mm) in [Repeat Interval].
[Scan Range]	You can either to set the machine to automatically detect the scan range (original size), or specify the scan range manually. If the original is of a standard size, selecting [Auto Detect] causes the machine to automatically detect the size. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.

[Poster Mode]

To display: [Copy] - [Application] - [Layout] - [Poster Mode]

The original image is enlarged, divided, and printed on multiple sheets. When you join the printed sheets, you will create a large poster.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Poster Mode.
[Select the finished Z-fold Size]	Specify the finished size by using any of [Image Size], [Paper Size] and [Zoom]. • [Image Size]: Specify the finished size after the image is enlarged, in paper size. When you join the copied sheets at overlap margins, the finished size is the same as the specified paper size. • [Paper Size]: Specify the finished size, which includes both the size after the image is enlarged and the overlap margin, in paper size. When you join the copied sheets at overlap margins, the finished size is smaller than the specified paper size. • [Zoom]: Specify the finished size after the image is enlarged according to the zoom ratio. When you join the copied sheets at overlap margins, the finished size is the same as the specified zoom ratio. The required number of print sheets depends on the zoom ratio you have specified.
[Original Size]	If the size of the original is not detected correctly, select a key indicating the size of the original to be scanned. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.
[Total Pages]	When you have selected other than [Auto] in [Original Size], the number of sheets to be output is displayed.

[Image Adjust]

To display: [Copy] - [Application] - [Layout] - [Image Adjust]

Specify how to arrange the original image on the paper. You can enlarge a part of the original to the maximum limits of the paper, or arrange the original image at the center of the page without enlarging it.
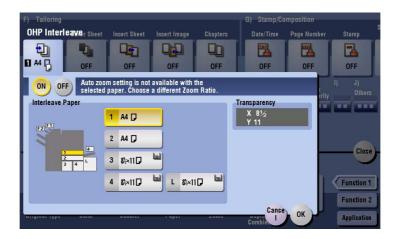
Settings	Description
[ON]/[OFF]	Select [ON] to specify the image arrangement method.
[Image Adjust Setting]	Select the image arrangement method. • [Full Size]: Enlarge or reduce the original image so that it fits the print paper, and print on the center of the paper. Place the original on the **Original Glass**. • [Center Zoom]: Enlarge or reduce the original image according to the lengthwise or widthwise side of the original image and print paper whichever is larger, and print on the center of the paper. Part of the original may be lost. Place the original on the **Original Glass**. • [Centering]: The original image is copied at the center of the page without enlarging or reducing it. If the paper size is smaller than the image, part of the image may be lost.
[Original Size]	If the size of the original is not detected correctly, select a key indicating the size of the original to be scanned. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.

[OHP Interleave]

To display: [Copy] - [Application] - [Tailoring] - [OHP Interleave]

When copying onto multiple transparencies, you can insert the specified paper between the transparencies. These sheets of paper prevent the transparencies from sticking together due to heat generated during copying or static electricity.

Settings	Description
[ON]/[OFF]	Select [ON] to specify OHP Interleave.
[Interleave Paper]	Select the paper tray for the paper to be inserted between transparencies. The paper size of the transparencies loaded on the **Bypass Tray** is displayed in [Transparency]. Be sure to use the same size for loaded transparencies and the paper to be inserted.

Tips
- You can only specify [Black] for copying onto transparencies.
- You can only specify 1 for the number of copies. The number value cannot be changed.
- The finishing function cannot be changed.

📖 Reference
Load transparencies into the **Bypass Tray**. *For details on how to load transparencies, refer to [User's Guide: Introduction (Trademark Licenses)].*

NOTICE
Do not use a transparency that has been through the machine even once. Doing so may lead to reduced print quality, a paper jam, or damage to the machine. Even if a transparency has been discharged without being printed, it cannot be reused.

[Cover Sheet]

To display: [Copy] - [Application] - [Tailoring] - [Cover Sheet]

You can insert a cover sheet before the first page or after the last page of the text. The paper used for the front and back cover sheets can be different from that used for body pages (in paper color and thickness). They can be printed at the same time.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Cover Sheet.
[Front Cover]	Inserts a front cover. • [Front (Copy)]: Copies the front page on the front sheet. • [Front (Blank)]: Inserts a blank front sheet. • [Paper]: Select the paper used for cover sheet. Use the same size cover and body sheets, and stack them in the same orientation. You can select the paper tray of the **Post Inserter** when [Front (Blank)] is selected while the optional **Post Inserter** is installed.
[Back Cover]	Inserts a back cover. • [Back (Copy)]: Copies the last page onto the back sheet. • [Back (Blank)]: Inserts a blank back sheet. • [Paper]: Select the paper used for back sheet. Use the same size cover and body sheets, and stack them in the same orientation. You can select the paper tray of the **Post Inserter** when [Back (Blank)] is selected while the optional **Post Inserter** is installed.

[Insert Sheet]

To display: [Copy] - [Application] - [Tailoring] - [Insert Sheet]

You can insert a sheet that is of a different type from other pages (such as color and thick papers) for a specified page.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Insert Sheet.
[Insert Position]	Set a page number where you wish to insert a different sheet. • Enter an insertion page number using the **Keypad** and press [Add] to register the insertion page number. • If you have entered an incorrect page number, select this number and tap [Delete]. • If page numbers are entered in random sequence, they are rearranged in the ascending order automatically.
[Insert Paper]	Select the paper tray containing insertion paper. Use the same size insertion sheets and body sheets, and stack them in the same orientation. You can select the paper tray of the **Post Inserter** when [Blank] is selected while the optional **Post Inserter** is installed.
[Insert Type]	Select whether or not to copy on the insertion paper.

[Insert Image]

To display: [Copy] - [Application] - [Tailoring] - [Insert Image]

The original scanned using the **Original Glass** is inserted after the page you have specified in the original scanned using the **ADF**.
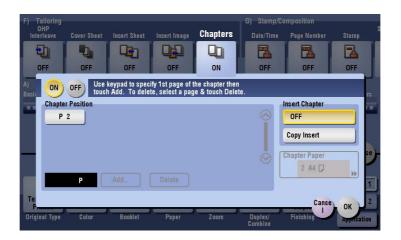
Settings	Description
[ON]/[OFF]	Select [ON] to specify Insert Image.
[Insert Page Position]	Specify a page number you want to insert a sheet into. The original is inserted after the page you have specified. • Enter an insertion page number using the **Keypad** and press [Add] to register the insertion page number. • If you have entered an incorrect page number, select this number and tap [Delete]. • If page numbers are entered in random sequence, they are rearranged in the ascending order automatically.

[Chapters]

To display: [Copy] - [Application] - [Tailoring] - [Chapters]

When an original is copied onto both sides of sheets of paper, the first page of each chapter is always printed on the front side of paper.

Settings	Description
[ON]/[OFF]	Press [ON] to set the Chapters option.
[Chapter Position]	Specify the chapter page to be printed on the front side. • Enter the chapter location page number using the **Keypad** and tap [Add] to register the page number. • If you have entered an incorrect chapter page number, select this number then tap [Delete]. • If page numbers are entered in random sequence, they are rearranged in the ascending order automatically.
[Insert Chapter]	Select whether to use the same page or a different page for the chapter and the text. • [OFF]: Copy all pages on the same paper. • [Copy Insert]: Copy the first page of the chapter on the different type of paper form text pages. Select the paper tray loaded with paper to be inserted in [Chapter Paper].
[Chapter Paper]	If [Insert Chapter] is set to [Copy Insert], select the paper tray where the Chapter Paper is stacked. If the chapter paper and text paper differ, use the same size of paper and stack them in the correct direction.

Tips
- When the Chapters function is specified, [1Sided > 2Sided] of [Duplex/Combine] is automatically set. To scan a 2-sided original, select [2Sided > 2Sided].

[Date/Time]

To display: [Copy] - [Application] - [Stamp/Composition] - [Date/Time]

Select the stamping position and format, and add the date and time on copied sheets. The date and time can be printed either on all pages or only on the first page.

Settings	Description
[ON]/[OFF]	Select [ON] to print the date/time.
[Date Format]	Select the date/time format.
[Time Format]	Select the time format. When you do not want to print time, select [OFF].
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more closely.

Related setting (for the administrator)

● You can select whether to print the date and time on the blank page that is inserted using the Cover Sheet or Insert Sheet function. (Default: [Do Not Print]) For details, refer to page 17-29.

[Page Number]

To display: [Copy] - [Application] - [Stamp/Composition] - [Page Number]

Select the stamping position and format, and add page and chapter numbers on copied sheets. Page and chapter numbers are printed on all pages.

Settings	Description
[ON]/[OFF]	Select [ON] to print a page number.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page. For example, to print page numbers from the third page of the original, enter "-1". The first page of the original is counted as "-1", and the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the original as "2, 3", etc. in order."-" (minus sign) changes to + each time you tap **.
[Starting Chapter Number]	Enter the starting chapter number if an original is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify chapter numbers only when you have selected [Chapter Page] in [Page Number Type]. For example, to print chapter numbers from the third chapter, enter "-1". The first chapter of the original is counted as "-1", the second chapter as "0", and the third chapter is counted as "1". In [Starting Chapter Number], chapter number is printed on the chapters that are count as 1 and later. If "2" is entered, number is printed from the first page of the first chapter of the original as "2-1, 2-2"."-" (minus sign) changes to + each time you tap *.
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more closely.
[Insert Sheet Setting]	When you insert sheets using the Cover Sheet function of Insert Sheet function, specify whether or not to print a page number on the inserted sheet. • [Cover Sheet]: Prints - or does not print - a page number on the cover sheet. The number of pages are counted even if [Do Not Print] is selected. • [Insert Sheet (Copy)]: Prints - or does not print - a page number on the inserted copy paper. The number of inserted pages is counted even if [Do Not Print] is selected. If [Skip] is set, the page number is not printed and the number of pages is not counted. • [Insert (Blank)]: Counts - or does not count - the inserted blank pages. The number of inserted pages is counted if [Do Not Print] is selected. If the [Skip] is set, the number of pages is not counted.

Related setting (for the administrator)
- You can select whether to print the page numbers on the blank page that is inserted using the Cover Sheet or Insert Sheet function. (Default: [Do Not Print]) For details, refer to page 17-29.

[Stamp]

To display: [Copy] - [Application] - [Stamp/Composition] - [Stamp]

Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be printed from the registered fix stamps and arbitrary registered stamps.

Settings	Description
[ON]/[OFF]	Select [ON] to print a stamp.
[Stamp Imprint]	Select the stamp you want to print.
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the print size and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more closely.

Related setting (for the administrator)
- You can select whether to print stamps on the blank page that is inserted using the Cover Sheet or Insert Sheet function. (Default: [Do Not Print]) For details, refer to page 17-29.

[Stamp Repeat]

To display: [Copy] - [Application] - [Stamp/Composition] - [Stamp Repeat]

Stamp such as "Copy" and "Private" are printed on the entire page.

Settings	Description
[ON]/[OFF]	Press [ON] to repeat stamping.
[Stamp Repeat Type]	Select a stamp used. The date and time can also be printed. • [Preset Stamp]: Select a preset stamp to be printed. • [Registered Stamp]: Select a registered stamp to be printed. • [Date/Time]: Select a format (type) of date and time to be printed. The date/time when the original was scanned is stamped on the paper. • [Other]: Specify the job number, the machine's serial number, and distribution control number to be printed.
[Stamp Selection]	The registration status of the stamp is displayed.
[Detail Setting]	Select the color, density, size, and pattern overwriting of print characters if necessary.
[Change/Delete Position]	Allows the stamp position settings to be checked, changed or deleted, if necessary. You can change the stamp sequence and insert a space between stamps. When you select up to four stamps, you can change their angle (within +/-45 degrees).

Tips
● You can print multiple stamps, such as registered stamp, preset stamp, date/time, job number, and serial number, at a time. However, the number of stamps that can be printed may be limited depending on the type and angle of the selected stamps.

[Header/Footer]

To display: [Copy] - [Application] - [Stamp/Composition] - [Header/Footer]

Add the date and time and any other desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added to the header and footer in advance to this machine.

Settings	Description
[ON]/[OFF]	Select [ON] to print the header/footer.
[Recall Header/Footer]	Select the header/footer to be printed. Select the header/footer from those registered in advance.
[Check/Change Temporarily]	If necessary, check or temporarily change the registered header/footer content. • [Header Setting]: Change the content of header. • [Footer Setting]: Change the content of footer. • [Pages]: Change the range of pages to print. • [Text Details]: Change the print size, font, and text color.

Related setting (for the administrator)

- For details on how to register the information to be added for header and footer, refer to page 17-29.
- You can select whether to print the header and footer on the blank page that is inserted using the Cover Sheet or Insert Sheet function. (Default: [Do Not Print]) For details, refer to page 17-29.

[Watermark]

To display: [Copy] - [Application] - [Stamp/Composition] - [Watermark]

Text such as "Copy" and "Private" are printed on the center of all pages in a tint color.

Settings	Description
[ON]/[OFF]	Select [ON] to print a watermark.
[Watermark Type]	Select the watermark you want to print.
[Text Color]	If necessary, select the print color of the text.

Tips
- Part of the watermark may be lost depending on the paper size, such as A6 and B6. In this case, the machine automatically cancels the watermark function for copying.

[Overlay]

To display: [Copy] - [Application] - [Stamp/Composition] - [Overlay]

The original image scanned in the first page is overlaid on the originals scanned in the subsequent pages.

Settings	Description
[ON]/[OFF]	Select [ON] to compose an overlay image.
[Pages]	Select the range of pages on which an overlay image is composed.
[Density]	If necessary, adjust the density of the overlay image to be composed.
[Original Size]	If the size of the original is not detected correctly, select a key indicating the size of the original to be scanned. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.
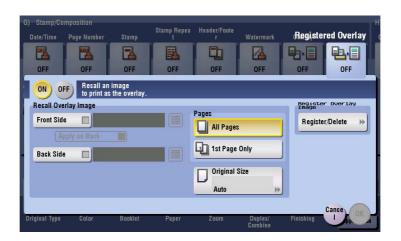
Settings	Description
[Composition]	Select how to compose an overlay image. • [Transparent]: Print the overlay image on the original in a translucent tone. • [Background (Orig.)]: Print an overlay image at the front side of the original. • [Back]: Print an overlay image at the back side of the original.
[Color]	If necessary, select the print color of the overlay image to be composed.

[Registered Overlay]

To display: [Copy] - [Application] - [Stamp/Composition] - [Registered Overlay]

In [Register Overlay], register original images on the **Hard Disk** of this machine as overlay image.

You can call a registered overlay image and compose it on an original scanned later.

Settings	Description
[ON]/[OFF]	Select [ON] to register a new overlay image or compose a registered overlay image on the original.
[Recall Overlay Image]	Specify which side of the paper to compose the overlay image, and select an overlay image to be composed. Check the density, composition method, color change, and preview of overlay image if necessary. If you set [Apply on Back], the image on the front side is composed on the back side of paper.
[Pages]	Select the range of pages on which an overlay image is composed.
[Original Size]	Specify the size of the original. If the original is of a standard size, selecting [Auto] causes the machine to automatically detect the size. If the machine cannot detect the size of irregular sized originals or photos, manually specify the size.
[Register Overlay]	Register a new overlay image. If necessary, select the density and color of the overlay image when it is registered. • When registering a new overlay image, tap [New], and enter the name of the overlay image. Load the original to the machine, then press **Start** to register the image. If multiple pages of original is loaded into the **ADF**, only the first page is registered. • You can overwrite or delete registered overlay images.

Related setting (for the administrator)

● You can select whether to allow the user to overwrite or delete a registered overlay image. (Default: [Allow]). For details, refer to page 17-9([Change Registered Overlay]).

[Copy Protect]

To display: [Copy] - [Application] - [Copy Security] - [Copy Protect]

Text such as "Copy" and "Private" are printed in the background pattern as concealed text.
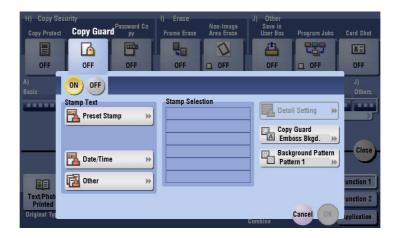
Settings	Description
[ON]/[OFF]	Select [ON] to print the copy protection text.
[Copy Protect Type]	Select a stamp used. The date and time can also be printed. • [Preset Stamp]: Select a preset stamp to be printed. • [Registered Stamp]: Select a registered stamp to be printed. • [Date/Time]: Select a format (type) of date and time to be printed. The date/time when the original was scanned is stamped on the paper. • [Other]: Specify the job number, the machine's serial number, and distribution control number to be printed.
[Stamp Selection]	The registration status of the stamp is displayed.
[Detail Setting]	Select the color, density, size, and pattern overwriting of print characters if necessary.
[Copy Protect]	Select how to print the copy protect pattern. Also, you can set the pattern contrast if necessary.
[Background Pattern]	Select a background pattern.
[Change/Delete Position]	Allows the stamp position settings to be checked, changed or deleted, if necessary. You can change the stamp sequence and insert a space between stamps. When you select up to four stamps, you can change their angle (within +/-45 degrees).

[Copy Guard]

To display: [Copy] - [Application] - [Copy Security] - [Copy Guard]

Copy Guard is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a copy restriction pattern on all printed sheets.

Settings	Description
[ON]/[OFF]	Select [ON] to embed a copy guard pattern.
[Stamp Text]	Select a stamp used. The date and time can also be printed. • [Preset Stamp]: Select a preset stamp to be printed. • [Date/Time]: Select a format (type) of date and time to be printed. The date/time when the original was scanned is stamped on the paper. • [Other]: Specify the job number, the machine's serial number, and distribution control number to be printed.
[Stamp Selection]	The registration status of the stamp is displayed.
[Detail Setting]	If necessary, select the print size and text color.
[Copy Guard]	Specify the contract of copy guard pattern if necessary.
[Background Pattern]	Select a background pattern.

Tips

● You can use the Copy Guard function when the optional **Security Kit** is installed and the Copy Guard function is enabled on this machine. For details on how to enable the Copy Guard function, refer to page 17-63.

● The Copy Guard function does not support color paper, envelopes and transparencies.

[Password Copy]

To display: [Copy] - [Application] - [Copy Security] - [Password Copy]

Password Copy is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a password for the password copy function on all printed sheets.

Settings		Description
[ON]/[OFF]		Select [ON] to embed a password.
[Password]		Enter the password to restrict copying.
[Stamp Setting]		Set a stamp to be printed on each paper.
	[Stamp Text]	Select a stamp used. The date and time can also be printed. • [Preset Stamp]: Select a preset stamp to be printed. • [Date/Time]: Select a format (type) of date and time to be printed. The date/time when the original was scanned is stamped on the paper. • [Other]: Specify the job number, the machine's serial number, and distribution control number to be printed.
	[Stamp Selection]	The registration status of the stamp is displayed.
	[Detail Setting]	If necessary, select the print size and text color.
	[Password Copy]	Specify the contract of password copy guard pattern if necessary.
	[Background Pattern]	Select a background pattern.
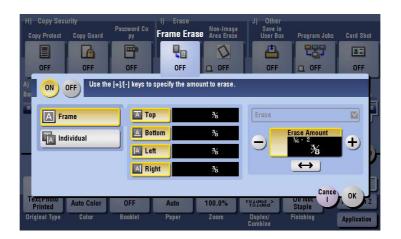
Tips
- You can use the Password Copy function when the optional **Security Kit** is installed and the Password Copy function is enabled on this machine. For details on how to enable the Password Copy function, refer to page 17-63.
- The Password Copy function does not support color paper, envelopes and transparencies.

[Frame Erase]

To display: [Copy] - [Application] - [Erase] - [Frame Erase]

Erases the four sides of the original by the same width amount. You can also erase the four sides of the original to different widths.
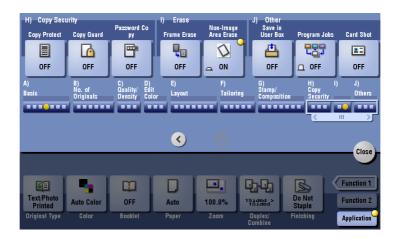
Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.
[Frame Erase]	Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] for the inch area, or tap [+]/[-] or press the **Keypad** for the centimeter area to specify the width of the area to be erased.
[Individual]	Select this option to erase the four sides of the original to different widths. Select a side ([Top], [Bottom], [Left], or [Right]) and specify the width of the area by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** in [Erase Amount] for the centimeter area. Likewise, specify the width for all the other sides one by one. If you do not want to erase the side, cancel the setting for [Erase].

[Non-Image Area Erase]

To display: [Copy] - [Application] - [Erase] - [Non-Image Area Erase]

When making copies with the **ADF** open and the original placed on the **Original Glass**, the machine detects the outline of the original and erases the area outside the original.

Tips
- The scanning area on the **Original Glass** is the same as the paper size to be copied. Place the original within the scanning area.
- The size of the original automatically detected is 3/8 inch × 3/8 inch (10 mm × 10 mm) or larger. If the size detection fails, a blank sheet of paper is output.
- The top or end of the original image may be cut off.

Related setting (for the administrator)
- You can select the erasing method from [Bevel] and [Rectangular]. For details, refer to page 17-26.
- [Bevel]: If the background color of the original is light, it is easy to identify the border between the original and outside area. Therefore, the machine erases the area outside the original (shadow caused by external light) for copying.
- [Rectangular]: If the background color of the original is dark, it is difficult to identify the border between the original and outside area. Therefore, the machine does not erase the area outside the original (shadow caused by external light) for copying.

[Save in User Box]

To display: [Copy] - [Application] - [Others] - [Save in User Box]

Save original images in the **Hard Disk** (user box) of this machine. You can also save an original in a user box and print at the same time.

Settings	Description
[ON]/[OFF]	Select [ON] to save in a user box.
[User Box]	Select a User Box to save files in. You can select a user box from Public, Personal, Group User Box and Annotation User Box.
[File Name]	If necessary, change the file name to save it.
[Save & Print]	Set this option to save the document in a user box and print at the same time.

[Program Jobs]

To display: [Copy] - [Application] - [Others] - [Program Jobs]

Originals are scanned with different settings for each set, and copied collectively. Use this function when various types of originals are mixed, such as 1-sided original to be printed on one side of paper, and 2-sided original to be copied by enlarging.

📖 **Reference**
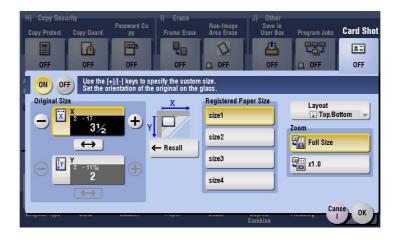
For details about the operation procedure of [Program Jobs], refer to page 7-7.

