

bizhub 554e/454e/364e/284e/224e



This manual describes basic procedures users will need to know in order to use this machine, as well as setting procedures. It also introduces major functions, FAQs, and basic troubleshooting procedures to make use of this machine more conveniently. This manual also contains notes and precautions that should be followed in order to use this machine. Please be sure to read this manual before using this machine.

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1 Introduction

Introduction

Introduction

This [Quick Start Guide] uses illustrations to describe operating procedures for the most commonly used functions in an easy-to-understand way.

Start by using this manual to become proficient with the useful functions that this machine offers.

For details on the various functions, refer to the User's Guides on the User's Guide CD included with this machine.

In order to operate the machine safely and properly, be sure to read the safety information on page 1-5 of this manual before use.

In addition, this manual contains the following information. Be sure to read the manual before using the machine.

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine
- Descriptions on trademarks and copyrights

The illustrations and screens used in this manual may appear slightly different from views of the actual equipment and screens.

1.1 Environmental Information

Environmental initiatives

The company continuously strives to reduce the negative environmental impacts of all stages of its business operations.

As part of such activities, the company is implementing resource-saving steps by reducing the number of pages in the User's Guide.

For the information necessary to operate the machine, please refer to the bundled User's Guide CD (HTML format). This guide has an excellent search function.

Functions such as keyword search and filtering by purpose are very useful to help users find what they need to know.

Energy Star[®]



As an ENERGY STAR[®] Partner, this machine meets the ENERGY STAR[®] Guidelines for energy efficiency.

What is an ENERGY STAR[®] Product?

An ENERGY STAR[®] product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR[®] product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

Environmental benefits of power management

Electricity consumption of a device depends on both its properties and the way of using the device.

Suitable power management setting offers you resource saving usage way. By setting the time to go into power saving modes (e.g. sleep mode) shorter (or optimal), electricity consumption can be reduced.

Chapter

Recycled Paper

This product can print on recycled paper and environmental stewardship initiatives certified paper which complies with European standard EN 12281 as well as virgin paper. In addition it can print on lighter paper, 64g/m² for example. Using such light paper contributes to resources-saving.

Duplex printing

With a product which has a duplex unit, you can print on both sides of paper automatically.

Using this function leads to reducing consumption of natural resources and your cost.

Attached printer driver provides this duplex printing function as initial setting in your computer (The setting can be changed after installation manually).

1.2 Certification for USA, Canada, Mexico, Brazil and Europe area

For U.S.A

This product is certified by the following model name in U.S.A.

Konica Minolta branded model bizhub 554e, bizhub 454e and 302300 (bizhub 364e, bizhub 284e and bizhub 224e).

For Canada

This product is certified by the following model name in Canada.

Konica Minolta branded model bizhub 554e, bizhub 454e and 302300 (bizhub 364e, bizhub 284e and bizhub 224e).

For Mexico

This product is certified by the following model name in Mexico.

Konica Minolta branded model bizhub 554e, bizhub 454e and 302300 (bizhub 364e, bizhub 284e and bizhub 224e).

For Brazil

This product is certified by the following model name in Brazil.

Konica Minolta branded model bizhub 554e, bizhub 454e and 302300 (bizhub 364e, bizhub 284e and bizhub 224e).

For Europe

This product is certified by the following model name in Europe.

Konica Minolta branded model bizhub 554e, bizhub 454e and 302300 (bizhub 364e, bizhub 284e and bizhub 224e).

1.3 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

KM_Ver.07D_OE

Reference

• Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in the manuals to categorize the level of safety warnings.



Ignoring this warning could cause serious injury or even death.

Ignoring this caution could cause injury or damage to property.

Meaning of symbols



A triangle indicates a danger against which you should take precaution.

A diagonal line indicates a prohibited course

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A solid circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

Disassemble and modification



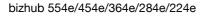
- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.
- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.



Power cord

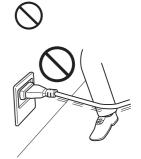


- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.
- Do not use the power cord other than being supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.

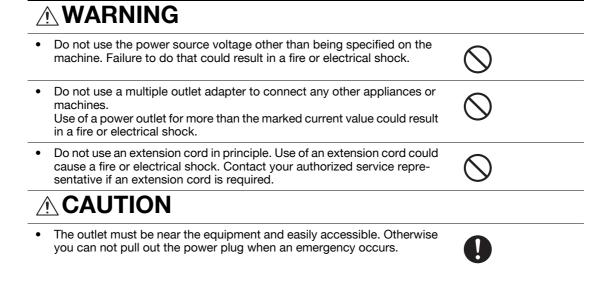


Power cord

• Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



Power source



Power plug



- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

- Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.
- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

Introduction

Grounding



 Make sure to ground this product. (Connect the power cord to an electrical outlet that is equipped with a grounding terminal.) Failure to do so and an unlikely event of leakage could result in a fire or electrical shock.

Installation



• Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.

Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.

 Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.



- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.

Ventilation



 Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.



Actions in response to troubles

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.





The inside of this product has areas subject to high temperature, which may cause burns.

When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.

Consumables



• Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

- Do not leave toner-related parts (toner units, PC drum units, imaging units or developing units) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
- Do not store toner-related parts (toner units, PC drum units, imaging units or developing units) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.
- Do not force open the toner-related parts (toner units, PC drum units, imaging units or developing units). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.
- If toner lands on your skin or clothing, wash thoroughly with soap and water.
- If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.
- If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.
- If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.

When moving the machine



 Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.



When moving the machine

• When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.

When using the machine

- This machine generates a weak magnetic field. If you experience any unusual symptoms with your implantable medical equipment (cardiac pacemaker, etc.) while near the machine, move away from the machine and see a doctor immediately.
- If you use an implantable medical equipment (cardiac pacemaker, etc.), do not bring the IC card reader close from the implant within 12 cm at all times. The radio waves may affect implantable medical equipment (cardiac pacemaker, etc.) operations.

 When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.

Papers

 Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.

When the Fax is not installed:

Before successive holidays



 Unplug the product when you will not use the product for long periods of time.



1.4 Regulation notices

This product complies with the following EU directives: 2009/125/EC, 2006/95/EC, 2004/108/EC and 1999/5/EC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

D.o.C. is available at "http://www.konicaminolta.eu/".

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

▲ WARNING

- The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.
- This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (for Canada users)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For users in countries not subject to class B regulations

MARNING

- This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.
- This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

GS Certification

Konica Minolta branded model bizhub 554e, bizhub 454e and 302300 (bizhub 364e, bizhub 284e and bizhub 224e).

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in the manuals.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product per IEC 60825-1: 2007: This means the machine does not produce hazardous laser radiation.

Chapter 1

Chapter

Internal laser radiation

Maximum Average Radiation Power: 11.2 μ W (bizhub 554e) / 9.4 μ W (bizhub 454e) / 7.4 μ W (302300 (bizhub 364e, bizhub 284e and bizhub 224e)) at the laser aperture of the print head unit.

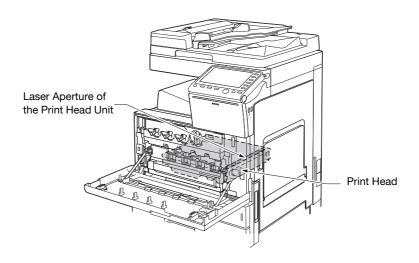
Wavelength: 770-800 nm

This product employs a Class 3B laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.



CDRH regulations

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-13 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

▲ CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

• This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 770-800 nm.

For European users

▲ CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

• This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 770-800 nm.

For Denmark users

▲ ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 770-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE

KLASS 1 LASER APPARAT

▲ VAROITUS

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 15 mW ja aallonpituus on 770-800 nm.

▲ VARNING

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

 Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 770-800 nm.

▲ VAROITUS

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

▲ VARNING

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen

For Norway users

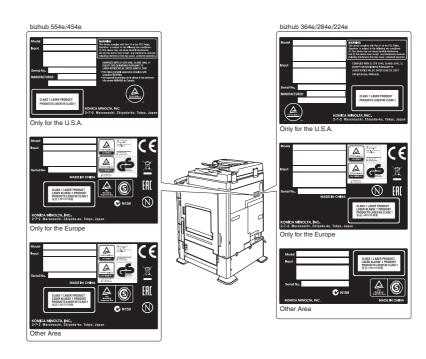
▲ ADVARSEL!

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

• Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bølgelengde er 770-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.



Ozone release

Locate the Machine in a Well-Ventilated Room

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Placer l'appareil dans une pièce largement ventilée

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

Acoustic noise (for European users only)

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Notification for California Customers

This product uses a CR Lithium Battery which contains perchlorate material.

This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

"Perchlorate Material - Special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate."

Recycling batteries (For Taiwan Users Only)

根據地方規定處理使用的電池。



For EU member states only



This symbol means: Do not dispose of this product together with your household waste!

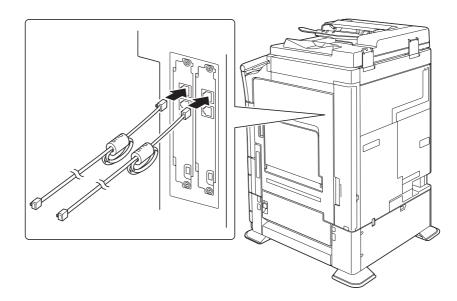
Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.



This product complies with RoHS (2011/65/EU) Directive.

Telephone Cable (For users in countries subject to class B regulations)

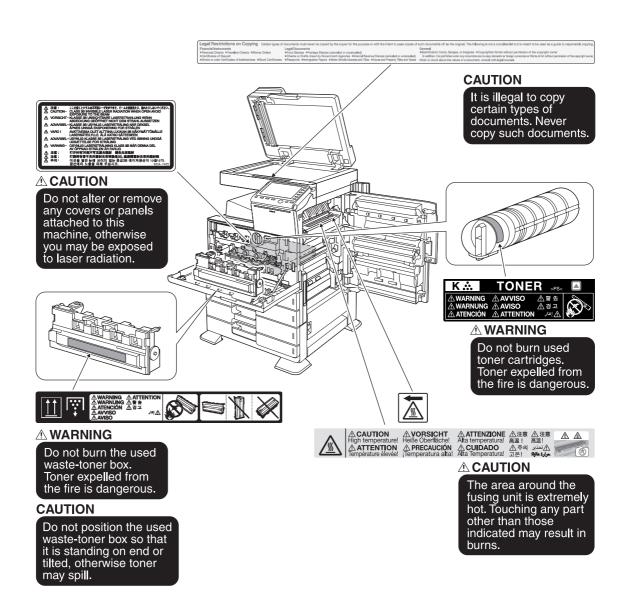
Connect a telephone cable with a ferrite core to the telecommunication port of this machine. (Connect the modular jack on the ferrite-core-equipped end of the telephone cable to the telecommunication port.)



Chapter 7



Safety precaution notations and labels appear on this machine at the following positions. Be very careful that an accident does not occur when operations such as removing paper jams and staple jams are performed.



NOTICE

Do not remove caution labels or notations. If any caution label or caution notation is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or notation is damaged, please contact your service representative.

1.6 Special Notice to User

For Canada

NOTICE:

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

AVIS:

Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada.

L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5.

For U.S.A.

FCC PART 68 REQUIREMENTS:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company.

This equipment uses certification jack USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment FK-511 and FK-508 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment FK-511 and FK-508, for repair or warranty information, please contact the Konica Minolta dealer location where you purchased this equipment. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If you home has specially wired alarm equipment connected to the telephone line, ensure the installation of FK-511 and FK-508 does not disable you alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: See [Sending by Renaming the Sender ([Fax Header Settings])], of the User's Guide [Fax].

WARNING/CAUTION Explained

The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. Be sure to focus your attention on the Warning headings when reading this Quick Start Guide.

The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. Be sure to focus your attention on the Caution headings when reading this Quick Start Guide.

For New Zealand

This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should not contact the Telecom Fault Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The automatic calling functions of this equipment must not be used to cause a nuisance to other customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary port is not specifically designed for 3-wire connected equipment. 3-wire might not respond to incoming ringing when connected to this port.

For Europe

The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of problems, you should contact your equipment supplier in the first instance.

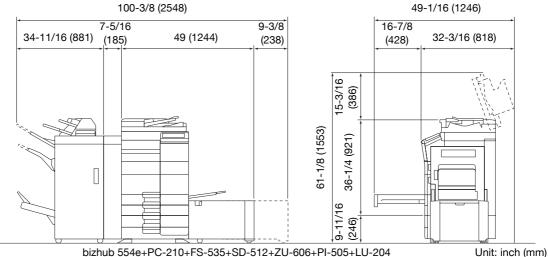


1

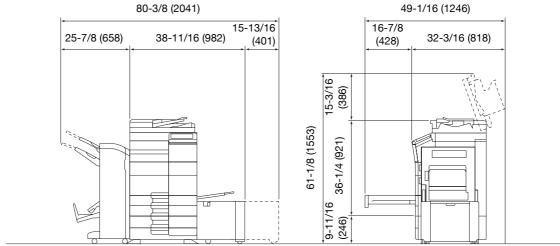
1.7 **Space requirements**

To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.

bizhub 554e/454e

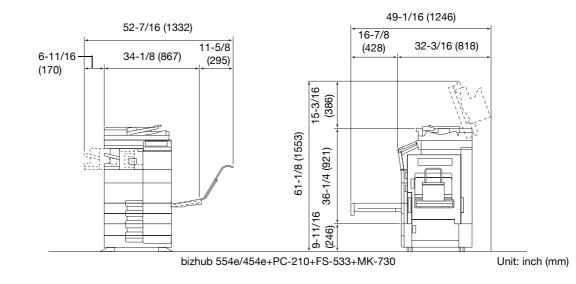


bizhub 554e+PC-210+FS-535+SD-512+ZU-606+PI-505+LU-204

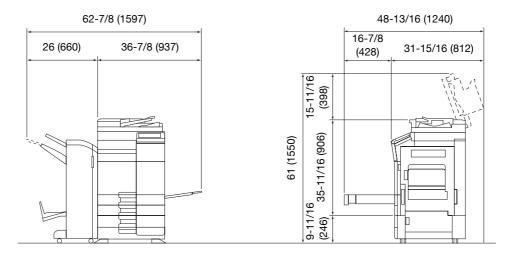


bizhub 554e/454e+PC-210+FS-534+SD-511+LU-301

Unit: inch (mm)

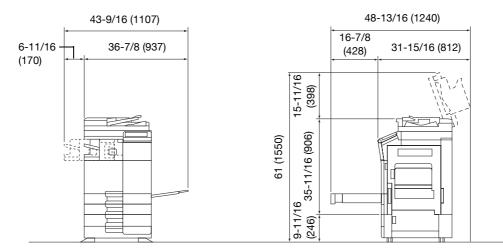


bizhub 364e/284e/224e



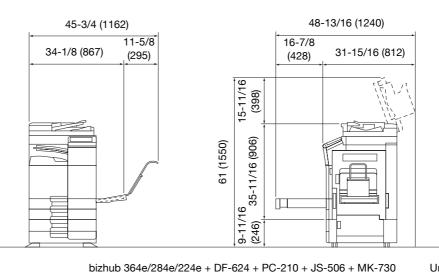
Unit: inch (mm)

bizhub 364e/284e/224e + DF-624 + PC-210 + FS-534 + SD-511



bizhub 364e/284e/224e + DF-624 + PC-210 + FS-533

Unit: inch (mm)



Unit: inch (mm)

NOTICE

Be sure to allow a clearance of 8 inches (200 mm) or more at the back of this machine for the ventilation duct.

Chapter 1

1.8 Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage fluctuation: Maximum ± 10% (at 110 V/120 V/220 to 240 V AC)
- Frequency fluctuation: Maximum ± 3 Hz (at 50 Hz/60 Hz)
- Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 50°F (10°C) to 86°F (30°C) with fluctuations of no more than 18°F (10°C) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

Storage of copies

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

Data stored in this machine

For the machine with hard disk, it is suggested to delete all data stored in all hard disk areas using the overwrite all data function to prevent leakage of data prior to transfer or disposal of the machine, or returning of the leased machine.

For details of the overwrite all data function, refer to the User's Guide CD. Contact your service representative before deleting data.

It is recommended to backup HDD periodically as the measures for HDD defect. For the detail information of HDD backup, contact your service representative.

1.9 Legal restrictions on copying

Certain types of originals must never be copied with the purpose or intent to pass copies of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checksTraveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

NOTICE

This machine provides the forgery prevention function in order to prevent financial instruments from being copied illegally.

We appreciate your understanding that printed images may infrequently have some noise or image data may not be stored under certain circumstances due to this forgery prevention function.

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- 7. This license shall automatically terminate upon a failure on your part to comply with any term or condition of this Agreement, in which case you agree to immediately stop use of the Program.
- 8. This Agreement shall be governed by the laws of Japan.



About This Machine 2

2.1 Introduction to User's Guide

The user's guide of this product consists of the booklet manual and the "User's Guide CD".

The booklet manual describe basic machine procedures and frequently asked questions.

If you want to learn about more detailed functions or operation methods, refer to the User's Guide included in the "User's Guide CD".

In addition, you can access [Frequently Asked Questions] on the top page (home) of the relevant file on the User's Guide CD for detailed information on FAQs and troubleshooting.

These user's guides should be stored in a safe place where you can access them easily.

2.1.1 **Booklet manual**

[Quick Start Guide]

This manual describes basic procedures users will need to know in order to use this machine, as well as setting procedures. It also introduces major functions, FAQs, and basic troubleshooting procedures to make use of this machine more conveniently.

This manual also contains notes and precautions that should be followed in order to use this machine. Please be sure to read this manual before using this machine.



2.1.2 User's Guide CD

The "User's Guide CD" is provided with this machine.

Select a desired function on the top page (Home), and check the details of the function.

Selecting [Introduction] on the top page (Home) allows you to view detailed methods for using the User's Guide.

Layout of top page



No.	Name	Description
1	[Search by Function]	Searches for desired information using functions such as printing or scanning and buttons displayed on the touch panel.
2	[Search]	Enter one or multiple keywords to search within the User's Guide. (Some pages are not targeted for searching.)
3	[Search by Usage]	Searches for the required operations of this machine based on the request format of "wanting to do something". This function provides security measures against various situations and methods to bring about cost reductions.
4	[Search by Illustration]	Searches for the required operations of this machine based on the output result, functions, and operation images.

Chapter 2

Operating environment

Item	Specifications
Supported Operating Systems	Windows XP (SP3), Windows Vista (SP2), Windows 7 (SP1) Mac OS X10.4/10.5/10.6/10.7
Supported Web browsers	 Windows: Internet Explorer 6.x/7.x/8.x/9.x, Firefox 3.x/4.x/ESR 10.0 or later Mac OS: Safari 3.1 or later /4.x/5.x We recommend that you use the latest Web browser that is compatible with your operating system to help you use this machine more conveniently and comfortably. Check that JavaScript in your Web browser is enabled. The User's Guide uses JavaScript for the page display and search functions. In Internet Explorer 6.x/7.x, it may take some time for a page to display after you click a button or a menu in the table of contents.
Display resolution	1024 x 768 pixels or more

Viewing the top page

For Windows

- Windows XP opens the Web browser and displays the top page automatically when the User's Guide CD is inserted into the CD-ROM drive of your computer.
- Windows Vista or Windows 7 displays a message related to automatic playing when the User's Guide CD is inserted into the CD-ROM drive of your computer. Clicking [rundll32.exe] displays the top page.
- If the top page does not appear, select [My Computer] or [Computer], right-click on the [Users_Guide_CD] icon, then click [Open]. If you double-click [index.html] in the folder, the top page will open.

For Macintosh

Double-click the CD icon on the desktop, then [index.html] to display the top page.

2.1.3 Symbols and Notations Used in This Manual

Procedural instruction

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

Program	Quick C	ору					Job List
	ly to Copy keypad and C		number of sets.		No. of Sets	1	04/22/2013 (A) 17:43 Memory 100%
Or	iginal			Output			Check Setting
			.	다. 다.	L. L.		Function 1
Text	OFF	Auto	100.0%	1Sided > 1Sided	Group	Standard	Function 2
Original Type	Booklet	Paper	Zoom	Duplex/ Combine	Finishing	Density	Application

bizhub 554e/454e/364e/284e/224e

Symbols and notations

▲ WARNING

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

▲ CAUTION

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

NOTICE

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

Tips

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

Reference

This symbol indicates that you should refer to the User's Guide CD for detailed information.

Notations	Description
[]	An item enclosed by brackets [] indicates a key name on the Touch Panel or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the Control Panel .

Notations of application names

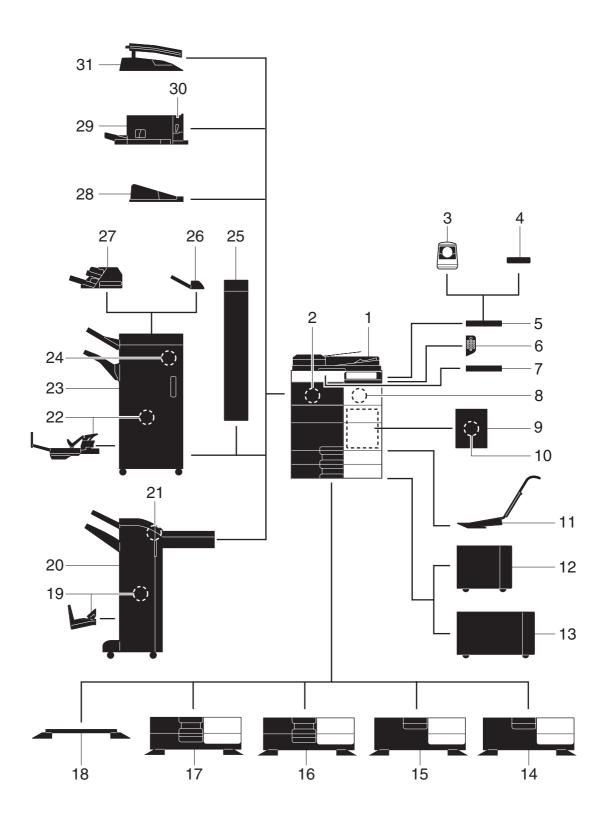
This manual describes application names as shown below.

Application name	Notations used in this manual
PageScope Web Connection	Web Connection
PageScope My Panel Manager	My Panel Manager

2.2 About this machine

2.2.1 Optional components (bizhub 554e/454e)

Various optional components can be added to meet your office requirements.



No.	Name	Description
1	Main unit	Scans the original in the scanner section, and prints a scanned im- age in the printer section.
2	Fax Kit FK-511	Required to use the fax function.
3	Authentication Unit AU- 102 (Biometric Type)	Working Table WT-506 is required as a stand.
4	Authentication Unit AU- 201 (IC Card Type)	Working Table WT-506 is required as a stand.
5	Working Table WT-506	Provides an area to temporarily place an original or other materials. This is also used when the Authentication Unit is installed.
6	Keypad KP-101	It is equipped on the side of the Control Panel . Allows you to enter numbers by using the Hardware Keypad .
7	Keyboard Holder KH-102	Install this holder to use an external keyboard.
8	Security Kit SC-508	Supports functions such as Copy Guard to prevent unauthorized copying.
9	Fax Mount Kit MK-728	This unit is required to install FAX Kit FK-508 . This option can be used in North America.
10	FAX Kit FK-508	Used to add telephone lines. Fax Mount Kit MK-728 is required to install FAX Kit FK-508. This option can be used in North America.
11	Mount Kit MK-730	Used to print on banner paper.
12	Large Capacity Unit LU- 301	Allows you to load up to 3000 sheets of $8-1/2 \times 11$ (A4) size paper.
13	Large Capacity Unit LU- 204	Allows you to load up to 2500 sheets of SRA3 or 11 \times 17 (A3) size paper.
14	Desk DK-510	Used to place this machine on the floor.
15	Paper Feed Cabinet PC- 410	Can load up to 2500 sheets of 8-1/2 × 11 (A4) size paper.
16	Paper Feed Cabinet PC- 210	Can load up to 500 sheets respectively into the top and bottom trays.
17	Paper Feed Cabinet PC- 110	Can load up to 500 sheets into the top tray. (The bottom tray is a storage box.)
18	Desk DK-705	Used to place this machine on the floor.
19	Saddle Stitcher SD-511	Used to add the bind/fold function to the Finisher FS-534 .
20	Finisher FS-534	Sorts, groups, or staples output sheets as required.
21	Punch Kit PK-520	Used to add the punch function to the Finisher FS-534 .
22	Saddle Stitcher SD-512	Used to add the bind/fold function to the Finisher FS-535 (only for bizhub 554e).
23	Finisher FS-535	Sorts, groups, or staples output sheets as required (only for bizhub 554e).
24	Punch Kit PK-521	Used to add the punch function to the Finisher FS-535 (only for bi-zhub 554e).
25	Z Folding Unit ZU-606	Adds the Z-fold or punch function to the Finisher FS-535 (only for bizhub 554e).
26	Job Separator JS-602	Feeds out printed sheets (only for bizhub 554e).
27	Post Inserter PI-505	Inserts a cover sheet into copied or printed sheets (only for bizhub 554e).
28	Output Tray OT-506	Collects printed pages.
29	Finisher FS-533	Sorts, groups, or staples output sheets as required. This unit can be installed in this machine.
30	Punch Kit PK-519	Used to add the punch function to the Finisher FS-533 .
31	Job Separator JS-506	Used to separate output sheets into two trays in the body of the ma- chine.