[Card Shot]

To display: [Copy] - [Application] - [Others] - [Card Shot]

When you want to copy cards, you can arrange the front and back sides of the card on the same side of a single page and print them onto one sheet.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Card Shot.
[Original Size]	Specify the size of the card to copy by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area. From the [Registered Paper Size], you can recall a size previously stored and specify the size.
[Layout]	Select the layout for arranging the front side and back side of the card on the paper from [Top/Bottom], [Left/Right (Top Half)], and [Left/Right].
[Zoom]	Select a zoom ratio for copying. • [Full Size]: Copy by enlarging according to the paper size. • [x1.0]: Copy with the same size as the card.

📖 **Reference**

For details about the operation procedure of [Card Shot], refer to page 8-3.

Related setting

● A card size can be registered, and the default [Layout] and [Zoom] values can be changed. For details, refer to page 16-13.

16 Description of Setup Buttons (User Settings)

16 Description of Setup Buttons (User Settings)

[Utility]

To display: [Utility]

Used to check the various settings and usage of this machine.

Settings	Description
[One-Touch/User Box Registration]	Register frequently used destinations or User Boxes.
[User Settings]	Users are allowed to edit the setting for these items. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your environment.
[Administrator Settings]	Press this button to display settings that can be configured only by the administrator. To configure settings, you need to enter the administrator password of this machine. You can specify the initial operations of the copy, print, fax, or User Box function, power saving function, and network function to suit your environment. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function.
[Check Consumable Life]	Press this button to check the status of consumables (consumption level) in this machine. When necessary, print the status of consumables in list form.
[Banner Printing]	Select whether to permit banner printing of the print function.
[Device Information]	The function version and IP address (IPv4/IPv6) of this machine are displayed.
[Remote Panel Operation]	Press this button to start remote operation of the **Control Panel** of this machine.

[User Settings]

To display: [Utility] - [User Settings]

Users are allowed to edit the setting for these items. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your environment.

Settings	Description
[System Settings]	Configure the operating environment of this machine.
[Custom Display Settings]	Change the **Touch Panel** display for the convenience of the user.
[Copier Settings]	Configure settings for copy operations.
[Scan/Fax Settings]	Configure setting for fax and scan operations.
[Printer Settings]	Configure settings for printer operations.
[Change Password]	Change the password of the user who is logged in through user authentication.
[Change E-Mail Address]	Change the E-mail address of the user who is logged in through user authentication.
[Register Authentication Information]	Register the biometric authentication information or IC card authentication information of the user who is logged in through user authentication.
[Synchronize User Auth. and Account Track]	When user authentication and account track are both employed, specify whether to synchronize user authentication and account track setting for the login user.
[Cellular Phone/PDA Setting]	Configure the settings for printing from a Bluetooth-compatible mobile phone, smartphone, tablet PC or others.

[System Settings]

To display: [Utility] - [User Settings] - [System Settings]

Configure the operating environment of this machine.

Settings	Description
[Language Selection]	Specify a language displayed in the **Touch Panel** and a language used for keyboard input.
[Select Keyboard]	Select a keyboard type displayed in the **Touch Panel**.
[Measurement Unit Settings]	Select a system of units for numeric values displayed in the **Touch Panel**.
[Paper Tray Settings]	Specify the settings related to selection and switching of paper trays.
[Auto Color Level Adjust.]	Adjust the criteria to determine whether an original is in color or black and white when scanning originals by specifying the color mode to [Auto Color].
[Power Supply/Power Save Settings]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-5.
[Output Settings]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-6.
[AE Level Adjustment]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-10.
[Auto Paper Select for Small Original]	Specify whether to copy an original when an original that is so small that the machine cannot detect the size automatically is placed on the **Original Glass**.
[Blank Page Print Settings]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-29.
[Page Number Print Position]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-31.
[Blank Sheet Detection Level]	Adjust the detection level of blank page when [Blank Page Removal] is specified for [Original Settings] in the copy or fax/scan mode.
[Separate Scan from Platen]	Select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the **Original Glass**.

[Language Selection]

To display: [Utility] - [User Settings] - [System Settings] - [Language Selection]

Specify a language displayed in the **Touch Panel** and a language used for keyboard input.

Settings	Description
[Language Selection Display]	Select a language display in the **Touch Panel**. [English] is specified by default.
[Panel Keyboard Language Selection]	Select a keyboard language displayed in the **Touch Panel**. • [Panel Display Language Synchronize]: Synchronize with the language displayed in the **Touch Panel**. • [Panel Display Language Desynchronize]: Select a keyboard language. [Panel Display Language Synchronize] is specified by default.
[External Keyboard Language Selection]	Select a keyboard language if you are using an external keyboard. • [Panel Display Language Synchronize]: Synchronize with the language displayed in the **Touch Panel**. • [Panel Display Language Desynchronize]: Select a keyboard language. [Panel Display Language Desynchronize] is specified by default.

[Select Keyboard]

To display: [Utility] - [User Settings] - [System Settings] - [Select Keyboard]

Select a keyboard type displayed in the **Touch Panel**.

Settings	Description
[Standard Keyboard]	The US ASCII layout keyboard or JIS layout keyboard is displayed. [Standard Keyboard] is specified by default.
[Local Keyboard]	The keyboard corresponding to the language setting is displayed.

[Measurement Unit Settings]

To display: [Utility] - [User Settings] - [System Settings] - [Measurement Unit Settings]

Select a system of units for numeric values displayed in the **Touch Panel**.

Settings	Description
[mm (Numerical Value)]	Numeric values are displayed in units of mm. For the centimeter area, [mm (Numerical Value)] is specified as default.
[inch (Numerical Value)]	Numeric values are displayed in units of inch with decimal point.
[inch (Fraction)]	Numeric values are displayed in units of inch with fraction display. For the inch area, [inch (Fraction)] is specified as default.

[Paper Tray Settings]

To display: [Utility] - [User Settings] - [System Settings] - [Paper Tray Settings]

Specify the settings related to selection and switching of paper trays.

Settings	Description
[Auto Tray Selection Settings]	When you have selected [Auto] in [Paper], select target paper trays for auto tray selection. Also, specify the priority for the paper trays.
[Auto Tray Switch ON/OFF]	When printing originals by specifying a paper tray, select whether to allow auto switching (ATS: auto tray switching) to the paper tray loaded with paper of the same size when the specified tray runs out of paper.
[No Matching Paper in Tray Setting]	Select the operation to be taken when there is no appropriate sized paper in the specified paper tray.
[Print Lists]	Specify the default paper tray and printing method (1-sided or 2-sided) used for printing reports and meter counts.
[Post Inserter Settings]	Specify the type and the size of paper to be loaded into the paper tray for using **Post Inserter**.

[Auto Tray Selection Settings]

To display: [Utility] - [User Settings] - [System Settings] - [Paper Tray Settings] - [Auto Tray Selection Settings]

When you have selected [Auto] in [Paper], select target paper trays for auto tray selection. Also, specify the priority for the paper trays.

Settings	Description
[Auto Tray Select]	When you have selected [Auto] in [Paper], select target paper trays for auto tray selection. The machine selects the tray loaded with optimal paper among the target trays. The trays loaded with normal paper and special paper for 1-sided printing are included in the target. Different default values are available for different options installed on this machine.
[Tray Priority]	Specify the priority for feeding paper among the trays selected in [Auto Tray Select]. If paper of the same size is loaded in multiple trays, paper is fed from the tray given higher priority. Different default values are available for different options installed on this machine.
[Auto Paper Selection Setting]	If [Auto] is selected for [Paper], you can also specify the trays loaded with [Thin Paper], [User Paper 1], and [User Paper 2] for target trays. Select target paper for auto paper selection, and specify the priority order. For details on User Paper, contact your service representative.

[Auto Tray Switch ON/OFF]

To display: [Utility] - [User Settings] - [System Settings] - [Paper Tray Settings] - [Auto Tray Switch ON/OFF]

When printing originals by specifying a paper tray, select whether to allow auto switching (ATS: auto tray switching) to the paper tray loaded with paper of the same size when the specified tray runs out of paper.

[Restrict] is specified by default.

[No Matching Paper in Tray Setting]

To display: [Utility] - [User Settings] - [System Settings] - [Paper Tray Settings] - [No Matching Paper in Tray Setting]

Select the operation to be taken when there is no appropriate sized paper in the specified paper tray.

Settings	Description
[Stop Printing (Tray Fixed)]	The machines stops printing when there is no appropriate sized paper in the specified paper tray. Load paper to the specified paper tray or switch to another paper tray manually. [Stop Printing (Tray Fixed)] is selected by default.
[Switch Trays (Tray Priority)]	When the specified paper tray runs out of paper, the machine switches to the paper tray where paper of the same size is loaded.

[Print Lists]

To display: [Utility] - [User Settings] - [System Settings] - [Paper Tray Settings] - [Print Lists]

Specify the default paper tray and printing method (1-sided or 2-sided) used for printing reports and meter counts.

You can temporarily change the settings when printing.

The following shows the default functions.
- [Paper Tray]: [Tray 1]
- [Simplex/Duplex]: [1-Sided]

[Post Inserter Settings]

To display: [Utility] - [User Settings] - [System Settings] - [Paper Tray Settings] - [Post Inserter Settings]

Specify the type and the size of paper to be loaded into the paper tray for using **Post Inserter**.

Settings	Description
[Paper Tray]	Select the paper tray for which paper type and size will be changed. You can change settings for each tray.
[Paper Type]	[Paper Type]: Select the type of the paper loaded into the selected paper tray. [Plain Paper] is specified by default.
[Paper Size]	Select the size of paper loaded into the paper tray selected for [Paper Type]. [Auto Detect] is specified by default.

Tips
- This item is available when the optional **Finisher FS-535** is equipped with the **Post Inserter**.

[Auto Color Level Adjust.]

To display: [Utility] - [User Settings] - [System Settings] - [Auto Color Level Adjust.]

Adjust the criteria to determine whether an original is in color or black and white when scanning originals by specifying the color mode to [Auto Color].

Tap [Black] or [Full Color] to adjust to one of the five levels.

[3] is specified by default.

[Auto Paper Select for Small Original]

To display: [Utility] - [User Settings] - [System Settings] - [Auto Paper Select for Small Original]

Specify whether to copy an original when an original that is so small that the machine cannot detect the size automatically is placed on the **Original Glass**. To copy, select a paper size.

Settings	Description
[Copy on Small Size]	Print on 5-1/2 × 8-1/2 (A5) size paper. If 5-1/2 × 8-1/2 (A5) size paper has not been loaded, load the paper (5-1/2 × 8-1/2 (A5)) into the **Bypass Tray**.
[Copy on Letter] ([Copy on A4])	Print on 8-1/2 × 11 size paper.
[Prohibit Copy]	A message is displayed when the machine cannot detect the size of the original. Select this option when you do not want to specify the paper size but print on arbitrary size of paper. [Prohibit Copy] is specified by default.

[Blank Sheet Detection Level]

To display: [Utility] - [User Settings] - [System Settings] - [Blank Sheet Detection Level]

Adjust the detection level of blank page when [Blank Page Removal] is specified for [Original Settings].

Tap [Do not detect] or [Detect] to adjust to one of the five levels.

[0] is specified by default.

[Separate Scan from Platen]

To display: [Utility] - [User Settings] - [System Settings] - [Separate Scan from Platen]

Select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the **Original Glass**.

[No] is specified by default.

[Custom Display Settings]

To display: [Utility] - [User Settings] - [Custom Display Settings]

Change the **Touch Panel** display for the convenience of the user.

Settings	Description
[Copier Settings]	Change the default main screen in the copy mode.
[Scan/Fax Settings]	Change the default main screen in the fax/scan mode.
[User Box Settings]	Change the default main screen in the user box mode.
[Function Display Key(Copy/Print)]	Change the function key to be displayed in the main screen in the copy mode and the print settings screen in the User Box mode.
[Function Display Key(Send/Save)]	Change the function key to be displayed in the main screen in the fax/scan mode and the send and save setting screens in the User Box mode.
[Copy Screen]	Configure settings for the screen displayed in copy operations.
[FAX Active Screen]	Select whether to display the screen indicating the machine status during fax transmission.
[Search Option Settings]	Configure the contents of the search screen when performing an detail search for registered destinations.

[Copier Settings] ([Custom Display Settings])

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Copier Settings]

Change the default main screen in the copy mode.

Settings	Description
[Default Tab]	Select the main screen of the copy mode from [Basic] and [Quick Copy] in which functions are displayed collectively. [Basic] is specified by default.
[Quick Settings 1]/[Quick Settings 2]	Arrange frequently used copy setting keys in the main screen in the copy mode. You can recall the settings with a single key action in the main screen of the copy mode. To arrange setting keys in the main screen of the copy mode, select [ON], then select the key. • [Color]: Select a color for copying. • [Zoom]: Select a zoom ratio for copying. • [Duplex/Combine]: Select the 2-sided copy setting and page combination setting. • [Original Setting]: Select a original type. • [Quality/Density]: Select an image quality of the original. • [Copy Program]: Select a registered copy program.
[Default Paper Type Display]	Select whether to preferentially display custom paper with which a given paper name and type have been registered when selecting the paper type for the paper tray. • [Standard Paper]: Preferentially displays the paper registered on this machine in advance. • [User Paper Name]: Preferentially displays custom paper registered by the administrator arbitrary. You can specify this option when custom paper is registered. [Standard Paper] is specified by default.

[Function Display Key(Copy/Print)]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Function Display Key(Copy/Print)]

Change the function key to be displayed in the main screen in the copy mode and the print settings screen in the User Box mode.

Select a function key number, and specify the function to assign.

The following shows the default settings for the inch area.
- [Function Key 1]: [Original Type]
- [Function Key 2]: [Color]
- [Function Key 3]: [Booklet]
- [Function Key 4]: [Paper]
- [Function Key 5]: [Zoom]
- [Function Key 6]: [Duplex/Combination]
- [Function Key 7]: [Finishing]
- [Function Key 8]: [Density]
- Other function keys: [OFF]

The following shows the default settings for the centimeter area.
- [Function Key 1]: [Original Type]
- [Function Key 2]: [Color]
- [Function Key 3]: [Density]
- [Function Key 4]: [Paper]
- [Function Key 5]: [Zoom]
- [Function Key 6]: [Duplex/Combination]
- [Function Key 7]: [Finishing]
- Other function keys: [OFF]

Tips
- The above functions can be configured when you are allowed to change a function key by the administrator.

[Copy Screen]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [Copy Screen]

Configure settings for the screen displayed in copy operations.

Settings	Description
[Copy Operating Screen]	Select whether to display a screen indicating a copy operation status. You can check the detailed copy settings and the job progress status with the screen that appears while printing. Also, you can reserve the next job by tapping [Next Box Job], [Next Scan/Fax Job], or [Next Copy Job]. [No] is specified by default.

[Copier Settings]

To display: [Utility] - [User Settings] - [Copier Settings]

Configure settings for copy operations.

Settings	Description
[Auto Booklet Selection for Saddle Stitching]	When you have specified [Center Staple & Fold] or [Half-Fold], select whether to specify [Booklet] automatically. This item is available when the optional **Finisher FS-534** is equipped with the **Saddle Stitcher**.
[Auto Zoom for Combine/Booklet]	Select whether to adjust the image automatically to optimal zoom ratio when you specify [Combine] or [Booklet] and select [Auto] for [Paper].
[Booklet Short Cut Mode]	Select whether to automatically set the Booklet function to [ON] when the setting screen for [Booklet] is displayed.
[Auto Sort/Group Selection]	Select whether to automatically switch between Sort and Group according to the number of printed sheets for each set when making multiple copies.

Settings	Description
[Default Copy Settings]	Change the default settings (settings when the power is turned on, or the **Reset** is pressed) in the copy mode.
[Default Enlarge Display Settings]	Change the default settings (settings when the power is turned on, or the **Reset** is pressed) in the copy mode, in the enlarge display mode.
[When AMS Direction is In- correct]	When you have selected [Auto] in [Zoom], select whether to print the orig- inal even if the original loading direction is different from the paper direc- tion.
[Separate Scan Output Method]	Select the timing that the machine starts printing when scanning an original by specifying [Separate Scan].
[Enlargement Rotation]	If you are copying an original in portrait orientation by enlarging it, and the lengthwise size of the original after it is enlarged exceeds 11-11/16 inches (297 mm), select whether to automatically rotate the image.
[Auto Zoom (Platen)]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-54.
[Auto Zoom (ADF)]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-54.
[Specify Default Tray when APS Off]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-54.
[Select Tray for Insert Sheet]	Configure the default paper tray loaded with paper when the [Cover Sheet], [Insert Sheet], or [Chapters] is set.
[Tri-Fold Print Side]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-55.
[Print Jobs During Copy Operation]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-55.
[Automatic Image Rotation]	You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-55.
[Finishing Program]	Select whether to display finishing program keys in the main screen of the copy mode.
[Card Shot Settings]	Specify the default setting of [Card Shot] in [Application], and register the original size. With [Card Shot], the registered size can be invoked.

[Auto Booklet Selection for Saddle Stitching]

To display: [Utility] - [User Settings] - [Copier Settings] - [Auto Booklet Selection for Saddle Stitching]

When you have specified [Center Staple & Fold] or [Half-Fold], select whether to specify [Booklet] automati- cally.

Settings	Description
[Auto Select Booklet]	[Booklet] is specified automatically. [Auto Select Booklet] is specified by default.
[User Defined]	A confirmation message appears asking users to select whether to specify [Booklet].
[Off]	[Booklet] is not specified.

Tips
● This item is available when the optional **Finisher FS-534** is equipped with the **Saddle Stitcher**.

[Auto Zoom for Combine/Booklet]

To display: [Utility] - [User Settings] - [Copier Settings] - [Auto Zoom for Combine/Booklet]

Select whether to adjust the image automatically to optimal zoom ratio when you specify [Combine] or [Booklet] and select [Auto] for [Paper].

Settings	Description
[Auto Display Zoom Ratio]	An optimized zoom ratio is set automatically. The following zoom ratios are specified according to the function. <Inch area> • [2in1], [Booklet]: 64.7% • [4in1]: 50.0% • [8in1]: 32.3% <Centimeter area> • [2in1], [Booklet]: 70.7% • [4in1]: 50.0% • [8in1]: 35.3% [Auto Display Zoom Ratio] is specified by default.
[Off]	Select this option to specify a zoom ratio manually.

[Booklet Short Cut Mode]

To display: [Utility] - [User Settings] - [Copier Settings] - [Booklet Short Cut Mode]

Select whether to automatically set the Booklet function to [ON] when the setting screen for [Booklet] is displayed.

Select [ON] when you want to specify [Booklet] easily.

[OFF] is specified by default.

[Auto Sort/Group Selection]

To display: [Utility] - [User Settings] - [Copier Settings] - [Auto Sort/Group Selection]

Select whether to automatically switch between Sort and Group according to the number of printed sheets for each set when making multiple copies.

If you select [Yes], and then the number of printed sheets for each set is 1, the Group function (by page) is applied. If the number is 2 or larger, the Sort function (by set) is applied.

[Yes] is specified by default.

[Default Copy Settings]

To display: [Utility] - [User Settings] - [Copier Settings] - [Default Copy Settings]

Change the default settings (settings when the power is turned on, or the **Reset** is pressed) in the copy mode.

You can change the setting by selecting [Current Setting] after the setting in the copy mode is changed.

[Factory Default] is specified by default.

[Default Enlarge Display Settings]

To display: [Utility] - [User Settings] - [Copier Settings] - [Default Enlarge Display Settings]

Change the default settings (settings when the power is turned on, or the **Reset** is pressed) in the copy mode, in the enlarge display mode.

You can change the setting by selecting [Current Setting] after the setting in the copy mode is changed.

[Factory Default] is specified by default.

[When AMS Direction is Incorrect]

To display: [Utility] - [User Settings] - [Copier Settings] - [When AMS Direction is Incorrect]

When you have selected [Auto] in [Zoom], select whether to print the original even if the original loading direction is different from the paper direction.

This option is enabled if you have set [Enlargement Rotation] to [Restrict].

Settings	Description
[Print]	Print regardless of the original loading direction. [Print] is specified by default.
[Delete Job]	Delete the job if the original loading direction is different from the paper direction.

[Separate Scan Output Method]

To display: [Utility] - [User Settings] - [Copier Settings] - [Separate Scan Output Method]

Select the timing that the machine starts printing when scanning an original by specifying [Separate Scan].

Settings	Description
[Page Print]	Printing begins while the original is being scanned. Select this option if you want to focus on efficiency. [Page Print] is specified by default.
[Batch Print]	Printing begins after all originals are scanned. You can delete data before printing begins if you find an incorrect setting etc.

[Enlargement Rotation]

To display: [Utility] - [User Settings] - [Copier Settings] - [Enlargement Rotation]

If you are copying an original in portrait orientation by enlarging it, and the lengthwise size of the original after it is enlarged exceeds 11-11/16 inches (297 mm), select whether to automatically rotate the image.

Settings	Description
[Allow]	Copy an original image enlarged by automatically rotating. [Allow] is specified by default.
[Restrict]	Cancel the copy job.

[Auto Zoom (Platen)]

To display: [Utility] - [User Settings] - [Copier Settings] - [Auto Zoom (Platen)]

You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-54.

[Auto Zoom (ADF)]

To display: [Utility] - [User Settings] - [Copier Settings] - [Auto Zoom (ADF)]

You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-54.

[Specify Default Tray when APS Off]

To display: [Utility] - [User Settings] - [Copier Settings] - [Specify Default Tray when APS Off]

You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-54.

[Select Tray for Insert Sheet]

To display: [Utility] - [User Settings] - [Copier Settings] - [Select Tray for Insert Sheet]

Configure the default paper tray loaded with paper when the [Cover Sheet], [Insert Sheet], or [Chapters] is set.

[Tray 2] is specified by default.

[Tri-Fold Print Side]

To display: [Utility] - [User Settings] - [Copier Settings] - [Tri-Fold Print Side]

This option is available when a user's change is permitted by the administrator. For details, refer to page 17-55.

[Print Jobs During Copy Operation]

To display: [Utility] - [User Settings] - [Copier Settings] - [Print Jobs During Copy Operation]

You can specify this option when you are allowed by the administrator to change the setting. For details, refer to page 17-55.

[Automatic Image Rotation]

To display: [Utility] - [User Settings] - [Copier Settings] - [Automatic Image Rotation]

This option is available when a user's change is permitted by the administrator. For details, refer to page 17-55.

[Finishing Program]

To display: [Utility] - [User Settings] - [Copier Settings] - [Finishing Program]

Select whether to display finishing program keys in the main screen of the copy mode.

By arranging a frequently used finishing setting to the finishing program, you can specify the finishing setting only by tapping the program key in the main screen of the copy mode.

Tips
- This item is available when the optional **Finisher** is installed.

[Card Shot Settings]

To display: [Utility] - [User Settings] - [Copier Settings] - [Card Shot Settings]

Specify the default setting of [Card Shot] in [Application], and register the original size. With [Card Shot], the registered size can be invoked.

Settings	Description
[Layout]	Select the default setting where to place the front and back sides of a card. • [Top/Bottom]: Place the front side on the top and the back side on the bottom of the paper. • [Left/Right (Upper Half)]: Place the front side on the upper left and the back side on the upper right of paper. • [Left/Right]: Place the front side on the left and the back side on the right of paper. [Top/Bottom] is specified by default.
[Zoom]	Select the default zoom ratio for copying. • [Full Size]: Makes a copy that fits to the original size. • [x1.0]: Copy with the same size as the card. [Full Size] is specified by default.
[Store Original Size]	Register a size of card to be copied. Up to four sizes can be registered by entering sizes then tapping the Size key. To give the card size a descriptive name, tap [Original Name].

[Change Password]

To display: [Utility] - [User Settings] - [Change Password]

Change the password of the user who is logged in through user authentication.

[Change E-Mail Address]

To display: [Utility] - [User Settings] - [Change E-Mail Address]

Change the E-mail address of the user who is logged in through user authentication.

Tips
● You can specify this option when you are allowed by the administrator to change the setting.

[Register Authentication Information]

To display: [Utility] - [User Settings] - [Register Authentication Information]

Register the biometric authentication information or IC card authentication information of the user who is logged in through user authentication.

Tap [Edit], then register authentication information. To delete authentication information, tap [Delete].

Tips
● You can specify this option when you install the optional **Authentication Unit** and you are allowed to change the setting by the administrator.

[Synchronize User Auth. and Account Track]

To display: [Utility] - [User Settings] - [Synchronize User Auth. and Account Track]

When user authentication and account track are both employed, specify whether to synchronize user authentication and account track setting for the login user.

Settings	Description
[Synchronize]/[Do Not Synchronize]	Select whether to synchronize user authentication and account track setting. If you select [Synchronize] and login by using the user name and password that are used for user authentication, you are also allowed to login to the account to which you belong.
[Account Name]	When you have selected [Synchronize], select the account to which you belong.

Tips
● You can specify this option when you are allowed by the administrator to select whether to synchronize user authentication and account track setting.

[Check Consumable Life]

To display: [Utility] - [Check Consumable Life]

Press this button to check the status of consumables (consumption level) in this machine. When necessary, print the status of consumables in list form.

[Device Information]

To display: [Utility] - [Device Information]

The function version and IP address (IPv4/IPv6) of this machine are displayed.

[Remote Panel Operation]

To display: [Utility] - [Remote Panel Operation]

Press this button to start remote operation of the **Control Panel** of this machine.

Tips
- This button is displayed when the operating environments of remote panel are configured by administrator.

17 Description of Setup Buttons (Administrator Settings)

17 Description of Setup Buttons (Administrator Settings)

[Administrator Settings]

To display: [Utility] - [Administrator Settings]

Press this button to display settings that can be configured only by the administrator. To configure settings, you need to enter the administrator password of this machine.

You can specify the initial operations of the copy, print, fax, or User Box function, power saving function, and network function to suit your environment. Also, you can manage the use status of this machine or inhibit an information leakage by specifying the authentication or security function.

For the administrator password, refer to the booklet manual [Quick Assist Guide].

Settings	Description
[System Settings]	Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays.
[Administrator/Machine Settings]	Register information on the administrator and this machine.
[One-Touch/User Box Registration]	Register frequently used destinations or User Boxes. Also, print an address list, or specify the maximum number of User Boxes that can be created.
[User Authentication/Account Track]	Configure user authentication and account track. This function allows you to restrict users who can use this machine or manage the use status of this machine. Specify the authentication method, or register user information or account track information.
[Network Settings]	Configure the network function such as TCP/IP settings or the Scan-to-Send function operating environment.
[Copier Settings]	Configure each function used in the copy mode.
[Printer Settings]	Specify the time-out time to limit a communication between this machine and a computer, or configure settings for a communication with a printer driver.
[Fax Settings]	Configure the settings to use the fax or network fax function.
[System Connection]	Configure settings to establish the association of this machine and other system.
[Security Settings]	Configure the security settings of this machine, such as password setting and data management setting.
[License Settings]	Issue a request code required to use an advanced function, or enable an advanced function.
[OpenAPI Certification Management Setting]	Specify a restriction code to prevent an OpenAPI connection application from being registered on this machine.
[Remote Access Setting]	Specify whether to remotely import or export user data such as address information using the remote diagnosis system.

[System Settings]

To display: [Utility] - [Administrator Settings] - [System Settings]

Configure the operating environment of this machine such as the date and time of this machine, power saving function, functional operations, and screen displays.

Settings	Description
[Power Supply/Power Save Settings]	Configure the settings on how to use the **Power** key and the machine action in the power save mode.
[Output Settings]	Configure the output settings of this machine, such as the print setting of print and received fax data, and changing of primary output tray.
[Date/Time Settings]	Specify the current date and time and time zone of this machine.
[Daylight Saving Time]	Select whether to apply daylight saving time settings. To apply the daylight saving time, specify the daylight saving time, and the start and end dates.
[Weekly Timer Settings]	Configure settings for enabling automatic switching between normal and power save modes using the weekly timer. To use the weekly timer, specify the schedule for switching between power save and normal modes. Optionally, you can use the track function that automatically sets a schedule to fit your office usage.
[Restrict User Access]	You can restrict change and delete operations for each user. Also, you can delete registered copy programs.
[Expert Adjustment]	Specify this setting if the color tone of print image, staple, hole-punch, and folding positions are changed. You can adjust various settings such as correction of printed image, adjustment of staple, hole-punch, and folding positions.
[List/Counter]	Print the list that includes the machine settings and manage the counter.
[Reset Settings]	Select whether to reset the functions and settings which are currently displayed when this machine has not been operated for a certain period of time.
[User Box Settings]	Specify the user box settings, such as deletion of unnecessary user boxes and files, and the time until the file saved in each user box is automatically deleted.
[Standard Size Setting]	Specify the detection capability setting of the size of the original in the **Original Glass** and the Foolscap paper size setting.
[Stamp Settings]	Register header/footer programs and specify the stamp setting when sending a fax.
[Blank Page Print Settings]	Select whether to print date/time and stamp on blank pages inserted by the cover seat and inter sheet functions.
[Registered Key Settings]	Change the function to be assigned to the **Register key 1** to **Register key 3** in the **Control Panel**.
[Job Priority Operation Settings]	Specify the printing priority order and whether to skip a job when you cannot perform a printing job immediately.
[Default Bypass Paper Type Setting]	Specify the default paper type used in the **Bypass Tray**.
[Page Number Print Position]	Select the printing position in the back side of paper relative to the printing position of the page number in the front side for printing on both sides and when specifying both of the booklet format and page number printing at a time.
[Preview Settings]	Specify the preview function settings, such as the display mode of preview images that appear when **Preview** is pressed on the **Control Panel**.
[Enlarge Display Settings]	Select whether to use **Enlarge Display** mode as the initial display of the **Touch Panel**. Also, select whether to inherit the settings configured in the normal screen display when switching the screen from Normal to Enlarge Display
[Scan File Name Settings]	Change the default name of a file to save scanned original data.
[Set Paper Name by User]	Select whether to use custom paper with which a given paper name and type have been registered. To use custom paper, register paper name and type to be assigned to it.

Settings	Description
[Custom Display Settings]	Change the view of the main screen for the main menu and each mode in a user-friendly manner.

[Power Supply/Power Save Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings]

Configure the settings on how to use the **Power** key and the machine action in the power save mode.

Settings	Description
[Low Power Mode Settings]	Change the time to elapse before entering the Low Power mode after the last action on this machine. In the Low Power mode, the display of the **Touch Panel** is turned off to reduce power consumption. The default is [15] min. (allowable range: [10] to [240] min.).
[Sleep Mode Settings]	Change the time period before the machine enters the Sleep mode after the last action is carried out. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to the normal mode is longer than the time required to recover from the Low Power mode. The default is [30] min. (allowable range: [15] to [240] min.).
[Power Key Setting]	Specify whether to use the **Power** key on the **Control Panel** as a sub power off key or power save key. • [Sub Power OFF]: Press the **Power** key to turn the sub power off. If the Power key is held down, Power Save mode shifts to ErP Auto Power Off mode (close to Main Power Off mode), which offers a higher power saving effect than Sub Power Off mode. • [Power Save]: Press the **Power** key to shift to Power Save mode (Low Power or Sleep mode). Hold down the Power key to shift to sub power off mode. [Sub Power OFF] is specified by default.
[Power Save Settings]	Select the type of Power Save mode to enter when the Power key on the Control Panel is pressed if [Power Save] has been selected for [Power Key Setting]. • [Low Power]: Switches to the Low Power mode. Turns off the display of the **Touch Panel** to reduce power use. • [Sleep]: Switches to the Sleep mode. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to the normal mode is longer than the time required to recover from Low Power mode. [Low Power] is specified by default.
[Enter Power Save Mode]	Select the timing for the machine to return to the Power Save mode after printing a job it has received in the Power Save mode from a fax machine or computer. • [Normal]: Switches to the Power Save mode based on the time specified in [Low Power Mode Settings] or [Sleep Mode Settings]. • [Immediately]: Switches to the Power Save mode immediately after a print job has ended. [Immediately] is specified by default.
[Power Consumption in Sleep Mode]	Specify whether to reduce the power consumption in the Sleep mode. • [Enable]: Further reduces the power consumption in the Sleep mode. Select [Enable] in normal conditions. • [Disable]: Select this option when a smooth network communication is not established while [Enable] is enabled. [Enable] is specified by default.

Settings	Description
[Power Saving Fax/Scan]	Specify whether to give priority to power saving when returning from the Sleep or sub power off mode to a mode other than the copy mode. When returning to a non-printing mode such as the Scan/Fax mode, the temperature of the **Fusing Unit** in this machine is not adjusted, by which power consumption is reduced. You can set this option when you have selected an option other than [Copy] in [Priority Mode] that is selected by [Administrator Settings] - [System Settings] - [Reset Settings] - [System Auto Reset]. • [Power Save]: The temperature of **Fusing Unit** is not adjusted when the machine returns to the normal mode. • [Standard]: The temperature of **Fusing Unit** is adjusted when the machine returns to the normal mode. [Standard] is specified by default.
[Awake from Power Save Mode by Touching Control Panel]	Specify whether to return to the normal mode when you touch the **Touch Panel** in the Power Save mode. If you select [OFF], the machine returns to the normal mode only when the **Power** key is pressed. [ON] is specified by default.

[Output Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Output Settings]

Configure the output settings of this machine, such as the print setting of print and received fax data, and changing of primary output tray.

Settings	Description
[Print/Fax Output Settings]	Select when to start printing received print/fax data.
[Output Tray Settings]	Select the tray to which paper is ejected first in Copy, Print, Fax, or Print Report. This item is available when the optional **Finisher** is installed.
[Shift Output Each Job]	Specify whether to shift paper for each job before ejection. This item is available when the optional **Finisher** is installed.

[Output Tray Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Output Settings] - [Output Tray Settings]

Select the tray to which paper is ejected first in Copy, Print, Fax, or Print Report.

Different default values are available for different options installed on this machine.

Tips
● This item is available when the optional **Finisher** is installed.

[Shift Output Each Job]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Output Settings] - [Shift Output Each Job]

Specify whether to shift paper for each job before ejection.

[Yes] is specified by default.

Tips
● This item is available when the optional **Finisher** is installed.

[Date/Time Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Date/Time Settings]

Specify the current date and time and time zone of this machine.

Settings	Description
[Current Time]	Enter the current date and time. • [Set Date]: Automatically adjust the date and time of this machine using an NTP server. To perform time adjustment, set the time difference between UTC and your local time in [Time Zone] and tap [Set Date]. This button is available if an NTP server has been registered by selecting [Administrator Settings] - [Network Settings] - [Detail Settings] - [Time Adjustment Setting].
[Time Zone]	To automatically adjust the time of this machine using an NTP server, set the time difference between UTC and your local area in multiples of 30 minutes.

[Daylight Saving Time]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Daylight Saving Time]

Select whether to apply daylight saving time settings. To apply the daylight saving time, specify the daylight saving time, and the start and end dates.

Settings	Description
[Enable Settings]	Select whether to apply Daylight Saving Time to this machine. If you select [Yes], enter the number of hours to move the clock forward to reflect daylight saving time. The current time is set forward to reflect daylight saving time. [No] is specified by default.
[Start/End Settings]	If you select [Yes] in [Enable Settings], specify the start and end dates and times for applying the daylight saving time. Specify the start/end date and time by selecting [Weekly] or [Daily], respectively.

[Weekly Timer Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Weekly Timer Settings]

Select whether to automatically switch between power save and normal mode using the weekly timer.

To use the weekly timer, specify the schedule for switching between power save and normal modes. Optionally, you can use the tracking function that automatically sets a schedule to fit your office usage.

Settings		Description
[Weekly Timer ON/OFF Settings]		Specify whether to use the weekly timer. Then, select a power save mode for the machine to enter according to the weekly timer.
	[ON]/[OFF]	Specify whether to use the weekly timer. [ON] is specified by default.
	[Power Save Mode Setting]	Select a power save mode for the machine to enter according to the weekly timer. • [ErP Auto Power OFF]: A mode that provides a higher power saving effect. In this mode, no job can be received. • [Sleep]: This mode has a lower power saving effect than the [ErP Auto Power OFF] mode; however, it allows you to receive print jobs from a fax machine or computer. The received jobs are printed when the machine returns to the normal mode. [Sleep] is specified by default.
[Time Settings]		Specify the time for switching to the power save mode ([OFF Time]) and the time for returning to the normal mode ([ON Time]) for each day of the week. • [Set All]: Select days of the week and specify times for [ON Time] and [OFF Time] for all the selected days. • [Delete]: Deletes the time you have selected by using [←]/[→].

Settings	Description
[Date Settings]	Configure the day to which the weekly timer is applied. Select the day to which the weekly timer is applied by switching the calendar by [Year] and [Monthly]. Optionally, you can collectively configure the appropriate days for each day of the week with [Daily Setting].
[Select Time for Power Save]	Specify whether to set a time zone for switching the machine in the normal mode with the weekly timer enabled temporarily to the sleep mode during lunch time, for example. If you select [Yes], specify the time zone for switching to the sleep mode. • [Power Save Start Time]: Specify the time for the machine to enter the sleep mode. • [Power Save End Time]: Specify the time for the machine to return to the normal mode. [No] is specified by default.
[Password for Non-Business Hours]	Specify whether to restrict the use of this machine in the Power Save mode by requesting a password. To request a password in order to restrict operation, enter the password for a user to enter (using up to eight characters). [No] is specified by default.
[Tracking Function Settings]	Specify whether to use the tracking (learning) function that automatically sets the weekly timer schedule to fit the operating status of your office. To use the tracking function, select [Auto Standby Adjustment Level] to specify the level at which it is judged that this machine is inactive. The higher the level is, the more easily this machine is judged as inactive, resulting in setting of a longer OFF time. [ON] is specified by default.
[Display ON/OFF Time]	Displays the switching times to enter the power save mode ([OFF Time]) and to the normal mode ([ON Time]) set by the tracking function. Tap the [Clear Usage Data] to delete data related to the usage status of this machine and reset the values for [OFF Time] and [ON Time] that have been automatically set.

[Restrict User Access]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access]

You can restrict change and delete operations for each user. Also, you can delete registered copy programs.

Settings	Description
[Copy Program Lock Settings]	Restrict the administrator to change or delete the names of the registered copy and image adjustment programs. You can configure this option for each program.
[Delete Saved Copy Program]	Deletes a registered copy or image adjustment program.
[Restrict Access to Job Settings]	Select whether to allow the user to change information, such as destinations and senders' E-mail addresses.
[Restrict Operation]	Specify items for which access is restricted.

[Copy Program Lock Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Copy Program Lock Settings]

Restrict the administrator to change or delete the names of the registered copy and image adjustment programs. You can configure this option for each program.

[Delete Saved Copy Program]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Delete Saved Copy Program]

Deletes a registered copy or image adjustment program.

[Restrict Access to Job Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Restrict User Access] - [Restrict Access to Job Settings]

Select whether to allow the user to change information, such as destinations and senders' E-mail addresses.

Settings	Description
[Changing Job Priority]	Select whether to allow the user to change the priority of print jobs. If [Restrict] is selected, [Increase Priority] does not appear in [Job List] screen. [Allow] is specified by default.
[Delete Other User Jobs]	Select whether to allow the user to delete other user jobs if user authentication is used with this machine. If [Allow] is selected, you can delete other user jobs in [Job List] screen. [Restrict] is specified by default.
[Registering and Changing Addresses]	Select whether to allow the user to register or change destinations. [Allow] is specified by default.
[Changing Zoom Ratio]	Select whether to allow the user to change the user preset zoom. [Allow] is specified by default.
[Change the "From" Address]	Specify whether to allow the user to change the From address of the E-mail sender. • [Allow]: Allow the user to change "From" address. • [Administrator E-Mail Address]: Prohibit the change of "From" address and use the administrator's E-mail address. • [Login User Address]: Prohibit the change of "From" address and use user's E-mail address. The administrator's E-mail address is used if user's E-mail address has not been registered. The default is [Allow] (without user authentication) or [Login User Address] (with user authentication).
[Change Registered Overlay]	Select whether to allow the user to overwrite or delete a registered overlay image. [Allow] is specified by default.
[Biometric/IC Card Info. Registration]	Select whether to allow the user to register or change a user's biometric or IC card authentication information. [Restrict] is specified by default.
[Synchronize User Authentication & Account Track]	Specify whether to allow users to change the settings for synchronizing user authentication and account track when user authentication and account track are enabled. You can set this option by selecting [Synchronize by User] in [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Synchronize User Authentication & Account Track]. [Allow] is specified by default.

[Expert Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment]

Specify this setting if the color tone of print image, staple, hole-punch, and folding positions are changed. You can adjust various settings such as correction of printed image, adjustment of staple, hole-punch, and folding positions.

Settings	Description
[AE Level Adjustment]	Adjust the AE (Auto Exposure) level.
[Printer Adjustment]	Adjust the print start position and defective print images.
[Finisher Adjustment]	Adjust the staple, punch or fold position.
[Density Adjustment]	Adjust the density of images that are printed on thick paper, OHP transparencies, or envelops for each paper type and print color.
[Image Stabilization]	Correct the misalignment or tilt of scanning area caused by changes in the temperature or humidity in the machine to ensure high quality printing.
[Paper Separation Adjustment]	Adjust the paper separation position on each side of paper for 2-sided printing.

Settings	Description
[Color Registration Adjust]	Adjust the print position with respect to each color if color shifts are detected in the print result.
[Gradation Adjustment]	Adjust gradation when reproduction quality of the printed image is degraded.
[Scanner Area]	Adjust the scan range of the scanner. For details, contact your service representative.
[ADF Adjustment]	Make adjustments for scanning images in the **ADF**. For details, contact your service representative.
[Line Detection]	Set this option for the dirt detection level for the **Slit Scan Glass** and cleaning of the **Slit Scan Glass**.
[Trail Edge Adjust]	Correct the color misalignment if the trailing edge of the printed image is out of alignment.
[User Paper Settings]	Register special paper with [User Paper 1] through [User Paper 6]. Settings to configure include Basic Weight and Media Adjustment. For details on displaying this item, contact your service representative.
[Erase Adjustment]	Specify the operation and erase method when erasing the area outside the original by setting [Non-Image Area Erase].
[PS Designer Settings]	Specify whether to reproduce the colors in the original strictly as they are when printing it using a PS driver from your computer.

[AE Level Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [AE Level Adjustment]

Adjust the AE (Auto Exposure) level.

Tap [Higher] or [Lower] to adjust the automatic exposure to one of the five levels. The larger the number, the darker the background.

[2] is specified by default.

[Printer Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Printer Adjustment]

Adjust the print start position and defective print images.

Settings	Description
[Leading Edge Adjustment]	Adjust the print start position at the leading edge of the paper relative to the paper discharge direction. For details, refer to page 17-11.
[Centering]	Adjust the print start position on the left edge of the paper relative to the paper discharge direction. For details, refer to page 17-11.
[Leading Edge Adjustment (Duplex Side 2)]	Adjust the print start position at the leading edge of the back side of the paper relative to the paper discharge direction for printing the back side in 2-sided printing. For details, refer to page 17-12.
[Centering (Duplex 2nd Side)]	Adjust the print start position at the left edge of the paper relative to the paper discharge direction for printing the back side in 2-sided printing. For details, refer to page 17-12.
[Erase Leading Edge]	Adjust leading edge erase width. For details, contact your service representative.
[Vertical Adjustment]	Adjust the feed direction zoom ratio of paper types. For details, contact your service representative.
[Media Adjustment]	Adjust print defects (voids, white spots, roughness) that are caused by paper properties for each paper type. For details, refer to page 17-13.

[Leading Edge Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Printer Adjustment] - [Leading Edge Adjustment]

Adjust the print start position at the leading edge of the paper relative to the paper discharge direction.

Press **Start** to print a test pattern. Check the test pattern and adjust so that the margin between the leading edge of the paper and the print start position is 3/16 inches (4.2 mm). Repeat adjustments, as required.

Settings	Description
[Paper Type]	Select the type of paper that is used to adjust the start position for printing.
[Adjust Value]	Enter an adjustment value between -3.0 and +3.0 mm by tapping [-] and [+]. [0.0 mm] is specified by default.

[Centering]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Printer Adjustment] - [Centering]

Adjust the print start position on the left edge of the paper relative to the paper discharge direction.

Press **Start** to print a test pattern. Check that the margin between the left edge and the print starting position is 3/16 inches (4.2 mm) (+/- 1/32 inch (+/- 0.5 mm)). Repeat adjustments, as required.

Settings	Description
[Select Tray]	Select a paper tray that is used to adjust the start position for printing.
[Adjust Value]	Enter an adjustment value between -3.0 and +3.0 mm by tapping [-] and [+]. [0.0 mm] is specified by default.
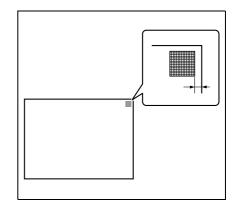
Tips
- Only 8-1/2 × 11 ▯ (A4 ▯) paper can be used for adjusting the **Bypass Tray**.

[Leading Edge Adjustment (Duplex Side 2)]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Printer Adjustment] - [Leading Edge Adjustment (Duplex Side 2)]

Adjust the print start position at the leading edge of the paper relative to the paper discharge direction for printing the back side in 2-sided printing.

Press **Start** to print a test pattern. Check the test pattern and adjust so that the margin between the leading edge of the paper and the print start position is 3/16 inches (4.2 mm). Repeat adjustments, as required.