No.	Name	Description
The f	following options are built in	to this machine and are not shown in the figure above.
32	Stamp Unit SP-501	Stamps a scanned original when sending a fax.
33	Spare TX Marker Stamp 2	A replacement stamp for the Stamp Unit SP-501.
34	Local Interface Kit EK- 606	Install this unit when using the voice guidance function.
35	Local Interface Kit EK- 607	Install this unit when using the voice guidance function and the link age function with a Bluetooth-compatible device.
36	i-Option LK-101 v3	Supports the web browser function that is one of the advanced functions.
37	i-Option LK-102 v3	Supports the PDF processing function that is one of the advanced functions.
38	i-Option LK-104 v3	Supports the voice guidance function that is one of the advanced functions.
39	i-Option LK-105 v3	Supports the searchable PDF function that is one of the advanced functions.
40	i-Option LK-106	Used to add a bar code font that is one of special fonts.
41	i-Option LK-107	Used to add a unicode font that is one of special fonts.
42	i-Option LK-108	Used to add an OCR font that is one of special fonts.
43	i-Option LK-110	Supports advanced functions such as a function that converts a file into a DOCX or XLSX type, a function that generates highly-func- tional and high quality data, and the E-mail RX Print function. i-Op tion LK-110 includes the function licenses for i-Option LK-102 v3 and i-Option LK-105 v3 . If you purchase i-Option LK-110 , you do not need to purchase i-Option LK-102 v3 or i-Option LK-105 v3 . For details on the available functions, refer to the User's Guide CD
44	i-Option LK-111	Supports the ThinPrint function that is one of the advanced func- tions.
45	Upgrade Kit UK-204	 Required when: Installing i-Option LK-101 v3/LK-102 v3/LK-104 v3/LK-105 v3/LK-106/LK-107/LK-108/LK-110; Using the My Address function in conjunction with My Panel Manager; and Using the Overlay or Registered Overlay function.
46	Upgrade Kit UK-208	 Used to return this machine from the Power Save mode via the wireless network using an Android/iOS tablet terminal. To use an Android/iOS tablet terminal, settings must be made on this machine by a service engineer. For details, contact you service representative. To use an Android/iOS tablet terminal, a dedicated application must be installed on the terminal.
The fo	ollowing options are not show	n in the figure.
47	Heater HT-509	Prevents paper in a paper tray from being affected by humidity. Desk DK-510 or Paper Feed Cabinet is required to install this unit
48	Power Supply BOX MK-	Used to turn Heater operations on or off.

2

bizhub 554e/454e/364e/284e/224e

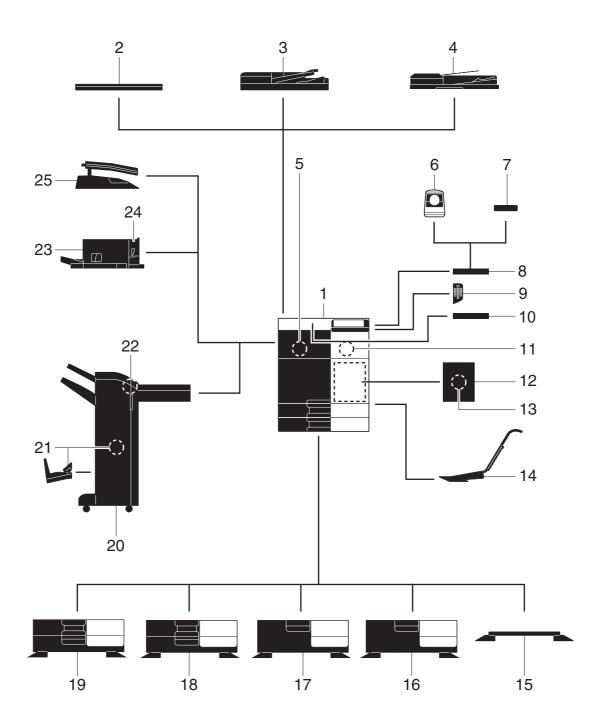
Required to use the machine unit that has **Authentication Unit AU-201** (IC Card Type) built in to it.

734

Mount Kit MK-735

2.2.2 Optional components (bizhub 364e/284e/224e)

Various optional components can be added to meet your office requirements.



Chapte	
Machine	
This	
About	

2

2

No.	Name	Description
1	Main unit	Scans the original in the scanner section, and prints a scanned im- age in the printer section.
2	Original Cover OC-511	Used to fix the loaded originals.
3	Reverse Automatic Doc- ument Feeder DF-624	Automatically feeds and scans originals by page.
4	Dual Scan Document Feeder DF-701	Scans the front and back sides of the sheet at the same time. This enables higher-speed scanning.
5	Fax Kit FK-511	Required to use the fax function.
6	Authentication Unit AU- 102 (Biometric Type)	The Working Table WT-506 is required as a stand.
7	Authentication Unit AU- 201 (IC Card Type)	The Working Table WT-506 is required as a stand.
8	Working Table WT-506	Provides an area to temporarily place an original or other materials. This is also used when the Authentication Unit is installed.
9	Keypad KP-101	It is equipped on the side of the Control Panel . Allows you to enter numbers by using the Hardware Keypad .
10	Keyboard Holder KH-102	Install this holder to use an external keyboard.
11	Security Kit SC-508	Supports functions such as Copy Guard to prevent unauthorized copying.
12	Fax Mount Kit MK-728	This unit is required to install FAX Kit FK-508 . This option can be used in North America.
13	FAX Kit FK-508	Used to add telephone lines. Fax Mount Kit MK-728 is required to install FAX Kit FK-508 . This option can be used in North America.
14	Mount Kit MK-730	Used to print on banner paper.
15	Desk DK-705	Used to place this machine on the floor.
16	Desk DK-510	Used to place this machine on the floor.
17	Paper Feed Cabinet PC- 410	Can load up to 2500 sheets of $8-1/2 \times 11$ (A4) size paper.
18	Paper Feed Cabinet PC- 210	Can load up to 500 sheets respectively into the top and bottom trays.
19	Paper Feed Cabinet PC- 110	Can load up to 500 sheets into the top tray. (The bottom tray is a storage box.)
20	Finisher FS-534	Sorts, groups, or staples output sheets as required. The Desk DK-510 or Paper Feed Cabinet is required to install this unit.
21	Saddle Stitcher SD-511	Used to add the bind/fold function to the Finisher FS-534.
22	Punch Kit PK-520	Used to add the punch function to the Finisher FS-534.
23	Finisher FS-533	Sorts, groups, or staples output sheets as required. This unit can be installed in this machine.
24	Punch Kit PK-519	Used to add the punch function to the Finisher FS-533.
25	Job Separator JS-506	Used to separate output sheets into two trays in the body of the ma- chine.
The	allowing options are built in	to this machine and are not shown in the figure above

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

1110			
26	Stamp Unit SP-501	Stamps a scanned original when sending a fax.	
27	Spare TX Marker Stamp 2	A replacement stamp for the Stamp Unit SP-501.	
28	Local Interface Kit EK- 606	Install this unit when using the voice guidance function.	
29	Local Interface Kit EK- 607	Install this unit when using the voice guidance function and the link- age function with a Bluetooth-compatible device.	
30	i-Option LK-101 v3	Supports the web browser function that is one of the advanced functions.	

No.	Name	Description
31	i-Option LK-102 v3	Supports the PDF processing function that is one of the advanced functions.
32	i-Option LK-104 v3	Supports the voice guidance function that is one of the advanced functions.
33	i-Option LK-105 v3	Supports the searchable PDF function that is one of the advanced functions.
34	i-Option LK-106	Used to add a bar code font that is one of special fonts.
35	i-Option LK-107	Used to add a unicode font that is one of special fonts.
36	i-Option LK-108	Used to add an OCR font that is one of special fonts.
37	i-Option LK-110	Supports advanced functions such as a function that converts a file into a DOCX or XLSX type, a function that generates highly-func- tional and high quality data, and the E-mail RX Print function. i-Op- tion LK-110 includes the function licenses for i-Option LK-102 v3 and i-Option LK-105 v3 . If you purchase i-Option LK-110 , you do not need to purchase i-Option LK-102 v3 or i-Option LK-105 v3 . For details on the available functions, refer to the User's Guide CD.
38	i-Option LK-111	Supports the ThinPrint function that is one of the advanced func- tions.
39	Upgrade Kit UK-204	 Required when: Installing i-Option LK-101 v3/LK-102 v3/LK-104 v3/LK-105 v3/LK-106/LK-107/LK-108/LK-110; Using the My Address function in conjunction with My Panel Manager; and Using the Overlay or Registered Overlay function.
40	Upgrade Kit UK-208	 Used to return this machine from the Power Save mode via the wireless network using an Android/iOS tablet terminal. If you are using Reverse Automatic Document Feeder, Upgrade Kit UK-209 is required to connect an Android/iOS tablet terminal to this machine. If you are using Dual Scan Document Feeder, Upgrade Kit UK-209 (dual scan board) is already installed on this machine. To use an Android/iOS tablet terminal, settings must be made on this machine by a service engineer. For details, contact your service representative. To use an Android/iOS tablet terminal, a dedicated application must be installed on the terminal.
41	Upgrade Kit UK-209	 Used to connect an Android/iOS tablet terminal to this machine and display the Control Panel on the Android/iOS tablet terminal, enabling remote-control operations. This unit is required when using Reverse Automatic Document Feeder. If you are using Dual Scan Document Feeder, Upgrade Kit UK-209 (dual scan board) is already installed on this machine. To use an Android/iOS tablet terminal, settings must be made on this machine by a service engineer. For details, contact your service representative. To use an Android/iOS tablet terminal, a dedicated application must be installed on the terminal.
The fo	llowing options are not showr	n in the figure.
42	Heater HT-509	Prevents paper in a paper tray from being affected by humidity. Desk DK-510 or Paper Feed Cabinet is required to install this unit.

Used to turn Heater operations on or off.

201 (IC Card Type) built in to it.

Required to use the machine unit that has Authentication Unit AU-

bizhub 554e/454e/364e/284e/224e

43

44

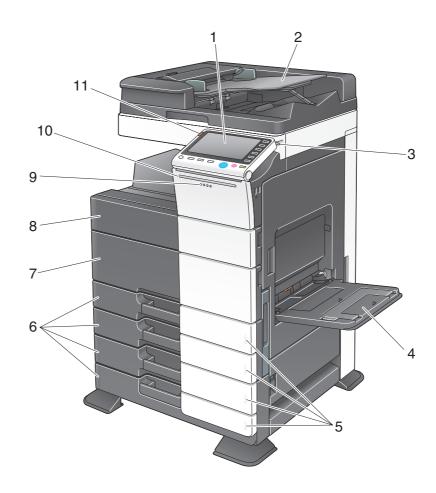
Power Supply BOX MK-734

Mount Kit MK-735

2.2.3 Name of parts (MFP) (bizhub 554e/454e)

Front side

The illustration shows the main unit that contains the **Output Tray** and **Paper Feed Cabinet**.



No.	Name	Description
1	Control Panel	Use the Touch Panel or buttons on this panel to operate this machine.
2	Original Tray	Load the original.
3	Stylus Pen	Used to operate the Touch Panel.
4	Bypass Tray	Used to load custom-size paper or special paper.
5	Paper-Empty Indicator	Flashes orange when a tray runs low on paper and lights up orange when the tray runs out of paper.
6	Paper Tray	Used to load standard-size paper.
7	Lower Front Door	Open this door to replace consumables or to maintenance this ma- chine.
8	Upper Front Door	Open this door to replace a Toner Cartridge .
9	Data Indicator	Flashes blue while this machine is receiving a job. If a job is current- ly spooled, this indicator lamp lights up blue.
10	Status Indicator	Flashes white during printing.
11	Warning Indicator	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

2

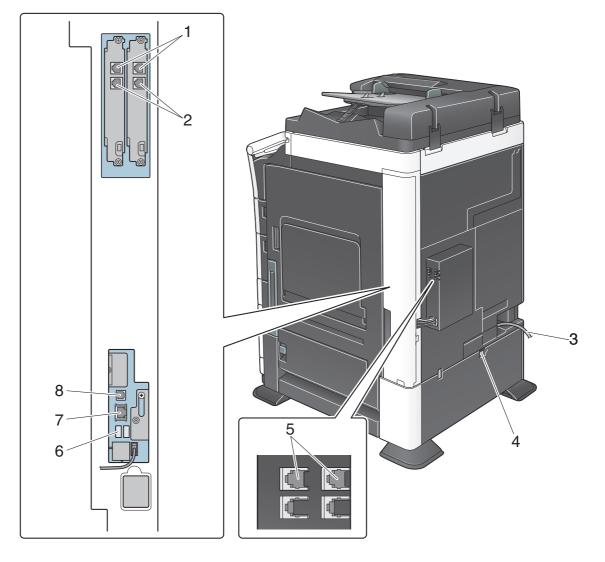
2-12

About This Machine

Rear side

The illustration shows the main unit that contains the Paper Feed Cabinet, Fax Kit FK-511, FAX Kit FK-508, Fax Mount Kit, and Power Supply BOX.

(FAX Kit FK-508 and Fax Mount Kit can be used in North America.)



No. Name

Telephone Jack 1/2 (LINE PORT1/2)
Jack for connecting a telephone (TEL PORT1/2)
Power Cord
Heater Power Switch
Telephone Jack 3/4 (FAX3/4)
USB Port (Type A) USB2.0/1.1
Network Connector (10Base-T/100Base-TX/1000Base-T)
USB Port (Type B) USB2.0/1.1

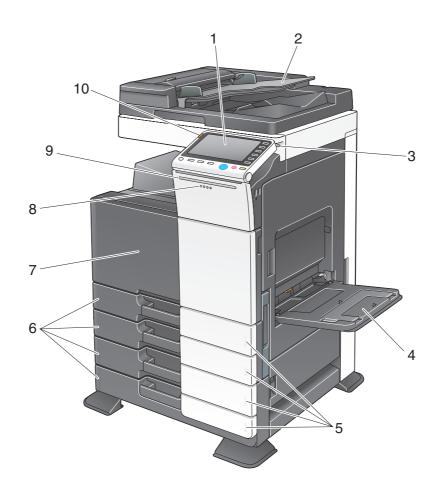
Reference

For details, refer to the User's Guide CD.

2.2.4 Name of parts (MFP) (bizhub 364e/284e/224e)

Front side

The illustration shows the main unit that contains the Reverse Automatic Document Feeder and Paper Feed Cabinet.

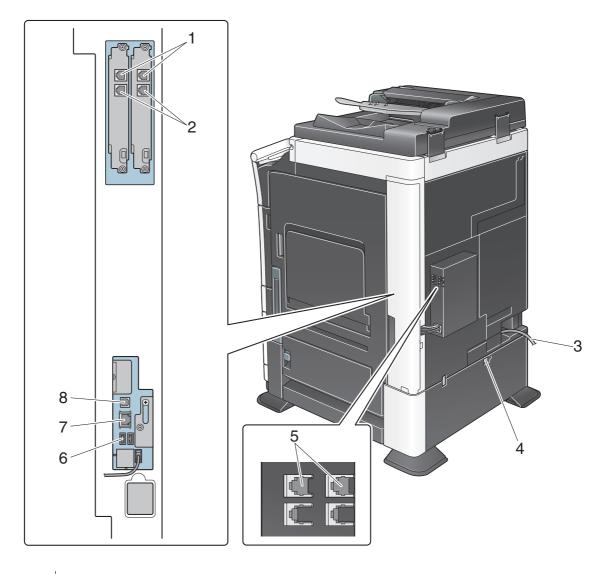


No.	Name	Description
1	Control Panel	Use the Touch Panel or buttons on this panel to operate this ma- chine.
2	Original Tray	Load the original.
3	Stylus Pen	Used to operate the Touch Panel.
4	Bypass Tray	Used to load custom-size paper or special paper.
5	Paper-Empty Indicator	Flashes orange when a tray runs low on paper and lights up orange when the tray runs out of paper.
6	Paper Tray	Used to load standard-size paper.
7	Front Door	Open this door to replace consumables or to maintenance this ma- chine.
8	Data Indicator	Flashes blue while this machine is receiving a job. If a job is current- ly spooled, this indicator lamp lights up blue.
9	Status Indicator	Flashes white during printing.
10	Warning Indicator	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

2

2-14

The illustration shows the main unit that contains the **Reverse Automatic Document Feeder**, **Paper Feed Cabinet**, **Fax Kit FK-511**, **FAX Kit FK-508**, **Fax Mount Kit**, and **Power Supply BOX**. (**FAX Kit FK-508** and **Fax Mount Kit** can be used in North America.)



No.	Name
1	Telephone Jack 1/2 (LINE PORT1/2)
2	Jack for connecting a telephone (TEL PORT1/2)
3	Power Cord
4	Heater Power Switch
5	Telephone Jack 3/4 (FAX3/4)
6	USB Port (Type A) USB2.0/1.1
7	Network Connector (10Base-T/100Base-TX/1000Base-T)
8	USB Port (Type B) USB2.0/1.1

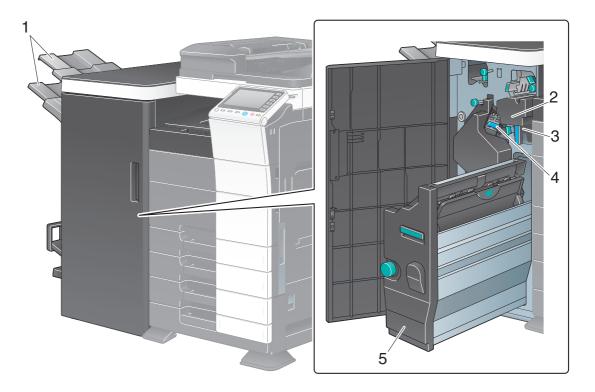
Reference

For details, refer to the User's Guide CD.

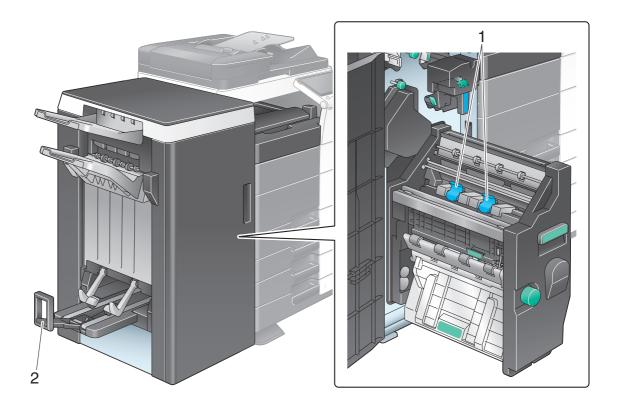
2.2.5 Name of parts (Optional units)

This section shows the names of distinctive parts for each optional unit that can be installed in this machine.

Finisher FS-535, Saddle Stitcher SD-512, Punch Kit PK-521 (bizhub 554e)



N	0.	Name	
1		Output Tray	
2		Punch Kit	
3		Punch Scrap Box	
4		Staple Cartridge	
5		Saddle Stitcher	



No.	Name	
1	Staple Cartridge	
2	Folding Output Tray	

Job Separator JS-602 (bizhub 554e)

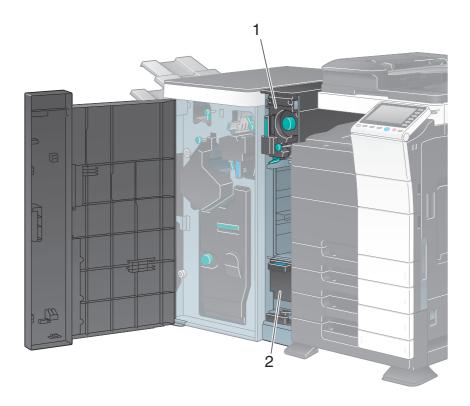


_	No.	Name
-	1	Output Tray

2

2-18

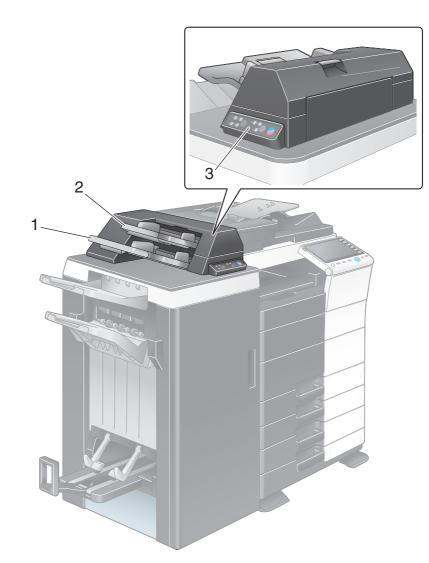
Z Folding Unit ZU-606 (bizhub 554e)



No.	Name	
1	Z Folding/Conveyance Unit	
2	Punch Scrap Box	

Post Inserter PI-505 (bizhub 554e)

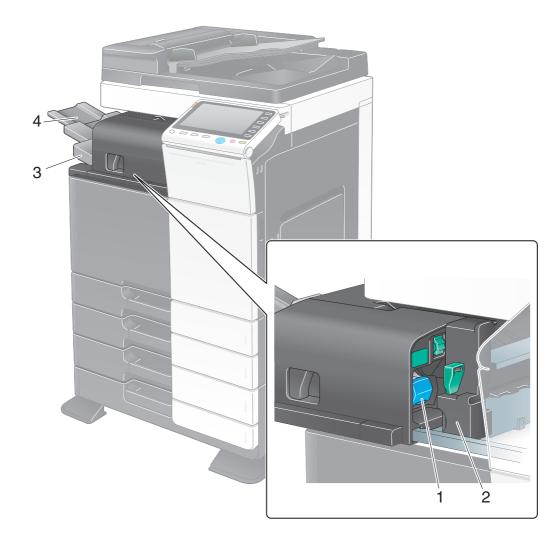
2



No.	Name	
1	Lower Tray	
2	Upper Tray	
3	Post Inserter Control Panel	

Reference

For details on how to use the Post Inserter Control Panel, refer to the User's Guide CD.



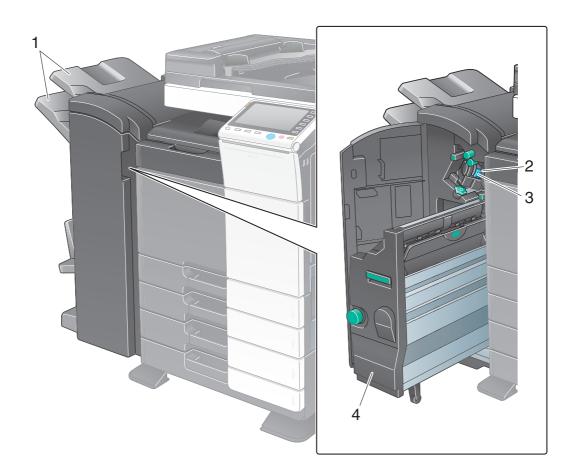
No.	Name	
1	Staple Cartridge	
2	Punch Kit	
3	Output Tray	
4	Tray Extension	

Job Separator JS-506

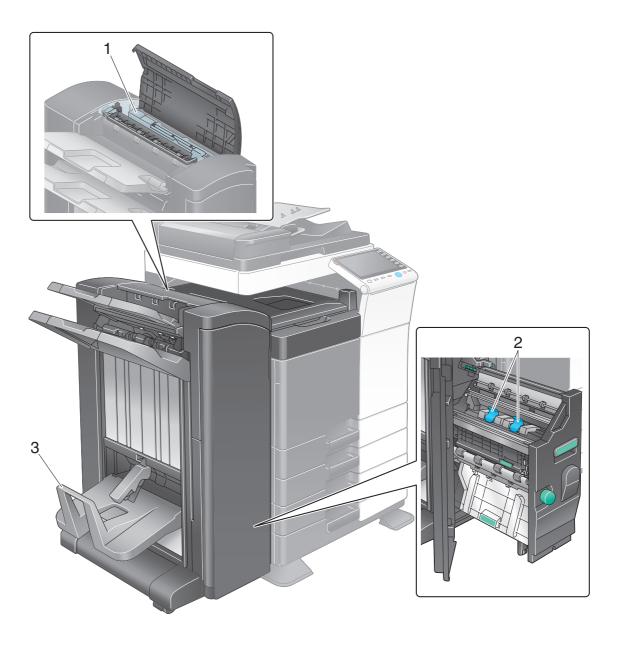


No.	Name
1	Output Tray

Finisher FS-534, Saddle Stitcher SD-511, Punch Kit PK-520

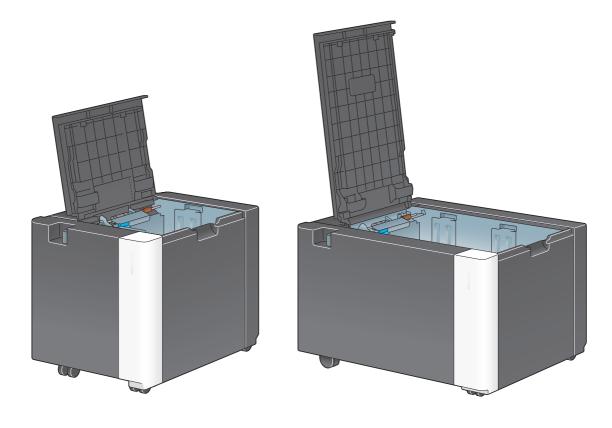


١	No.	Name	
1	1	Output Tray	
2	2	Punch Scrap Box	
3	3	Staple Cartridge	
2	1	Saddle Stitcher	



No.	Name	
1	Punch Kit	
2	Staple Cartridge	
3	Folding Output Tray	

Large Capacity Unit LU-301/LU-204



For details, refer to the User's Guide CD.