Settings	Description
[Paper Type]	Select the type of paper that is used to adjust the start position for printing.
[Adjust Value]	Enter an adjustment value between -3.0 and +3.0 mm by tapping [-] and [+]. [0.0 mm] is specified by default.

[Centering (Duplex 2nd Side)]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Printer Adjustment] - [Centering (Duplex 2nd Side)]

Adjust the print start position at the left edge of the paper relative to the paper discharge direction for printing the back side in 2-sided printing.

Press **Start** to print a test pattern. Check the test pattern and adjust so that the margin between the left edge of the paper and the print start position is 3/16 inches (4.2 mm) (+/- 1/32 inch (+/- 0.5 mm)). Repeat adjustments, as required.

Settings	Description
[Select Tray]	Select a paper tray that is used to adjust the start position for printing.
[Adjust Value]	Enter an adjustment value between -3.0 and +3.0 mm by tapping [-] and [+]. [0.0 mm] is specified by default.

Tips

- Only 8-1/2 × 11 ▯ (A4 ▯) paper can be used for adjusting the **Bypass Tray**.

[Erase Leading Edge]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Printer Adjustment] - [Erase Leading Edge]

Adjust leading edge erase width. For details on displaying this item, contact your service representative.

[Vertical Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Printer Adjustment] - [Vertical Adjustment]

Adjust the feed direction zoom ratio of paper types. For details on displaying this item, contact your service representative.

[Media Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Printer Adjustment] - [Media Adjustment]

Adjust print defects (voids, white spots, roughness) that are caused by paper properties for each paper type.

Copy or print after configuration, then repeat adjustments as required.

Settings	Description
[600dpi Front]/[600dpi Back]/[1200dpi Front]/[1200dpi Back]	Select the side of paper subject to defect adjustment depending on the resolution. • [600dpi Front]/[1200dpi Front]: Select this option if defective images exist on the front side of 1-sided or 2-sided printing with the 600 dpi or 1200 dpi resolution. • [600dpi Back]/[1200dpi Back]: Select this option if defective images exist on the back side of 2-sided printing with the 600 dpi or 1200 dpi resolution.
[Paper Type]	Select the type of paper that is used to adjust defects.
[Adjust Value]	Enter an adjustment value between -8 and +7 by tapping [-] and [+]. • [-]: Tap this button if a print image has voids or white spots. • [+]: Tap this button if the surface of the print image is rough. [Auto] is specified by default.

[Finisher Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment]

Adjust the staple, punch or fold position.

Settings	Description
[Center Staple Position]	If the staple position is not on the fold line on saddle-stitched paper, use this option to align the staple position on the fold. For details, refer to page 17-14.
[Half-Fold Position]	If the half-fold position is not on the exact center of the paper, use this option to align the fold on the center. For details, refer to page 17-15.
[1st Tri-fold Position Adjustment]	If the tri-fold positions are not located evenly, use this option to adjust the first fold position. For details, refer to page 17-15.
[2nd Tri-fold Position Adjustment]	If the tri-fold positions are not located evenly, use this option to adjust the second fold position. For details, refer to page 17-16.
[Tri-Fold Output Setting]	Use this option to select whether to output tri-folded paper to the normal position or a position further away from the normal position set for this machine. For details, refer to page 17-16.
[Punch Vertical Position Adjustment]	If the positions of the punch holes on the paper are displaced vertically, use this option to adjust the punch hole positions. For details, refer to page 17-17.
[Punch Horizontal Position Adjustment]	If the positions of the punch holes on the paper are displaced sideways, use this option to adjust the punch hole positions. For details, refer to page 17-17.
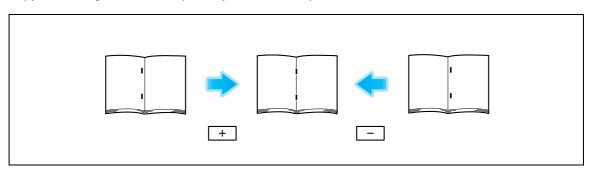
Settings	Description
[Punch Regist Loop Size Adjustment]	If the positions of the punch holes on the paper are not in parallel with the paper edge, use this option to correct the obliquity of the paper to make them parallel. For details, refer to page 17-18.
[Punch Edge Sensor Adjustment]	Use this option to adjust the sensor of the Punch function to detect the edge of the paper. For details, refer to page 17-18.
[Vertical Punch (Z-Fold) Position Adjustment]	If the positions of the punch holes on the paper are displaced vertically, use this option to adjust the punch hole positions. For details, refer to page 17-19.
[Horizontal Punch (Z-Fold) Position Adjustment]	If the positions of the punch holes on the paper are displaced sideways, use this option to adjust the punch hole positions. For details, refer to page 17-19.
[1st Z-Fold Position Adjustment]	Use this option to adjust the 1st Z-fold position. For details, refer to page 17-20.
[2nd Z-Fold Position Adjustment]	Use this option to adjust the 2nd Z-fold position. For details, refer to page 17-20.
[Punch Unit Size Detect Sensor]	Use this option to adjust the sensor of the Punch function to detect the edge of the paper. For details, refer to page 17-21.
[Post Inserter Tray Size Adjustment]	If the size of the paper loaded into the post inserter is not detected correctly, use this option to automatically adjust it so that it is detected correctly. For details, refer to page 17-21.

[Center Staple Position]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Center Staple Position]

If the staple position is not on the fold line on saddle-stitched paper, use this option to align the staple position on the fold.

Copy after configuration, then repeat adjustments as required.

Settings	Description
[Paper Size]	Select the size of paper that is used to adjust the staple position.
[Adjust Value]	Enter an adjustment value between -10.0 and +10.0 mm by tapping [-] and [+]. • [-]: Move the staple position to the left. • [+]: Move the staple position to the right. [0.0 mm] is specified by default.
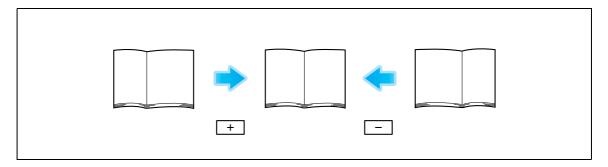
Tips

- The above adjustment is available if **Saddle Stitcher** is installed on the optional **Finisher**.
- Adjust the half-fold position before adjusting the center staple position.
- Make adjustment while checking paper stapled at a displaced position.
- The value you set by selecting [All] in [Paper Size] will be added to the setting for each paper size.
- For adjustments to put staples parallel with the left edge of paper, contact your service representative for instructions.

[Half-Fold Position]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Half-Fold Position]

If the half-fold position is not on the exact center of the paper, use this option to align the fold on the center.

Copy after configuration, then repeat adjustments as required.

Settings	Description
[Paper Size]	Select the size of paper that is used to adjust the fold position.
[Adjust Value]	Enter an adjustment value between -10.0 and +10.0 mm by tapping [-] and [+]. • [-]: Move the fold position to the left. • [+]: Move the fold position to the right. [0.0 mm] is specified by default.
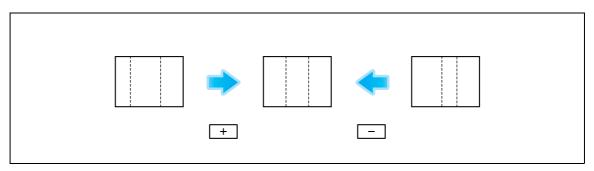
Tips
- The above adjustment is available if **Saddle Stitcher** is installed on the optional **Finisher**.
- Adjust the half-fold position before adjusting the center staple position.
- Make adjustment while checking paper folded at a displaced position.
- The value you set by selecting [All] in [Paper Size] will be added to the setting for each paper size.
- For adjustments to put the fold position parallel with the left edge of paper, contact your service representative for instructions.

[1st Tri-Fold Position Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [1st Tri-Fold Position Adjustment]

If the tri-fold positions are not located evenly, use this option to adjust the first fold position.

Copy after configuration, then repeat adjustments as required.

Settings	Description
[Paper Size]	Select the size of paper that is used to adjust the fold position.
[Adjust Value]	Enter an adjustment value between -10.0 and +10.0 mm by tapping [-] and [+]. • [-]: Move the fold position to the left. • [+]: Move the fold position to the right. [0.0 mm] is specified by default.

Tips
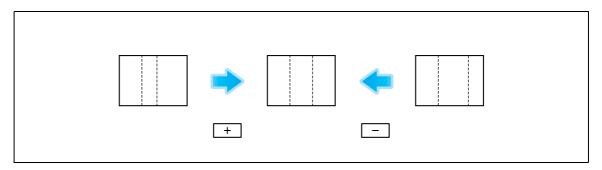
- This item is available if the **Saddle Stitcher** is installed in the optional **Finisher**.
- Make adjustment while checking paper folded at a displaced position.
- The value you set by selecting [All] in [Paper Size] will be added to the setting for each paper size.

[2nd Tri-Fold Position Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [2nd Tri-Fold Position Adjustment]

If the tri-fold positions are not located evenly, use this option to adjust the second fold position.

Copy after configuration, then repeat adjustments as required.

Settings	Description
[Paper Size]	Select the size of paper that is used to adjust the fold position.
[Adjust Value]	Enter an adjustment value between -10.0 and +10.0 mm by tapping [-] and [+]. • [-]: Move the fold position to the left. • [+]: Move the fold position to the right. [0.0 mm] is specified by default.

Tips

- This item is available if the **Saddle Stitcher** is installed in the optional **Finisher**.
- Make adjustment while checking paper folded at a displaced position.
- The value you set by selecting [All] in [Paper Size] will be added to the setting for each paper size.

[Tri-Fold Output Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Tri-Fold Output Setting]

Use this option to select whether to output tri-folded paper to the normal position or a position further away from the normal position set for this machine.

[Normal Output] is specified by default.

Tips

- This item is available if the **Saddle Stitcher SD-521** is installed in the optional **Finisher FS-535**.
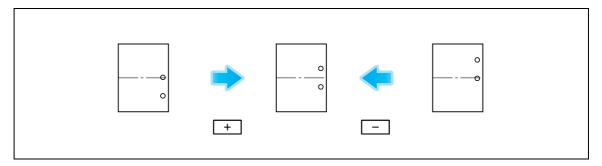
[Punch Vertical Position Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Punch Vertical Position Adjustment]

If the positions of the punch holes on the paper are displaced vertically, use this option to adjust the punch hole positions.

Copy after configuration, then repeat adjustments as required.

Settings	Description
[Paper Size]	Select the size of paper subject to punch hole position adjustment.
[Adjust Value]	Enter an adjustment value between -5.0 and 5.0 mm by tapping [-] and [+]. • [-]: Move the punch position downward. • [+]: Move the punch position upward. [0.0 mm] is specified by default.

Tips
● This item is available if the **Punch Kit PK-521** is installed in the optional **Finisher FS-535**.
● Make adjustments while checking paper punched at a displaced position.
● The value you set by selecting [All] in [Paper Size] will be added to the setting for each paper size.

[Punch Horizontal Position Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Punch Horizontal Position Adjustment]

If the positions of the punch holes on the paper are displaced sideways, use this option to adjust the punch hole positions.

Copy after configuration, then repeat adjustments as required.

Settings	Description
[Finisher]/[Post Inserter]	Select the position subject to punch hole position adjustment. • [Finisher]: This item is available if **Punch Kit** is installed in the optional **Finisher**. • [Post Inserter]: This item is available if the **Punch Kit PK-521** and **Post Inserter** are installed in the optional **Finisher FS-535**.

Settings	Description
[Adjust Value]	Enter an adjustment value between -5.0 and +5.0 mm by tapping [-] and [+]. • [-]: Move the punch position to the left. • [+]: Move the punch position to the right. [0.0 mm] is specified by default.

Tips
● Make adjustment while checking a sheet of paper having punched holes that are not in the correct positions.

[Punch Regist Loop Size Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Punch Regist Loop Size Adjustment]

If the positions of the punch holes on the paper are not in parallel with the paper edge, use this option to correct the obliquity of the paper to make them parallel.

Settings	Description
[Finisher]/[Finisher (Z-Fold)]/[Post Inserter Feeder Upper Tray]/[Post Inserter Feeder Lower Tray]	Select the position subject to paper inclination adjustment. • [Finisher]: This item is available if **Punch Kit** is installed in the optional **Finisher**. • [Finisher (Z-Fold)]: This item is available if the **Z Folding Unit** is installed in the optional **Finisher FS-535**. • [Post Inserter Tray (Upper)]: This item is available if **Punch Kit PK-521** and **Post Inserter** are installed in the optional **Finisher FS-535**. • [Post Inserter Tray (Lower)]: This item is available if **Punch Kit PK-521** and **Post Inserter** are installed in the optional **Finisher FS-535**.
[Paper Type]	Select the type of paper that is used to adjust the inclination.
[Adjust Value]	Enter an adjustment value by tapping [-] and [+]. • [+]: Tap this key to adjust the inclination of the paper. • [-]: Tap this key if it is not possible to adjust the inclination with [+] or paper creases. The available adjustment value is between -5.0 mm and 5.0 mm (other than [Finisher (Z-Fold)] or between -16.0 mm and 16.0 mm ([Finisher (Z-Fold)]). [0.0 mm] is specified by default.

Tips
● Make adjustment while checking paper punched at a displaced position.

[Punch Edge Sensor Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Punch Edge Sensor Adjustment]

Use this option to adjust the sensor of the Punch function to detect the edge of the paper.

Press **Start** to start adjustment.

Tips
● This item is available if the **Punch Kit PK-521** is installed in the optional **Finisher FS-535**.

[Vertical Punch (Z-Fold) Position Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Vertical Punch (Z-Fold) Position Adjustment]

If the positions of the punch holes on the paper are displaced vertically, use this option to adjust the punch hole positions.

Copy after configuration, then repeat adjustments as required.

Settings	Description
[Paper Size]	Select the size of paper subject to punch hole position adjustment.
[Adjust Value]	Enter an adjustment value between -5.0 and 5.0 mm by tapping [-] and [+]. • [-]: Move the punch position downward. • [+]: Move the punch position upward. [0.0 mm] is specified by default.

Tips
- This item is available if the **Z Folding Unit** is installed in the optional **Finisher FS-535**.
- Make adjustments while checking paper punched at a displaced position.
- The value you set by selecting [All] in [Paper Size] will be added to the setting for each paper size.

[Horizontal Punch (Z-Fold) Position Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Horizontal Punch (Z-Fold) Position Adjustment]

If the positions of the punch holes on the paper are displaced sideways, use this option to adjust the punch hole positions.

Copy after configuration, then repeat adjustments as required.

| Settings	Description
[-]/[+]	Enter an adjustment value between -5.0 and 5.0 mm by tapping [-] and [+]. • [-]: Move the punch position to the left. • [+]: Move the punch position to the right. [0.0 mm] is specified by default.
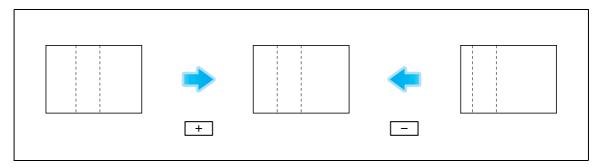
Tips
- This item is available if the **Z Folding Unit** is installed in the optional **Finisher FS-535**.
- Make adjustments while checking paper punched at a displaced position.

[1st Z-Fold Position Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [1st Z-Fold Position Adjustment]

Use this option to adjust the 1st Z-fold position.

Copy after configuration, then repeat adjustments as required.

Settings	Description
[Paper Size]	Select the size of paper that is used to adjust the fold position.
[Adjust Value]	Enter an adjustment value between -12.8 mm and 12.7 mm by tapping [-] and [+]. • [-]: Move the punch position to the right. • [+]: Move the punch position to the left. [0.0 mm] is specified by default.
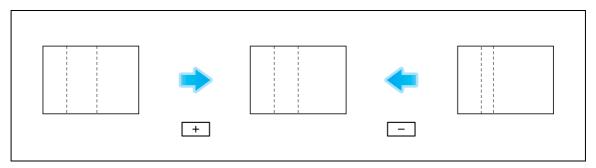
Tips
- This item is available if the **Z Folding Unit** is installed in the optional **Finisher FS-535**.
- Make adjustment while checking paper folded at a displaced position.
- The value you set by selecting [All] in [Paper Size] will be added to the setting for each paper size.

[2nd Z-Fold Position Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [2nd Z-Fold Position Adjustment]

Use this option to adjust the 2nd Z-fold position.

Copy after configuration, then repeat adjustments as required.
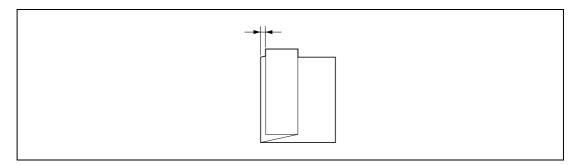
Settings	Description
[Paper Size]	Select the size of paper that is used to adjust the fold position.
[Adjust Value]	Enter an adjustment value between -12.8 mm and 12.7 mm by tapping [-] and [+]. • [-]: Move the punch position to the right. • [+]: Move the punch position to the left. [0.0 mm] is specified by default.

Tips
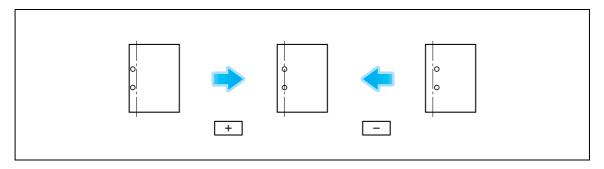- This item is available if the **Z Folding Unit** is installed in the optional **Finisher FS-535**.

- Make adjustment while checking paper folded at a displaced position.
- The value you set by selecting [All] in [Paper Size] will be added to the setting for each paper size.
- The distance between the left end of paper and the second Z-fold position must be 1/16 inch (2 mm) or more.

[Punch Unit Size Detect Sensor]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Punch Unit Size Detect Sensor]

Use this option to adjust the sensor of the Punch function to detect the edge of the paper.

Press **Start** to start adjustment.

Tips
- This item is available if the **Z Folding Unit** is installed in the optional **Finisher FS-535**.

[Post Inserter Tray Size Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Finisher Adjustment] - [Post Inserter Tray Size Adjustment]

If the size of the paper loaded into the **post inserter** is not detected correctly, use this option to adjust it so that it is detected correctly.

Select a paper tray and paper size to be adjusted, and load paper. Press **Start** to start adjustment.

Tips
- This item is available when the optional **Finisher FS-535** is equipped with the **Post Inserter**.

[Density Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Density Adjustment]

Adjust the density of images that are printed on thick paper, OHP transparencies, or envelops for each paper type and print color.

To adjust the density of an image that is printed in black and white, select [Black Image Density].

The larger the number, the darker the background.

[0] is specified by default.

[Image Stabilization]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Image Stabilization]

Correct the misalignment or tilt of scanning area caused by changes in the temperature or humidity in the machine to ensure high quality printing.

Settings	Description
[Image Stabilization Only]	Adjusts the displacement or inclination of the scanning section. Select a method for image stabilization and then press **Start** to execute image stabilization. • [Image Stabilization Only]: Executes the standard image stabilization process. • [Initialize + Image Stabilization]: Initializes the log information on image stabilization control and then executes image stabilization. Select this option when [Image Stabilization Only] has failed to work. [Image Stabilization Only] is specified by default.
[Image Stabilization Setting]	Change the timing for executing image stabilization as well as the type of image stabilization, as required. Make selection according to the printing frequency and the color/black use ratio. • [Standard]: Select this option when the printing frequency is low and the color printing ratio is high. Normal image stabilization is performed if a change in the absolute humidity is detected during warm-up. • [Color Priority]: Select this option when both the printing frequency and the color printing ratio are high. Color image stabilization is performed if a change in absolute humidity is detected during warm-up. • [Black & White Priority]: Select this option when both the printing frequency and the color printing ratio are low. Monochrome image stabilization is performed if a change in absolute humidity is detected during warm-up. Color image stabilization is to be performed before printing color documents. [Standard] is specified by default.

[Paper Separation Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Paper Separation Adjustment]

Adjust the paper separation position on each side of paper for 2-sided printing.

Adjust balance between the properties related to paper separation and image transfer when paper jams are occurring or images are defective due to the environment being overly hot or humid.

Settings	Description
[Front (Except Thin Paper)]/[Back (Except Thin Paper)]/[Front (Thin Paper)]/[Back (Thin Paper)]	Select the paper and side on which to adjust the paper separation.
[Adjust Value]	Enter an adjustment value between -10.0 and +10.0 mm by tapping [-] and [+]. Increase the value if paper jams are occurring, and decrease it if the image is transferred unevenly. [0.0 mm] is specified by default.
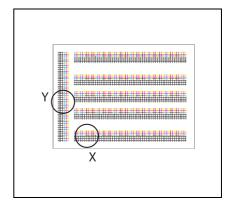
[Color Registration Adjust]
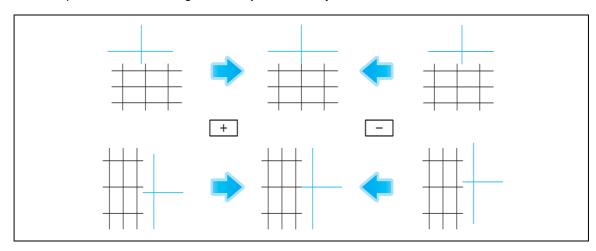
To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Color Registration Adjust]

Adjust the print position for each paper type with respect to each color if color shifts are detected in the print result.

Load paper into the **Bypass Tray** and press **Start** to start printing the test pattern. Make adjustments while checking the test pattern. Repeat adjustments as necessary.

The example shows the color registration adjustment for cyan.

Settings	Description
[X]	If the print position of the desired color is out of line to the left or right with respect to the printing position of black, tap [-] and [+] to enter an adjustment value in the range between -6 dots and +6 dots. • [-]: Move the print position to the left. • [+]: Move the print position to the right. [0 dot] is specified by default.
[Y]	If the print position of the desired color is shifted up or down with respect to the printing position of black, tap [-] and [+] to enter an adjustment value in the range between -6 dots and +6 dots. • [-]: Move the print position down. • [+]: Move the print position up. [0 dot] is specified by default.

[Gradation Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Gradation Adjustment]

Adjust gradation when reproduction quality of the printed image is degraded.

1 Restart this machine.

2 Check that [Image Stabilization Only] is selected in [Expert Adjustment] - [Gradation Adjustment] and then press **Start**.

The image stabilization operation starts. Now adjustment items on the right are available for selection.

3 Select items to be adjusted.

➜ [Print]: Select this option when the printed image has irregular gradation.
➜ [Copy]: Select this option when a copied image has irregular gradation.

4 Select a paper type for printing a test pattern.

➜ **Bypass Tray** cannot be selected.

5 Press the **Start** key.

A test pattern is printed.

6 Place the test pattern on the **Original Glass** in the orientation indicated on the **Touch Panel**.

7 Place ten or more blank sheets of paper to prevent bleeding of the test pattern.

8 Close the **ADF** or **Original Cover**.

9 Press the **Start** key.

The test pattern is scanned and the gradation level is automatically adjusted.

10 Repeat Steps 3 to 9 two more times.

[Scanner Area]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Scanner Area]

Adjust the scan range of the scanner. For details, contact your service representative.

[ADF Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [ADF Adjustment]

Make adjustments for scanning images in the **ADF**. For details, contact your service representative.

[Line Detection]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Line Detection]

Set this option for the dirt detection level for the **Slit Scan Glass** and cleaning of the **Slit Scan Glass**.

Settings			Description
[Prior Detection Setting (Front Side)]			Specify whether to issue an alert when the **Slit Scan Glass** is dirty and set the contamination detection level.
	[Yes]/[No]		Specify whether to detect dirt on the **Slit Scan Glass** in advance. [Yes] is specified by default.
	[Warning Display]		Select the type of alert that is displayed in the **Touch Panel**. • [TYPE1]: Show an alert icon in the icon display area on the **Touch Panel**. • [TYPE2]: Show an alert message in the message display area on the **Touch Panel**. • [TYPE3]: Show an alert message across **Touch Panel**. • [OFF]: An alert is not displayed. [TYPE1] is specified by default.
	[Detection level]		Select a contamination detection level. • [Low]: Make it harder to detect contamination. • [Std.]: Detect contamination at an ordinary level. • [High]: Make it easy to detect contamination. [Std.] is specified by default.
[Prior Detection Setting (Back Side)]			Specify whether to issue an alert when the **Slit Scan Glass** for scanning the back side is dirty and set the contamination detection level.
	[Yes]/[No]		Specify whether to detect dirt on the **Slit Scan Glass** in advance. [Yes] is specified by default.
	[Warning Display]		Select the type of alert that is displayed in the **Touch Panel**. • [TYPE1]: Show an alert icon in the icon display area on the **Touch Panel**. • [TYPE2]: Show an alert message in the message display area on the **Touch Panel**. • [TYPE3]: Show an alert message across **Touch Panel**. Use the [Warning Display Time] to specify when to display an alert message. • [OFF]: An alert is not displayed. [TYPE1] is specified by default.
	[Detection level]		Select a contamination detection level. • [Low]: Make it harder to detect contamination. • [Std.]: Detect contamination at an ordinary level. • [High]: Make it easy to detect contamination. [Std.] is specified by default.
	[Warning Display Time]		Select a timing for displaying a warning message when [TYPE3] is selected for [Warning Display]. [During the Back Side Scan] is specified by default.
[Feed Cleaning Settings]			Specify whether to clean the **Slit Scan Glass** when scanning an original in the **ADF**. [Clean] is specified by default.

[Trail Edge Adjust]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Trail Edge Adjust]

Correct the color misalignment if the trailing edge of the printed image is out of alignment.

Load paper into the **Bypass Tray** and press **Start** to start printing the test pattern. Make adjustments while checking the test pattern.

Select the appropriate paper type, and then enter an adjustment value between -5 and +5 dots by tapping [-] and [+].

[0] is specified by default.

[User Paper Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [User Paper Settings]

Register special paper with [User Paper 1] through [User Paper 6]. Configure setting for the basic weight and media adjustment.

For details, contact your service representative.

[Erase Adjustment]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [Erase Adjustment]

Specify the operation and erase method when erasing the area outside the original by setting [Non-Image Area Erase].

Settings	Description
[Non-Image Area Erase Operation Settings]	Specify how to erase the area outside the original when making copies with [Non-Image Area Erase] set to [ON].
[Erase Operation]	Select either the option for erasing the non-image area by the optimal method automatically selected for the background density of the original or the option for erasing by the pre-specified method. [Specify] is specified by default.
[Erase Method]	Select an erase method after selecting [Specify] for [Erase Operation]. • [Bevel]: Copies only the original by erasing the outside area around it. • [Rectangular]: Copies the original along with the outside around it. [Rectangular] is specified by default.
[Original Density]	Adjust the density of the original.

[PS Designer Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Expert Adjustment] - [PS Designer Settings]

Specify whether to reproduce the colors in the original strictly as they are when printing it using a PS driver from your computer.

[No] is specified by default.

[List/Counter]

To display: [Utility] - [Administrator Settings] - [System Settings] - [List/Counter]

Prints the job setting list of this machine and configure the paper count.

Settings	Description
[Management List]	Prints a list of job settings on this machine.
[Paper Size/Type Counter]	Register a combination of paper size and paper type to manage counting of used sheets.
[Fax Activity Summary Information]	Specify whether to permit sending of information on the use frequency of the machine and function settings to our company.
[TX Operation Log Output]	Prints logs on send operations or save them on a USB memory.

[Management List]

To display: [Utility] - [Administrator Settings] - [System Settings] - [List/Counter] - [Management List]

Prints a list of job settings on this machine.

Settings	Description
[Job Settings List]	Prints a list of settings for [User Settings] and [Administrator Settings] among others. Change print settings as required, then tap [Start] to start printing.

[Paper Size/Type Counter]

To display: [Utility] - [Administrator Settings] - [System Settings] - [List/Counter] - [Paper Size/Type Counter]

Register a combination of paper size and paper type to manage counting of used sheets.

Tap the number to register and then tap [Paper Size] to select the paper size subject to counting. To combine paper types, tap [Paper Type] to select paper types to combine. If you do not specify paper types, select [No Selection].

Tap [Counter Clear] to clear the selected counter.

Tips
● If you change a combination of paper size and paper type, the counter is reset.

[Fax Activity Summary Information]

To display: [Utility] - [Administrator Settings] - [System Settings] - [List/Counter] - [Fax Activity Summary Information]

Specify whether to permit sending of information on the use frequency of the machine and function settings to our company.

The information about this machine will be used by us to improve service and functions in future.

[Restrict] is specified by default.

[TX Operation Log Output]

To display: [Utility] - [Administrator Settings] - [System Settings] - [List/Counter] - [TX Operation Log Output]

Prints logs on send operations or save them on a USB memory.

Specify [Output Date Range] and select an output method.
● To print, tap [Print]. Change print settings as required, then tap [Start] to start printing.
● To save on a USB memory, connect a USB memory to this machine and tap [Save to External Memory].

Tips
● You can set this option by selecting [Save] in [Administrator Settings] - [Security Settings] - [Security Details] - [TX Operation Log].

[Reset Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings]

Select whether to reset the functions and settings which are currently displayed when this machine has not been operated for a certain period of time.

Settings	Description
[System Auto Reset]	Specify whether to reset all settings (except registered settings) when this machine has not been operated for a certain period of time.
[Auto Reset]	Specify whether to reset all settings (except registered settings) for each of Copy, Fax/Scan, User Box functions when this machine has not been operated for a certain period of time.
[Job Reset]	Select whether to reset settings for the conditions that are applied when changing users or loading document to the **ADF**.

[System Auto Reset]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings] - [System Auto Reset]

Specify whether to reset all settings (except registered settings) when this machine has not been operated for a certain period of time.

Settings	Description
[Priority Mode]	Select a function that is to be displayed in preference after the settings have been reset. [Copy] is specified by default.
[System Auto Reset Time]	Enter the amount of time that elapses until the selected function is reset. If you choose not to reset the settings, select [OFF]. The default is [1] min. (allowable range: [1] to [9] min.).

Tips
- Log out of the Administrator Setting or User Authentication/Account Track mode according to the time setting for [System Auto Reset Time] when user authentication/account track is active or the enhanced security mode is enabled. If [OFF] is selected, you will be logged out after one minute.

[Auto Reset]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings] - [Auto Reset]

Specify whether to reset all settings (except registered settings) for each of Copy, Fax/Scan, User Box functions when this machine has not been operated for a certain period of time.

To reset them, set the amount of time that elapses before the settings are reset.

[1] minutes is selected by default.

[Job Reset]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Reset Settings] - [Job Reset]

Select whether to reset settings for the conditions that are applied when changing users or loading document to the **ADF**.

Settings	Description
[When Account is changed]	Specify whether to initialize all settings (except registered settings) when the key counter or management card is removed. [Reset] is specified by default.
[When original is set on ADF]	Specify whether to reset all settings (except registered settings) when document is loaded on the **ADF**. [Do Not Reset] is specified by default.

[Next Job]	Select whether to reset Staple Setting, Original Set/Bind Direction settings, and TX Settings for each job.
	• [Staple Setting]: Select whether or not to take over the settings upon completion of a job for which Staple has been specified.
	  [OFF] is specified by default.
	• [Original Set/Bind Direction]: Select whether or not to take over the settings upon completion of a job for which Original Set and Bind Direction have been specified.
	  [OFF] is specified by default.
	• [Reset Data After Job]: Select whether to reset all settings or destinations only when resetting settings for each job in Scan/Fax TX Settings. If you select [Confirm with User], a confirmation screen appears that asks you if you are sure to reset settings or destinations.
	  The default is [Reset All].

[Default Basic/Enlarge Display Common Setting]	Select whether to configure the initial values for Normal and Enlarge Display mode at the same time. If [Apply to all] is selected, [Default Enlarge Display Settings] does not appear. Initial values for each mode that are changed in [Default Copy Settings] or [Default Scan/Fax Settings] are applied to both Normal and Enlarge Display modes. [Do not Apply] is specified by default.

[Standard Size Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Standard Size Setting]

Specify the detection capability setting of the size of the original in the **Original Glass** and the Foolscap paper size setting.

For details, contact your service representative.

[Stamp Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Stamp Settings]

Register header/footer programs and specify the stamp setting when sending a fax.

Settings	Description
[Header/Footer Settings]	You can register header/footer programs, and change or delete registered programs.
[Fax TX Settings]	Select whether to cancel stamp setting when sending a fax.

[Header/Footer Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Stamp Settings] - [Header/Footer Settings] - [New]

You can register header/footer programs, and change or delete registered programs.

Settings	Description
[Name]	Enter the name of header/footer program (using up to 16 characters). When selecting a header or footer, give it a name that helps you easily identify it.
[Header Settings]	Select whether to print a header. To print it, specify what to print. • [Text]: Characters you entered are printed. • [Date/Time]: Select whether to print the date and time. To print it, select the appropriate display format. • [Other]: Select whether to print information, such as job number, the machine's serial number, and distribution control number. [Do Not Print] is specified by default.
[Footer Settings]	Select whether to print a footer. To print it, specify what to print. • [Text]: Characters you entered are printed. • [Date/Time]: Select whether to print the date and time. To print it, select the appropriate display format. • [Other]: Select whether to print information, such as job number, the machine's serial number, and distribution control number. [Do Not Print] is specified by default.
[Pages]	Select to print the header/footer on all pages or only on the first page. [All Pages] is specified by default.
[Text Details]	Select the size, font, and text color to be printed.

Tips
- To check or edit a header/footer program you registered, select it, then tap [Check/Edit].
- To delete a header/footer program you registered, select it, then tap [Delete].

[Blank Page Print Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Blank Page Print Settings]

Select whether to print date/time and stamp on blank pages inserted by the cover seat and inter sheet functions.

[Do Not Print] is specified by default.

Tips
- Even if [Print] is selected, the date/time and stamps cannot be printed on blank pages inserted with a specified page facing up using Chapters function.

[Registered Key Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Registered Key Settings]

Change the function to be assigned to **Register** key in the **Control Panel**.

You cannot select a function assigned to other **Register** key.

The following shows the default settings for the inch area.

- **Register Key 1**: [Scan/Fax]
- **Register Key 2**: [Copy]
- **Register Key 3**: [10 Keypad]

The following shows the default settings for the centimeter area.

- **Register Key 1**: [User Box]
- **Register Key 2**: [Scan/Fax]
- **Register Key 3**: [Copy]

[Job Priority Operation Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Job Priority Operation Settings]

Specify the printing priority order and whether to skip a job when you cannot perform a printing job immediately.

Settings	Description
[Fax RX Job Priority]	Select whether to give priority to the printing of a fax if it is received during copying or printing. [No] is specified by default.
[Skip Job (Fax)]	Select whether or not to handle the subsequent job as long as it is a printing job for the received fax when printing has stopped because, for example, there is no paper. [Yes] is specified by default.
[Skip Job (Copy, Print)]	Select whether or not to handle the subsequent job as long as it is not a printing job for the received fax when printing has stopped because, for example, there is no paper. [Yes] is specified by default.

[Default Bypass Paper Type Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Default Bypass Paper Type Setting]

Specify the default paper type used in the **Bypass Tray**. If paper is loaded into the **Bypass Tray**, the default paper type is automatically set.

Settings	Description
[Yes]/[No]	Specify whether to set the default for the paper type applied to **Bypass Tray**. [Yes] is specified by default.
[Paper Type]	Select the type of paper that is used as the default. [Duplex 2nd Side]: Select this option when you load paper with one of the sides already printed. [Plain Paper] is specified by default.

[Page Number Print Position]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Page Number Print Position]

Select the printing position in the back side of paper relative to the printing position of the page number in the front side for printing on both sides and when specifying both of the booklet format and page number printing at a time.

Settings	Description
[Left & Right Bind : All the Same Top & Bottom Bind : All the Same]	Page numbers are printed at the user defined position regardless of the binding position. For example, if you set the page number print position on the lower right, page numbers are printed on all pages in the lower right. [Left & Right Bind : All the Same Top & Bottom Bind : All the Same] is specified by default.
[Left & Right Bind : Symmetrical Top & Bottom Bind : All the Same]	Specify different page number print positions for Left & Right Bind and Top & Bottom Bind. • Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed in the lower right for the front side and in the lower left for the back side. • Top & Bottom Bind: Page numbers are printed on all pages on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed on all pages in the lower right.
[Left & Right Bind : Symmetrical Top & Bottom Bind : Symmetrical]	Specify different page number print positions for Left & Right Bind and Top & Bottom Bind. • Left & Right Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed in the symmetrical position on the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed in the lower right for the front side and in the lower left for the back side. • Top & Bottom Bind: On the front side, page numbers are printed at the user defined position. On the back side, page numbers are printed opposite to the user defined position. For example, if you set the page number print position on the lower right, page numbers are printed in the lower right for the front side and in the upper right for the back side.

[Preview Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Preview Settings]

Specify the preview function settings, such as the display mode of preview images that appear when **Preview** is pressed on the **Control Panel**.

Settings	Description
[Original Direction Confirmation Screen]	Specify whether to display the screen for selecting the original loading direction after pressing **Preview** when scanning an original in the Fax/Scan mode. [ON] is specified by default.
[Realtime Preview]	Select whether or not to display a preview image for each page when scanning an original in Scan/Fax mode. Each preview image shows the scanned original as is. [OFF] is specified by default.
[Preview Display Conditions (Standard Application)]	Select the conditions for displaying preview images. • [Jobs Executed]: Shows a preview image when pressing **Start** to execute a job as well as when pressing **Preview**. • [Preview Settings Screen]: Shows a preview image only when **Preview** is pressed. [Preview Settings Screen] is specified by default.

Settings	Description
[Preview Display Conditions (Registered Application)]	Select the display conditions for preview images when using an OpenAPI application. • [Jobs Executed]: Shows a preview image when pressing **Start** to execute a job as well as when pressing **Preview**. • [Preview Settings Screen]: Shows a preview image only when **Preview** is pressed. • [Use Standard App. Settings]: Follows the setting of [Preview Display Conditions (Standard Application)]. [Preview Settings Screen] is specified by default.

[Enlarge Display Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Enlarge Display Settings]

Select whether to use Enlarge Display mode as the initial display of the **Touch Panel**. Also, select whether to inherit the settings configured in the normal screen display when switching the screen from Normal to Enlarge Display.

Settings	Description
[Display Default Settings]	Select whether to use Enlarge Display mode as the initial display of the **Touch Panel**. If you select [Yes], specify whether or not to enable Enlarge Display mode when **Reset** is pressed in the Normal Display mode. [No] is specified by default.
[Apply Basic Setting to Enlarge Display]	Select whether to inherit the settings configured on the normal screen display when switching the screen from Normal to Enlarge Display. • [Mode 1]: Inherit all normal mode settings. • [Mode 2]: In Copy mode, only inherit Normal mode settings that can be set in Enlarge Display mode. In Fax/Scan mode, reset the settings. [Mode 2] is specified by default.

[Set Paper Name by User]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Set Paper Name by User]

Select whether to use custom paper with which a given paper name and type have been registered. To use custom paper, register paper name and type to be assigned to it.

Settings	Description
[ON]/[OFF]	Select whether to use custom paper with which a given paper name and type have been registered. Select [ON] to add the custom paper to the paper type options. [OFF] is selected by default.
[Custom1] - [Custom19]	Register paper names and paper types to assign to custom paper. • [Paper Name]: Enter the paper name (using up to 12 characters). [CUSTOM] is specified by default. • [Paper Type]: Select a paper type. [Plain Paper] is specified by default.

[Custom Display Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings]

Change the view of the main screen for the main menu and each mode in a user-friendly manner.

Settings	Description
[Main Menu Default Settings]	Configure shortcut keys that are displayed in the main menu.
[Main Menu Display Settings]	Change the background color, etc. for the main menu as desired.
[Custom Function Pattern Selection]	Change the display pattern of function keys in the Copy, Scan/Fax and User Box modes, respectively.
[User/Admin Function Permissions]	Specify whether to allow changes of the function key display pattern by user/account when user authentication/account track is enabled.

Settings	Description
[Function Display Key Permission Setting]	Specify whether to allow users to change the function keys to be displayed in the Copy, Scan/Fax and User Box modes, respectively.
[Temporary Change Language Setting]	Specify whether to display the [Language] key for temporarily changing the display language on the **Touch Panel**.

[Main Menu Default Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Main Menu Default Settings]

Configure shortcut keys that are displayed in the main menu.

Select the number of the main menu key to which you want to assign a shortcut key and configure a function to be assigned. [Main Menu Key 1] to [Main Menu Key 11] are assigned to the first screen of the main menu. These keys should be assigned to commonly-used functions.

Settings	Description
[ON]/[OFF]	Specify whether to assign a shortcut key to main menu keys. The following shows the default settings. • [Main Menu Key 1]: [ON]/[Copy] • [Main Menu Key 2]: [ON]/[Scan/Fax] • [Main Menu Key 3]: [ON]/[User Box] • Other Main Menu Keys: [Do Not Use]
[Function]	Select a function mode to be assigned to a shortcut key. This enables the main screen in the selected mode to be displayed from the main menu.
[Copy Function Settings]	Select a setting for the Copy mode to be assigned to a shortcut key. This enables the setting screen for the selected Copy mode to be displayed from the main menu.
[Scan/Fax Function Settings]	Select a setting for the Scan/Fax mode to be assigned to a shortcut key. This enables the setting screen for the selected Scan/Fax mode to be displayed from the main menu.
[Copy Program]	Select a copy program to be assigned to a shortcut key. This enables the screen incorporating the contents of the selected copy program to be displayed from the main menu. This option is available when copy programs are registered on this machine.
[Fax/Scan Program]	Select a fax/scan program to be assigned to a shortcut key. This enables the screen incorporating the contents of the selected fax/scan program to be displayed from the main menu. This option is available when fax/scan programs are registered on this machine.
[System User Box]	Select a System User Box to be assigned to a shortcut key. This enables the screen for the selected System User Box to be displayed from the main menu.

Tips
● If you have assigned a copy or fax/scan program to the appropriate main menu key, you can select an icon that is to be displayed in the main menu by tapping the [Icon] on [Main Menu Default Settings] screen.

[Main Menu Display Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Main Menu Display Settings]

Change the background color, etc. for the main menu as desired.

[Theme1] is specified by default.

[Custom Function Pattern Selection]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Custom Function Pattern Selection]

Change the display pattern of function keys in the Copy, Scan/Fax and User Box modes, respectively.

Settings	Description
[Copy/Print]	Select a display pattern of function keys to be displayed on the print settings screen in Copy and User Box modes. • [Full Functions]: Displays all function keys. • [Standard Functions] (Not displayed in some area): Displays commonly used function keys. • [Basic Functions]: Only displays the more basic function keys than [Standard Functions] keys. Tap [Details] to check the functions that can be used in the respective display patterns. [Full Functions] is specified by default.
[Send/Save]	Select a display pattern of function keys to be displayed on the send and save settings screens in Fax/Scan and User Box modes. • [Full Functions]: Displays all function keys. • [Standard Functions] (Not displayed in some area): Displays commonly used function keys. • [Basic Functions]: Only displays the more basic function keys than [Standard Functions] keys. Tap [Details] to check the functions that can be used in the respective display patterns. [Full Functions] is specified by default.

[User/Admin Function Permissions]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [User/Admin Function Permissions]

Specify whether to allow changes of the function key display pattern by user/account when user authentication/account track is enabled.

[Restrict] is specified by default.

[Function Display Key Permission Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Function Display Key Permission Setting]

Specify whether to allow users to change the function keys to be displayed in the Copy, Scan/Fax and User Box modes, respectively.

Settings	Description
[Copy/Print]	Specify whether to allow changes of function keys to be displayed in the main screen in the copy mode and the print settings screen in the User Box mode. [Restrict] is specified by default.
[Send/Save]	Specify whether to allow changes of function keys to be displayed in the main screen in the fax/scan mode and the send and save settings screens in the User Box mode. [Restrict] is specified by default.

[Temporary Change Language Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Custom Display Settings] - [Temporary Change Language Setting]

Specify whether to display the [Language] key for temporarily changing the display language on the **Touch Panel**.

[OFF] is specified by default.

[Administrator/Machine Settings]

To display: [Utility] - [Administrator Settings] - [Administrator/Machine Settings]

Register information on the administrator of this machine and machine.

Settings	Description
[Administrator Registration]	Register the name, E-mail address and extension number of the administrator of this machine.
[Input Machine Address]	Register the device name and E-mail address of this machine.

[Administrator Registration]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Administrator/Machine Settings] - [Administrator Registration]

Register the name, E-mail address and extension number of the administrator of this machine.

Settings	Description
[Administrator Name]	Enter the name of the administrator of this machine (using up to 20 characters).
[E-Mail Address]	Enter the E-mail address of the administrator of this machine (using up to 128 characters). This E-mail address is used as the sender address for sending E-mail. Therefore, to use the E-mail TX function, this address must be set up.
[Extension No.]	Enter the extension number of the administrator of this machine, using the **Keypad** (using up to eight digits).

Tips
- A user can check the registered information from [Service/Admin. Information] in [Help Menu].

[Input Machine Address]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Administrator/Machine Settings] - [Input Machine Address]

Register the device name and E-mail address of this machine.

Settings	Description
[Device Name]	Enter the name of this machine (using up to 80 characters). The file name automatically assigned in scanning and sending incorporates the name specified for [Device Name].
[E-Mail Address]	Enter the E-mail address of this machine (using up to 320 characters). This E-mail address is used as the sender address in Internet Fax operations. Therefore, to use the Internet fax function, this address must be set up.