2

2-25

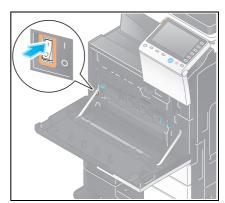
2.3 Power supply

This machine provides two power switches: **Power** key on the **Control Panel** and **Main Power Switch** on the machine. Under normal conditions, operate the **Power** key of the **control panel**. Use **Main Power Switch** to restart this machine.

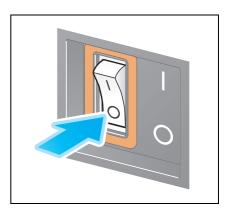
2.3.1 Turning the power on and off

Turn the power on and off only when necessary, for example, when the administrative settings are changed or a power failure occurs.

1 Open the Lower Front Door or Front Door, and turn the Main Power Switch on.



2 Turn the **Main Power Switch** off.



NOTICE

To restart this machine, turn the Main Power Switch off and on again after 10 or more seconds have passed.

2.3.2 Operating the Power key

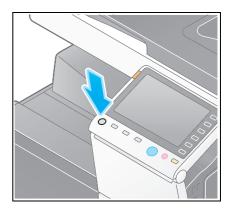
To immediately shift to the power save mode, for example, when work is finished or when not operating this machine for a long period of time, press the **Power** key.

The machine shifts to different power save modes depending on how long the **Power** key is pressed.

Pressing the **Power** key briefly during operation shifts to the low power or sleep mode. Holding down the Power key shifts to the Sub Power OFF mode.

To return this machine from the power save mode to the normal mode, press the **Power** key again.

In the low power or sleep mode, you can return this machine from the power save mode to the normal mode simply by placing your hand close to the **Control Panel**.



Status of this machine		Description
Power Save mode	Low Power or Sleep mode	Flashes blue. This machine returns to the normal mode when data or faxes are re- ceived.
	Sub Power OFF mode	Lights up orange. This machine can receive data or faxes, but cannot scan or print an original. If data or faxes are received when the machine is in the Sub Power OFF mode, they are printed when the machine returns to the normal mode.
Normal mode	During oper- ation	Lights up blue.

2.3.3 Power save function

If the specified time (default: 15 minutes) elapses after the machine becomes inactive, the machine automatically shifts to the power save mode; for example, the touch panel display is turned off. The **Power** key flashes blue in the power save mode. The power save mode returns to the normal mode by pressing any key on the **Control Panel** for instance.

There are two power save modes: the low power mode and the sleep mode. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to Normal mode is longer than the time required to revert to Low Power mode.

Reference

The time required to shift to each mode can be changed in the Administrator Settings. For details, refer to the User's Guide CD.

About This Machine

Reducing power consumption

To reduce power consumption in the standby state, change [Power Key Setting] to [Sub Power OFF].

Tap [Utility], and select [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Key Setting].

For information on the default administrator password, refer to page 5-51.



After the setting is changed, the power save mode shifts as shown below depending on how the **Power** key is pressed.

- Pressing the **Power** key
- This machine shifts to the Sub Power OFF mode.
- In the Sub Power OFF mode, the machine can receive data or faxes, but cannot scan or print an original.
- If data or faxes are received when the machine is in the Sub Power OFF mode, they are printed when the machine returns to the normal mode.
- Holding down the **Power** key
- This machine shifts to the ErP Auto Power OFF mode.
- In the ErP Auto Power OFF mode, this machine cannot receive data or faxes and also cannot scan or print an original.
- This function provides a greater power saving effect than the Sub Power OFF mode, which is close to the state where the main power is turned off.

To enable the machine to return to the normal mode from the Sub Power OFF or ErP Auto Power OFF mode, press the **Power** key again.

Reference

For details, refer to the User's Guide CD.

2.4 Control Panel

The Keypad KP-101 is equipped on the right side of the Control Panel.

2.4.1 Name of parts



No.	Name	Description
1	Touch Panel	Various screens and messages are displayed. Directly touch the Touch panel to configure each setting.
2	[Menu]	Tap this button to display the main menu.
3	[Enlarge Display]	Enters Enlarge Display mode.
4	[Guidance]	Tap this button to display the Help Menu. You can display descrip- tions of the functions and operating procedures on the screen.
5	[Access]	If user authentication or account track is enabled, enter the user name and password for user authentication or the account name and password for account track, then tap this button to start the use of this machine. After a target operation is completed, tap this but- ton once again to end the use of this machine.
6	[Interrupt]	Tap this button to enter the Interrupt mode. The indicator lamp lights up blue in the Interrupt mode. To cancel the Interrupt mode, tap [Interrupt] again.
7	[Preview]	Tap this button to print a single proof copy to be checked before printing a large number of copies. This function can also display a finishing image with the current settings on the Touch Panel .
8	Reset	Press this key to reset all settings, excluding the registered ones, that you entered using the Control Panel .
9	Stop	Press this key to temporarily stop an active copy, scan, or print job.
10	Start	Press to start the copy, scan or fax operation.
11	Register key	 Press each key to switch the display of the Touch Panel to a function assigned to a Register key. 1 (Scan/Fax): Switches to the scan/fax function. 2 (Copy): Switches to the copy function. 10Keypad (Keypad): Displays the Keypad on the Touch panel. The Register key can be assigned to any function in the Administrator Settings to be easy to use.

No.	Name	Description
12	Power	Press this key to switch to the power save mode. In the normal mode, the key lights up blue. In the power save mode, the key blinks blue or lights up orange. To create a higher power saving effect, you can change the setting in [Power Key Setting] of Administrator Settings. For [Power Key Setting], refer to page 2-28.
13	Warning Indicator	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

Equipped with the Keypad KP-101



No.	Name	Description
1	Voice Guide	Press this key to start the voice guidance function (optional).
2	Keypad	Use this Keypad to enter numeric values such as the number of copies, zoom ratio, and fax number.
3	C	Press this key to cancel numeric values such as the number of copies, zoom ratio, and size you entered using the Keypad .

2.5.1 Main Menu

Tap [Menu] on the **Control Panel** to display the main menu. In the main menu, you can configure settings such as frequently used functions or a shortcut key for jumping to each mode.

Layout of main menu



No.	Name	Description
1	[Accessibility]	Tap this button to adjust a Touch Panel pressing position, change keying sounds, and configure the operating environment of the Control Panel .
	[Counter]	Tap this button to display the total number of pages printed on this machine on a function basis.
	[Job List]	Tap this button to display active or standby jobs. If necessary, you can view job logs or print a communication report. For details, refer to page 2-38.
2	Main menu keys	Display shortcut keys assigned to any function. By default, the main menu shows [Copy], [Scan/Fax], [User Box], [Sound Setting], and [Utility].
	[Utility]	Tap this button to configure settings of this machine or view the use status of this machine.[Utility] is always displayed.

Customizing the main menu

The main menu can be extended to three screens as necessary. Up to 25 keys can be assigned to three main menu screens which can be switched.



In addition, you can specify your favorite background pattern.



Reference

For details, refer to the User's Guide CD.

2.5.2 Operating the Touch Panel

The **Touch Panel** of this machine supports user-friendly operations, such as, sliding a finger on the Touch Panel.

Тар

Lightly touch the screen with your finger, then remove your finger from the screen immediately. This action can select or determine a menu.



Double-tap

Lightly touch the screen with your finger twice in succession. Used to retrieve detailed information, to enlarge a thumbnail or preview image, and to open a User Box.



Chapter 2

Flick

Make a slight fillip while sliding your finger on the screen. Used to scroll the destination/job list or to feed a page in the Main menu screen/Preview screen.

Drag

To move the scroll bar or document, place your finger on it and move your finger. Used to move the scroll bar or document.

Pan

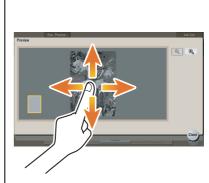
Slide your finger parallel in a front-to-back and side-to-side direction on the screen. Used to move to the intended display location if data spans multiple screens.

Long-tap

Hold down the document by the finger. Used to display the icon related to the document.



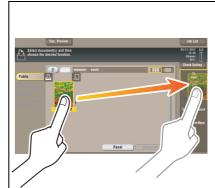






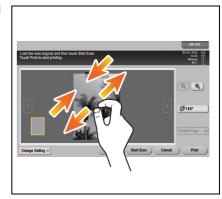
Drag & Drop

Slide your finger to the intended place and release it while a document is selected. Used to move the document to the intended place.



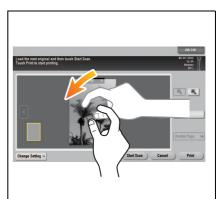
Pinch in/Pinch out

Place two fingers on the screen and then open or close them. Used to enlarge or reduce a preview image.



Rotation

Place two fingers on the screen and then rotate them. Used to rotate a preview image.



Precautions on using the Touch panel

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

- Use your finger or the **Stylus Pen** supplied with this machine. Note that the **Touch Panel** will not respond appropriately if you operate it using your nail or a pen tip instead of your finger or the **Stylus Pen**.
- Applying a strong force to the **Touch Panel** will damage the **Touch Panel**, and potentially cause a breakage.
- When operating in the **Touch Panel**, do not press on it using excessive force or with a pointed object such as a mechanical pencil.
- The Touch Panel may not respond appropriately, if operated with a wet finger.
- The **Touch Panel** will not respond appropriately, if operated with hands with gloves on. It is recommended that you use the **Stylus Pen** supplied with this machine or your finger.
- The **Touch Panel** may not respond appropriately, if the distance between you and a fluorescent lamp is 20 inches (50 cm) or less while you are operating the **Touch Panel**.
- Avoid using the **Touch Panel** at a site near a device that generates electric noise (such as a generator and an air conditioner). The electric noise may cause the **Touch Panel** to operate erratically.

About This Machine

2-35

2.5.3 How to display the Keypad

When tapping the input area on the copy screen and etc. for entering the number of copies or entering adjustment values, the Keypad will be displayed.

It can also be displayed by pressing the Keypad provided for the Register key.

Input area for entering the number of copies





Input area for entering values





How to move the Keypad

Move your finger while the upper side of Keypad is being pressed.



How to close the Keypad

After entering, tap [Close] to close the Keypad.

It can also be closed by pressing the Keypad provided for the Register key.



Chapter 2

To display the Keypad all the time

The Keypad can be displayed all the time on the copy screen, print setting screen for boxes or browser.

Reference

For details, refer to the User's Guide CD.

2.5.4 Entering characters

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

When typing in "Group1":

- 1 To type in uppercase letters or symbols, tap the [Shift] key.
 - → If you mistyped, tap [←] or [→] to move the cursor to the character you want to clear, then tap the [Delete] key.
 - → Tap the [Shift] key again to return to the original keyboard screen.

Use the keyboard to enter the registration name. Press the ICJ key to erase the entered registration name.	
Utility > New E-Mail > Name	
G	C]
← → Pere	
· · · · · · · · · · · · · · · · · · ·	+] ~]
0 W E R T 2 Y U I 0 P E	
A S D F G H J K L : "	_
Z X C V B N H < > ?	
Space Shift 1	_
02/21/2013 16:01 (A Shlarge) Undo	ОК

2 After typing completes, tap [OK].

Use the keyboard to enter the registration name. Press the ICl key to erase the entered registration name	le.
Utility > New E-Mail > Name	
Group1	C)
$\leftarrow \rightarrow \qquad \stackrel{\text{Pe-}}{\stackrel{\text{lete}}}{\stackrel{\text{lete}}{\stackrel{\text{lete}}}{\stackrel{\text{lete}}{\stackrel{\text{lete}}}{\stackrel{\text{lete}}{\stackrel{\text{lete}}}{\stackrel{\text{lete}}{\stackrel{\text{lete}}}{\stackrel{\text{lete}}{\stackrel{\text{lete}}{\stackrel{\text{lete}}{\stackrel{\text{lete}}}{\stackrel{\text{lete}}}}}}}}}}}}}}}}}}}}$	
1 2 3 4 5 6 7 8 9 0	- = -
qwertyuiop	
asdfghjkl;	· ·
z x c v b n n , . /	
Space Shift	
02/21/2013 16:02	Undo OK

2.6 Jobs

2.6.1 Job screen

A job refers to an operation such as printing, sending, receiving, or saving.

When you tap [Job List] in the main menu or the main screen of each mode, the Job screen appears.

In the Job screen, you can view a list or history of a job currently being executed or print a sending-receiving result report.

In general, jobs are executed starting from the job at the top of the list of currently active jobs. If you are in a hurry to execute any particular jobs, you can rearrange the job execution order.

Active	Log	Comm. Li	ist Comm	unication pe/Line	All
No. Type	Doc. Name / Destination	Time	No. of Copies	Status/Result	Select Job Ty
001 9 💕 COPY		11:15	20/ 50	Printing	Delete
0020 🗳 COPY		11:15		Queued	Increase Priority
0021 🗳 COPY		11:15		Queued	Release Held Jobs
					Redial
					Settings
					Forward

No.	Description
1	Displays jobs.
2	Select a job type. In [Comm. List], you can also print a sending-receiving result report.
3	Tap this button to narrow down the jobs to be displayed.
4	Tap this button to delete a job.
5	Tap this button to select a job to be executed preferentially.
6	Tap this button to view details of a selected job.

2.6.2 Multi-job function

While a job is active, you can register another job. Up to 251 jobs can be registered in total.

The table below shows the maximum number of jobs that can be registered for each function.

Function	Minimum number of jobs	Maximum number of jobs
Сору	5	61
Print	10	66
Scan	5	61
Fax memory TX	50	106
Fax RX	100	156
Sharing	56	-

These values may vary depending on conditions.

Reference

For details, refer to the User's Guide CD.

2.7 Loading Paper

2.7.1 Loading paper in Tray 1 to Tray 4

Up to 500 sheets of plain paper can be loaded into each tray. Tray3 and Tray4 are optional.

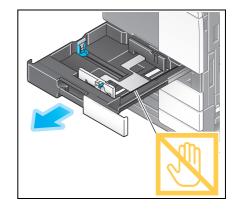
Applicable paper types

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, and recycled paper

How to load paper

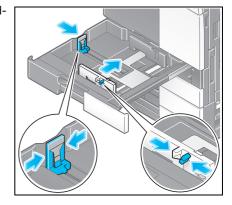
1 Pull out the tray.

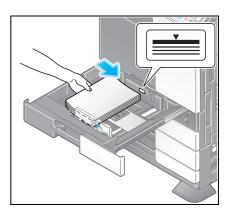
NOTICE Be careful not to touch the **Film**.



2 Slide the Lateral Guide to fit the size of the paper to be loaded.

→ Load paper into the tray with the print side facing up.





4 When loading paper other than plain paper, specify the paper type. For details, refer to page 2-42.

2

3

Load paper into the tray.

2.7.2 LCT (built-in)

2

Up to 2500 sheets of plain paper can be loaded into the LCT (built-in). The LCT (built-in) is an option.

Applicable paper types

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, and recycled paper

How to load paper

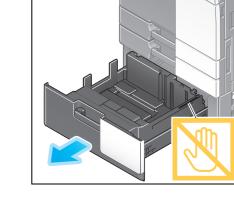
1 Pull out the tray.

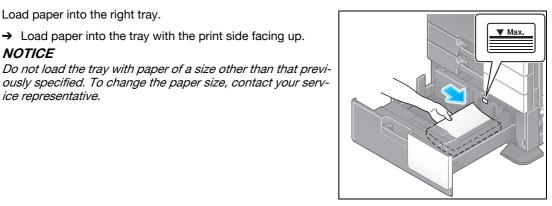
NOTICE

ice representative.

NOTICE Be careful not to touch the Film.

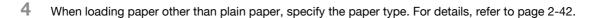
Load paper into the right tray.

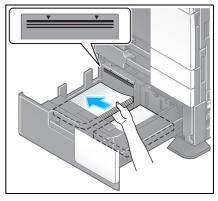




- 3 Load paper into the left tray.
 - → Load paper into the tray with the print side facing up.

→ Load paper into the tray with the print side facing up.





cled paper

1

2.7.3

Loading paper into the Large Capacity Unit

plain paper into Large Capacity Unit LU-204.

The Large Capacity Unit is an option.

Applicable paper types

How to load paper

Open the door.

Up to 3000 sheets of plain paper can be loaded into Large Capacity Unit LU-301, and up to 2500 sheets of

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, recy-

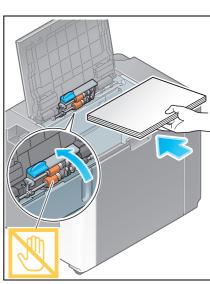
2 Lift the **Paper Feed Roller**, and load paper into the unit.

→ Load paper into the tray with the print side facing down. **NOTICE**

Exercise care not to touch the surface of the **Paper Feed Roll**er with your hand.

Do not load the **Large Capacity Unit** with paper of a size other than that previously specified. To change the paper size, contact your service representative.

3 When loading paper other than plain paper, specify the paper type. For details, refer to page 2-42.



2.7.4 Bypass Tray

Use the **Bypass Tray** when printing on a paper size other than for paper trays, or printing on envelopes or transparencies.

To use the **Bypass Tray**, load paper and specify the paper type.

Applicable paper types

Plain paper, single-side-only paper, special paper, thick paper, postcard (4×6 (A6 Card)), transparency, letterhead, colored paper, envelope, label sheets, index paper, recycled paper, and banner paper

Applicable paper sizes

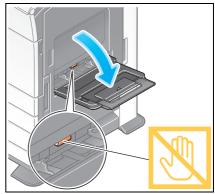
Туре	Size
Standard-size paper	12 × 18
Custom-size paper	Paper width: 3-9/16 to 12-5/8 inches (90 mm to 320 mm) Paper length: 5-1/2 to 47-1/4 inches (139.7 mm to 1,200 mm)

How to load paper

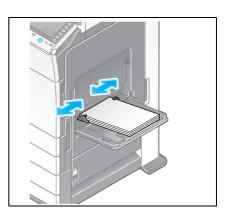
- 1 Open the tray.
 - → To load large-sized paper, pull out the **Tray Extension**.
 - → To load banner paper, install the Mount Kit MK-730 for banner paper.

NOTICE

Exercise care not to touch the surface of the **Paper Feed Roll**er with your hands.



After loading paper, adjust the Lateral Guide.
 → Load paper into the tray with the print side facing down.



3 Specify the paper type. Tap [Paper].



4 Select [^(h)], then tap [Change Tray Setting].

Program	Quick	Copy					
Rea	dv to Con	v	_	_	No. of Sets		04/30/2013 🔝 6:58 🔲
LJ Use				1)	(2)		6:58 nory 10%
	-		(i Setting
	Auto	1	8½×11₽	🔹 🍪×11 🗖	Chan	ge Tray Setting	*
		2	83×11 ⊡				
				J			
	1	3	8½×11₽	ļ			
	3	4	85×11₽				
	Plain Paper	60 - 🛁 90g/m		J			
							lose motion 1
	L.L.L						close anction 1
Text	OFF	🕚 8½×11	100.0%	1Sided > 1Sided	Do Not Staple	Standard	Function 2
Original Type	Booklet	Paper	Zoom	Duplex/ Combine	Finishing	Density	Application

5 Select the paper type.

Program		ck Copy		No	sí Sato	Job List
	Tray Setting	s (Manual Tray)				16:58 nory 10%
	Paper Type	Plain Paper	Single Side Only	0	Paper Size &×11 🔽	
	60 - 90g/m	Special Paper	Thick1		Auto Detect	
		Thick 1+	Thisk2			
		Thick3	Thisk4		Standard Size	*
		Transparency		S	Custom Size	*
		Duplex 2nd Side			Wide Paper	tinction 1
Text	_			_	c	lose unction 2
Original Typ	e Booklet	Paper ^z	oom Duplex/ Combine	Finis	hing Density	Application

6 Specify the paper size.

Program		k Copy (Manual Tray)		No	af Sata	Job List
	Paper Type 60 - 90g/ml		Single Side Only Thick1 Thick2 Thick4		Paper Size 8x11 Auto Detect Standard Size Custom Size Wide Paper	enction 1
Text Original Type	Booklet	Paper 2	Zoom Duplex/ Combine	Finis		Application

→ For Auto Detect

[Auto Detect] detects the paper size automatically when standard-size paper is loaded into a tray.

Program	Qui	ck Copy				Job List
	Tray Setting	s (Manual Tray)		No	of Sata	04/30/2013 ⊠ 6:58 nory 10%
	Paper Type			_	Paper Size	t Setting
		Plain Paper	Single Side Only		8×11 🕽	
	60 - 90g/m²	Special Paper	Thick1			┥┝╧┙
		Thick 1+	Thick2		Auto Detect	
		Thick3	Thick4	í 📗	Standard Size	₩
		Transparency		- ■	🔲 Custom Size	₩
					🔲 Wide Paper	₩
		Duplex 2nd Side 🔲				unction 1
Text					(<u>3</u>)	unction 2
Original Typ	e Booklet	Paper ^z	oom Duplex/ Combine	Finis		pplication

→ For Standard Size

[Standard Size] is available when loading a postcard or standard-size paper for overseas.

Program Quick Copy			Job List
Re Tray Settings (Manual Tray)		No. of Solo	04/30/2013 IM 14:58 nory
Use Standard Size			10%
Paper 2			t Setting
60 - 90 g/m		12×18 🗗 🕊	
AB Metric Sizes		11×17 🗗 🕐	
Cother 3)	81×14 🕞 🛩	e 🙌
	8%×11 🔽 🔸	8⊭×11 🗗 🖌	**
	7%×10% 🔽 🔸	72×10% 🗗 🔶	*
	5½×8½ 🗗 📌	5½×8½ 🗗 💜	anction 1
Text		4	Close unction 2
Original Type Booklet Paper 4	oom Duplex/ Combine	rinisning Close	Application

→ For Custom Size

F h	Size can be specified using the [+/-] key. Size can be recalled from Memory Key.				
4.7	Custom Size Settings		Registered Pape	r Sizes	ting
	Ý		memory1	X Y	Ling
	2		memory2	X Y	
		🗲 Recall	memory3	X Y	
		→ New	memory4	X Y	
	Y 33% - 125% ▲		memory5	X Y	
				••	on 1
Te	\longleftrightarrow			3	on 2

→ For Wide Paper

Program	Quick Copy					Job List
Wide Pape	Settings (Manual er	Tray)		No. of Sato		04.030 /2013 ▲ 16:58 norv
2 Market	es) ric Sizes	3 8%×11W 🕽 5%×8%W 📮	11⋈7₩ ☞ &×11₩ ☞ S\$×85₩ ☞		Paper Size &×11 D Change Size	ing
Text Original Type	Booklet Pa	per Zoom	Duplex/ Combine	Finishing	(4) Density	Close In 1 Junction 2 Application

Chapter 2



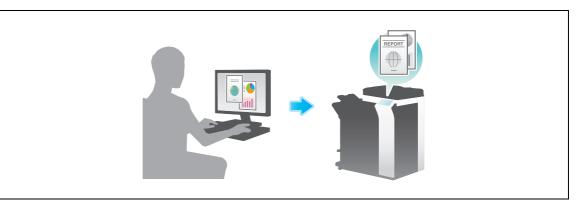
3 Basic Settings and Operations

3.1 Print Function

3.1.1 Required settings and basic operations (For Windows OS)

Print data created on your computer via the network.