[User Authentication/Account Track]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track]

Configure user authentication and account track.

This function allows you to restrict users who can use this machine or manage the use status of this machine. Specify the authentication method, or register user information or account track information.

Settings	Description
[General Settings]	Configure the methods of user authentication and account track authentication and other settings for the authentication function of this machine.
[User Authentication Settings]	When employing user authentication, enter the user information. In addition, configure function permission for each user and confirm the use status.
[Account Track Settings]	When employing account track, register the account information. In addition, configure function permission for each account and confirm the use status.
[Print without Authentication]	Specify whether to allow print jobs without authentication information (jobs of which printing is requested without correctly configuring user authentication or account track settings in the printer driver).
[Print Counter List]	A print counter list is printed.
[External Server Settings]	When employing external server authentication, register the authentication server. When registering multiple authentication servers, register the one you want to normally use as the default value.
[Limiting Access to Destinations]	Limit the access to destinations for each user.
[Authentication Device Settings]	When using an optional **Authentication Unit**, configure the authentication method and logout procedure.
[User/Account Common Setting]	Configure settings common to user authentication and account track, such as the display of confirmation window at logout and the method of managing single-color/2-color printing.
[Scan to Home Settings]	Select whether to enable the Scan to Home function. This item can be configured when Active Directory is used as an authentication server.
[Scan to Authorized Folder Settings]	Specify whether to limit the transmission destinations. The authentication information of the users who have logged in to this machine is used for accessing a shared folder on the network.
[Print Simple Auth.]	Specify whether to allow authentication based only on the user name (quick authentication for printing) when the printer driver is used for printing in an environment where user authentication is employed. When external server authentication is implemented, register the authentication server for quick authentication for printing.

[General Settings] ([User Authentication/Account Track])

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings]

Configure the methods of user authentication and account track authentication and other settings for the authentication function of this machine.

📖 **Reference**
For details on user authentication and account track, refer to [User's Guide: Web Management Tool].

Settings	Description
[User Authentication]	Configure the general settings for user authentication.
[Public User Access]	Specify whether to permit non-registered users in an environment where user authentication is employed. Any user who is going to use this machine without performing authentication operation is called a "public user". When permitting public users to use this machine, select the login method.
[Prohibited Function Login Setting]	Specify whether to request switching of the user by displaying the login screen when a public user attempts to use any restricted function.
[Account Track]	Specify whether account tracking should be implemented to manage users by account.
[Account Track Input Method]	When you have selected [ON] for [Account Track], select the account tracking method.
[Synchronize User Authentication & Account Track]	When using user authentication and account track in conjunction, specify whether to synchronize user authentication and account track.
[When # of Jobs Reach Maximum]	You can set a maximum for the number copies each user can print out. Here, select an operation to take place when the maximum allowance is exceeded.
[Number of User Counters Assigned]	If user authentication and account track are employed, up to 1,000 users and accounts can be registered. Specify the number of counters to be assigned for users.
[Ticket Hold Time Setting]	Change the retention time for a Kerberos authentication ticket if Active Directory is used as an authentication server.
[LDAP-IC Card Authentication Setting]	Configure settings for authentication by the LDAP server using the card ID registered on authentication cards in an environment with IC card-based user authentication implemented by connecting an optional **Authentication Unit (IC card type)**.

[User Authentication]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [User Authentication]

Configure the general settings for user authentication.

Settings	Description
[Authenticate]/[OFF]	Specify whether to implement user authentication. [OFF] is specified by default.
[General Settings]	Select a user authentication method.
[ON (MFP)]	The authentication function of this machine is used for user authentication. This authentication method only allows users registered on this machine to use it. [ON (MFP)] is specified by default.
[External Server Authentication]	Interacts with the authentication server used for user authentication in the operating environment. This authentication method only allows users registered on the authentication server to use this machine. Register the authentication server beforehand from [Administrator Settings] - [User Authentication/Account Track] - [External Server Settings].
[Main + External Server]	Select this option to enable login using the authentication function of the MFP in case a trouble occurs on the external authentication server.
[Overwrite User Info]	Configure this option if [External Server Authentication] or [Main + External Server] is selected with [General Settings]. When external server authentication is used, authenticated user information is also managed on this machine. If the number of users authenticated by the external server has reaches the maximum number of users this machine can manage, authentication of a new user is not allowed. Specify whether to allow registration of user information by overwriting. If you select [Allow], a new user is registered while information on the oldest authenticated user is deleted from the registered user information. [Restrict] is specified by default.
[Default Authentication Method]	Select your preferred authentication method if [Main + External Server] is selected in [General Settings]. [External Server Authentication] is specified by default.

[Public User Access]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Public User Access]

Specify whether to permit users other than the registered in an environment where user authentication is employed. Any user who is going to use this machine without performing authentication operation is called a "public user".

When permitting public users to use this machine, select the login method.

Settings	Description
[Restrict]	Usage of this machine by public users is prohibited. [Restrict] is specified by default.
[ON (With Login)]	Permits that public users use this machine. When a public user uses this machine, tap [Public User] on the Login screen to log in to this machine.
[ON (Without Login)]	Permits that public users use this machine. A public user can use this machine without logging in to this machine. Using this option eliminates the login operations, providing advantages in an environment with a large number of public users.

[Prohibited Function Login Setting]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Prohibited Function Login Setting]

Specify whether to request switching of the user by displaying the login screen when a public user attempts to use any restricted function.

For example, if color copy is restricted for public users, the Login screen appears when a public user attempts a color copy operation. In this case, the user can use the color copy function by logging in to this machine as another user authorized to perform color copy operations.

[Do Not Request] (not request) is specified by default.

[Account Track]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Account Track]

Specify whether account tracking should be implemented to manage users by account.

[OFF] is specified by default.

[Account Track Input Method]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Account Track Input Method]

When you have selected [ON] for [Account Track], select the account tracking method.

Settings	Description
[Account Name & Password]	Enter the account name and password to log in. When cusing user authentication and account track in combination, the setting cannot be changed from [Account Name & Password]. [Account Name & Password] is specified by default.
[Password Only]	Enter only the password to log in.

[Synchronize User Authentication & Account Track]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Synchronize User Authentication & Account Track]

When using user authentication and account track in conjunction, specify whether to synchronize user authentication and account track.

Settings	Description
[Synchronize]	Select this option when users and accounts are in a one-on-one relation. When registering a user, just specify the department of a user, and login as the user also results in login as the associated account. [Synchronize] is specified by default.
[Do Not Synchronize]	Select this option for users who join more than one account. To log in to this machine, users need to specify an account after entering the user name.
[Synchronize by User]	Have users select whether or not to synchronize user authentication and account track.

[When # of Jobs Reach Maximum]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [When # of Jobs Reach Maximum]

You can set a maximum for the number copies each user can print out. Here, select an operation to take place when the maximum allowance is exceeded.

Settings	Description
[Skip Job]	Stops the running job, and then starts the next job. [Skip Job] is specified by default.
[Stop Job]	Stops all jobs.

Tips
- To restart a suspended job, reset the counter.

[Number of User Counters Assigned]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Number of User Counters Assigned]

If user authentication and account track are employed, up to 1,000 users and accounts can be registered. Specify the number of counters to be assigned for users.

[500] is specified by default.

[Ticket Hold Time Setting]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Ticket Hold Time Setting]

Change the retention time for a Kerberos authentication ticket if Active Directory is used as an authentication server.

[600] minutes is specified by default.

[LDAP-IC Card Authentication Setting]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [LDAP-IC Card Authentication Setting]

Configure settings for authentication by the LDAP server using the card ID registered on authentication cards in an environment with IC card-based user authentication implemented by connecting an optional **Authentication Unit (IC card type)**.

You can set this option by selecting [External Server Authentication] or [Main + External Server] in [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [User Authentication] - [General Settings].

Settings		Description
[ON]/[OFF]		Specify whether to enable authentication by the LDAP server using the card ID registered on authentication cards. [OFF] is specified by default.
[Setting Up LDAP]		Register the LDAP server to be used for authenticating the user ID of the IC card. Tap [Check Connection] to try connecting to the LDAP server using the entered information and check if the information registered is correct. Tap [Reset All Settings] to reset all the information entered.
	[User Name Acquisition]	Select the method for obtaining the user name for logging in to this machine. • [Use Card IC]: Use the card ID on the IC card as the user name. • [Acquiring]: Use the user name obtained from the server. Enter the attribute to be searched as the user name (such as "uid") in [User Name Attribute]. [Use Card IC] is specified by default.

Settings	Description
[Timeout]	Change the timeout time of communication with the LDAP server if necessary. [60 second] is specified by default.
[Search Attribute(s)]	Enter the search attribute to be used for search of a user using the LDAP server (using up to 64 characters). The attribute must start with an alphabet character. [uid] is specified by default.
[Server Address]	Enter the LDAP server address. Use one of the following entry formats. • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[Search Base]	Specify the starting point to search for a user to be authenticated (using up to 255 characters). This option also searches in subdirectories under the entered starting point. Example of entry: "cn=users,dc=example,dc=com"
[SSL Setting]	Specify whether or not to use SSL for communication with the LDAP server. [OFF] is specified by default.
[Port Number]	If necessary, change the LDAP server port number. Normally, you can use the original port number. [389] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. Normally, you can use the original port number. [636] is specified by default.
[Certificate Verification Level Settings]	To validate the certificate during SSL communication, select items to be verified. • [Expiration Date]: Confirm whether the certificate is within the validity period. [Confirm] is specified by default. • [Key Usage]: Confirm whether the certificate is used according to the intended purpose approved by the certificate issuer. [Do Not Confirm] is specified by default. • [Chain]: Confirm whether there is a problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates managed on this machine. [Do Not Confirm] is specified by default. • [Expiration Date Confirmation]: Confirm whether the certificate has expired. [Do Not Confirm] is specified by default. • [CN]: Confirm whether CN (Common Name) of the certificate matches the server address. [Do Not Confirm] is specified by default.
[Authentication Type]	Select the authentication method to log in to the LDAP server. Select one appropriate for the authentication method used for your LDAP server. • [Simple] • [Digest-MD5] • [GSS-SPNEGO] • [NTLM v1] • [NTLM v2] [Simple] is specified by default.
[Referral Setting]	Specify whether to use the referral function as required. Make an appropriate choice that fits the LDAP server environment. [ON] is specified by default.
[Login Name]	Log in to the LDAP server, and enter the login name to search for a user (using up to 64 characters).
[Password]	Enter the password of the user name you entered into [Login Name] (using up to 64 characters).
[Domain Name]	Enter the domain name to log in to the LDAP server (using up to 64 characters). If [GSS-SPNEGO] is selected for [Authentication Type], enter the domain name of Active Directory.

Settings	Description
[LDAP-IC Card Authentication Setting]	Select the name of the external server to be used as authentication information saved in this machine The authentication information is saved in this machine when the LDAP-IC card authentication is successfully completed. This authentication information includes the user name and the external server name. As for the external server name in authentication information to be saved in this machine, you can register the name of external server registered on this machine.

[User Authentication Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings]

When employing user authentication, enter the user information. In addition, configure function permission for each user and confirm the use status.

Settings	Description
[Administrative Settings]	Configure the display of the user name list, the function permission applied to external server authentication, and the ID & Print function.
[User Registration]	Register the user information. In addition, configure function permission and the upper limit of the number of printable sheets for each user.
[User Counter]	Use this option to check the number of pages for each user and to reset the counter.

[Administrative Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings]

Configure the display of the user name list, the function permission applied to external server authentication, and the ID & Print function.

Settings	Description
[User Name List]	Select whether to display the [User Name List] icon in the login screen.
[Default Function Permission]	Specify the default function permission applied to users when an external authentication server is used. Functions available to users who log in to this machine for the first time are limited according to the settings configured here.
[ID & Print Settings]	Specify the operations of the ID & Print function.
[ID & Print Operation Settings]	When using the ID & Print function on an optional **Authentication Unit**, select whether to request user authentication for printing each job or to allow the user to print all jobs once the user is authenticated.
[Default Operation Selection]	Select the default value for the operation that is performed after authentication in the login screen.

[User Name List]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [User Name List]

Select whether to display the [User Name List] icon in the login screen.

Selecting [ON] enables you to select the login user from the list of user names registered on this machine.

[Off] is specified by default.

[Default Function Permission]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [Default Function Permission]

Specify the default function permission applied to users when an external authentication server is used.

Functions available to users who log in to this machine for the first time are limited according to the settings configured here.

[ID & Print Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [ID & Print Settings]

Specify the operations of the ID & Print function.

Settings	Description
[ID & Print]	Select whether to handle jobs normally printed from the printer driver as ID & Print jobs. • [ON]: Jobs that are normally printed are handled as ID & Print jobs. • [OFF]: Only jobs for which ID & Print is set are handled as print jobs. [OFF] is specified by default.
[Public User]	Select the process performed when a public user job or a job without user authentication information is received. • [Print Immediately]: Prints the job without saving it in the ID & Print User Box. • [Save]: Saves the job in the ID & Print User Box. [Print Immediately] is specified by default.

[ID & Print Operation Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [ID & Print Operation Settings]

When using the ID & Print function on an optional **Authentication Unit**, select whether to request user authentication for printing each job or to allow the user to print all jobs once the user is authenticated.

Settings	Description
[Print All Jobs]	One successful authentication session allows the user to print all jobs. [Print All Jobs] is specified by default.
[Print Each Job]	One successful authentication session allows the authenticated user to print a single job.

[Default Operation Selection]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [Default Operation Selection]

Select the default value for the operation that is performed after authentication in the login screen.

Settings	Description
[Print & Access Basic Screen]	The ID & Print job is executed and the user logs in to this machine. [Print & Access Basic Screen] is specified by default.
[Access]	The user logs in to this machine. The ID & Print job is not executed.

[User Registration]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [User Registration] - [Edit]

Register the user information. In addition, configure function permission and the upper limit of the number of printable sheets for each user.

Select a number and tap [Edit], and the user registration or editing screen is displayed.

To limit the public user functions, tap [↑] on the number selection screen. Then, select [Public] and tap [Edit].

Settings	Description
[User Name]	Enter the user name to log in to the MFP (using up to 64 characters). You cannot configure the same user name as an the one which has already been assigned to a registered user. Once a user name is registered, it cannot be changed.
[Password]	Enter the password to log in to this machine (using up to 64 characters).
[E-Mail Address]	Enter the user's E-mail address (using up to 320 characters) if necessary. If the E-mail address is registered, the Scan to Me function is available to the user.
[Max. Allowance Set]	Set the maximum number of pages that the user can print. • [Total Allowance]: Specify the total number of pages that can be printed. To omit setting of the maximum, select [No Limit]. • [Individual Allowance]: Specify the number of pages that can be printed separately for [Color] and [Black]. To omit setting of the maximum, select [No Limit]. Tap [All Users] to apply the maximum setting to all users. [No Limit] is specified by default.
[Register Auth. Info.]	If an optional **Authentication Unit** is used to adopt the user authentication, tap [Edit] to register authentication information. To delete authentication information, tap [Delete].
[Function Permission]	Restrict functions available to users. Specify whether to restrict the following functions, respectively: • [Copy]: [Full Color/Black] is specified by default. • [Scan]: [Full Color/Black] is specified by default. • [Fax]: [Full Color/Black] is specified by default. • [Print]: [Full Color/Black] is specified by default. • [User Box]: [Allow] is specified by default. • [Print Scan/Fax TX]: [Full Color/Black] is specified by default. • [Save to External Memory]: [Restrict] is specified by default. • [External Memory Document Scan]: [Restrict] is specified by default. • [Manual Destination Input]: [Allow] is specified by default. • [Biometric/IC Card Info. Registration]: [Restrict] is specified by default. • [Cellular Phone/PDA]: [Allow] is specified by default. • [Web Browser]: [Allow] is specified by default. Tap [All Users] to apply the Function Permission to all users.
[Pause]	Disable registered users temporarily if necessary. If [Stop Job] is set, the users cannot log in to the MFP any longer. Tap [All Users] to temporarily suspend the use of this machine by any user. [Continue Job] is specified by default.
[Custom Pattern Function]	Specify the display pattern of function keys in the Copy, Scan/Fax and User Box modes for each user. • [Full Functions]: Displays all function keys. • [Standard Functions] (Not displayed in some area): Displays commonly used function keys. • [Basic Functions]: Only displays the more basic function keys than [Standard Functions] keys. • [Disable]: User-specific pattern is not configured. The settings of this machines are applied. You can set this option by selecting [Allow] in [Administrator Settings] - [System Settings] - [Custom Display Settings] - [User/Admin Function Permissions]. [Disable] is specified by default.

Settings	Description
[Synchronize Account Track]	Specify whether to synchronize user authentication and account track when both user authentication and account track are implemented. Tap [All Users] to apply the setting for synchronizing user authentication and account track to all users. You can set this option by selecting [Synchronize by User] in [Administrator Settings] - [User Authentication/Account Track] - [General Settings] - [Synchronize User Authentication & Account Track].
[Account Name]	If user authentication and account track are implemented and if they are synchronized with each other, select the account to which the user belongs. Account names must be registered in advance.

Tips

- To change the registered user information, select the registration number and tap [Edit].
- To delete a registered user, select the registration number and tap [Delete].
- When using user authentication and account track in combination, register account information beforehand in [Administrator Settings] - [User Authentication/Account Track] - [Account Track Settings] - [Account Track Registration].
- Information on users authenticated by the external authentication server is also registered. You can change the settings of [Max. Allowance Set], [Function Permission], [Custom Pattern Function], [Synchronize Account Track], and [Account Name] for users authenticated by the external authentication server if necessary.

[User Counter]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [User Counter]

Use this option to check the number of pages for each user and to reset the counter.

Select the registration number of a user subject to counter checking and tap [Counter Details].

Settings	Description
[Counter Details]	Shows the counter for the selected user. You can check the number of pages used for each function or color. Tap [Eco Info] to display the ratios of color printing, 2-sided printing and page combination by the user and check how effectively toner and paper saving is accomplished. Tap [Clear Counter] to clear the user's counter.
[Reset All Counters]	Resets counters for all users.

[Account Track Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Account Track Settings]

When employing account track, register the account information. In addition, configure function permission for each account and confirm the use status.

Settings	Description
[Account Track Registration]	Register account information. In addition, configure function permission and the maximum allowance on the number of pages printed for each account.
[Account Track Counter]	Use this option to check the number of pages used for each account and to reset the counter.

[Account Track Registration]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Account Track Setting] - [Account Track Registration] - [Edit]

Register account information. In addition, configure function permission and the maximum allowance on the number of pages printed for each account.

Settings	Description
[Account Name]	Enter the account name used for logging in to this machine (using up to eight characters).
[Password]	Enter the password to log in to this machine (using up to 64 characters).
[Max. Allowance Set]	Restricts the number of pages each account can print. • [Total Allowance]: Specify the total number of pages that can be printed. To omit setting of the maximum, select [No Limit]. • [Individual Allowance]: Specify the number of pages that can be printed separately for [Color] and [Black]. To omit setting of the maximum, select [No Limit]. Tap [All Accounts] to apply the maximum setting to all accounts. [No Limit] is specified by default.
[Function Permission]	Restrict functions available to users. Specify whether to restrict the following functions, respectively: • [Copy]: [Full Color/Black] is specified by default. • [Scan]: [Full Color/Black] is specified by default. • [Fax]: [Full Color/Black] is specified by default. • [Print]: [Full Color/Black] is specified by default. • [Print Scan/Fax TX]: [Full Color/Black] is specified by default. Tap [All Accounts] to apply function permission setting to all accounts.
[Pause]	Disable registered accounts temporarily if necessary. If [Stop Job] is set, the users cannot log in to the MFP any longer. Tap [All Accounts] to temporarily suspend the use of this machine by any account. [Continue Job] is specified by default.
[Custom Pattern Function]	Specify the display pattern of function keys in the Copy, Scan/Fax and User Box modes for each account. • [Full Functions]: Displays all function keys. • [Standard Functions] (Not displayed in some area): Displays commonly used function keys. • [Basic Functions]: Only displays the more basic function keys than [Standard Functions] keys. • [Disable]: Account-specific pattern is not configured. The settings of this machines are applied. You can set this option by selecting [Allow] in [Administrator Settings] - [System Settings] - [Custom Display Settings] - [User/Admin Function Permissions]. [Disable] is specified by default.

Tips
- To change the registered account information, select the registration number and tap [Edit].
- To delete a registered account, select the registration number and tap [Delete].

[Account Track Counter]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Account Track Setting] - [Account Track Counter]

You can check the number of pages used for each account and reset the counter.

Select the registration number of an account subject to counter checking and tap [Counter Details].

Settings	Description
[Counter Details]	Shows the counter for the selected account. You can check the number of pages used for each function or color. Tap [Eco Info] to display the ratios of color printing, 2-sided printing and page combination by the account and check how effectively toner and paper saving is accomplished. Tap [Clear Counter] to clear the account's counter.
[Reset All Counters]	Resets counters for all accounts.

[Print without Authentication]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Print without Authentication]

Specify whether to allow print jobs without authentication information (jobs of which printing is requested without correctly configuring user authentication or account track settings in the printer driver).

Settings	Description
[Full Color/Black]	Both color printing and black and white printing are allowed. Print jobs are counted as public user jobs.
[Black Only]	Only black and white printing is allowed. Print jobs are counted as public user jobs.
[Restrict]	Printing is restricted. Canceling [Restrict] allows everybody to perform printing. Select [Restrict] to control user access and ensure security. [Restrict] is specified by default.

[Print Counter List]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Print Counter List]

A print counter list is printed. You can print a list if user authentication or account track has been adopted.

In [Print Item], specify whether to print all information or only to print typed information. Change print settings as required, then tap [Start] to start printing.

[External Server Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [External Server Settings] - [New]

When employing external server authentication, register the authentication server. When registering multiple authentication servers, register the one you want to normally use as the default value.

Select a number for registering the server and tap [New].

Settings	Description
[Server Name]	Enter the name of your authentication server (using up to 32 characters). Assign an intuitive name to the authentication server to be registered.
[Server Type]	Select the type of the authentication server and set required information. The items you are able to configure will vary depending on the selected server type.