This section describes how to configure standard print settings using the installer.



Preparation flow

The following describes a preparation flow to print data. For details, refer to the relevant page.

This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-3.
- 2 Checking network settings of this machine (Administrator)

→ Check the network settings of this machine. For details, refer to page 3-3. The network can be used with the default settings unless otherwise requested.

- 3 Installing the printer driver
 - → Install the printer driver on the computer. For details, refer to page 3-4.

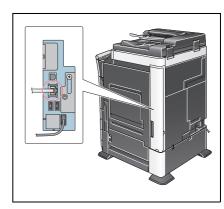
Operation flow

The following describes a flow to print data from your computer. For details, refer to page 3-7.

- 1 Opening original data
 - → Open the data you want to print using the application software.
- 2 Configuring the printer driver for printing
 - → Select a printer driver, and change the setting if necessary before printing.

Checking the cable connection

Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



Checking network settings of this machine

Tap [Utility], and select [Device Information]. Check that the IP address is displayed.

 Booknark

 Display Keyrad

 Utility > Device Information

 Function Version

 Prote

 Information

 IV/01/2012

 14:17

For IPv4 environment

For IPv6 environment

Booknark			
	Utility > Device Inform	nation	
Display Keypad			
[]	Function Version	Version	
Utility			_
+	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	
	10/01/2012 14:17		Close)

Tips

•

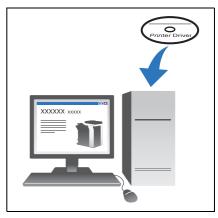
- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	ON OFF 1 /2 (HBack Sara)
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
TCP/IP Setting	IPsec Settings
	10/01/2012 14:19 OK

Installing the printer driver

Use the installer to install the printer driver.

- ✓ This operation requires administrator privileges for your computer.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



- 2 Click [Printer Install].
- **3** Proceed with the procedure according to the on-screen instructions.

KONICA MINOLTA Printer Installer	- License Agreement	
Instal	lation License Agreement	
	English •	
	Software End User License Agreement	•
KONICA MINOLTA	PLEASE READ CAREFULLY THE LICENSE AGREEMENT BELOW BEFORE OPENING THE PACKAGE OF THIS SOFTWARE ('SOFTWARE'), DOWNLOADDING, INSTALLING OR USING THE SOFTWARE. OPENING THE PACKAGE, OR DOWNLOADDING, INSTALLING OR USING THE SOFTWARE SHALL BE DEEMED YOUR LAWFUL ACCEPTANCE OF THE TEMS AND YOUR LAWFUL ACCEPTANCE OF THE TEMS AND THEM, DO NOT DOWNLOAD, IF YOU DO NOT AGREE TO THEM, DO NOT DOWNLOAD,	
	INSTALL, USE THE SOFTWARE, NOR OPEN THE PACKAGE. 1. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS	
	AGREE DISAGREE	

KONICA MINOLTA Printer Installer - Select menu to setup	
Select menu to setup	
Select menu to setup.	
2 Install printers/MFPs	
Install printers on this computer. Network printers and USB-connected printers are detected automatically.	
Network printer	
Preference for IPv4 Preference for IPv4	
🔿 Update Printer Driver	
Update the printer driver installed on this computer to the latest version. Notice: After updating, you will need to restart the computer.	
🔿 Uninstall Printer Driver	
Uninstall a printer driver from this computer. Notice: After uninstalling, you will need to restart the computer.	
Help Previous Next Cancel	

This automatically searches for the appropriate network and displays printers and MFPs that are compatible with the printer driver.

- 4 Select this machine from the list.
 - → If multiple identical models are displayed, check the IP address to select an appropriate one. For details on how to check the IP address of this machine, refer to page 3-3.

KONICA MINOLTA Printer Installer	r - Select Drinters/MEDs to Install	
_ 0	ect Printer/MFP to Install	
Select Printers/MFPs to Install	II from the List. You Can Select Multiple Printers/MFF	's.
Device Name	Address/Dect C	tatur
KONICA MINOLTA bizhub 5	554e 192.168.1.20 Not	installed
< III Clear all Norma	al Printing V Search Setting Up	▶ date List
	ept for the Above. (IP Address, Host Name)	date List
Specify Printer/MFP Path H	Here <u>R</u> efer to	

5 Select the check boxes of the printer drivers to be installed.

🖄 KONICA MINOLTA Printer Installer - Selecting the install	lation setting
	$\rightarrow \rightarrow \rightarrow$
Selecting the insta	illation setting 🗸
Select the installation setting.	
Driver Language	English 👻
Components to Be Installed KONICA MINOLTA 554eSeriesPCL KONICA MINOLTA 554eSeriesPS KONICA MINOLTA 554eSeriesFAX	
	2 is Next Cancel

6 Click [Install].

	Installation Settings
Installation Summary Item Printer Path Driver Language Components to Be Installed	Configuration 192.168.1.20 English KONICA MINOLTA 554eSeriesPCL KONICA MINOLTA 554eSeriesPS KONICA MINOLTA 554eSeriesFAX
Нер	Previous Instal Cancel

7 Click [Finish].

🖄 KONICA MINOLTA Printer Installer - Finish Installing Drivers	×
Finish Installing I	
Installation Completed.	Review
KONICA MINOLTA 554eSeriesPCL	•
Added Printers KONICA MINOLTA 554eSeriesPCL (192.168.1.20)	Rename Printer
KONICA MINOLTA 554eSeriesPS (192.168.1.20) KONICA MINOLTA 554eSeriesFAX (192.168.1.20)	Property
	Print Setting Print Test page
Нер	Einish

Printing data

- 1 Open the data you want to print using the application software.
- 2 In the [File] menu, click [Print].



3 Select the installed printer driver, and click [Print].

🖶 Print	×
General	
1 Select Printer	
KONICA MINOLTA 554eSeriesPCI	
KONICA MINOLIA JJ4ESENESPS	4
Status: Ready Location: Comment:	Print to file Preferences
Page Range All Selection Current Page	Number of copies: 1
Pages:	Collate
	tint Cancel Apply

Tips

- Clicking [Preferences] can change the setting of the printer driver as required.
- If user authentication is enabled in this machine, specify the required data such as the user name and password.

8 1/2x11 (215.9x279.4 mm) 8 1/2x11 (215.9x279.4 mm)	Envote Setting Image: Constraint of the setting Add Edt Original Orientation Output Method Output Method
	Image: Setting for Cash, Tang,

Types of printer drivers

1

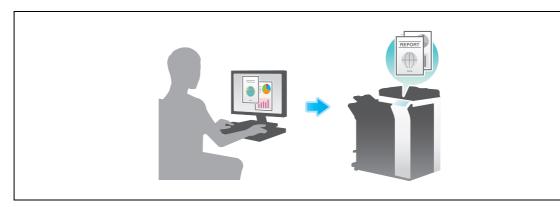
Select a printer driver that will meet your printing requirements.

Driver type	Description
PCL	This is a standard driver for printing general office documents. Among the three drivers, this driver provides the fastest printing speed.
PS	This driver is effective to exactly print data that is created using PostScript-com- patible application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is im- portant.
XPS	Developed after Windows Vista, this driver supports XML Paper Specification (XPS). This driver has several advantages, including high-quality reproduction of translucence.

3.1.2 Required settings and basic operations (For Mac OS)

Print data created on your computer via the network.

This section describes how to configure a printer driver, for the OS X 10.6 environment, Bonjour connection, and use of metric-size paper as major conditions.



Preparation flow

The following describes a preparation flow to print data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-10.
- 2 Checking network settings of this machine (Administrator)
 - \rightarrow Check the network settings of this machine. For details, refer to page 3-10. The network can be used with the default settings unless otherwise requested.
- 3 Installing the printer driver
 - → Install the printer driver on the computer. For details, refer to page 3-12.
- 4 Adding and configuring a printer driver
 - → Set up your computer so that data can be printed using the installed printer driver. For details, refer to page 3-15.

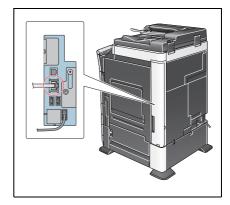
Operation flow

The following describes a flow to print data from your computer. For details, refer to page 3-17.

- 1 Opening original data
 - \rightarrow Open the data you want to print using the application software.
- 2 Configuring the printer driver for printing
 - → Select a printer driver, and change the setting if necessary before printing.

Checking the cable connection

Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



Checking network settings of this machine

1 Tap [Utility], and select [Device Information]. Check that the IP address is displayed.

Bookmark	Utility > Device Infor	nation		Bookmark	Utility > Device Info	nation	
Display Keypad	Function Version	Version 💷		Display Keypad	Function Version	Version	
•	IPv4 Address	192. 168. 1. 20		•	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	_	Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	2
	10/01/2012 14:17		Close		10/01/2012 14:17		Clos

•

- 2 Specify the Bonjour name. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [Bonjour Setting] - [ON].
 - → For information on the default administrator password, refer to page 5-51.

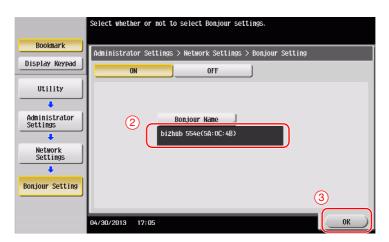
Declaration	Select whether or not to select Bonjour settings.
Bookmark Display Keypad Utility	ON OFF
Administrator Settings	Bonjour Name
Network Settings	
Bonjour Setting	
	10/01/2012 14:21 OK

3

For IPv4 environment

For IPv6 environment

→ The Bonjour name is displayed on the printer driver as a connected device name. For "bizhub 554e (5A:0C:4B)", "bizhub 554e" indicates the product name, and "(5A:0C:4B)" indicates the last three bytes of the MAC address.



→ To change the Bonjour name, tap [Bonjour Name], and enter the name using the displayed keyboard.

Use the keyboard to enter the Bonjour name. Press the ICl key to erase the entered Bonjour name.
Administrator Settings > Bonjour Setting > Enter Bonjour Name
bizhub 554e(5A: 0C: 4B)
$\begin{array}{cccccccccccccccccccccccccccccccccccc$
04/30/2013 17:06 @A ERlarge Cancel OK

Tips

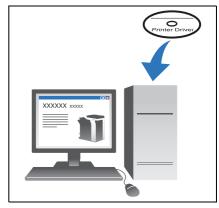
- If no IP address is displayed in Step 1, you need to set up the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark Display Keypad	Administrator Settings> Network Settings> TCP/IP Settings
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
↓ Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
↓ TCP/IP Setting	IPsec Settings
	10/01/2012 14:19 OK

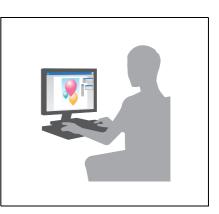
Installing the printer driver

Use the installer to install the printer driver.

- ✓ This operation requires administrator privileges for your computer.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



- 2 Select the target printer driver, and copy it to the desktop. Example: /Driver/OS_10_6_x/Letter/bizhub_554e_106.pkg (Printer driver for OS X 10.6)
 - → When ordinarily using metric-sized paper, select a printer driver in the "A4" directory.
 - → The last three digits of the printer driver name indicate the version of the operating system.



- 3 Double-click the file copied onto the desktop.
- 4 Proceed with the procedure according to the on-screen instructions until the installation screen appears.



Continue

Conti







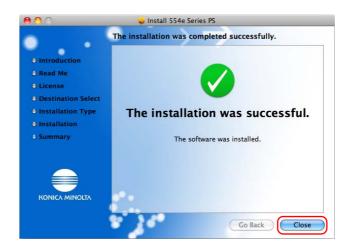
5 Click [Install].

00	🥪 Install 554e Series PS
	Standard Install on "Macintosh HD 10.5"
Introduction Read Me	This will take 27.4 MB of space on your computer.
License Destination Select	Click Install to perform a standard installation of this software on the disk "Macintosh HD 10.5".
 Installation Type Installation 	
	Change Install Location
	Go Back Install

6 When a prompt message appears to ask you to enter the name and password, type in the name and password of the user with administrator privileges.

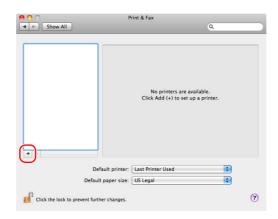
	Type your password to allow Installer to make changes.
	Name: james
	Password: ••••••
▶ Details	
?	Cancel

7 Click [Close].



Set up your computer so that data can be printed using the installed printer driver.

- ✓ This operation requires administrator privileges for your computer.
- 1 In the Apple Menu, click [System Preferences] [Print & Fax].
- 2 Click [+].



This automatically searches for the appropriate network and displays printers and MFPs that are compatible with the printer driver.

- 3 Select a printer for the Bonjour connection. Search for this machine from the list of printers for which [Kind] is set to [Bonjour], and click it.
 - → If you cannot identify the connected machine because multiple same product names are listed, check with the administrator.

NICA MINOLTA bizhub 554e(5A:0C:4B) Bonjour	
NNICA MINOLTA bizhub 554e(5A:OC-48) Bonjour	
Name: No Selection	
Location: No Selection	
rint Using:	A

This automatically searches for a printer driver compatible with the selected printer.

4 Check that the printer driver is displayed.

		Q		_
ult Fax	IP Windows		Search	
rinter Name			A Kind	
ONICA MINOL	TA bizhub 554e (5A:	:0C:4B)	Bonjour	
Name:	KONICA MINOLI	TA bizhub 554e	e(5A:0C:4B)	
		TA bizhub 554e	e(5A:0C:4B)	
Location:			e(5A:0C:4B)	
			e(5A:0C:4B)	\$

5 Select the installed optional units.

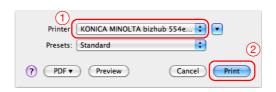
	Installable Options KONICA MINOLTA bizhub 554e(5A:0C:4B)
	Make sure your printer's options are accurately shown here so you can take full advantage of them. For information on your printer and its optional hardware, check the documentation that came with it.
Ψ	Paper Source Unit: PC-210
	Finisher: FS-534 + SD-511
	Punch Unit: PK-520 (2/3-Hole)
	Hard Disk
	Secure Print Only
	Allow Public User
	✓ 1200dpi Rendering Op.
	(2)
	Cancel

Printing data

- 1 Open the data you want to print using the application software.
- 2 From the [File] menu, select [Print].

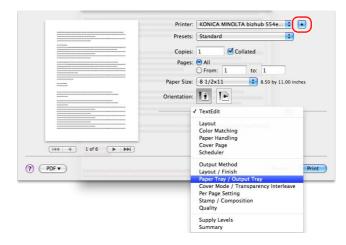


3 Select the Bonjour name of this machine.



Tips

• If necessary, you can change the settings of the printer driver.



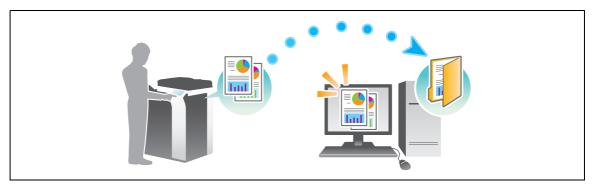
3.2 Scan-to-Send function

3.2.1 Various transmission methods

The original data scanned by this machine can be sent and saved using a variety of methods.

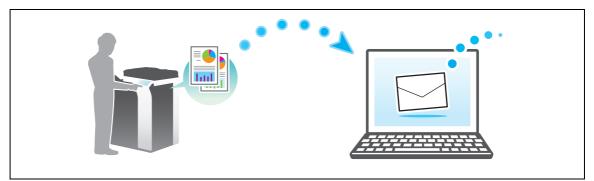
Sending data to your computer (SMB Send)

Send scanned data to a computer on the network. Once settings are configured, you can send data easily. For details, refer to page 3-20 and page 3-30.



Transmitting data as E-mail attachment (E-mail TX)

Send scanned data as an E-mail attachment. This function is useful when you want to forward data to an outside location. For details, refer to page 3-40.



Saving data to the USB memory device (External memory)

Directly save scanned data on the USB memory device connected to this machine. For details, refer to page 3-77.



Various methods for transmitting and saving data

In addition to the above, data can be sent and saved in various methods. Select the appropriate one to meet your needs.

- Issuing a scan instruction from a computer (Web service function)
- Saving data to a User Box on the HDD (Save in User Box)
- Sending to an FTP server (FTP TX)
- Sending to a WebDAV server (WebDAV Send)



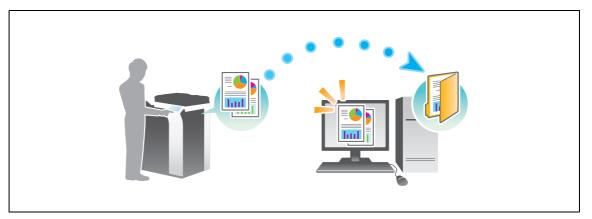
Reference

For details, refer to the User's Guide CD.

3.2.2 Sending data to your Windows computer (SMB Send)

Send scanned data to a computer on the network.

Once settings are configured, you can send data easily.



Preparation flow

The following describes a preparation flow for sending scanned data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-21.
- 2 Checking network settings of this machine (Administrator)
 - → Check the network settings of this machine. For details, refer to page 3-21.

The network can be used with the default settings unless otherwise requested.

- 3 Checking computer information
 - → Check the information required for Store Address, and fill out the checklist. For details, refer to page 3-22.
- 4 Configuring your computer
 - → Configure settings to share a computer, or create a dedicated folder to receive files. For details, refer to page 3-23.
- 5 Registering destinations
 - → Register destinations to which files are sent while checking the checklist. For details, refer to page 3-26.

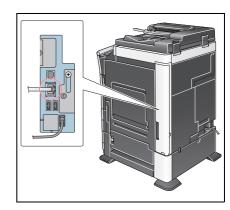
Operation flow

The following describes a transmission flow. For details, refer to page 3-28.

- 1 Loading the original
- 2 Selecting a destination
 - → Select a registered destination, and check the settings such as the file type and image quality.
- 3 Press the Start key.
 - → Press the Start key to scan the original.

Checking the cable connection

Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



Checking network settings of this machine

Tap [Utility], and select [Device Information]. Then, check that the IP address is displayed.

 Bookmark Display Keybad
 Ittilty > Device Information

 Uttilty
 Function Version

 Perice Information
 PV4 Address

 Device Information
 IPv6 Address

 10/01/2012
 14:17

For IPv4 environment

For IPv6 environment

Booknark			
	Utility > Device Infor	rnation	
Display Keypad			_
	Function Version	Version	
Utility			
	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	
	10/01/2012 14:17		Close

Tips

- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark Display Keypad	Administrator Settings> Network Settings> TCP/IP Settings
Utility	ON OFF 1 /2 #Back ESF3 IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
TCP/IP Setting	IPsec Settings
	10/01/2012 14:19 OK

Checklist

3

While making notes in the checklist shown below, check computer information and configure settings for preparation. The completed checklist is used for Store Address.

Name	Entry column	Detail
Host Address	Host name or IP address to which the scanned data is sent	page 3-22
File Path	Name of the dedicated folder to receive the scanned data	page 3-23
User ID	User name required to log in to the computer	page 3-22
Password	 Password required to log in to the computer You should not enter this column for security reasons. 	Contact your sys- tem administra- tor.

Checking computer information

Check the host address and user ID, and write them down.

- **1** Display the Properties window of the computer.
 - → In Windows 8, right-click on the Start window, then select [All apps] [Computer]. On the toolbar, select [Computer] [System properties].
 - → In Windows Vista/7, from the Start menu, select [Computer] [System properties].
 - → In Windows XP, open the Start menu, and right-click on [My Computer], and select [Properties].
- 2 Check the computer name, and write it down in the Host address column of the checklist.

💭 🗢 🛤 🕨 Control Panel 🕨	System and Security System		Search Control Panel	٩
Control Panel Home	View basic information	about your computer		<u>•</u>
😗 Device Manager	Windows edition			
Remote settings	Windows 7 Ultimate			
System protection	Copyright © 2009 Microsoft Corporation. All rights reserved.			
Advanced system settings	System			9
	Rating:	Bi6 Windows Experience Ind		
	-			
	Processor:	Intel(R) Pentium(R) 4 CPU 3.00	GHz 3.00 GHz	
	Installed memory (RAM): System type:	3.00 GB 32-bit Operating System		
	Pen and Touch:	No Pen or Touch Input is availa	able for this Directory	
		-	able for this Display	
See also	Computer name, domain, and	workgroup settings		
Action Center	Computer name:	Win7-EN-P4	😌 Ch	ange settings
Windows Update	Full computer name:	Win7-EN-P4		
Performance Information and	Computer description:			
Tools	Workgroup:	WORKGROUP		
				*

- **3** Open the command prompt.
 - → In Windows 8, right-click on the Start window, then select [All apps] [Command Prompt].
 - → In Windows Vista/7, from the Start menu, select [All Programs] [Accessories] [Command Prompt].
 - → In Windows XP, open the Start menu, and select [Programs] [Accessories] [Command Prompt].

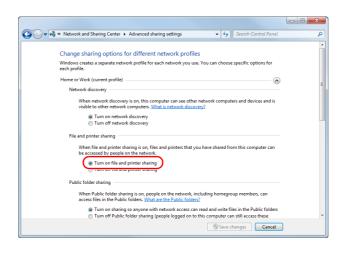
- 4 Check the user name, and write it down in the User ID column of the checklist.
 - \rightarrow In the example shown below, "taro.yamada" is displayed as the user ID.

Command Prompt	
icrosoft Windows [Uersion 6.1.7600] opyright <u>(c) 2009 Mi</u> crosoft Corporation. All rights reserved. :\Users(taro.yanada)	* E
	-

Configuring your computer

Create a new folder, and enable the sharing settings.

- ✔ This operation requires administrator privileges for your computer.
- 1 Display the Network and Sharing Center window to configure a sharing setting.
 - → In Windows 8, right-click on the Start window, select [All apps] [Control Panel] [Network and Internet] [Network and Sharing Center] [Change advanced sharing settings], then select the [Turn on file and printer sharing] check box.
 - → In Windows 7, from the Start menu, select [Control Panel] [Network and Internet] [Network and Sharing Center] - [Change advanced sharing settings] then select the [Turn on file and printer sharing] check box.



→ In Windows Vista, open the Start menu, select [Control Panel] - [Network and Sharing Center], then turn on [File sharing].

			- 0 - X -
Network and Sha	ing Center	• + Search	٩
Tasks View computers and devices Connect to a network Set up a connection or network Manage network connections Diagnose and repair	Network and Sharing C	enter	View full map — O Internet
	Network (Private networl Access Connection	c) Local and Internet Local Area Connection	Customize View status
	Sharing and Discovery Network discovery	• On	(v)
	File sharing	e On	<u> </u>
	Public folder sharing	e Off	\odot
	Printer sharing	e Off	 Image: Second sec
	Password protected sharing	• On	
See also	Media sharing	© Off	$\overline{\mathbf{S}}$
Internet Options Windows Firewall	Show me all the files and fold Show me all the shared netwo		

- → For Windows XP, the control panel setting is not required.
- 2 Create a new folder, and write down the folder name in the File path column of the checklist.
- 3 Only for Windows XP, check the folder options.
 - → Double-click the folder, select [Tools] [Folder Options...] then click the [View] tab.

Folder Options
Gener View ile Types Offine Files
Tasks
Show common tasks in folders
Use Windows classic folders
Browse folders
Open each folder in the same window
Open each folder in its own window
Click items as follows
Single-click to open an item (point to select)
Underline icon titles consistent with my browser Underline icon titles only when I point at them
Onderine contracts only when point at ment Onderine contracts on the second s
Restore Defaults
OK Cancel Apply

→ Clear the [Use simple file sharing (Recommended)] check box.

Folder Options
General View File Types Offline Files
Folder views
You can apply the view (such as Details or Tiles) that you are using for this folder to all folders.
Apply to All Folders Reset All Folders
Advanced settings:
Launch folder windows in a separate process
Managing pairs of Web pages and folders Show and manage the pair as a single file
Show both parts and manage them individually
Show both parts but manage as a single file
Remember each folder's view settings Restore previous folder windows at logon
Show Control Panel in My Computer
Show encrypted or compressed NTFS files in color
Show ponum decointion for folder and decton items Use simple file sharing (Recommended)
Restore Defaults
OK Cancel Apply

3

3-24

- 4 Configure the setting to share the folder created in Step 2. Right-click on the folder, then click [Properties].
 - → For Windows XP, right-click on the folder, then click [Sharing and Security].

Сору	
Create shortcut Delete	
Properties	

- 5 Click the [Sharing] tab, then click [Advanced Sharing].
 - → For Windows XP, [Advanced Sharing] does not appear.

🗼 test Properties 📃 🐱			
General Sharing Security Previous Versions Customize			
Network File and Folder Sharing			
Not Shared			
Network Path: Not Shared			
Share			
Advanced Sharing			
Set custom permissions, create multiple shares, and set other advanced sharing options.			
Advanced Sharing			
Password Protection			
People must have a user account and password for this computer to access shared folders.			
To change this setting, use the <u>Network and Sharing Center</u> .			
OK Cancel Apply			

6 Select the [Share this folder] check box, then click [Permissions].

ſ	Advanced Sharing
1	Share this folder
	Settings
	Share name:
	test
	Add Remove
	Limit the number of simultaneous users to: 20
	Comments:
2	Permissions
	OK Cancel Apply

7 Select [Everyone] from the [Group or user names:] list, then select all of the [Allow] check boxes.

1	Permissions for test
	Add Remove Pemissions for Everyone 2 Allow Full Control 0 0 Change 0 0 Read 0 0
	Learn about access control and permissions 3 OK Cancel Apply

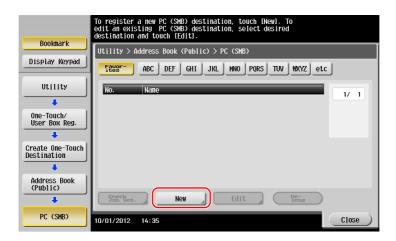
Registering destinations

While checking the created checklist, register the folder for receiving the scanned data as an address book of this machine.

1 Tap [Utility], and select [One-Touch/ User Box Reg.] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)].

	Use the menu buttons or keypad to make a selection.	
Bookmark Display Keypad	Utility > Create One-Touch Destination > Address Book (Public)	
Utility	1 E-Hail 6 WebDAV	
One-Touch/	2 User Box	
User Box Reg.	3 Бах	
Create One-Touch Destination	4 PC (SMB)	
Address Book (Public)	5 FTP	
	10/01/2012 14:33	Close

2 Tap [New].

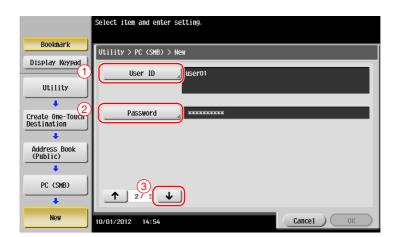


- 3 For [Name], specify the name to be displayed on the assigned key.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touching IOKI. To specify a registered number, touch the No. button.
Bookmark	Utility > PC (SMB) > New
Display Keypad	No
Utility 🚹	1 - 2000
+	Nane user01
Create One-Tou Destination	Sort Character Juser01
•	
Address Book (Public)	
	Index TUV Favorites
PC (SMB)	↑ 17: ↓
New	10/01/2012 14:39 Cancel OK

→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

4 While checking the checklist, enter the user ID and password you wrote down.



- 5 While checking the checklist, enter the host address and file path you wrote down.
 - → When not specifying a folder, enter a slash "/" for the file path. When specifying a folder, enter only the folder name without slash "/".

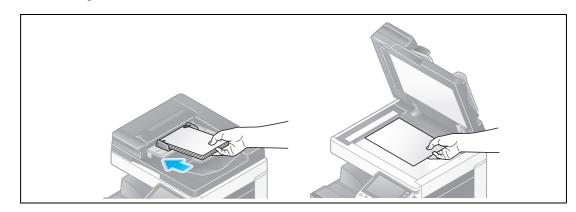
	Select item and enter setting.	
Bookmark Display Keypad	Utility > PC (SHB) > New Host Address HOME-PC	
Utility Create One-Touch		
Destination 2	File Path scan	
(Public)		Reference
New New	10/01/2012 15:01	3 Cancel OK

6 Tap [Close].

	To register a new PC (SMB) destination, touch [New]. To edit an existing PC (SMB) destination, select desired destination and touch [Edit].
Bookmark	Utility > Address Book (Public) > PC (SMB)
Display Keypad	EWST ABC DEF GHI JKL HNO PORS TUV WYZ etc
Utility	No. Nane 1/ 1
+	0003 USer01
One-Touch/ User Box Reg.	
+	
Create One-Touch Destination	
Address Book (Public)	Check New Edit
PC (SMB)	10/01/2012 15:31 Close

Sending the original

1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter						Joh Lis	:t
Select funct	ion to us	B.					04/23/2013 14:19	
Сору		Scan/Fax	E.	User Box	E	Sound Setting		
		Web Browser		External Apps		Utility	9	

3 Select a destination.



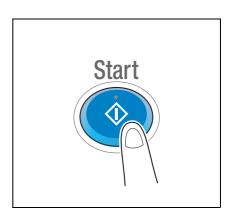
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

Program Ready t Fax can be	o Scan sent at any time using	the Keypad.		No. of Address	3	Job List 04/30/2013 (20) 18:09 Memory 1000/
	PS0001 🚬 SMB	user01	\\19;	2.168.1.20\share	1	Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.	Favorite ABC DI	EF <u>GHI JKL</u>	MNO PORS	TUV WXYZ eta	; <u>All</u>	Add. Type All
1-Sided S	200dpi F Fine esolution Color	r PDF File Type	Auto Scan Size	ON File Name/ Subject Name/Other		Application

- \rightarrow You can also check the setting using the keys displayed on the **Touch Panel**.
- \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.
[File Name/Subject Name/Other]	Change the file name or the subject of an E-mail to be sent.

5 Press the **Start** key.



3.2.3 Sending data to your Mac computer (SMB Send)

Send scanned data to a computer on the network.

Once settings are configured, you can send data easily.



Preparation flow

The following describes a preparation flow for sending scanned data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-31.
- 2 Checking network settings of this machine (Administrator)
 - → Check the network settings of this machine. For details, refer to page 3-31.
- 3 Checking computer information
 - → Check the information required for Store Address, and fill out the checklist. For details, refer to page 3-33.
- 4 Configuring your computer
 - → Configure settings to share a computer, or create a dedicated folder to receive files. For details, refer to page 3-34.
- 5 Registering destinations
 - → Register destinations to which files are sent while checking the checklist. For details, refer to page 3-36.

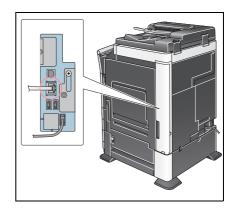
Operation flow

The following describes a transmission flow. For details, refer to page 3-38.

- 1 Loading the original
- 2 Selecting a destination
 - → Select a registered destination, and check the settings such as the file type and image quality.
- 3 Press the Start key.
 - → Press the **Start** key to scan the original.

Checking the cable connection

Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



Checking network settings of this machine

Tap [Utility], and select [Device Information].

Function Version Version

192. 168. 1. 20

IPv4 Address

IPv6 Address

01/2012 14:17

Check that the IP address is displayed.

For IPv4 environment

Booknark

Display Keypad

Utility

Device Information

Bookmark Utility > Device Information Display Keypad Function Version Version Utility 192. 168. 1. 20 IPv4 Address 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee Device Information 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee IPv6 Address 14:15 Close

For IPv6 environment

Tips

In Mac OS X10.6 or earlier, the default settings are available during general use, but you need to change settings depending on your network environment.

.

- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	ON OFF 1 /2 ((Back) 59Fa >>)
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
TCP/IP Setting	IPsec Settings
	10/01/2012 14:19

Configuring this machine (Mac OS X 10.7 or later)

The following settings are only required in Mac OS X 10.7 or later.

 Select [NTLM v1/v2] in [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [Client Settings], then tap [OK].

	Specify the settings for SMB transmissions.	
Bookmark	Administrator Settings > SMB Settings	> Client Settings
Display Keypad	ON OFF	1 /3 (HBack Back
Utility	SMB Authentication Setting	Authentication Setting if Kerberos Fails
+		
Administrator Settings	NTLM V1	Enable NTLM v1/v2
+	NTLM v2	
Network Settings		
+	NTLM V1/V2	Disable NTLM
SMB Settings	Kerberos	
+		2
Client Settings	10/01/2012 15:14	ОК

• Select [ON] in [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [Direct Hosting Setting], then tap [OK].

	Select whether or not to use Direct Hosting.
Bookmark	Administrator Settings > SMB Settings > Direct Hosting Setting
Display Keypad	
Utility	
Administrator Settings	
Network Settings	
SMB Settings	0
Direct Hosting Setting	10/01/2012 15:44

• Select [Utility] - [Administrator Settings] - [System Settings] - [Date/Time Settings] to specify the same date/time and time zone between this machine and your computer, then tap [OK].

	After using the keypad to enter the date, touch LOKI to sta	rt the time.
Bookmark	Administrator Settings > System Settings > Date/Time Setti	nac
Display Keypad 1	Huministrator Settings / System Settings / Date/Time Setti	.1195
	Current Time 17:09	Time Zone
ABC DEF		
1 2 3		
GHI JKL MNO	2013 04 30 Year Monthly Daily	
4 5 6		+ 00 : 00
PQRS TUV WXYZ		-12:00 - +13:00
7 8 9	17 09 Hour Minute	_ +
* 0 #		
_		
С		2
	04/30/2013 17:09	ОК

Checklist

While making notes in the checklist shown below, check computer information and configure settings for preparation. The completed checklist is used for Store Address.

Name	Entry column	Detail
Host Address	IP address to which the scanned data is sent	page 3-33
File Path	Name of the dedicated folder to receive the scanned data	page 3-34
User ID	User name required to log in to the computer	page 3-33
Password	 Password required to log in to the computer Entering the password here is not recommended for security reasons. 	Contact your sys- tem administra- tor.

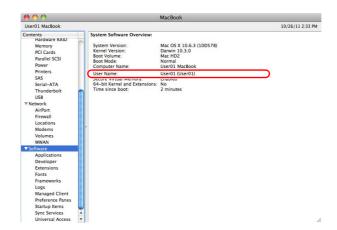
Checking computer information

Check the host address and user ID.

- ✓ This operation requires administrator privileges for your computer.
- 1 Check the IP address and user name, and write it down in the Host Address and User ID columns of the checklist.

$\Theta \odot \odot$	Mac Pro
administrator's Mac Pro	7/9/12 2:10 P
Contents	Active Services A Type Hardware BSD Device Name IPv4 Addresses
▼ Hardware	AirPort AirPort en2
ATA	Bluetooth DUN PPP (PPPSerial) Modem Bluetooth-Modem
Audio (Built In)	Ethernet 1 Ethernet Ethernet en0 192.168.1.100
Bluetooth	Ethernet 2 Ethernet Ethernet en1
Card Reader	FireWire FireWire fw0
Diagnostics	
Disc Burning	
Ethernet Cards	
Fibre Channel	
FireWire	
Graphics/Displays	
Hardware RAID	
Memory	
PCI Cards	
Parallel SCSI	
Power	Ethernet 1:
Printers	Type: Ethernet
SAS	Type: Ethernet Hardware: Ethernet
Serial-ATA	BSD Device Name: en0
Thunderbolt	IPv4 Addresses: 192.168.1.100
USB	IPv4:
	Addresses: 192.168.1.100 Configuration Method: Manual
AirPort	Router: 192.168.1.1
Firewall	Subnet Masks: 255.255.0
Locations	IPv6:
Modems	Configuration Method: Automatic

→ In the following example, the computer name is set to "User01", and the user name to "User01".



Configuring your computer

Create a new folder, and enable the sharing settings.

- ✓ This operation requires administrator privileges for your computer.
- 1 Create a new folder, and write down the folder name in the File path column of the checklist.
- 2 Enable the folder sharing settings. In the Apple menu, select [System Preferences] [Sharing].
- 3 Select the [File Sharing] check box, then click [Options...].

	Show All	Sharing		٩
Com		edit45 MacBook Computers on your local network can a MacBook.local	ccess your computer at: ec	dit45- Edit
	ervice VD or CD Sharing le Sharing inter Sharing canner Sharing	Shared Folders:	hared folders on this comp lumes, at afp://172.16.5.4 Users:	Options
Re Re Re Xg	eb Sharing emote Login emote Manage emote Apple Ev grid Sharing ternet Sharing uetooth Sharing	ents	L James	Read & Write ‡ Read Only ‡ Read Only ‡
Click	c the lock to p	+ -	+ -	0

4 Select the [Share files and folders using SMB (Windows)] and user name check boxes, then click [Done].

	V	Share files and folders using AFP Number of users connected: 0
		Share files and folders using FTP
		Warning: FTP user names and passwords are not encrypted.
1)	Share files and folders using SMB (Windows)
Ū		When you enable SMB sharing for a user account, you must enter the password for that account. Sharing files with some Windows computers requires storing the Windows user's account password on this computer in a less secure manner.
1	<u> </u>	On Account
(2) (🗹 James
	?) (Done)

5 Under [Shared Folders:], click [+].

Computer Name:	edit45 MacB	pok			
	Computers on y MacBook.local	our local network can a	access y	your computer at: ec	dit45- Edit
On Service DVD or CD Shar Screen Sharing File Sharing Printer Sharing Scanner Sharing	ing O ar *e	File Sharing: On ther users can access s ad administrators all vo dit45 MacBook".	ilumes,		
Web Sharing Remote Login Remote Manage Remote Apple E Xgrid Sharing Internet Sharing Bluetooth Sharing	ment vents	James share folder		1 James Staff Everyone	Read & Write Read Only Read Only

6 Select a new folder.

	🛅 Desktop	; Q	
► DEVICES	Name		*
V PLACES			
💹 Desktop			
👚 edit45			
🐴 Applications			
Documents			
► SEARCH FOR			
		G	N
		(2	9
		Cancel	Add

7 Click the new folder to check the access right.

► Show All		Q	
Computer Name:	edit45 MacBook		
	Computers on your local network ca MacBook.local	n access your computer at: edit45-	Edit
On Service DVD or CD Sha Screen Sharing File Sharing Printer Sharing	and administrators all "edit45 MacBook".	s shared folders on this computer, volumes, at afp://172.16.5.40/ or (Options
Scanner Sharing Web Sharing Remote Login Remote Manag Remote Manag Remote Apple I Xgrid Sharing Internet Sharing Bluetooth Shari	ement ivents	Staff Re	ad & Write ad Only ad Only

If the access right is changed to [Read & Write], the setting is completed.

Registering destinations

While checking the created checklist, register the folder for receiving the scanned data as an address book of this machine.

1 Tap [Utility], and select [One-Touch/ User Box Reg.] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)].

	Use the menu buttons or keypad to make a selection.	
Bookmark Display Keypad	Utility > Create One-Touch Destination > Address Book (Public)	
Utility	1 E-Mail 6 WebDAV	4
• One-Touch/	2 User Box	
User Box Reg.	3	
Create One-Touch Destination	4 PC (SHB)	
Address Book (Public)	5	
	10/01/2012 14:33	Close)

2 Tap [New].

Bookmark	To register a new PC (SMB) destination, touch [New]. To edit an existing PC (SMB) destination, select desired destination and touch [Edit].
DOONIIUT	Utility > Address Book (Public) > PC (SMB)
Display Keypad	ABC DEF GHI JKL MNO PORS TUV MXYZ etc
Utility	No. Name 1/ 1
One-Touch/ User Box Reg.	
Create One-Touch Destination	
Address Book (Public)	Ster Ket. New Edit Pete
PC (SMB)	10/01/2012 14:35 Close

- 3 For [Name], specify the name to be displayed on the assigned key.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touching IOKI. To specify a registered number, touch the No. button.
Bookmark	Utility > PC (SMB) > New
Display Keypad	No
Utility 🚽	1 - 2000
+	Name user01
Create One-Touch Destination	Sort Character usero1
+	
Address Book (Public)	
+	Index TUV Favorites
PC (SMB)	
+	
New	10/01/2012 14:39 Cancel OK

→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

4 While checking the checklist, enter the user ID and password you wrote down.

	Select item and enter setting.
Bookmark	Utility > PC (SHB) > New
Display Keypad	User ID User01
Utility Create One-Touch Destination	Password
	
Address Book (Public)	
PC (SMB)	↑ 2/ ↓
New	10/01/2012 14:54 Cancel OK

- 5 While checking the checklist, enter the host address and file path you wrote down.
 - → When not specifying a folder, enter a slash "/" for the file path. When specifying a folder, enter only the folder name without slash "/".

	Select item and enter setting.	
Bookmark	Utility > PC (SMB) > New	
Display Keypad		
	Host Address HOME-PC	
Utility		
+		
Create One-Touch 2		
	File Path scan	
Address Book		
(Public)		
+		Deference
PC (SMB)		Reference
+	↑ 3/3 ↓	(3)
New	10/01/2012 15:01	Cance 1 OK

6 Tap [Close].

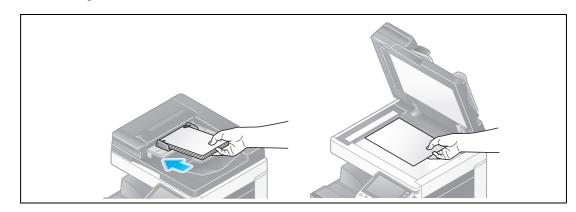
Dealworth	To register a new PC (SMB) destination, touch [New]. To edit an existing PC (SMB) destination, select desired destination and touch [Edit].
Bookmark	Utility > Address Book (Public) > PC (SMB)
Display Keypad	Fees ABC DEF GHI JKL MNO PORS TUV WXYZ etc
Utility	No. Nane 1/ 1
+	0003 USer01
One-Touch/ User Box Reg.	
+	
Create One-Touch Destination	
Address Book (Public)	
+	Soberset. New Edit Pere
PC (SMB)	10/01/2012 15:31 Close

3

Chapter 3

Sending the original

1 Load the original.



2 Tap [Scan/Fax].



3 Select a destination.



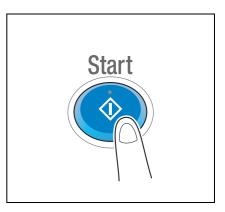
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

Program	- 4				Job List
Fax can be	O SCAN sent at any time using	the Keypad.		No. of Address 1	04/38/2013 (☆) 18:09 Memory 100%
	PS0001 💻 SMB	user01	\\192	2.168.1.20\share1	Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.	Favorite ABC D	EF GHI JKL	MNO PORS 1	TUV WXYZ etc	All Add. Type All
Address neg.					
1-Slueu	200dpi F Fine esolution Color	or PDF File Type	Auto Scan Size	ON File Name/ Name/Other	Application

- \rightarrow You can also check the setting using the keys displayed on the **Touch Panel**.
- \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.
[File Name/Subject Name/Other]	Change the file name or the subject of an E-mail to be sent.

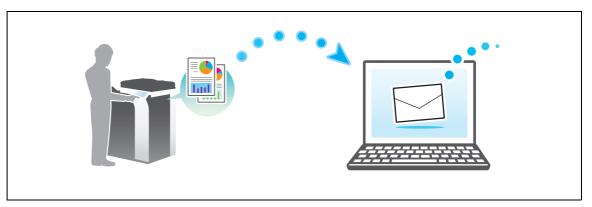
5 Press the Start key.



3.2.4 Transmit the scanned data via E-mail (E-mail TX)

Send scanned data as an E-mail attachment.

This function allows you to receive data at an outside location, which is useful when a quick measure is required.



Preparation flow

The following describes a preparation flow for sending scanned data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-41.
- 2 Checking network settings of this machine (Administrator)
 - → Check the network settings of this machine. For details, refer to page 3-41.
- 3 Configuring the E-mail transmission environment (Administrator)
 - → Configure a server for E-mail TX. For details, refer to page 3-42.
- 4 Configuring administrator information (Administrator)
 - → Register the administrator name and E-mail address used as the sender's address of an E-mail to be sent. For details, refer to page 3-43.

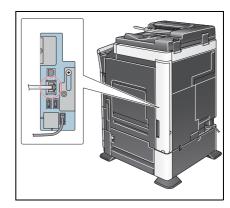
Operation flow

The following describes a transmission flow. For details, refer to page 3-44.

- 1 Loading the original
- 2 Entering a destination
 - → Enter the destination E-mail address, and check the settings such as the file type and image quality.
- 3 Press the Start key.
 - → Press the Start key to scan the original.

Checking the cable connection

Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



Checking network settings of this machine

Tap [Utility], and select [Device Information].

Check that the IP address is displayed.

IPv4 Address

IPv6 Address

01/2012 14:17

For IPv4 environment

Booknark

Display Keypad

Utility

Device Information

Bookmark Utility > Device Information Display Keypad Function Version Version Function Version Version Utility 192. 168. 1. 20 192. 168. 1. 20 IPv4 Address 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee Device Information 2001:0db8:bd05:01d2:288a:1fc0:0001:10ee IPv6 Address 14:15 Close

For IPv6 environment

Tips

In general, the default settings are available for network connection; however, some network environments require a change on network settings.

.

- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	ON OFF 1 /2 «Back Gara »
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
TCP/IP Setting	IPsec Settings
	10/01/2012 14:19 OK

Configuring the E-mail transmission environment

Tap [Utility], and select [Administrator Settings] - [Network Settings] - [E-Mail Settings].
 → For information on the default administrator password, refer to page 5-51.

	Use the menu buttons or keypad to make a selection.
Bookmark	Administrator Settings > Network Settings
Display Keypad	1/3 * <u>«Back [ara »</u> #
Utility	1 TCP/IP Settings 6 LDAP Settings
↓ Administrator Settings	2 NetWare Settings 7 E-Mail Settings
+	3 HTTP Server Settings 8 SNMP Settings
Network Settings	4 FTP Settings 9 AppleTalk Settings
	5 SMB Settings 0 Bonjour Setting
	10/01/2012 16:12 Close

2 Tap [E-Mail TX (SMTP)].

	Use the menu buttons or keypad to make a selection.	
Bookmark Display Keypad	Administrator Settings> Network Settings> E-Mail Settings	
Utility	1 E-Hail TX (SHTP)	
Administrator Settings	2 E-Mail RX (POP)	
+	3 E-mail RX Print	
Network Settings	4 SAMINE Communication	
E-Mail Settings		
	10/01/2012 16:13 Close	5

3 Select [ON] to enable E-mail TX (SMTP) settings and E-mail TX function.

	Specify the E-Mail TX (SMTP)	settings.	3
Bookmark	Administrator Settings > E-	Mail TX (SMTP) 1/6	HBack
Display Keyp		OFF	
Utility	Scan to E-mail	Status Notification	Total Counter Notification
Administrator Settings	ON	ON	<u></u> 0N
Network Settings	OFF	OFF	OFF
E-Mail Settings			
+	Detail Settings		
E-Mail TX (SMTP)	10/01/2012 16:15		ОК

4 Enter the SMTP server address.



Configuring administrator information

1 Tap [Utility], and select [Administrator Settings] - [Administrator/Machine Settings] - [Administrator Registration].

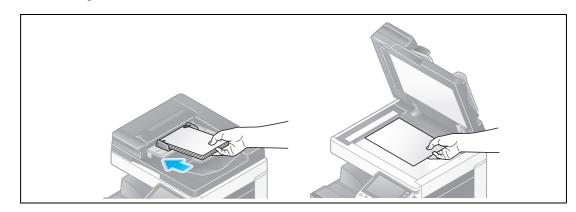
Bookmark	Use the menu buttons or keypad to make a selection.	
Display Keypad Utility Administrator Settings Administrator/ Wachine Setting	Administrator Settings > Administrator/Machine Settings 1 Administrator Registration 2 Input Machine Address	
	10/01/2012 16:19	Close

2 Enter the required information, then tap [OK].

	Use the keypad to enter the extension number.
Bookmark Display Keypad	Administrator Settings > Admin/Machine Set > Administrator Registration
Utility Utility	Administrator Name
Administrator	E-Hail Address
Settings	
Administrator/ Machine Setting	
Administrator Registration	Extension No.
	3
	10/01/2012 16:21

Sending the original

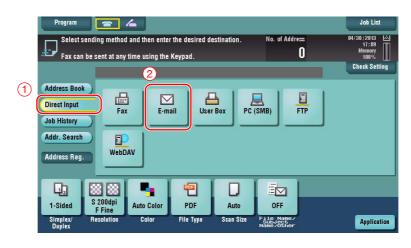
1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter						Job Lis	t
Select funct	ion to use	9.					04/23/2013 14:19	
Сору		Scan/Fax	ţ,	User Box	E	Sound Setting	1	
		Web Browser		External Apps		Utility	8	

3 Enter a destination.





4 Check the setting if necessary.

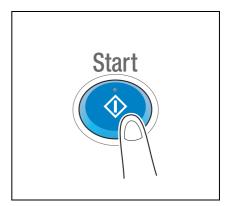
→ Tap [Check Setting] to check the setting.