Settings	Description
[Active Directory]	Register server information when Active Directory is used as the authentication server. • [Default Domain Name]: Enter the default domain name of your Active Directory (using up to 64 characters). • [Timeout]: Change the timeout interval for communication with Active Directory, if required. [60 sec.] is specified by default.
[NTLM v1]	Register server information when NTLM v1 is used as the authentication server. • [Default Domain Name]: Enter the default domain name of your authentication server (using up to 64 characters). Use uppercase letters for entering the default domain name.
[NTLM v2]	Register server information when NTLM v2 is used as the authentication server. • [Default Domain Name]: Enter the default domain name of your authentication server (using up to 64 characters). Use uppercase letters for entering the default domain name.
[NDS over IPX]	Register server information when NDS over IPX is used as the authentication server. • [Default NDS Tree Name]: Enter the default NDS tree name (using up to 63 characters). • [Default NDS Context Name]: Enter the default NDS context name (using up to 191 characters). You can set this option by selecting [ON] in [Administrator Settings] - [Network Settings] - [NetWare Settings] - [IPX Settings].
[NDS over TCP/IP]	Register server information when NDS over TCP/IP is used as the authentication server. • [Default NDS Tree Name]: Enter the default NDS tree name (using up to 63 characters). • [Default NDS Context Name]: Enter the default NDS context name (using up to 191 characters).
[LDAP]	Register server information when LDAP is used as the authentication server. • [Server Address]: Enter your LDAP server address. • [Search Base]: Specify the starting point for searching a user (using up to 255 characters) • [SSL Setting]: Specify whether to use SSL for communications. [OFF] is specified by default. • [Port Number]: If necessary, change the port number. [389] is specified by default. • [Timeout]: Change the timeout interval for communication with the LDAP server, if required. [60] is specified by default. • [Authentication Type]: Select the authentication method to log in to the LDAP server. Select one appropriate for the authentication method used for your LDAP server. [Simple] is specified by default. • [Search Attribute(s)]: Enter the search attribute used in user account search (using up to 64 characters). [uid] is specified by default. • [Search Attributes Authentication]: Specify whether to have DN (Distinguished Name) generated automatically that is required for authentication by the LDAP server when [Simple] is selected for [Authentication Type]. Also, enter authentication information used for logging in to the LDAP server in order to search for the user ID. [No Limit] is specified by default.

Tips
- To change the registered authentication server information, select the registration number and tap [Edit].
- To delete the registered authentication server, select the registration number and tap [Delete].
- When registering multiple authentication servers, select the authentication server that is normally used and then tap [Set as Default] to register it as the default.
- Select [Enable] for [Temporarily Save Authentication Info.] to save the authentication information in the machine temporarily in case the authentication server gets down (Default: [Invalid]). If necessary, use [Reconnection Settings] to change the time to reconnect to the authentication server.

– [Reconnect for every login]: Connects to the authentication server upon authentication on this machine. If the authentication server is down when the machine is attempting authentication, check that the authentication is down and then log in using the authentication information temporarily saved in the machine.
– [Set Reconnect Interval]: Connect to the authentication server at the time specified in [Reconnection Time], and check the status of the authentication server. If the authentication server is down, use the authentication information temporarily saved in the machine to log in.

[Limiting Access to Destinations]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Limiting Access to Destinations]

Limit the access to destinations for each user.

Restrict destinations that can be browsed by users by combining [Apply Levels/Groups to Destinations] and [Apply Levels/ Groups to Users].

📖 **Reference**
For details on restriction of browsing of destinations, refer to [User's Guide: Web Management Tool].

Settings		Description
[Create Group]		Register a reference allowed group. In a reference allowed group, destinations and users can be registered, and such users can reference destinations registered in the same group. • To register a group, select the registration number and tap [Edit]. • To check destinations or users registered in a group, tap [Details].
	[Group Name]	Enter the name of the group (using up to 24 characters).
	[Access Allowed Level]	To manage the address book by combining the access allowed level and reference allowed group, select an access allowed level of the reference allowed group. [Level 0] is specified by default.
[Apply Levels/Groups to Destinations]		Select a registered destination from [Address Book], [Group], or [Program], and then configure either the reference allowed group or access allowed level.
	[Apply Group]	Assign a reference allowed group to the registered destination you have selected. Before you can assign a reference allowed group, you need to register the reference allowed group in [Create Group].
	[Apply Level]	Assign an access allowed level to the registered destination you have selected. [Level 0] is specified by default.
[Apply Levels/Groups to Users]		Select a registered user or public user and specify a reference allowed group or access allowed level. You can combine reference allowed group and access allowed level settings.
	[Apply Group]	Assign a reference allowed group to the registered user you have selected. Before you can assign a reference allowed group, you need to register the reference allowed group in [Create Group].
	[Apply Level]	Assign an access allowed level to the registered user you have selected. [Level 0] is specified by default.

[Authentication Device Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Authentication Device Settings]

When implementing user authentication using an optional **Authentication Unit**, configure settings for the authentication method and logout procedure.

Settings	Description
[General Settings]	Configure the login method for IC card authentication or biometric authentication as well as operations to take place upon authentication.
[Card Authentication]	This item is available when the optional **Authentication Unit (IC card type)** is installed.
[Bio Authentication]	This item is available when the optional **Authentication Unit (biometric type)** is installed.
[Logoff Settings]	Specify whether to log out automatically when scanning of the original finishes.

[General Settings] ([Authentication Device Settings])

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Authentication Device Settings] - [General Settings]

Configure the login method for IC card authentication or biometric authentication as well as operations to take place upon authentication.

Settings	Description
[Card Authentication]	This item is available when the optional **Authentication Unit (IC card type)** is installed.
[Operation Settings]	Select how to log in to this machine. • [Card Authentication]: Pass the IC card over the authentication unit to log in. • [Card Authentication + Password]: Pass the IC card over the authentication unit, and enter the password to log in. [Card Authentication] is specified by default.
[Authentication Card ID Number]	Specify whether to notify the counter, which collects the use status of this machine, of the authentication card ID. [No Notification] is specified by default.
[Bio Authentication]	This item is available when the optional **Authentication Unit (biometric type)** is installed.
[Beep Sound]	Select whether to give a "blip" sound when the finger vein pattern is scanned successfully. [ON] is specified by default.
[Operation Settings]	Select how to log in to this machine. • [1-to-many authentication]: A user simply needs to place his or her finger to log in. • [1-to-1 authentication]: A user needs to enter the user name and place his or her finger to log in. [1-to-many authentication] is specified by default.

[Logoff Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Authentication Device Settings] - [Logoff Settings]

Specify whether to log out automatically when scanning of the original finishes.

[Do not log off] is specified by default.

[User/Account Common Setting]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User/Account Common Setting]

Configure settings common to user authentication and account track, such as the display of confirmation window at logout and the method of managing single-color/2-color printing.

Settings	Description
[Logout Confirmation Screen Display Setting]	Specify whether to display the logout confirmation screen on the **Touch Panel** when you log out of the login mode (Recipient User or Public User) entered by pressing **Access**.
[Single Color > 2 Color Output Management]	Switch settings for single color or 2-color printing between options to handle it as either color or black-and-white printing.
[Counter Remote Control]	Specify whether to allow acquisition of counter information managed on this machine when a remote diagnosis system is used.

[Logout Confirmation Screen Display Setting]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User/Account Common Setting] - [Logout Confirmation Screen Display Setting]

Specify whether to display the logout confirmation screen on the **Touch Panel** when you log out of the login mode (Recipient User or Public User) entered by pressing **Access**.

[ON] is specified by default.

[Single Color > 2 Color Output Management]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User/Account Common Setting] - [Single Color > 2 Color Output Management]

Switch settings for single color or 2-color printing between options to handle it as either color or black-and-white printing.

Settings	Description
[Color]	Manages single color and 2-color printing as color print. [Color] is specified by default.
[Black]	Manages single color and 2-color printing as black print. Select this option to manage full-color printing alone as color print.

[Counter Remote Control]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User/Account Common Setting] - [Counter Remote Control]

Specify whether to allow acquisition of counter information managed on this machine when a remote diagnosis system is used.

[Restrict] is specified by default.

[Scan to Home Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Scan to Home Settings]

Select whether to enable the Scan to Home function.

This item can be configured when Active Directory is used as an authentication server.

[Disable] is specified by default.

[Scan to Authorized Folder Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Scan to Authorized Folder Settings]

Specify whether to limit the transmission destinations. The authentication information of the users who have logged in to this machine is used for accessing a shared folder on the network.

If [Scan to Authorized Folder Settings] is set to [Limit], the following restrictions will be applied:
- Addresses cannot be specified by direct input for scan transmission.
- Users cannot save files to User Boxes.
- Users cannot send files from User Boxes.
- Users cannot use annotation User Boxes
- Users cannot select addresses from transmission log.
- Users cannot use the URL notification function

[Do Not Limit] is specified by default.

[Print Simple Auth.]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [Print Simple Auth.]

Specify whether to allow authentication based only on the user name (quick authentication for printing) when the printer driver is used for printing in an environment where user authentication is employed. When external server authentication is implemented, register the authentication server for quick authentication for printing.

Settings		Description
[Authentication Setting]		Specify whether to allow authentication based only on the user name (quick authentication for printing) when the printer driver is used for printing in an environment where user authentication is employed. [Restrict] is specified by default.
[Register Authentication Server]		When external server authentication is implemented, register the LDAP server to check user names. Tap [Check Connection] to try connecting to the LDAP server using the entered information and check if the information registered is correct. Tap [Reset All Settings] to reset all the information entered,
	[External Server Authentication]	Select the external server name to be used as a part of user information when authentication using the LDAP server is successfully completed from the external servers registered on this machine. The external server selected here is used for the following purposes. • To use as a part of authentication information to save in this machine, and • To use for restricting the functions of this machine or managing the maximum allowance.
	[Timeout]	Change the timeout time of communication with the LDAP server if necessary. [60 sec.] is specified by default.
	[Search Attributes]	Enter the search attribute to be used for search of a user using the LDAP server (using up to 64 characters). The attribute must start with an alphabet character. [uid] is specified by default.
	[Server Address]	Enter the LDAP server address. Use one of the following entry formats. • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
	[Search Base]	Specify the starting point to search for a user to be authenticated (using up to 255 characters). This option also searches in subdirectories under the entered starting point. Example of entry: "cn=users,dc=example,dc=com"
	[SSL Setting]	Specify whether or not to use SSL for communication with the LDAP server. [OFF] is specified by default.

Settings	Description
[Port Number]	If necessary, change the LDAP server port number. Normally, you can use the original port number. [389] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. Normally, you can use the original port number. [636] is specified by default.
[Certificate Verification Level Settings]	To validate the certificate during SSL communication, select items to be verified. • [Expiration Date]: Confirm whether the certificate is within the validity period. [Confirm] is specified by default. • [Key Usage]: Confirm whether the certificate is used according to the intended purpose approved by the certificate issuer. [Do Not Confirm] is specified by default. • [Chain]: Confirm whether there is a problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates managed on this machine. [Do Not Confirm] is specified by default. • [Expiration Date Confirmation]: Confirm whether the certificate has expired. [Do Not Confirm] is specified by default. • [CN]: Confirm whether CN (Common Name) of the certificate matches the server address. [Do Not Confirm] is specified by default.
[Authentication Type]	Select the authentication method to log in to the LDAP server. Select one appropriate for the authentication method used for your LDAP server. • [Simple] • [Digest-MD5] • [GSS-SPNEGO] • [NTLM v1] • [NTLM v2] [Simple] is specified by default.
[Referral Setting]	Specify whether to use the referral function as required. Make an appropriate choice that fits the LDAP server environment. [ON] is specified by default.
[Login Name]	Log in to the LDAP server, and enter the login name to search for a user (using up to 64 characters).
[Password]	Enter the password of the user name you entered into [Login Name] (using up to 64 characters).
[Domain Name]	Enter the domain name to log in to the LDAP server (using up to 64 characters). If [GSS-SPNEGO] is selected for [Authentication Type], enter the domain name of Active Directory.

[Copier Settings]

To display: [Utility] - [Administrator Settings] - [Copier Settings]

Configure each function used in the copy mode.

Settings	Description
[Auto Zoom (Platen)]	Specify whether to switch [Zoom] to [Auto] when selecting paper for copying after loading an original on the **Original Glass**.
[Auto Zoom (ADF)]	Specify whether to switch [Zoom] to [Auto] when selecting paper for copying after loading an original on the **ADF**.
[Specify Default Tray when APS Off]	Select a paper tray to switch to after releasing the selection of [Auto] for [Paper].
[Print Jobs During Copy Operation]	Specify whether to print immediately or to print after copying is completed when a print job or fax job is received during copy operations on the **Control Panel**.
[Tri-Fold Print Side]	Specify whether to have tri-folded copies ejected with the print side folded inward or outward.
[Automatic Image Rotation]	Select the setting in which the image is to be automatically rotated if the original orientation is different from the paper orientation.

[Auto Zoom (Platen)]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Auto Zoom (Platen)]

Specify whether to switch [Zoom] to [Auto] when selecting paper for copying after loading an original on the **Original Glass**.

When [Zoom] is switched to [Auto], the original is automatically copied in an enlarged or reduced size according to the original and paper size.

[OFF] (Prohibit) is specified by default.

[Auto Zoom (ADF)]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Auto Zoom (ADF)]

Specify whether to switch [Zoom] to [Auto] when selecting paper for copying after loading an original on the **ADF**.

When [Zoom] is switched to [Auto], the original is copied in an enlarged or reduced size according to the original and paper size.

[ON] (Allow) is specified by default.

[Specify Default Tray when APS Off]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Specify Default Tray when APS Off]

Select a paper tray to switch to after releasing the selection of [Auto] for [Paper].

Settings	Description
[Tray Before APS ON]	Switches to the paper tray specified before releasing the selection of [Auto]. [Tray Before APS ON] is specified by default.
[Default Tray]	Switches to **Tray1**.

[Print Jobs During Copy Operation]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Print Jobs During Copy Operation]

Specify whether to print immediately or to print after copying is completed when a print job or fax job is received during copy operations on the **Control Panel**.

Settings	Description
[Accept]	Immediately prints a print or fax job. [Accept] is specified by default.
[Receive Only]	A print or fax job is printed after copy operations are completed.

[Tri-Fold Print Side]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Tri-Fold Print Side]

Specify whether to have tri-folded copies ejected with the print side folded inward or outward.

[Inside] is specified by default.

[Automatic Image Rotation]

To display: [Utility] - [Administrator Settings] - [Copier Settings] - [Automatic Image Rotation]

Select the setting in which the image is to be automatically rotated if the original orientation is different from the paper orientation.

Settings	Description
[When Auto Paper/Auto Zoom/Reduce is set]	The original image is automatically rotated when [Paper] is set to [Auto], and [Zoom] to [Auto] or Reduce.
[When Auto Paper/Auto Zoom is set]	The original image is automatically rotated when [Paper] is set to [Auto], and [Zoom] to [Auto]. [When Auto Paper/Auto Zoom is set] is specified by default.
[When Auto Zoom/Reduce is set]	The original image is automatically rotated when [Paper] is set to [Auto], and [Zoom] to Reduce.
[When Auto Zoom is set]	The original image is automatically rotated when [Zoom] is set to [Auto].

[System Connection]

To display: [Utility] - [Administrator Settings] - [System Connection]

Configure settings to establish the association of this machine and other system.

Settings	Description
[OpenAPI Settings]	To use application software that communicates with this machine via OpenAPI, configure the OpenAPI settings of this machine.
[Prefix/Suffix Automatic Setting]	When using a fax server that communicates in the E-mail format, specify whether to automatically add a prefix and a suffix to the destination number.
[Printer Information]	Register the name, installation location, and other information on this machine that the connected system is to be notified of.
[Cellular Phone/PDA Setting]	Select whether to allow users to print files from a Bluetooth-compatible mobile phone, smartphone, or tablet PC, or to save files in a box.

[OpenAPI Settings]

To display: [Utility] - [Administrator Settings] - [System Connection] - [OpenAPI Settings]

To use application software that communicates with this machine via OpenAPI, configure the OpenAPI settings of this machine.

Settings	Description
[Access Setting]	Select whether to enable access via OpenAPI from application software. [Allow] is specified by default.
[SSL/Port Settings]	Configure the OpenAPI communication port and SSL communication settings.
[SSL Setting]	Specify whether to use the SSL for communication or not. • [Non-SSL Only]: Only non-SSL communication is allowed. • [SSL Only]: Only SSL communication is allowed. • [SSL/Non-SSL]: Both SSL communication and non-SSL communication are allowed. [Non-SSL Only] is specified by default.
[Port No.]	If necessary, change the OpenAPI communication port number. Normally, you can use the original port number. [50001] is specified by default.
[Port Number (SSL)]	If necessary, change the SSL communication port number. Normally, you can use the original port number. [50003] is specified by default.
[Client Certificate]	Select whether to request a certificate from clients that connect to this machine. To authenticate clients, select [Enable]. [Invalid] is specified by default.
[Certificate Verification Level Settings]	To validate the certificate during SSL communication, select items to be verified. • [Expiration Date]: Confirm whether the certificate is within the validity period. [Confirm] is specified by default. • [Key Usage]: Confirm whether the certificate is used according to the intended purpose approved by the certificate issuer. [Do Not Confirm] is specified by default. • [Chain]: Confirm whether there is a problem in the certificate chain (certificate path). The chain is validated by referencing the external certificates managed on this machine. [Do Not Confirm] is specified by default. • [Expiration Date Confirmation]: Confirm whether the certificate has expired. [Do Not Confirm] is specified by default. • [CN]: Confirm whether CN (Common Name) of the certificate matches the server address. [Do Not Confirm] is specified by default.
[Authentication]	Select whether to authenticate users accessing via OpenAPI. To authenticate, enter the login name and password in [Login Name] and [Password]. [OFF] is specified by default.
[External Application Connection]	Specify whether to connect to external application software via OpenAPI. [Yes] is specified by default.

[Prefix/Suffix Automatic Setting]

To display: [Utility] - [Administrator Settings] - [System Connection] - [Prefix/Suffix Automatic Setting]

When using a fax server that communicates in the E-mail format, specify whether to automatically add a prefix and a suffix to the destination number.

[OFF] is specified by default.

Tips

- The setting in Registration No. 01 ([Utility] - [Administrator Settings] - [Network Settings] - [Detail Settings] - [Prefix/Suffix Setting] - [Prefix/Suffix Registration]) is applied.
- If Prefix/Suffix Automatic Setting is set to [ON], the other settings will be restricted.
– [Utility] - [Administrator Settings] - [Fax Settings] are not available (excluding [Destination Check Display Function], [PC-FAX Permission Setting], [Confirm Address (TX)] and [Confirm Address (Register)]).
– In **Web Connection**, setting is disabled for [Store Address] - [Application Registration].
– Bulletin Board User Box, Polling TX User Box, Compulsory Memory RX User Box, and Re-Transmission User Box are disabled.
– Bulletin Board User Box and Relay User Box cannot be registered.
– Confidential RX is not available.
– The Off-Hook key is not available.
– When sending a fax, [Fax Setting] and [App] - [Fax Header Settings] are not available.
– The network fax function is not available.
– [Tone], [Pause], [-], and [Line Setting] are not available when registering a fax destination in the address book.
– You cannot output a report by selecting [Job List] - [Comm. List].
– A number excluding a prefix and suffix is displayed in [Address] of [Job History].
– [Report Type] in [Comm. List] defaults to [Scan].
– [Address Type] that appears when you select [Comm. List] - [Log] - [Details] defaults to [E-mail].
– [Meter Count] is updated only when [Scans] is enabled in [Scan/Fax]; however, [Fax TX] is not updated.

[Printer Information]

To display: [Utility] - [Administrator Settings] - [System Connection] - [Printer Information]

Register the name, installation location, and other information on this machine that the connected system is to be notified of.

The settings in [Printer Information] are linked to [Printer Information] found under [Utility] - [Administrator Settings] - [Network Settings] - [HTTP Server Settings].

This can be set if the Bluetooth interface is enabled.

Tips

- The optional **Local Interface Kit EK-605** is required to use the Bluetooth function.
- The settings by the service representative are required to use the Bluetooth function. For details, contact your service representative.

[Cellular Phone/PDA Setting]

To display: [Utility] - [Administrator Settings] - [System Connection] - [Cellular Phone/PDA Setting]

Select whether to allow users to print files from a Bluetooth-compatible mobile phone, smartphone, or tablet PC, or to save files in a box.

This can be set if the Bluetooth interface is enabled.

[Restrict] is specified by default.

Tips

- The optional **Local Interface Kit EK-605** is required to use the Bluetooth function.
- The settings by the service representative are required to use the Bluetooth function. For details, contact your service representative.

[Security Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings]

Configure the security setting of this machine, such as password setting and data management setting.

Settings	Description
[Administrator Password]	If necessary, change the administrator password of this machine.
[User Box Administrator Setting]	If necessary, assign a user box administrator if the user authentication has been adopted into this machine. The user box administrator can create or delete a user box for all users and can also use files in the boxes. If the administrator of this machine wishes to delegate only the management of files in the boxes to a another person, assign a user box administrator.
[Administrator Security Levels]	From those items that are set up by the administrator, select levels at which users are authorized to change settings.
[Security Details]	Restricts functions that are related to authentication operations and data management to enhance security.
[Enhanced Security Mode]	Select whether to enable the Enhanced Security Mode. If you enable the Enhanced Security Mode, the various security functions are forcibly configured. This allows you to ensure higher-level security of data management. For details, contact your service representative.
[HDD Settings]	Manages the hard disk of this machine. Prevents leakage of personal and corporate information by protecting data on the hard disk against erasure and protecting the hard disk with password and encryption.
[Function Management Settings]	Specify whether to use network functions for which counter management is difficult.
[Stamp Settings]	Select whether to force application of stamps to original data when printing and sending a fax. It is also used to delete registered stamps.
[Driver Password Encryption Setting]	Used to change the encryption passphrase to encrypt authentication passwords (such as user and account passwords) when printing data using a printer driver. The same encryption passphrase must be set for the machine and the printer driver.
[FIPS Settings]	Specify whether to enable the FIPS (Federal Information Processing Standardization) Mode. FIPS defines security requirements for cryptographic modules. These standards are adopted by many organizations, including U.S. federal government agencies. Enabling the FIPS Mode makes the functions of the machine conform to the FIPS.

[Administrator Password]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Administrator Password]

If necessary, change the administrator password of this machine. Be sure to remember the changed password so that you do not forget it.

Enter the current administrator password before setting a new administrator password.

Settings	Description
[Password]	Enter a new administrator password (using up to 64 characters).
[Password Confirmation]	Retype the new administrator password for confirmation.

Tips
- If you enter an incorrect administrator password a configured number of times, you are prohibited from using this machine. In this case, contact your service representative.

[Administrator Security Levels]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Administrator Security Levels]

From those items that are set up by the administrator, select levels at which users are authorized to change settings.

Configure the settings you have opened up to users in [User Settings].

Settings	Description
[Level 1]	Open up the following settings to the users. • [Auto Color Level Adjust.] • [Low Power Mode Setting] • [Sleep Mode Settings] • [Auto Zoom (Platen)] • [Auto Zoom (ADF)] • [Specify Default Tray when APS Off] • [Tri-Fold Print Side] • [Automatic Image Rotation]
[Level 2]	Open up the following settings to the users. • Settings that are opened up to users in [Level 1] • [Print/Fax Output Settings] • [Output Tray Settings] • [AE Level Adjustment] • [Auto Paper Select for Small Original] • [Blank Page Print Settings] • [Page Number Print Position] • [Change E-Mail Address] • [Print Jobs During Copy Operation]
[Prohibit]	The settings are not opened up to users. [Prohibit] is specified by default.