Program Ready to Fax can be s	SCAN ent at any time using th ⊠ E-mail	e Keypad.	tokyo	No. of Address 1 •office@test.local	Job List 04/30/2013 🖄 18:17 Henory Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.	Line In	ail User	Box PC (SMB) FTP	J
I-Slueu F	200dpi Fine solution Color	PDF File Type	Auto Scan Size	ON Sub-sect Name / Other	Application

- → You can also check the setting using the keys displayed on the **Touch Panel**.
- \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.
[File Name/Subject Name/Other]	Change the file name or the subject of an E-mail to be sent.

5 Press the **Start** key.

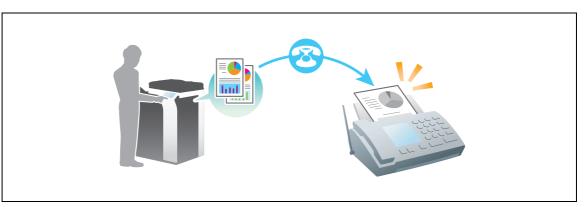


3.3 Fax Function

3

3.3.1 Required settings and basic operations

This section describes the settings required to send and receive a fax via a telephone line as well as the basic operations.



Preparation flow

The following describes a preparation flow to send a fax. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the telephone line. For details, refer to page 3-47.
- 2 Registering transmission information (Administrator)
 - → Specify the name and fax number to be displayed as a sender when sending a fax from this machine. For details, refer to page 3-48.
- 3 Selecting the dialing method (Administrator)
 - → Select the dialing method to suit your environment. For details, refer to page 3-49.

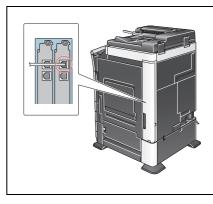
Operation flow

The following describes a flow to send a fax. For details, refer to page 3-50.

- 1 Loading the original
- 2 Entering a destination
 - → Enter the destination fax number, and check the settings such as the image quality.
- 3 Press the Start key.
 - → Press the Start key to send the original.

Checking the cable connection

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



Registering transmission information

Tap [Utility], and select [Administrator Settings] - [Fax Settings] - [Header Information].
 → For information on the default administrator password, refer to page 5-51.

	Use the menu buttons or keypad to make a	selection.
Bookmark	Administrator Settings > Fax Settings	
Display Keypad		1/2 * (Back [ara) #
Utility	1 Header	6 PBX Connection
Administrator Settings	2 Header /Footer	7 Report Settings
+	3 Line Parameter Setting	8 Job Settings
Fax Settings	4 TX/RX Settings	9 Multi Line
	5 Function Settings	
	10/01/2012 18:37	Close

2 Enter the sender information, then tap [OK].

	Select item and enter setting.
Bookmark Display Keypad	Administrator Settings > Fax Settings > Header Information
Utility 2	Sender
Administrator Settings	
Fax Settings	
Header Information	3
	10/01/2012 18:38

• Sender settings

Booknar

Display Keypad

Utility

Administrator Settings

Fax Settings

Sender Settings

Enter the name to be displayed as a sender.

ninistrator Settings > Fax Settings > Sender Settings

New Edit Delete

Set as Default

1 /3

1

↓

Close

it an existing s ed sender and to

Not Registe

Not Registered

Not Registere

Not Registere

Not Registered Not Registered Not Registered

18:39

No. Sender Nane

02

03

04

05 06

07

1/2012

• Sender Fax No. Settings

Enter the fax number to be displayed as a sender.

	Use the keypad to enter the number.
Booknark	Administrator Settings > Header Information > Sender Fax No.
Display Keypad	
ABC DEF	Şender. ► →
GHI JKL MNO	+ Space Pete
4 5 6 PQRS TUV WXYZ	
7 8 9	
* 0 #	
	04/50/2013 17: 11 0K

Selecting the dialing method

1 Tap [Utility], and select [Administrator Settings] - [Fax Settings] - [Line Parameter Setting].



2 Tap [Dialing Method].

	Select item and enter setting.
Bookmark	Administrator Settings > Fax Settings > Line Parameter Setting
Display Keypad	Dialing Method PB
Utility	Receive Mode Auto RX
Administrator Settings	Number of RX 2 X
Fax Settings	Number of Redials 1 x
Line Parameter	Redial Interval 3 min.
Settings	↑ 1/ 2 ↓
	10/02/2012 09:22

3 For the push-button type, select [PB], and for the dial-pulse type, select [10pps].

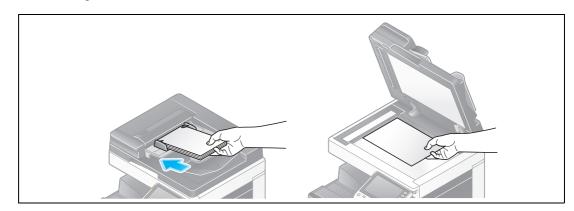
	Select job setting.	
Bookmark	Administrator Settings > Fax Settings > Line Parameter Setting	1
Display Keypad	Administrator Settings > rax Settings > Ene Parameter Setting	
	Dialing Method PB	
Utility		Ì
	Receive Mode Auto RX	
Administrator Settings	Number of BX 2 X 10ppS	
+	Number of Redials 1 x	•
Fax Settings		
• •	Redial Interval 3 min.	
Line Parameter Settings	↑ 1/ 2 ↓ (2)	
	10/02/2012 09:23)

If you do not know the type of the dialing method:

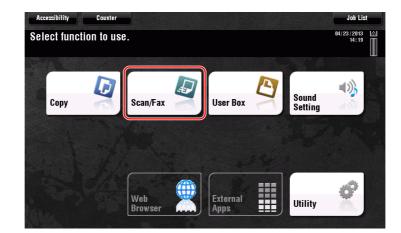
- If you do not know the type of the dialing method, operate push buttons of your phone. When you hear "beep boop beep", set [Dialing Method] to [PB].
- If you do not hear "beep boop beep" after operating push buttons, select [10pps].

Sending the original

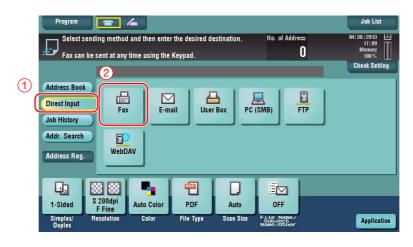
1 Load the original.



2 Tap [Scan/Fax].



3 Enter a destination.



Program	ax TX	4					Job List D13 🖾
Fat	nter the fax ouch lEnter f a register	<pre>< number usi Registered red destinat</pre>	ng the dial b No.l to selec ion.	uttons. t the number		No. of Address 1 Check Setting	: 19 ory D% Setting
Address	01234567	8 9		+	- → Delet	•	
Direan	1	2 ABC	3 DEF	Tone	Reg. No.		
Job Hist	4 GHI	5 JKL	6 MNO	Pause			
Addr. Se	7 PQRS	8 TUV	9 WXYZ	-			
Address	•	0	#	C			
					(Next Dest.	
1-Side.	P Pille	_	_	_		Cancel OK	4
Simplex/ Duplex	Resolution	Color	File Type	Scan Size	File Name/ Subject Name/Other		pplication

- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

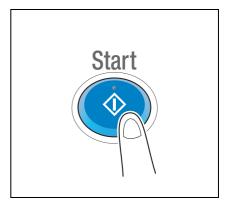
Program Ready t No Animatio	O Scan on Guide available. Con	tact your service r	ep.	No. of Address		Job List 04/30/2013 🖄 19:12 Memory
Address Book Direct Input Job History Addr. Search Address Reg.	literal b	mail User		156789 EMB) FT	-	Check Setting
1-Slueu	200dpi F Fine esolution Color	PDF File Type	Auto Scan Size	OFF File Name/ Subject Name/Other		Application

- \rightarrow You can also check the setting using the keys displayed on the **Touch Panel**.
- → To change the setting, tap the desired key on the **Touch Panel**.

[Color], [File Type], and [File Name/Subject Name/Other] are not available when sending to a fax number.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Scan Size]	Specify the size of the original to be scanned.

5 Press the **Start** key.

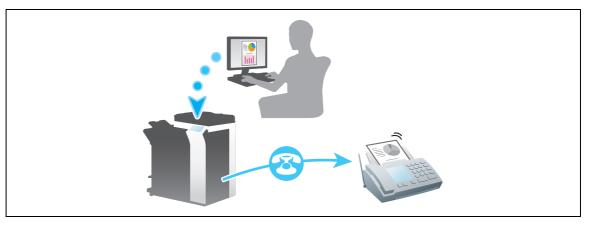


3.3.2 Sending a fax directly from a PC (PC-FAX TX)

You can send a fax to the destination fax machine in the same manner as you print out data created on your computer.

Advantages to send a fax directly from a computer

- Realizing paper saving
- Completing fax operations without leaving your desk
- Offering clear images by sending data directly from a computer



Tips

• This function is not supported in the Mac operating system.

Preparation flow

The following describes a preparation flow to send a fax from a computer. For details, refer to the relevant page.

This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the telephone line and network cable. For details, refer to page 3-53.
- 2 Checking network settings of this machine (Administrator)

 \rightarrow Check the network settings of this machine. For details, refer to page 3-54. The network can be used with the default settings unless otherwise requested.

- 3 Installing the fax driver on your computer
 - → Install the printer driver on your computer. For details, refer to page 3-55.

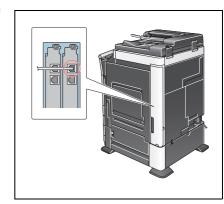
Operation flow

The following describes a flow to send a fax. For details, refer to page 3-57.

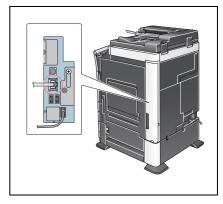
- 1 Creating data
 - → Create data to be sent using application software.
- 2 Configuring the fax driver
 - → Select a fax driver, and change the setting if necessary.
- 3 Entering a destination to send data
 - → Enter a destination to send data.

Checking the cable connection

1 Check that a modular cable is connected to the LINE port of this machine.



2 Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



Checking network settings of this machine

Tap [Utility], and select [Device Information]. Check that the IP address is displayed.

• For IPv4 environment

• For IPv6 environment

Boolsaark Display Keynad Ittiity > Device Information Utility Prinction Version Ittiity Prinction Version IPv6 Address 192, 168, 1, 20 IPv6 Address 2001:0d/8: bd05:01d2:288a: 1fc0:0001:10ee IPv6 Address 2001:0d/8: bd05:01d2:288a: 1fc0:0001:10e								
Display Keynad Utility > Device Information Utility Function Version Utility Function Version Utility Pevice Information Utility Pevice Information	Bookmark				Bookmark			
Utility Function Version Function Version Utility IPv4 Address 192. 168. 1. 20 Device This Address 192. 168. 1. 20	DOONIGITY	Utility > Device Info	rnation		DOONIKITK	Utility > Device Info	rmation	
Utility Utility Utility IPV4 Address 192.168.1.20 UV Address 192.168.1.20 IPV4 Address 192.168.1.20 IPV4 Address 192.168.1.20	Display Keypad				Display Keypad			
IPv4 Address 192.168.1.20 IPv4 Address 192.168.1.20 IPv4 Address 192.168.1.20 IPv4 Address 192.168.1.20		Function Version	Version 💷			Function Version	Version	
	Utility				Utility			
Device IPv6 Address 2001:0dde:bdds:01d2:288a:1fc0:0001:10e Information IPv6 Address 2001:0dde:bdds:01d2:288a:1fc0:0001:10	+	IPV4 Address	192. 168. 1. 20		+	IPV4 Address	192. 168. 1. 20	
	Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee		Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10	ee
10/01/2012 14:17 Close 10/01/2012 14:17		10/01/2012 14:17		Close		10/01/2012 14:17		C

Tips

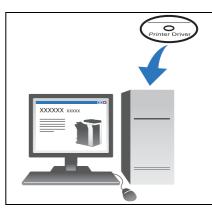
- In general, the default settings are available for network connection; however, some network environments require a change on network settings.
- If no IP address is displayed, you need to configure the network. Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to page 5-51.

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	ON OFF 1 /2 (Back Gara >>)
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS HostDNS Domain
Network Settings	DNS Server Settings (IPv4)
•	IPsec Settings
TCP/IP Setting	
	10/01/2012 14:19 OK

Use the installer to install the fax driver.

This section describes how to configure the standard print settings.

- ✓ This operation requires administrator privileges for your computer.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



- 2 Click [Printer Install].
- **3** Proceed with the procedure according to the on-screen instructions.



📩 KONICA MINOLTA Printer Installer - Select menu to setup
Select menu to setup
Select menu to setup.
2 Install printers/MFPs
instail printers on this computer. Network printers and USB-connected printers are detected automatically.
Network printer
Preference for IPv4 OPreference for IPv6
O Update Printer Driver
Update the printer driver installed on this computer to the latest version. Notice: After updating, you will need to restart the computer.
O Uninstall Printer Driver
Uninstall a printer driver from this computer. Notice: After uninstalling, you will need to restart the computer.
(3)
Help Previous Next Cancel

Printers and MFPs connected to the network are automatically searched for.

4 Select this machine from the list.

KONICA MINOLTA Printer Installer - Select Printe	rs/MFPs to Install	\rightarrow
Select Printers/MFPs to Install from the List		inters/MFPs.
1 V KONICA MINOLTA bizhub 554e	Address/Port 192.168.1.20	Not installed
Clear <u>a</u> ll Normal Printing	<u>Search Setting</u>	► Update List
Specify the Printer/MFP Except for the Abc Specify Printer/MFP Path Here	· ·	
	2	Refer to
<u>H</u> elp	2revious <u>N</u> ext	Cancel

5 Select a fax driver.

📩 KONICA MINOLTA Printer Installer - Selecting the installation setting	×
$\rightarrow \rightarrow \rightarrow$	
Selecting the installation setting	
Select the installation setting.	
Driver Language English	•
Components to Be Installed	
V KONICA MINOLTA 554eSeriesPCL KONICA MINOLTA 554eSeriesPS	
2	
Help Previous Next Cancel	

6 Click [Install].

KONICA MINOLTA Printer Installer - Con	firm Installation Settings
Confirm	Installation Settings
Installation Summary	
Item	Configuration
Printer Path Driver Language	192.168.1.20 English
Components to Be Installed	KONICA MINOLTA 554eSeriesPCL KONICA MINOLTA 554eSeriesPS KONICA MINOLTA 554eSeriesFAX
<u>H</u> eb	Previous Cancel

3	
U	

7 Click [Finish].

stallation Con	npleted.	Review
Default Printe		Tenew
KONICA I	MINOLTA 554eSeriesPCL	•
KONICA I	MINOLTA 554eSeriesPCL (192.168.1.20) MINOLTA 554eSeriesPS (192.168.1.20) MINOLTA 554eSeriesFAX (192.168.1.20)	Rename Printer Property Print Setting
		Print <u>T</u> est page

Sending data

- 1 Create data to be sent using application software.
- 2 From the [File] menu, select [Print].



3 Select the fax driver of this machine, and click [Print].

Select Printer	
KONICA MINOLTA 554eSeries	FAX
KONICA MINOLTA 554eSeries	PS
•	4 III
Status: Ready Location:	Print to file Preferences
Comment:	Fin <u>d</u> Printer
Page Range	
Al	Number of <u>c</u> opies: 1
Selection	e
Pages:	Collate

→ Clicking [Preferences] can change the setting of the printer driver as required.

→ If user authentication is enabled in this machine, specify the required data such as the user name and password.

Printing Preferences	ihr About	×
8 1/2x11 (215 9x279.4 mm) 8 1/2x11 (215 9x279.4 mm)	Favorite Setting Original Orientat Original Orientat Original Chientat	at
	Original Size 8 1/2x11 Paper Size Same as Origina Zoom [25400]	2 Authentication/Account Track)
	 Auto Manual 	100 ÷
Printer Information		Default OK Cancel Help

- 4 Enter the destination [Name] and [FAX Number].
 - \rightarrow To send data to more than one destination, repeat this step.
 - → Clicking [Add from Address Book] can retrieve the registered destinations of this machine.

	Transmission Popup
וע	Name KKKKKKKKK
	FAX Number III International Transmission Mode
	0987654321 V.34 Mode & Register Io Phone Book
21	Add Recipients
	Name FAX Number Company N Department ECM & Currert Recipients 0/100 Delete From List
	AX Cover Sheet
	Fax Mode Setting Details Default
	Alphanumeric (P, T or 0 - 9) or sign (<#>, <> or <

5 Click [OK].

Recipients Entry			
Name			
		C ECM	
FAX Number		📃 International Transmission Mode	
		V.34 Mode	Register To Phone Book
Add R	cipients	Add from Address Book	Add From Phone Book
NTINNIN KKKKKKKKK	0987654321 1234567890		On Of Delete From List
•		m	Þ
•		FAX Cover Sheet	F.
x Mode Setting	Details) Default

3.4 Copy Function

Basic operations

The following describes the basic operations to make a copy.

- 1 If user authentication is enabled, the login screen appears. Tap the entry field or keyboard icon to enter the required item, then tap [Login] or [Access].
 - \rightarrow If IC card or biometric authentication is enabled, refer to page 3-61.

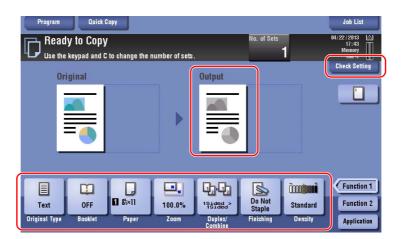
		Job Lis	st
Enter a login Use [Login] or press	er Name and Password, and then touch (Access).	04/30/2013 17:14 Memory 100%	T
	ID & Print		
User Name	Access Basic Screen)
Password			
	С)
		2 Login	

2 Load the original.

3 Tap [Copy].

Accessibility	Counter					Joh Lis	:t
Select funct	ion to use					04/23 /2013 14:19	
Сору		Scan/Fax	User Box	E	Sound Setting		
		Web Browser	External Apps		Utility	9	

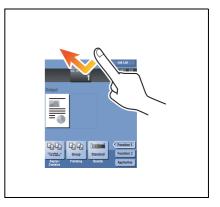
- 4 Check the basic settings.
 - → Check the output image configured as specified while viewing the output illustrations displayed on the Touch Panel.
 - → Tapping [Check Setting] can check detailed settings.



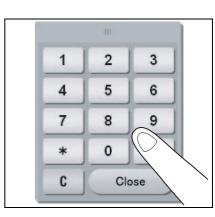
 \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

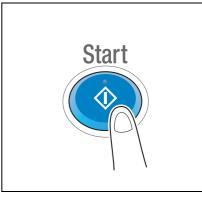
Settings	Description
[Original Type]	Specify the original type of the original.
[Booklet]	The pages in the original data are arranged and spread in a book- let format and printed on both sides of sheets.
[Paper]	Specify the output paper.
[Zoom]	Specify the zoom ratio.
[Duplex/Combine]	Specify double-sided copying or combine copying.
[Finishing]	Configure the offset, punch, or staple setting for output paper.
[Density]	Adjust the copy density.
[Bkgd. Removal]	Adjust the background density when the print on the back side may be reproduced on the front side of the copy or when the orig- inal background is colored.

5 Tap the input area for entering the number of copies.



6 Enter the number of copies using the **Keypad**, and press the **Start** key.



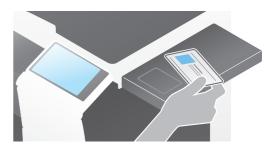


User authentication

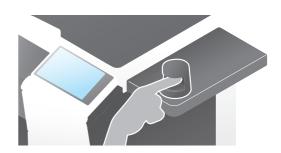
You can perform authentication by user or group in this machine.

Installing optional units enables IC card or biometric authentication.

If IC card authentication is enabled, pass or place the IC card over or on the card reader of the authentication unit.



If biometric authentication is enabled, put your finger on the finger vein reader of the authentication unit.



3.5 Registering a destination

3.5.1 Registering an address book

The fax and scan-to-send functions can register the frequently used destinations as address books. This section explains an example to register an address book to which a fax is sent.

Using the Control Panel to register an address book - Registration from Utility

Select a destination type, and register destination information.

- 1 Tap [Utility], and select [One-Touch/ User Box Reg.] [Create One-Touch Destination] [Address Book (Public)].
- 2 Select the type of the destination you want to register.

	Use the menu buttons or keypad to make a selection.	
Bookmark Display Keypad	Utility > Create One-Touch Destination > Address Book (Public)	
Utility	1 E-Mail 6 WebDAV	
One-Touch/	2 User Box	
User Box Reg.	3 Fax	
Create One-Touch Destination	4 PC (SHB)	
Address Book (Public)	5 <u>FTP</u>	
	10/01/2012 14:33	Close

3 Tap [New].



- 4 Enter the destination name you want to register.
 - → Tap [Name], and enter the destination name using the displayed keyboard.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touc To specify a registered number, touch the No. butt	hing [OK]. on
	To become a regioner of number, would the not build	
Bookmark	Utility > Fax > New	1
Display Keypad		
	No	
Utility 🚽	1 - 2000	
(1)	Name	
• · · ·		
Create One-Tour		
Destination	Sort Character	
+		
Address Book (Public)		
· · · · ·	Index dtc	
Fax		
	↑ 1/2 ↓	
New	10/02/2012 09:46	Cancel OK

- → This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].
- → Entry items and the number of setting screens vary depending on the destination type. Use [↑] or [↓] to switch setting screens while entering the required items. For information on entry items, refer to page 3-68.
- 5 Enter the fax number.
 - → Tap [Display Keypad] to display the **Keypad**, and enter the fax number.

				Use the keypad to enter the fax number. Erase the inputted fax number with the clear key.
2	\sim	ABC		Utility > Fax > New Fax Number Delete Tone Pause -
	4 PQRS 7 *	5 TUV 8	6 WXYZ 9 #	Line Settings
		С		↑ 2 / 2 3 04/50/2013 18:32 Cancel

6 Tap [Close].



Basic Settings and Operations

Using the Control Panel to register an address book - Registration in scan/fax mode

Select a destination type, and register destination information.

- 1 Display the scan/fax screen.
- 2 Tap [Address Reg.].



3 Tap [Input New Address].

Program		_					Job List
Select desire	To register To register	the manually a new address	entered addres s, touch input N	s, touch the A lew Address.	ddress.		04/30/2013 🖾 17:24 Memory
Address Book Direct Input Job History	No. A	ddress Type	Address		Address	tu 🕨	Check Setting
Addr. Search Address Reg.					\odot		
1-Sided S Simplex/ Res Duplex	olution	Color	File Type	Scan Size	File Name/ Subject Name/Other	Close	Application

4 Select a destination type.

Program		Job List
Fax can be s		04/30/2013
Address Book Direct Input Job History Addr. Search Address Reg.	Le-mail User Box PC (SMB) WebDAV	Check Setting
	© 💙	
1-Sided 5 Simplex/ Resolution Color Duplex	File Type Scan Size File Name Close	Application

- 5 Enter the fax number.
 - → For [Index], set searching words corresponding to [Name].
 - → For [Name], enter the destination name to be registered by using the displayed keyboard.
 - → For [Sort Character], enter the same name as [Name].



→ Entry items and the number of setting screens vary depending on the destination type. For information on entry items, refer to page 3-68.

Registration by Direct Input

• The destination entered by using the [Direct Input] button can be registered before sending data as well.

Program		<u>م</u>							
Ready I		r the manually					C4	1/30/2013 17:30	
Fax can be	l o registe	er a new addres	s, touch input	New Address.				Memory	
Fax can be	No.	Address Tvoe	Address		_			100% Check Sett	
	0001	🖶 Fax	1234567890			input New 🕨		Uneek Deti	
Address Book									
Direct Input									
Job History									
Addr. Search									
Address Reg.									
					$\overline{\mathbf{O}}$				
1-Sided S	3								
Simplex/ R Duplex	lesolution	Color	File Type	Scan Size	File Nam Subject Name/Oth		7	Applica	tion

What is an index?

- This is used as an index of a registered destination. Tap the Index key to narrow down a target destination.
- If [Favorite] is selected as an index, the destination appears in the basic screen of the transmission screen after it has been registered in the address book; enabling the user to easily select a destination.

Program		4					Job List		
Select d	04/30/2013 🖄 19:14 🔳								
Fax can	Fax can be sent at any time using the Keypad.								
							Check Setting		
Address Book	Favorite	ABC DEF	GHI JKL	MNO PORS 1	TUV WXYZ et	c All)		
Direct Input	→ E-mail tokyo-off			SMB user02					
Job History		CPWebD		DAV			Add. Type		
Addr. Search	share1	share2	share3				All		
Address Req.									
Auuress neg.									
			61						
1-Sided	S 200dpi F Fine	Auto Color	PDF	Auto	OFF				
Simplex/ Duplex	Resolution	Color	File Type	Scan Size	File Name/ Subject Name/Other		Application		

Using a computer to register a one-touch destination

In addition to using the **Control Panel**, address books can be registered from a computer using the utility software, **Web Connection**.

- ✓ When using Internet Explorer 6 in the IPv6 environment, you need to correct the hosts file in advance. For details, refer to the User's Guide CD.
- 1 Check the IP address of this machine
 - → Tap [Utility], and select [Device Information]. Check that the IP address is displayed.
- For IPv4 environment

For IPv6 environment

Bookmark Display Keypad	Utility > Device Infor	nation		Bookmark Display Keypad	Utility > Device Info	mation	
	Function Version	Version	_		Function Version	Version	
Utility	IPv4 Address	192. 168. 1. 20		Utility	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee		Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:106	ж
	10/01/2012 14:17		Close		10/01/2012 14:17		Close

- → If no IP address is displayed, you need to configure the network. For details, refer to the User's Guide CD.
- 2 Start a Web browser, enter the IP address of this machine into the URL field, then press the [Enter] key.
 - → For "http://192.168.1.20/", "192.168.1.20" is an IP address.
 - → If you use a Web browser other than Internet Explorer 6 in the IPv6 environment, enclose the IPv6 address in []. For example, if the IPv6 address of this machine is "fe80::220:6bff:fe10:2f16", type in "http://[fe80::220:6bff:fe10:2f16]/".



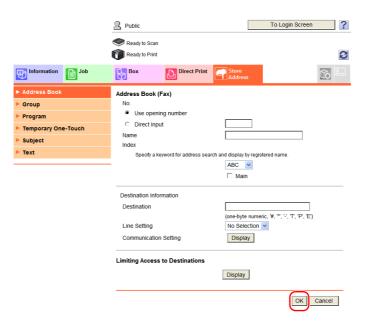
- → If the login screen appears, enter the required items, then click [Login].
- 3 Select [Store Address] and click [New Registration].

	2 Public	To Login Screen
	Ready to Scan Ready to Print	3
Information Job	Box Direct Print Store	s 🔂 🛄
► Address Book	Address Book List	
► Group	The other party who wants to transmit data can be regis	tered.
▶ Program	New Registration	
Temporary One-Touch	Search by nu	imber. 1-50 🖌 Go
Subject	Search from	Index Go
► Text	No. Function Name	S/MIME Edit Delete
	_	

4 Select the type of the destination you want to register.

	Public			To Login Screen	?
	Ready to Scan				C
Information Job	Box	Direct Print	Store Address		
▶ Address Book	New Registration				
▶ Group	C E-mail				
▶ Program	C FTP				
Temporary One-Touch	C SMB				
Subject	O WebDAV	~			
▶ Text	User Box Eax	\neg ⁽¹⁾			
				(2)	
				ОК	Cancel

5 Enter the required information such as the name, fax number, and index.



3.5.2 Information required to register a destination

The items to be entered or the number of screens required to register a destination vary depending on the transmission type. This section describes specific information required to register a destination. Tips

• Setting items that can generally be used with defaults are omitted in this table.

Item		Description			
[E-Mail]	[Name]	Enter the name of the destination to be registered as an address book.			
	[E-Mail Address]	Enter the E-mail address used as the destination.			
[User Box]	[Name]	Enter the name of the destination to be registered as an address book.			
	[User Box]	Select a User Box to be used as a destination.			
[Fax]	[Name]	Enter the name of the destination to be registered as an address book.			
	[Fax Number]	Enter the fax number of the destination.			
[PC (SMB)]	[Name]	Enter the name of the destination to be registered as an address book.			
	[User ID]	Enter the login name of the destination computer.			
	[Password]	Enter the password required to log in to the co puter.			
	[Host Address]	Enter the computer name or IP address.Only uppercase letters are available for the computer name.			
	[File Path]	Enter the folder name to be used as the destina- tion.			
[FTP]	[Name]	Enter the name of the destination to be registered as an address book.			
	[Host Address]	Enter the address of the FTP server.			
	[File Path]	Enter the directory to be used as the destination.			
	[User ID]	Enter the user ID required to log in with FTP.			
	[Password]	Enter the password required to log in with FTP.			
[WebDAV]	[Name]	Enter the name of the destination to be registered as an address book.			
	[User ID]	Enter the user ID required to log in with WebDAV.			
	[Password]	Enter the password required to log in with Web-DAV.			
	[Host Address]	Enter the address of the WebDAV server.			
	[File Path]	Enter the directory to be used as the destination.			

Several address books can be registered as a group.

This function is useful when you have jobs involving sending data to specified members at periodic intervals.

Registering a new group

- 1 Tap [Utility], and select [One-Touch/ User Box Reg.] [Create One-Touch Destination] [Group].
- 2 Tap [New].



- 3 Enter the destination name you want to register.
 - → Tap [Name], and enter the destination name using the displayed keyboard.
 - → For [Sort Character], enter the same name as [Name].

	Select item and enter setting.
Bookmark	No. of Destinations : 000
	Utility > Group > New
Display Keypad	
	No
Utility 1	Name
•	
One-Touch/ 2 User Box Reg.	Sort Character
+	
Create One-Touch Destination	Index
+	
Group	
	Check Program
New	10/02/2012 11:03

→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

4 Select destinations to be grouped.

Display and select the target address book on the destination selection screen. The following two methods can be used to search for a destination.

	Select item and enter setting.	
Destaurt	No. of Destinations : 000	
Bookmark	Utility > Group > New	Ĩ
Display Keypad	Select Group	
Utility		
+	Registered Address Shared Group	
One-Touch/ User Box Reg.		
Create One-Touch Destination		
Group	↑ 2/2	
+	Check Program Settings	
New	10/02/2012 11:06	Cancel OK

 \rightarrow Search by index: Searches for the target destination name using an index.

	Select destinations (up to 500) to be registered in the group.									
Bookmark	Bookmark No. of Destinations : 000									
DOORMAN	tility > New > Select Group									
Display Keypad	Index Registration Number									
Utility										
	Feeser ABC DEF GHI JKL MNO PORS TUV WXYZ etc									
Create One-Touch Destination	tokyo-office osaka-office user01 user02 1/ 1									
+										
	Sea FTP Interesting Sea									
Group	public1 Share1 Share2 Share3									
+										
New										
+										
Select Group	10/02/2012 11:37 OK									
	10/02/2012 11:37 OK									

→ Search by registration number: Searches for the target destination using a registration number.

	Select destinations (up to 500) to be registered in the group.									
Destant	No. of Destinations : 000									
Bookmark	Itility > New > Select Group									
Display Keypad	Index Registration Number									
Utility	← 0 - 0100 - 0200 - 0300 - 0400 - 0500 - 0600 →									
Create One-Touch Destination	≥0001 ≥0002 =0003 =0004 1/ 1 tokyo-office user01 user02 1/ 1									
Group	©0005 ©0008 ©0009 ©0010 public1 Share1 Share2 Share3									
+										
New	©0011 tokyo-office									
+										
Select Group	10/02/2012 11:38 OK									

5 Repeat Step 4 until you select all address books to be grouped.

3.5.4 Retrieving a registered destination

Retrieve an address book or group to specify it as a destination to which data is sent.

Retrieving a destination

1 Tap [Scan/Fax].



The destinations, which are categorized into [Favorite] when registering indexes, are displayed on the basic screen.

Program	a 4					Job List
J	ed destination(s sent at any time		ad.		No. of Address O	04/30/2013 🖄 19:14 Memory 100% Check Setting
Address Book	Favorite Al	BC DEF GH	I JKL N	INO PORS 1	TUV WXYZ etc	
Direct Input	⊡E-mail tokyo-office	⊡E-mail osaka-office	LSMB user01	LSME user02		
Job History Addr. Search	EFTP share1	₽WebDAV share2	CPWebD/ share3	AV.		Add. Type All
Address Reg.						
	200dpi F Fine	-	PDF	Auto	OFF	
		Color Fil	le Type	Scan Size	File Name/ SUbject Name/Other	Application

2 Narrow down destinations using index and address type.

Program		4							Job Li	st
	ired destinati sent at any t	on(s). ime using the	Keypad.		No.	of Ada	lress O		04/30/2013 19:27 Memory 100%	Ī
1									Check Se	tting
Address Book	Favorite	ABC DEF	GHI JKI	. MNO PQR	S TUV V	VXYZ	etc	All		
Direct Input Job History Addr. Search	⊠E-mail tokyo-offic	e user01	USER .		Fax yo-office			2	Add. Type	
Address Reg.										
		-	603		E					
1-Sided	S 200dpi F Fine	Auto Color	PDF	Auto	C	DFF				
Simplex/ I Duplex	Resolution	Color	File Type	Scan Siz	e File Sub Name	Name Ject /Othe	7 r		Applic	ation

Program	a /4						Job List
	ed destination(s sent at any time	:). using the Keypa	d.	No.	of Address ()	0	4/30/2013 (2) 19:32 Memory 100% Check Setting
Address Book	Favorite AI	C DEF GHI	JKL MNO	PORS TUV W	XYZ etc	All	
Direct Input	⊡E-mail tokyo-office	ASMB user01	ESMB user02	⊫Fax tokyo-office			
Job History]]	3				dd. Type
Addr. Search			All	±ar Gr	oup	📠 Fax	
Address Reg.			🖾 E-mail	🛎 Bo	x	a SMB	
		-	🖳 FTP	💻 W	ebDAV		
	200dpi F Fine Au	to Color P		10 0	··		
Simplex/ Re Duplex	esolution	Color File	Type Scar	Size File	Name/ ject /other		Application

Program 🗲	4					Job List	
Select desired desti Fax can be sent at a	∞ 0	04/30/2013					
Address Bor Favorite ABC DEF GHI JKL MNO PQRS TUV WXYZ etc All Direct Input Job History Addr. Search Address Reg.							
D N		6					
1-Sided S 200dpi F Fine Simplex/ Duplex	Auto Color Color	PDF File Type	Auto Scan Size	OFF File Name/ Subject Name/Other		Application	

Specifying a destination

In addition to retrieving a registered destination, a destination can be specified in various methods.

Method	Description
Direct Input	Directly enter a destination using the keyboard screen or Keypad.
Job History	Specify a target destination in the job history (latest five destinations) on the scan/fax screen.
Addr. Search	Retrieves destination candidates by the prefix search function using the name (registered destination name) or address (fax number, E- mail address, or computer name). This function is convenient when there are too many registered destinations.

Reference

For details, refer to the User's Guide CD.

3.6 Using a USB memory device

3.6.1 Printing data in a USB memory device

Data saved in the USB memory device can be printed. This function is useful when printing data created on a computer that is not connected to the network.

Available USB memory device

- Compatible with USB version 2.0/1.1 interface
- Formatted in FAT32
- Without security function added, or with security function that can be turned off as required
- The recommended memory size is 2GB.

Available printing file types

- PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OpenXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip)
- Other file types are not supported on this machine.

Printing data

1 Connect a USB memory device to this machine.



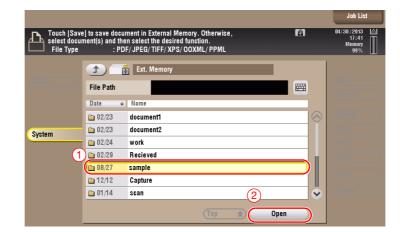
NOTICE

Do not insert the USB memory device into the USB port close to the rear panel of this machine. Do not use a USB device other than a flash-memory device.

2 Tap [Print a document from External Memory.].

Accessibility Coun	ter		Job List
Information			
External Memory connecte External Memory function	ed. Select the you wish to perform.		
External Memory	Print a document from External Memory.	Save a document to External Memory.	Save Ext. Memory Doc. in User Box

3 Select data to be printed, and tap [Print].



					Job List	_
Touch [Save select docum File Type	nent(s) and the	nent in External Memor n select the desired fun F/ JPEG/ TIFF/ XPS/ 003	ction.	Ē	04/30/2013 17:42 Memory 99%	
		Ext. Memory			Cheve	
(Public)	File Path	/sample		E III	Convelo	
	Date ↓	Name			Locaren	
	07/20	sample01.jpg		\odot	Details	
System	07/20	sample01.pdf			4	
3	07/20	sample01.tif			Print	
	07/20	sample02.jpg			Send	
	07/20	sample02.pdf			Other	_
	07/20	sample02.tif			Other	
	07/20	sample03.jpg		\mathbf{S}	Delete	
			Top 全 🤇	Open		

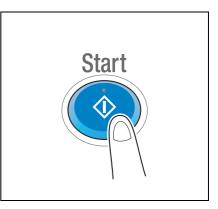
4 Check print settings.



5 Press the Start key.

NOTICE

Do not disconnect the USB memory device during data printing.



3.6.2 Saving the scanned data in the USB memory device (External memory)

The data scanned on this machine can be saved to the USB memory device, so it is convenient when printing data created on a computer that is not connected to the network.

Available USB memory device

- Compatible with USB version 2.0/1.1 interface
- Formatted in FAT32
- Without security function added, or with security function that can be turned off as required
- The recommended memory size is 2GB.

Specifying functions to be permitted for external memory

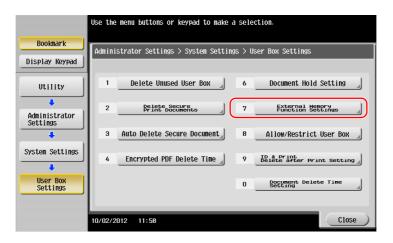
Change the settings to save documents in the USB memory device.

1 Tap [Utility], and select [Administrator Settings] - [System Settings] - [User Box Settings].

→ For information on the default administrator password, refer to page 5-51.

	Use the menu buttons or keypad to make a	selection.
Bookmark	Administrator Settings > System Settings	. Î
Display Keypad	Hamming a new second seconds	1/3 * ≪Back ⊑ara ≫ #
Utility	1 Power Supply Power Save Settings	6 Restrict User Access
↓ Administrator Settings	2 Output Settings	7 Expert Adjustment
+	3 Date/Time Settings	8 List/Counter
System Settings	4 Daylight Saving Time	9 Reset Settings
	5 Weekly Timer Settings	0 User Box Settings
	10/02/2012 11:57	Close

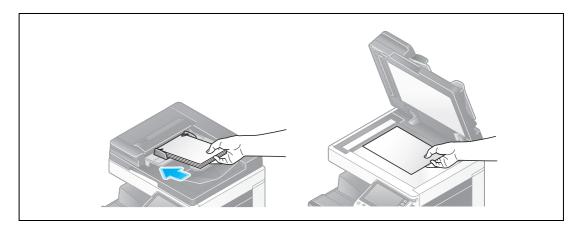
2 Tap [External Memory Functional Settings].



3 Select [Save Document] and [ON]. Tap [OK].

	Specify setting for selected item.		
Bookmark Display Keypad	Tinistrator Settings > User Box Se	ttings > External	Hemory
Utility	Save Document	ON	2 Job Setting
Administrator	Print Document	ON	
Settings	External Memory Document Scan	ON	OFF
System Settings			
User Box Settings			
External Memory Function Settings	10/02/2012 12:01		

1 Load the original.



2 Connect a USB memory device to this machine.



NOTICE

Do not insert the USB memory device into the USB port close to the rear panel of this machine. Do not use a USB device other than a flash-memory device.

3 Tap [Save a document to External Memory.].

Accessibility Counte	r	Job List
Information		
External Memory connected External Memory function y	. Select the pu wish to perform.	
External Memory	Print a document from External Memory.	nory Box
		close

4 Check the file name.

		Joh List
Press [Start] key to begin saving. You can change the Document Name.	3	04/30/2013 (A) 17:44 Memory 99%
Previous		Check Setting
System External Memory		
	<u> </u>	
Filename SMFP_13043017430	e	
	_	
1-Sided S 200dpi F Fine Auto Color PDF Auto		
Simplex/ Resolution Color File Type Scan Size Duplex		Application

- 5 If necessary, check the setting to save data.
 - → Tap [Check Setting] to check the setting.
 - → To change a file name, tap the file name or keyboard icon.

	Job List
Press (Start) key to begin saving. 🛃 You can change the Document Name.	04/30/2013 1. 17:44 Memory J 35.78
Previous	Check Setting
System External Memory	
Filename SMFP_13043017430	
1-Sided S 200dpi F Fine Auto Color PDF Auto	
Simplex/ Resolution Color File Type Scan Size Duplex	Application

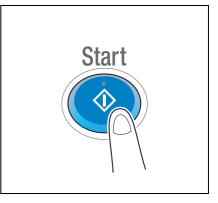
- → You can also check the setting using the keys displayed on the **Touch Panel**.
- \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.

6 Press the Start key.

NOTICE

Do not disconnect the USB memory device during data saving.

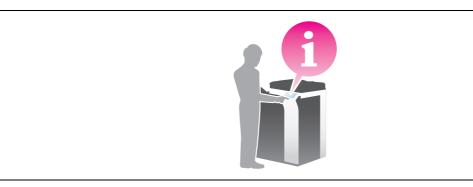




3.7.1 Guidance screen

This machine provides the guidance function to display the description of a function on the screen and view an operation procedure with moving images.

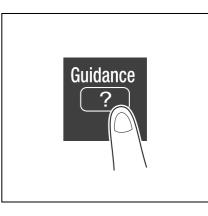
If you have any questions during operation, try to use this guidance function.



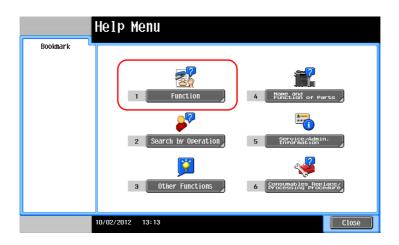
Getting help on the currently displayed screen:

Select [Function] on the Help Menu to display the guidance screen.

1 Press the **Guidance** key.



2 Select a menu.

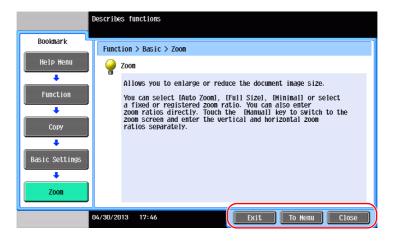


3 Narrow down the information you want to know.

	Select function.	
Bookmark Help Henu Function	Help > Search by Function 1 Copy 2 Scan/Fax 3 User Box 4 Job List 5 Print 6 Customize 7 Web Browser	Open Open Open Open Open Open Open Open
1	10/02/2012 13:15 Exit To He	nu Close

Bookmark	Print a high Various appl your cost an	n quality document in high lication functions are als nd to increase your effici > Copy	performance. o available to reduce ency.	
Help Menu	No.			
+	1	Basic		Open
Function	2	No. of Originals		Open
+	3	Quality		Open
Сору	4	Edit Image		Open
	5	Layout		Open
	6	Tailoring		Open
	7	Stamp/Composition		Open
	8	Copy Security		Open
	9	Other		Open
	04/30/2013	17:45	Exit To Menu	Close

	Select func	tion.			
Bookmark Help Menu		> Copy > Basic			
+	No.	Density			0pen
Function	2	Original Type Paper			Open Open
Сору	4 5	Zoom Duplex/Combine			Open Open
Basic Settings	6	Finishing			Open 🖌
L	04/30/2013	17:46	Exit	To Menu	Close

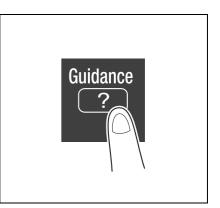


Name	Description	
[Exit]	Returns to the main menu.	
[To Menu]	Returns to the Help Menu.	
[Close]	Returns to the preceding screen.	

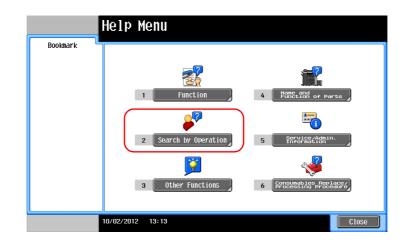
Getting help on the desired function or procedure:

Open the Help Menu, and select a menu depending on an objective to display the guidance screen.

1 Press the **Guidance** key.



2 Select a menu.



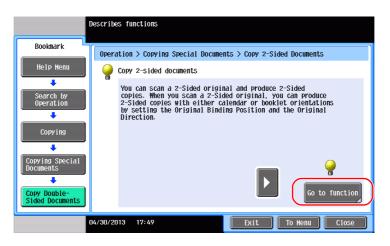
3 Narrow down the information you want to know.

Bookmark	Select Oper Help > S	ation earch by Operation		
Help Henu	No. 1 2 3 4 5 6	Copying Sending Receiving Using the User Box Checking a Job Replace consumables.		Open Open Open Open Open Open
	10/02/2012	13:21	Exit To Me	nu Close

	Select funct	tion.			
Bookmark Help Henu		n > Copying			
Incip Incina	No.				
+	1	Copying Special Document	\$		Open
Search by Operation	2	Reducing paper usage			Open
+	3	Improving the Finishing			Open
Copying	4	Improving the Look of th	e Image		Open
	5	Making Distribution Easi	er		Open
	6	Making Filing Easier			Open
	7	Applying Stamps			Open
	8	Using Convenient Functio	ns		Open
	04/30/2013	17:47	Exit	To Menu	Close

	Select funct	ion.	
Bookmark	Operation	<pre>x > Copying > Copying Special Doc</pre>	unents
Help Menu	No.		
+	1	Scan many originals	Open
Search by Operation	2	Copy 2-sided documents	Open
+	3	Copy mixed originals	Open
Copying	4	Copy a book	Open
↓ ↓	5	Copy a booklet from a booklet	Open
Copying Special	6	Copy originals with folds	Open
Documents	7	Copy ID Card onto 1 Sheet of Paper	Open
	8	Print without blank pages	Open
	9	Scan Thin Original	Open
	04/30/2013	17:48	xit To Menu Close

4 Tapping [Go to function] opens the setting screen of a target function, enabling you to configure the settings immediately.



Program Quick Copy					Job List	
Ready to Copy			No. of Sets		04/30/2013 17+49	\
Original -> Output	Binding Position	_	Combine		Original	1
1Sided > 1Sided	No. of Originals	Output Auto	1 2	OFF	Direction	
1Sided > 2Sided			1 12	2in1		*
2Sided>1Sided			314	4in1		
2Sided>2Sided			■	8in1		
		_	- North		Cancel OK	1
			2			E
Text OFF	Auto 100.0	Indiada	Do Not Staple	Standard	Function	n 2
Original Type Booklet	Paper Zoon	Duplex/Combine	le Finishing	Density	Applicati	ion

Help Menu list

The Help Menu provides the following information:

Name	Description
[Function]	Tap this button to display the guidance menu that has been sorted according to the function names to be displayed on the screen.
[Search by Operation]	Tap this button to display operation examples and explanations of this machine sorted by function.
[Other Functions]	Tap this button to display the guidance menu of the functions and settings that make it easier to use this machine.
[Name and Function of Parts]	Tap this button to check the name or function of each part of this machine.
[Service/Admin. Informa- tion]	Tap this button to display the service or administrator information, administrator name, extension number, and E-mail address.
[Consumables Replace/ Processing Procedure]	Tap this button to check the consumables replacement or punch scrapping procedure with moving images.

Advanced Functions

4 Advanced Functions

4.1 Using advanced functions

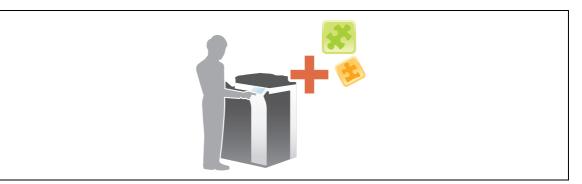
4.1.1 What are advanced functions?

Various functions for further enhancement of the MFP operability are expressed as advanced functions in this manual.

This machine provides the following advanced functions.

Tips

• To use an advanced function, you need to register **i-Option** or associate with the **My Panel Manager** application.