[Security Details]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details]

Restricts functions that are related to authentication operations and data management to enhance security.

Settings	Description
[Password Rules]	Configure whether to enable the password rules. Once you enable it, the number of characters and text types that are available for passwords is restricted. If necessary, change the minimum number of password characters.
[Prohibited Functions When Authentication Error]	Define the severity of penalties applied if an incorrect password is entered during the authentication process.
[Confidential Document Access Method]	Specify how to enter an ID and a password when accessing to a file in the Secure Print User Box. This function is forced determined in conjunction with [Prohibited Functions When Authentication Error].
[Manual Destination Input]	Select whether to allow the user to directly enter destinations.
[Print Data Capture]	Specify weather to allow capturing of print data is received by this machine to analyze a printer-related failure.
[Job Log Settings]	Specify whether to obtain a job log. After you have changed these settings, the job log is obtained when you restart this machine. The job log allows you to check usage, paper usage, operations and job history for each user or account. For details on viewing the output job logs, contact your service representative.
[Restrict Fax TX]	Select whether to restrict fax transmissions.
[Personal Data Security Settings]	Specify whether to hide personal information, such as destination and file name, in [In Progress] and [Log] on the [Job List] screen.
[Hide Personal Information (MIB)]	Specify whether or not to display the file name, destination, and User Box name and number of the MIB information.
[Display Activity Log]	Select whether to show the activity log on Scan, Fax TX and RX.

Settings	Description
[Initialize]	Initializes the settings in [Job History], [Copy Program], [Network Settings], and [Address Registration]. Select items you want to initialize, then tap [OK].
[Job History Thumbnail Display]	Specify whether to show thumbnail images of job in [Log] on [Job List] screen.
[Secure Print Only]	Specify whether the printing from the computer should be limited only to the security document.
[Copy Guard]	Select whether to use Copy Guard. To use Copy Guard, optional **Security Kit** is required.
[Password Copy]	Select whether to use the Password Copy function. To use the Password Copy function, optional **Security Kit** is required.
[Web browser contents access]	Specify whether to allow an access to the Web page contents being saved on the hard disk of the MFP.
[TX Operation Log]	Select whether to obtain an operation log on the **Control Panel** when scanning or sending a fax as a send operation log. This will help to analyze security issues if any occur.

[Password Rules]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Password Rules]

Configure whether to enable the password rules. Once you enable it, the number of characters and text types that are available for passwords is restricted. If necessary, change the minimum number of password characters.

Settings	Description
[Enable]/[Invalid]	Select whether to enable Password Rules. Before enabling Password Rules, change the current password to the one that complies with the password rules. [Invalid] is specified by default. Once Password Rules is enabled, the following rules are applied to any password that is configured on this machine. • The minimum number of characters set in [Set Minimum Password Length] (default: 12) • Passwords are case sensitive. • A password consisting of a string of identical characters cannot be used. • The previous password cannot be used. The password rules are applied to: • Administrator password • User password • Account password • User Box password • User Box administrator password • Secure Print Document password • WebDAV server password • SNMP password • Remote panel server password • Encryption Passphrase
[Set Minimum Password Length]	If you enable Password Rules, change the minimum number of characters for a password, as required.

[Prohibited Functions When Authentication Error]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Prohibited Functions When Authentication Error]

Define the severity of penalties applied if an incorrect password is entered during the authentication process.

Settings	Description
[Prohibited Functions When Auth. Error]	Select the severity of penalties applied if an incorrect password is entered during the authentication process. • [Mode 1]: If authentication fails, the authentication operation (entry of password) is prohibited for five seconds. • [Mode 2]: If authentication fails, the authentication operation (entry of password) is prohibited for five seconds. The number of times, authentication fails is also counted and if the failure count reaches a predetermined value, the authentication operation is prohibited and the machine is set into an access lock state. [Mode 1] is specified by default.
[Release]	Select an item to be released from Access Lock during authentication failure.
[Release Time Settings]	If necessary, change the time that elapses before an access lock state in the Administrator Setting mode is canceled. If a predetermined time has elapsed after the machine was restarted, an access lock state is canceled. [5] minutes is specified by default.

[Confidential Document Access Method]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Confidential Document Access Method]

Specify how to enter an ID and a password when accessing to a file in the Secure Print User Box. This function is forced determined in conjunction with [Prohibited Functions When Authentication Error].

Settings	Description
[Mode 1]	Displays all files when the ID and password specified in the printer driver are entered. Select a desired file and print it. [Mode 1] is specified by default.
[Mode 2]	Displays all files when the ID specified in the printer driver are entered. To print, select your desired file, then enter the appropriate password for each file.

[Job Log Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Job Log Settings]

Select whether to obtain a job log. After you have changed these settings, the job log is obtained when you restart this machine.

The job allows you to check usage, paper usage, operations and job history for each user or account. For details on how to viewing the output job logs, contact your service representative.

Settings	Description
[Yes]/[No]	Select whether to obtain a job log when turning this machine off or on. [No] is specified by default.
[Obtain Log Type]	Select whether or not to obtain job logs by type. • [Accounting Log]: Enables you to obtain information relevant to paper consumption for each user or account. [ON] is specified by default. • [Counting Log]: Enables you to obtain information about paper consumption and the reduction rate of paper used for printing. [ON] is specified by default. • [Audit Log]: Enables you to obtain user operation or job history. Your can track unauthorized actions or information leaks. [ON] is specified by default.

Settings	Description
[Overwrite]	Select whether or not to allow the oldest job log to be overwritten by a new job log when the hard disk space becomes full. [Allow] is specified by default.
[Erase Job Log]	Select this to delete job logs saved on this machine.

[Personal Data Security Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Personal Data Security Settings]

Specify whether to hide personal information, such as destination and file name, in [In Progress.] and [Log] on the [Job List] screen.

Settings		Description
[Job History]		Specify whether to hide personal information, such as destination and file name, in [Job History] in the [Job List] screen. The default is [No] (without user authentication/account track) or [Yes] (with user authentication/account track).
	[Display Settings]	When you have selected [Yes], select items you want to hide. • [Mode 1]: Destination, file name, and user box name • [Mode 2]: Destination, file name, and user box name, and user name
	[Public User]/[User Authentication]/[Authentication Track]	Select how to display items you specified in [Display Settings] per Public User, User Authentication, and Authentication Track. • [Mode 1]: Hide all display items. • [Mode 2]: Hide only display items other than for login user/login account. • [Mode 3]: Hide only display items other than for a public user, login user/public user, and login account. • [Mode 4]: Show all display items.
[Current Job]		Specify whether to hide personal information, such as destination and file name, in [In Progress] in the [Job List] screen. The default is [No] (without user authentication/account track) or [Yes] (with user authentication/account track).
	[Display Settings]	When you have selected [Yes], select items you want to hide. • [Mode 1]: Destination, file name, and user box name • [Mode 2]: Destination, file name, and user box name, and user name
	[Public User]/[User Authentication]/[Authentication Track]	Select how to display items you specified in [Display Settings] per Public User, User Authentication, and Authentication Track. • [Mode 1]: Hide all display items. • [Mode 2]: Hide only display items other than for login user/login account. • [Mode 3]: Hide only display items other than for a public user, login user/public user, and login account. • [Mode 4]: Show all display items.

Tips
- When logged in as an administrator or user box administrator, all personal information is displayed regardless of the settings.

[Hide Personal Information (MIB)]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Hide Personal Information (MIB)]

Specify whether or not to display the file name, destination, and User Box name and number of the MIB information.

[ON] (hide) is specified by default.

[Display Activity Log]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Display Activity Log]

Select whether to show the activity log on Scan, Fax TX and RX.

If [OFF] is selected, [Comm. List] does not appear on the [Job List] screen.

[ON] (display) is specified by default.

[Initialize]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Initialize]

Initializes the settings in [Job History], [Copy Program], [Network Settings], and [Address Reg.].

Select items you want to initialize, then tap [OK].

[Job History Thumbnail Display]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Job History Thumbnail Display]

Specify whether to show thumbnail images of job in [Log] on [Job List] screen.

[OFF] is specified by default.

[Copy Guard]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Copy Guard]

Select whether to use the Copy Guard function.

Copy Guard is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a copy restriction pattern on all printed sheets.

[No] is specified by default.

Tips
- To use Copy Guard, optional **Security Kit** is required.

[Password Copy]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Password Copy]

Select whether to use the Password Copy function.

Password Copy is a copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying, and embeds a password for the password copy function on all printed sheets.

[No] is specified by default.

Tips
- To use Password Copy, optional **Security Kit** is required.

[Web browser contents access]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Web browser contents access]

Specify whether to allow an access to the Web page contents being saved on the hard disk of the MFP.

For details, contact your service representative.

[Allow] is specified by default.

[TX Operation Log]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [TX Operation Log]

Select whether to obtain an operation log on the **Control Panel** when scanning or sending a fax as a send operation log. This will help to analyze security issues if any occur.

When [Save] is selected, tap [TX Operation Log Erase] to erase stored send operation log.

[Do Not Save] is specified by default.

Tips
● To output send operation log you have obtained, go to [Administrator Settings] - [System Settings] - [List/Counter] - [TX Operation Log Output].

[Enhanced Security Mode]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Enhanced Security Mode]

Select whether to enable the Enhanced Security Mode.

If you enable the Enhanced Security Mode, the various security functions are forcibly configured. This allows you to ensure higher-level security of data management. For details, contact your service representative.

To enable the enhanced security mode, the following settings must have been configured.

Setting items in Administrator Settings	Settings to forcibly changed
[User Authentication/Account Track] - [General Settings] - [User Authentication]	Set to [OFF].
[Security Settings] - [Administrator Password]	Set a password complying with password rules.
[Security Settings] - [HDD Settings] - [HDD Encryption Setting]	Enable the HDD Encryption.
In **Web Connection**, register the certificate.	For details, refer to [User's Guide: Web Management Tool].
[Image Controller Setting] [Management Function Choice] [CE Password] [CE Authentication] [HDD]	These items must be configured by your service representative. For details, contact your service representative.

If you enable the Enhanced Security Mode, the following settings are forcibly changed.

Setting items in Administrator Settings	Settings to forcibly changed
[System Settings] - [Restrict User Access] - [Restrict Access to Job Settings] - [Registering and Changing Addresses]	Set to [Restrict].
[User Authentication/Account Track] - [General Settings] - [Public User Access]	Set to [Restrict].
[User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [User Name List]	Set to [OFF].
[User Authentication/Account Track] - [Print without Authentication]	Set to [Restrict].
[User Authentication/Account Track] - [User/Account Common Setting] - [Counter Remote Control]	Set to [Restrict].
[User Authentication/Account Track] - [Print Simple Auth.] - [Authentication Setting]	Set to [Restrict].
[Network Settings] - [FTP Settings] - [FTP Server Settings]	Set to [OFF].
[Network Settings] - [E-mail Settings] - [S/MIME Communication Settings]	• [Automatically Obtain Certificates] is set to [No]. • [3DES] is set if [E-Mail Text Encryption Method] has been set to one of [RC2-40], [RC2-64], [RC2-128], and [DES].

Setting items in Administrator Settings	Settings to forcibly changed
[Network Settings] - [SNMP Settings] - [SNMP v1/v2c Settings] - [Write Setting]	Set to [Invalid].
[Network Settings] - [SNMP Settings] - [SNMP v3 Settings]	[Security Level] for read and write allowed users is set to [auth-password/priv-password]. The Security Level can be changed to [auth-password].
[Network Settings] - [TCP Socket Settings] - [TCP Socket] - [Use SSL/TLS]	Set to [ON].
[Network Settings] - [WebDAV Settings] - [WebDAV Server Settings] - [SSL Setting]	Set to [SSL Only].
[Network Settings] - [Web Browser Setting]	Set to [Invalid].
[Network Settings]-[Remote Panel Settings]	• [Client Settings]: Set to [OFF]. • [Server Setting]: Set to [OFF].
[System Connection] - [OpenAPI Settings] - [SSL/Port Settings] - [SSL Setting]	Set to [SSL Only].
[Security Settings] - [User Box Administrator Setting]	Set to [Restrict].
[Security Settings] - [Security Details] - [Password Rules]	Set to [Enable]. If [Enable] cannot be selected for the Password Rules, you cannot enable the Enhanced Security Mode.
[Security Settings] - [Security Details] - [Prohibited Functions When Authentication Error]	• [Prohibited Functions When Authentication Error] is set to [Mode 2] and [No. of Tries] is set to [3]. No. of tries can be changed in the range between [1] and [3]. • [Release Time Settings]: Limited to [5] minutes. This value cannot be less than five minutes.
[Security Settings] - [Security Details] - [Confidential Document Access Method]	Set to [Mode 2].
[Security Settings] - [Security Details] - [Print Data Capture]	Set to [Restrict].
[Security Settings] - [Security Details] - [Hide Personal Information (MIB)]	Set to [ON].
[Security Settings] - [Security Details] - [Initialize]	If you select [Network Settings] and start it, the Enhanced Security Mode is canceled
[Security Settings] - [Security Details] - [Job History Thumbnail Display]	Set to [OFF].
[Remote Access Setting] - [Import/Export User Data]	Set to [Restrict].
[Maintenance] - [Import/Export] in **Web Connection**	The password must be configured.
[Security] - [PKI Settings] - [Device Certificate Setting] in **Web Connection**	[Remove Certificate] is hidden.
[Security] - [PKI Settings] - [SSL Setting] in **Web Connection**	• [Mode using SSL/TLS]: Set to [Admin. Mode and User Mode]. • [Encryption Strength]: If it has been set to [AES-256, 3DES-168, RC4-128, DES-56, RC4-40] or [AES-256, 3DES-168, RC4-128], it is changed to [AES-256, 3DES-168].
[Security] - [PKI Settings] - [Protocol Setting] in **Web Connection**	[Protocol 1]: [SSL], [Protocol 2]: The certificate is registered in the [http Server].
Remote Diagnosis System	Some functions may be disabled. For details, contact your service representative.
[Security Settings] - [Image Log Transfer Settings]	Set to [OFF].
Preview Secure Document User Box	Only the list is displayed before the password authentication is performed.

Tips
- If you change a setting that has been forcibly changed when the Enhanced Security Mode was enabled, a confirmation dialog box may possibly appear and the Enhanced Security Mode may be canceled.
- A setting that has been forcibly changed when the Enhanced Security Mode was enabled will not be changed if you disable the Enhanced Security Mode.
- Once the password rules have been enabled, an item for which a password that do not comply with the rules has been configured will result in authentication failure.

[HDD Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [HDD Settings]

Manages the hard disk of this machine. Prevents leakage of personal and corporate information by protecting data in the hard disk against erasure and protecting the hard disk with password and encryption.

Settings	Description
[Check HDD Capacity]	Enables you to check the used space, total space and available space on the hard disk.
[Overwrite HDD Data]	This machine temporarily stores image data on the hard disk or in the memory during scanning and printing. When the stored data are no longer needed, you can delete them by overwriting with certain data.
[Overwrite All Data]	When disposing of this machine or returning it to a leasing business, use this function to delete all data saved on the hard disk by overwriting. This function also resets all passwords to the factory settings. Prior to performing this operation, contact your service representative.
[HDD Lock Password]	Protects saved data by locking the hard disk using a password. Be sure to keep the password you have entered carefully so that you do not forget them. Should the password be lost, it takes a major recovery work to restore it.
[Format HDD]	Formats the hard disk. Retrieve any data needed from the hard disk beforehand.
[HDD Encryption Setting]	Encrypts all data saved on the hard disk for protection purposes. Be sure to keep the encryption passphrase you have entered carefully so that you do not forget them.

[Check HDD Capacity]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [HDD Settings] - [Check HDD Capacity]

Enables you to check the used space, total space and available space on the hard disk.

[Overwrite HDD Data]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [HDD Settings] - [Overwrite HDD Data]

This machine temporarily stores image data on the hard disk or in the memory during scanning and printing. When the stored data are no longer needed, you can delete them by overwriting with certain data.

Settings	Description
[Yes]/[No]	Specify whether to automatically delete data stored on the hard disk or in the memory by overwriting. [No] is specified by default.
[Overwrite Method]	Select the method for deleting data stored on the hard disk or memory by overwriting. • [Mode 1]: Overwrites with 0x00. • [Mode 2]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with letter "A" (0x61) - Verifies [Mode1] is specified by default.

Settings	Description
[Encryption Priority]/[Overwrite Priority]	When setting [Overwrite HDD Data] with [HDD Encryption Setting] in combination, select the preferred option for deleting data stored on the hard disk. • [Encryption Priority]: Overwrites data using a method different from [Mode 1] and [Mode 2] of [Overwrite Method]. To set [Overwrite HDD Data], select [Encryption Priority]. • [Overwrite Priority]: Overwrites data using the method specified at [Overwrite Method]. When changing this setting, you need to formatting the hard disk after restarting this machine. Before you attempt to change the setting, be aware that data may be deleted. [Encryption Priority] is specified by default.

[Overwrite All Data]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [HDD Settings] - [Overwrite All Data]

When disposing of this machine or returning it to a leasing business, use this function to delete all data saved on the hard disk by overwriting. This function also resets all passwords to the factory settings.

Prior to performing this operation, contact your service representative.

To perform delete by overwriting, select [HDD Overwrite Method] and tap [Delete].

- [Mode 1]: Overwrites with 0x00.
- [Mode 2]: Overwrites with single-byte random numbers - overwrites with single-byte random numbers - overwrites with 0x00.
- [Mode 3]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with single-byte random numbers - Verifies.
- [Mode 4]: Overwrites with single-byte random numbers - Overwrites with 0x00 - Overwrites with 0xff.
- [Mode 5]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff.
- [Mode 6]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with random numbers.
- [Mode 7]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0xaa.
- [Mode 8]: Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0x00 - Overwrites with 0xff - Overwrites with 0xaa - Verifies.

[Mode1] is specified by default.

[HDD Lock Password]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [HDD Settings] - [HDD Lock Password]

Protects saved data by locking the hard disk using a password.

To encrypt the data on the hard disk, enter an encryption passphrase (in 20 characters, case sensitive).

Be sure to keep the password you have entered carefully so that you do not forget them. Should the password be lost, it takes a major recovery work to restore it.

If a password is already set, you can change or cancel it.

[Format HDD]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [HDD Settings] - [Format HDD]

Formats the hard disk.

Retrieve any data needed from the hard disk beforehand.

Formatting the hard disk causes the following types of data to be deleted.
- Program
- Address Book
- Authentication method setting
- User authentication setting
- Account track setting
- User Box
- User Box setting
- Documents in User Boxes
- Confidential User Box setting
- Bulletin Board User Box setting

[HDD Encryption Setting]

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

Encrypts all data saved on the hard disk for protection purposes.

To lock the hard disk with a password, enter a password to lock it (in 20 characters, case sensitive).

Be sure to keep the encryption passphrase you have entered carefully so that you do not forget them.

[Function Management Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Function Management Settings]

Specify whether to use network functions for which counter management is difficult.

Settings	Description
[Network Function Usage Settings]	Select whether to use network functions for which counter management is difficult. If [OFF] is selected, the following functions are no longer available. • Using the **HDD TWAIN Driver** to view and retrieve documents in User Boxes • Using the **Box Operator** to view and retrieve documents in User Boxes • Using the **Scan Direct** to retrieve documents in User Boxes • Box operations using **Web Connection** (The User Box tab does not appear.) [ON] is specified by default.

[Stamp Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Stamp Settings]

Select whether to force application of stamps to original data when printing and sending a fax. It is also used to delete registered stamps.

Settings	Description
[Apply Stamps]	Select whether to force application of stamps to original data when printing and sending a fax.
[Delete Registered Stamp]	Deletes stamps registered for Stamp, Copy Protect and Stamp Repeat.

[Apply Stamps]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Stamp Settings] - [Apply Stamps]

Select whether to force application of stamps to original data when printing and sending a fax. To apply a stamp, configure the type and print position.

Users are not allowed to manually change or cancel the settings for the stamp function. You can explicitly indicate the sender identification by adding the user name or company name. Also, you can use the copy security function to suppress unauthorized copy operation.

For both [Printing] and [Sending], [Do Not Apply] is specified by default.

[Delete Registered Stamp]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Stamp Settings] - [Delete Registered Stamp]

Deletes stamps registered for Stamp, Copy Protect and Stamp Repeat.

[FIPS Settings]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [FIPS Settings]

Specify whether to enable the FIPS (Federal Information Processing Standardization) Mode.

FIPS defines security requirements for cryptographic modules. These standards are adopted by many organizations, including U.S. federal government agencies. Enabling the FIPS Mode makes the functions of the machine conform to the FIPS.

[Invalid] is specified by default.

[License Settings]

To display: [Utility] - [Administrator Settings] - [License Settings]

Issue a request code required to use an advanced function, or enable an advanced function.

Settings	Description
[Get Request Code]	Issue a request code for this machine to be registered in the license management server (LMS).
[Install License]	Enter information required for enabling advanced functions.
[List of Enabled Functions]	Displays a list of enabled functions.

Tips
- To enable advanced functions, an optional **i-Option** must be purchased. For details, contact your service representative.

[Get Request Code]

To display: [Utility] - [Administrator Settings] - [License Settings] - [Get Request Code]

Issue a request code for this machine to be registered in the license management server (LMS).

To enable advanced functions, access LMS and obtain the function and license codes. The request code is needed in order to access LMS and make request for issuance of the function and license codes.

[Install License]

To display: [Utility] - [Administrator Settings] - [License Settings] - [Install License]

Enter information required for enabling advanced functions.

Settings	Description
[Function/License Code]	Enter the function code for identifying the advanced function and the license code for enabling the advanced function to enable the advanced function.
[Token Code]	Enter the token code cited on the token certificate to enable the advanced function.

[List of Enabled Functions]

To display: [Utility] - [Administrator Settings] - [License Settings] - [List of Enabled Functions]

Displays a list of enabled functions.

[OpenAPI Certification Management Setting]

To display: [Utility] - [Administrator Settings] - [OpenAPI Certification Management Setting]

Specify a restriction code to prevent an OpenAPI connection application from being registered on this machine.

For details, contact your service representative.

[Remote Access Setting]

To display: [Utility] - [Administrator Settings] - [Remote Access Setting]

Specify whether to remotely import or export user data such as address information using the remote diagnosis system.

Settings	Description
[Import/Export User Data]	Specify whether to allow importing/exporting of the destinations registered on this machine (one-touch destinations, groups, and programs), authentication information from the remote diagnosis system. [Restrict] is specified by default.

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18 Index

18.1 Index by item

Z

18.2   Index by button