Name	Description	
PDF processing	 You can configure the required settings when converting scanned data to a PDF file. This requires the registration of i-Option LK-102 v3 or i-Option LK-110. 	
Voice Guidance	 You can use the voice guidance in order to assist operations or prevent the machine from operating incorrectly. This requires the registration of i-Option LK-104 v3. 	
Searchable PDF	 You can convert the scanned data to a searchable PDF file. This requires the registration of i-Option LK-105 v3 or i-Option LK-110. 	
Web Browser	 You can use the Web browser on the Touch Panel of this machine. You can access contents on the Internet or intranet. This requires the registration of i-Option LK-101 v3. 	
File Type Extension	Supports functions such as a function that converts a file into a DOCX or XLSX type, a function that generates highly-functional and high quality da ta, and the E-mail RX Print function. • This requires the registration of i-Option LK-110 .	
ThinPrint	 Allows you to use this machine as ThinPrint Client (.print Client) when Thir Print is enabled. This requires the registration of i-Option LK-111. 	
My Panel	You can customize the control panel display of this machine for each user. • This requires the association with My Panel Manager .	
My Address	You can use the address book for personal use (My Address Book). This requires the association with My Panel Manager. 	

In addition, this machine supports advanced functions such as the barcode font, unicode font, and OCR font.

Reference

For details, refer to the User's Guide CD.

4-2

4.1.2 Association with application

To use the My Panel or My Address function, you need to purchase **My Panel Manager** and enable the target function in the application side.

For details on how to enable such a function, refer to the **My Panel Manager** User's Guide. Tips

The Upgrade Kit UK-204 is required to use the My Address function.

4.1.3 Registering the i-Option license

To add an optional function to this machine, you need to purchase **i-Option** and register its license.

Tips

- The Upgrade Kit UK-204 is required to use i-Option LK-101 v3/LK-102 v3/LK-104 v3/LK-105 v3/LK-106/LK-107/LK-108/LK-110.
- i-Option LK-110 includes the function licenses for i-Option LK-102 v3 and i-Option LK-105 v3. If you purchase i-Option LK-110, you do not need to purchase i-Option LK-102 v3 or i-Option LK-105 v3.

For details on how to purchase or install an optional unit, contact your service representative.

Preparation flow

The following describes a preparation flow to use advanced functions. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Registering the i-Option license (Administrator)
 - → Register the option license on a dedicated Web site. For details, refer to page 4-4.
- 2 Enabling the i-Option function (Administrator)
 - → Enter the license code to enable the function. For details, refer to page 4-6.
- 3 Configuring each function (Administrator)
 - → Configure the required settings for each advanced function. For details, refer to page 4-8.

Reference

For details on the procedure, refer to the User's Guide CD.

Registering the i-Option license

Register the request code and the contents of the token certificate on the Web site of the License Management Server (LMS).

- 1 Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Get Request Code].
 - → For information on the default administrator password, refer to page 5-51.

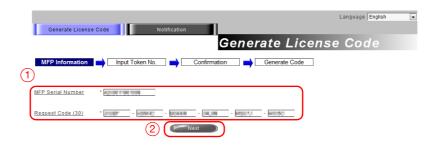
	Use the menu buttons or keypad to make a selection.
Bookmark Display Keypad	Administrator Settings > License Settings
Utility	1 Get Request Code
Administrator Settings	2 Install License
License	
Settings	4 List of Enabled Functions
	10/02/2012 13:29 Close

2 Tap [Yes] and [OK].

	Do you want to get a Request Code?
Bookmark	
Display Keypad	
Utility	
Administrator Settings	
License Settings	
Get Request Code	(1) Yes No (2)
	10/02/2012 13:32 OK

- 3 Tapping [Print] prints the serial number and request code.
 - → Prepare at hand the printed serial number, request code, and token certificate supplied with i-Option.

- 4 Access the Web site of the License Management Server (LMS). Enter the [MFP Serial Number] and [Request Code], then click [Next].
 - → The URL is described in the token certificate.



5 Enter the [Token Number], select the option you want to register from the [Product Description] list, then click [Next].

	Language English	-
Generate License Code		
Input Token Number		
MFP Information 📄 Input Token No. 📄 Confirmation 🔿 Generate Code		
MFP Serial Number :		
Request Code :		
1		
Token Number (20) * H. HO - 1994 - 1995 - 1995 - 1995		
Product Description * i-Option LK-105 v3		

6 Confirm the registration contents, then click [Generate License Code].



7 The license code and function code are issued.

	L	anguage	English	•
Generate License	License Code and Serial Number	er		
MFP Information	📫 Input Token No. 📄 Confirmation 📄 Generate Code			
You have successfully (Please save all informa	generated a License Code Ition for future use.			
MFP Serial Number	A2X20110000			
License Code:	Manual Auroration and a 2000 Manual Croenable via Web Connection)			
Function Code	Product Description I-Option LK-105 v3			
3	Download 🔵 🕕 Print 📄 Generate Additional License Codes)			

Tips

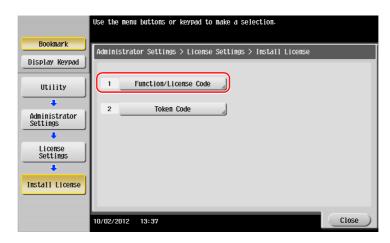
- The issued license code and function code are required to enable **i-Option**. You should write them down on a memo pad or print them out on paper by clicking [Print].
- You could also store them in your USB memory device. The license code input could be omitted by using a USB memory device to achieve a convenient operation.
- When using a USB memory device, insert the USB memory device and click [Download] to store the license code.

Enabling the i-Option function

Register the license and function codes in this machine.

By inputting the codes

- 1 Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Install License] [Function/Licence Code].
 - → For information on the default administrator password, refer to page 5-51.



2 Enter the license and function codes you wrote down.



3 Select [Yes], then tap [OK].

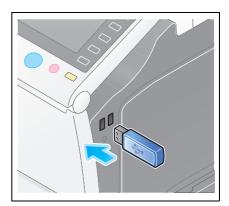
Bookmark	Do you want to	enable the follo⊯ing functions?
Display Keypad	Functions	VGYU
Utility	License Code	\$2345-6789U-GHJKL-87654-J6543-E2987
+		
Administrator Settings		
+		
License Settings		
+	(1)	
Install License		Yes No (2)
Function/ License Code	10/02/2012 13:40	ОК

This machine restarts automatically.

Δ

By using a USB memory device

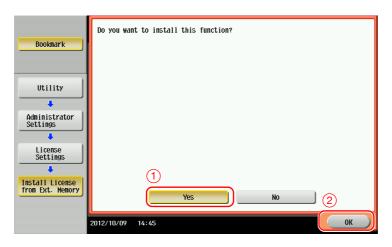
1 Connect the USB memory device stored with the license code.



2 Tap [Utility], and select [Administrator Settings] - [Forward] - [License Settings] - [Install License from Ext. Memory].

	Use the menu buttons or keypad to make a selection.
Bookmark Display Keypad	Administrator Settings > License Settings
Utility	1 Get Request Code
Administrator Settings	2 Install License
License	3 Install Ligence
Settings	
	2012/10/09 14-44
	2012/10/09 14:44 Close

3 Select [Yes], then tap [OK].



This machine restarts automatically.

Configuring each function

Configure the required settings for each advanced function.

Reference

For details on the required setting items for each advanced function, refer to the User's Guide CD.

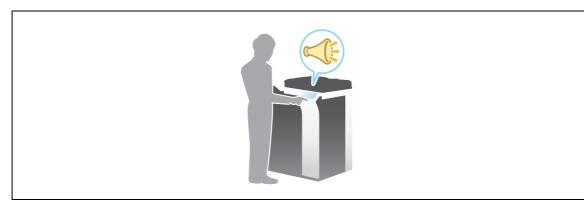


4.2 Using the Voice Guidance

4.2.1 Required Settings and Procedures

Using the voice guidance, you can confirm explanations of screens, keys, and key-related operations by voice.

The voice guidance is available on the Enlarge Display screen, Guidance screen, and Accessibility Settings screen, and useful to assist operations or prevent this machine from operating incorrectly.



Tips

- The **Upgrade Kit UK-204** is required to use the voice guidance.
- You need to purchase i-Option LK-104 v3 and register its license.
- You need to install the Local Interface Kit on this machine.
- To use the voice guidance, administrator settings are required in advance.
- The voice guidance function for operating the **Register** key is not required for this machine equipped with the **Keypad KP-101**. Also, the voice guidance can be operated by using the **Keypad**.

Preparation flow

The following describes a preparation flow to use the voice guidance. For details, refer to the relevant page.

This preparation is not required the second time or subsequent times.

- 1 Enabling the voice guidance function (Administrator)
 - → Enter the voice guidance of the machine side to enable its function. For details, refer to page 4-10.
- 2 Assigning the voice guidance function to the **Register** key (Administrator)
 - → For details, refer to page 4-11
 - → This setting is not required when the Keypad KP-101 is equipped on this machine.
- **3** Specifying the volume and speed
 - → Specify the volume or speed to read out. For details, refer to page 4-12.

Operation flow

The following describes an operation flow. For details, refer to page 4-13.

- **1** Starting the voice guidance
- 2 Playing the voice guidance
 - → Move the voice cursor to operate the voice guidance.
- 3 Ending the voice guidance

Enabling the voice guidance function

Register the function and license codes in this machine.

Then, configure settings to start the voice guidance.

- 1 Enable the i-Option function. Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Install License] [Function/License Code].
 - → For information on the default administrator password, refer to page 5-51.

Bookmark	Use the menu buttons or keypad to make a selection.
	Administrator Settings > License Settings > Install License
Display Keypad	
Utility	1 Function/License Code
+	2 Token Code
Administrator Settings	
+	
License Settings	
+	
Install License	
	10/02/2012 13:37 Close

2 Enter the license and function codes you wrote down.

Dectmont	Select function(s) you wish to enable, and then enter the License Code. When finished, touch [Install].
Bookmark	Administrator Settings > Install License > Function/License Code
Display Keypad	Function Code
Utility 2	License Code 52345-6789U-GHJKL-87654-J6543-E2987
Administrator Settings	
License Settings	
+	3
Install License	Install
Function/ License Code	10/02/2012 13:39 Close

3 Select [Yes], then tap [OK].

Bookmark	Do you want to	enable the following functions?
Display Keypad	Functions	VGYU
Utility	License Code	\$2345-6789U-GHJKL-87654-J6543-E2987
+		
Administrator Settings		
License Settings		
÷ ,	(1)	
Install License		
+		Yes No 2
Function/ License Code	10/02/2012 13:40	ОК

This machine restarts automatically.

Chapter 4

4 Enable the voice guidance. Tap [Utility], and select [Administrator Settings] - [Forward] - [Voice Guidance Settings].



Assigning the voice guidance function to the Register key

Assign the voice guidance function to any of the **Register** keys.

1 Tap [Utility], and select [Administrator Settings] - [System Settings] - [Forward] - [Registered Key Settings].



2 Select the [Register key] to be assigned with the voice guidance function.

	A function can be assigned to each Registered Key.
Bookmark Display Keypad	Administrator Settings > System Settings > Registered Key Settings
Utility Administrator Settings	
System Settings	Register Key 1 Register Key 2 Register Key 3 Scan/Fax Copy 10 Keypad
	10/31/2012 17:27 Close

3 Select [Voice Guide], then tap [OK].

	Select the desired function by pressing the associated Registere Application list can be retrieved by pressing the App key.Desire can be innitiated by pressing the correct associated Registered	d Application
Bookmark	Administrator Settings > Registered Key Settings > Register Key	1
Display Keypad		_
Utility	Voice Guide	
Administrator	Menu	2 / 2
Settings	Access	•
System Settings		
+		
Registered Key Settings		2
+		
Register Key 1	10/31/2012 17:29	OK

Specifying the volume and speed

Specify the volume or speed to read out.

1 Tap [Accessibility], and select [↑] - [Voice Guidance Settings].

	Select item and change the setting.	
	Voice Guidance Settings	
1	Yes No	
\bigcirc	Volume	5
(2)	Voice Speed	Std.
		3
		ОК

- 2 Specify the volume or speed.
 - → [Volume]: Use [Higher] or [Lower] to adjust the volume.

<u>م</u> کر	Specify vo	lune.												
Volu	me													
			_	_	_	_	_	_	_	_				
							1							
		0	1	2	3	4	5	6	7	8	9			
	<u></u>	Loy	ler						ŀ	ligl	her			
											C	Oł	(\mathbf{D}

→ [Voice Speed]: Select the speed to read out.

Specify a voice playback speed.	
Voice Speed	
Slower Std.	Faster
	ОК

Operating the voice guidance

1 Press the **Register** key assigned with the voice guidance on the screen that supports the voice guidance.



- → For information on the operations when the **Keypad KP-101** is equipped, refer to page 4-14.
- → The following screens support the voice guidance.
 - Enlarge Display screen
 - Guidance screen
 - Accessibility Settings screen

You will hear a voice to announce the start of the voice guidance, and the blue-frame voice cursor will be displayed.

Ready to copy.								
Basic	ing							
Density/ Background	Paper	14 🔊 🧠						
Density	Auto Paper Select	Finishing						
Zoom	Duplex/ Combine							
100. 0%	1 🕈 1							
Auto Image Rotation								
Print								

- 2 Tap the key for which a voice guidance is required.
- **3** Press the **Register** key assigned with the voice guidance to exit the voice guidance function.



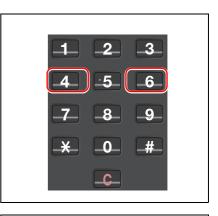
Keypad operations for voice guidance

1 Press **Voice Guide** on the screen that supports the voice guidance.



- 2 Use the **Keypad** to operate the voice guidance.
 - → Position the voice cursor at the key you want to hear the guidance for.

→ Determine the position of the voice cursor.





Chapter 4

Advanced Functions

3

→ Reading out starts.

4-15

Press Voice Guide to end the voice guidance.

For the voice guidance, use the Keypad to perform various operations.

Description Key 0 Reads out the explanation of a function assigned to each key. 1 Reads out the explanation of the currently displayed screen. 2 Reads out the setting items configured by the currently displayed function. (Available only in copy or scan/fax mode on the Enlarge Display screen) 3 Stops the currently replayed voice guidance. 4 Moves the voice cursor to the previous. 5 Determines the position of the voice cursor. 6 Moves the voice cursor to the next. 7 Reads out the setting items configured by the currently displayed function. (Available only in copy or scan/fax mode on the Enlarge Display screen) 8 Reads out the previously read-out information again. 9 Reads out the currently selected key. # Turns up the volume by one level. The volume can be adjusted at any time while using the voice guidance. ٠ * Turns down the volume by one level. ٠

The volume can be adjusted at any time while using the voice guidance.





3

9

#

Advanced Functions

5 Frequently Asked Questions

5 Frequently Asked Questions

5.1 Print

5

5.1.1 Q1. Can I print data on an envelope or postcard?

A1. Yes, you can also print on envelopes and postcards.

Execute a print job on your computer then load envelopes or postcards into this machine to execute a print job on it.

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Original Size] on the [Basic] tab, select [Envelope] or [Postcard].
 - → Various sizes of envelopes are available. Select the correct paper size for the envelopes you have loaded.

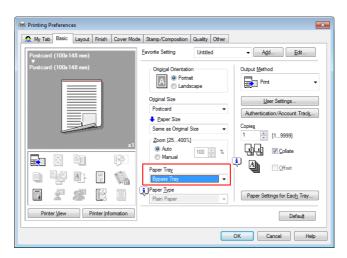
🖶 Printing Preferences			×
👷 My Tab Basic Layout Finish Cover Mode	e Stamp/Composition	Quality Other	
Postcard (100x148 mm)	Favorite Setting	Untitled	✓ A <u>d</u> d
Postcard (100x148 mm)	Original Orientatio	ait	Output Method
	Original Size Postcard Paper Size Same as Original	▼ Size ▼	User Settings Authentication/Account Track Copies
x1	Zoom [25400%	100 🔺 %	1
	Paper Tra <u>v</u> Auto	-	
	Paper <u>T</u> ype Plain Paper	•	Paper Settings for Each Tray
Printer View Printer Information			Defauțt
			OK Cancel Help

4 Check that [Paper Size] is set to [Same as Original Size].

Printing Preferences	
👷 My Tab Basic Layout Finish Cover Mod	e Stamp/Composition Quality Other
Postcard (100x148 mm)	Eavorite Setting Untitled - Add
Postcard (100x148 mm)	Original Orientation Output Method Image: Portrait Image: Portrait Image: Decomposition of the portrait Image: Portrait Image: Decomposition of the portrait Image: Portrait
	Otginal Size Postcard Authentication/Account Track
x1	Same as Original Size Copies Zoom [25400%] 1 (19999)
	Auto Manual
	Paper Tray
	Paper Type Plain Paper Plain Paper Paper Settings for Each Tray
Printer View Printer Information	Default
	OK Cancel Help

5-2

5 Select [Bypass Tray] from [Paper Tray].



6 Click [Paper Settings for Each Tray].

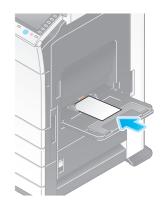
🧟 My Tab 🛛 Basic	Layout	Finish	Cover Mod	e Stamp/Composition	Quality	Other	
Postcard (100x	148 mm)			Eavorite Setting	Untitled		✓ Add Edit
Postcard (100x	148 mm)	=		Origi <u>n</u> al Orientatio	t		Output Method
				Original Size Postcard Paper Size		•	User Settings Authentication/Account Track
		30	×1	Same as Original S Zoom [25400%] Auto		•	Copies 1 (19999) (19999)
			P.	Manual Paper Tray Bypass Tray	100		
	5			Paper Type Plain Paper		·	Paper Settings for Each Tray
Printer View	P	hinter Info	ormation				Default

- 7 Select the relevant paper type from [Paper Type] then click [OK].
 - → To print on postcards, select [Thick 3] or [Thick 3 (Side2)]. To print on envelopes, select [Envelope].

Tray	Size	Direction	Paper Type	
Tray1	8 1/2x11	LEF	Plain Paper	=
Tray2	8 1/2x11	🖵 LEF	Plain Paper	
Tray3		🕞 LEF	Plain Paper	
Tray4	8 1/2x11	🕞 LEF	Plain Paper	
				1
🛕 Tra		Paper Paper		
Вур	ass Tray Thick	: 3		
aper Type				
Thick 3		-		
			Reflect Device	a Statue

- 8 Click [OK].
- 9 Execute printing.

10 Load envelopes or postcards into the **Bypass Tray** with the print side facing down.



- 11 If the paper setting of [Bypass Tray] in this machine is the same as that of [Original Size] in step 3 or [Paper Type] in step 7, printing starts without further setting.
 - If the paper setting is different, the following screen appears. Tapping [Complete] starts printing.
 - → If you cannot tap [Complete], remove the envelopes or postcards loaded in the Bypass Tray and reload them, then tap [Complete].

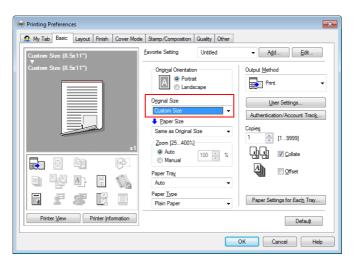


5.1.2 Q2. Can I print on custom size paper?

A2. Yes, you can. Specify [Bypass Tray] on the print screen and load custom size paper into the Bypass Tray.

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 In [Original Size] on the [Basic] tab, select [Custom Size].



4 Enter the size of the paper you have loaded, then click [OK].

Custom Size Settings				
Width	Unit mm (inch)			
11.000 inch [5.50047.244] When you specify the paper size as Width 8.266- 11.694inch (210-297mm) and Length 18.002-				
OK Cancel Default Help				

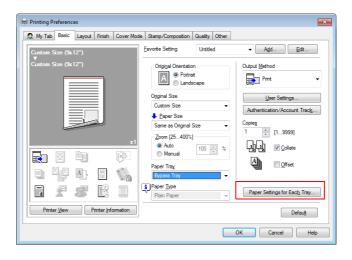
5 Check that [Paper Size] is set to [Same as Original Size].

Printing Preferences	e Stamp/Composition Quality Other
Custom Size (9x12")	Eavorite Setting Untitled
Custom Size (9x12")	Original Orientation Output Method Output Method Output Method Output Method
	Original Size User Settings Cutom Size Advertication/Account Track Sime as Original Size Copies Zoom (25. 400%) Image: Copies Adv Image: Copies Paper Tray Adv Adv Image: Copies Paper Tray Offset Advo Image: Copies Paper Tray Offset Advo Image: Copies Paper Tray Image: Copies Paper Tray Image: Copies Paper Tray Image: Copies Paper Tray Image: Copies Paper Setings for Each Tray Paper Setings for Each Tray
Printer New Printer Information	Default
L	OK Cancel Help

6 Select [Bypass Tray] from [Paper Tray].

8 Printing Preferences	de Stamp/Composition Quality Other Eavorte Setting Untitled - Add Edt
Custom Size (9x12") Image:	Otgrad Orientation Outgrad Orientation Object Method Outgoind Size Object Method Object Method
Printer View Printer Information	Defauļt
	OK Cancel Help

7 Click [Paper Settings for Each Tray].



8 Select the relevant paper type from [Paper Type], then click [OK].

Plain Paper
Plain Paper
Plain Paper
Plain Paper

- 9 Click [OK].
- **10** Execute printing.
- **11** Load custom size paper into the **Bypass Tray** with the print side facing down.
- 12 Tap [Complete] on the Control Panel of the machine.

5.1.3 Q3. Can I directly print a file in a USB memory device?

A3. Yes. You can print a file simply by inserting the USB memory into the **USB Port** of the machine. See the table below for the types of files that can be printed and the operating conditions of the USB memory.

Item	Specifications
Supported standards	USB 2.0
File system	FAT32
Types of printable files	PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OpenXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip)

Operation procedure

1 Insert a USB memory into the **USB Port** of the machine.



2 Tap [Print a document from External Memory.].

			Job List
Information			
External Memory connected External Memory function y	d. Select the rou wish to perform.		
External Memory	Print a document from External Memory.	Save a document to External Memory.	Save Ext. Memory Doc. in User Box
			ок
		(Ope	

- 3 Select a file to print, then tap [Print].
 - → Select a folder, then tap [Open] to list documents and folders in the folder. Tap [Top] to return to the location one layer above.

			Job List
Touch [Save select docum File Type] to save document in External Memory. Otherwise, nent(s) and then select the desired function. : PDF/ JPEG/ TIFF/ XPS/ OOXML/ PPML	•	09/24/2012 🖄 16:34 Memory 99%
	主 👔 Ext. Memory		
	File Path	E	
	Date 🔸 Name		
	03/02 Blue hills.jpg	2	Details
System	03/02 Sunset.jpg		
	03/02 Water lilies.jpg		Print
	03/02 Winter.jpg		
			Other
		\odot	
	(Top 🚖) (Open		

4 Change the print settings as necessary, and press **Start** on the **Control Panel**.



5.1.4 Q4. Can printing be restricted by user?

A4. Yes. You can set user authentication to restrict printing by user. That enables output control by user, leading to cost reductions.

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] [General Settings] [User Authentication].
- 4 Select [Authenticate], select an authentication method, then tap [OK].
 - → The authentication status may be [ON (MFP)], [External Server Authentication], [Main + External Server], [Enhanced Server Authentication], or [Main + Enhanced Server] authentication. For information on server-based user authentication, contact the server administrator.

Bookmark	You can specify the User For Main + External Serve you can use the default a	r or Main + Enhanced Server.	
BUUKIIIAFK	Administrator Settings >	Authentication Method > User Name	Ĩ
	Authenticate	OFF	
Utility		Authentication Method	
+	ON (MFP)	External Server Authentication	
Administrator Settings		Main + External server	
User Authentication/ Account Track			
General Settings			
User Authentication	12/19/2012 10:45		ОК

- 5 Tap [OK].
- 6 Select [Yes], then tap [OK].
- 7 Select [User Authentication Settings] [User Registration].
- 8 Select the registration number of a target user, then tap [Edit].

	After selecti	ng the user,	touch [Edit]].		
Bookmark	Administrato	r Settings ≻	User Authen	tication Set	tings > User	Registration
Display Keypad	001	002	003	004	005	
Utility						1/ 50
+	000	007	008	009	010	
Administrator Settings			_			↓
+	011	012	013	014	015	
User Authentication/ Account Track	016	017	018	019	020	
+	0.0	017	010	017	0LU	
User Auth. Settings						
+	E0	lit	(Dele	te		
User Registration	09/24/2012	13:50				Close

- 9 Enter the user name and password in [User Name] and [Password].
 - → If you have selected a registered user in Step 8, no information has to be entered.

	Select the item to be registered/changed.
Bookmark	Admin. Settings > User Registration > Edit
Display Keypad	
[User Name usero1
Utility	Password
+	
Administrator Settings	E-Mail Address
+	
User Auth. Settings	
+	Max. Allowance Set
User Registration	
+	Function Permission Pause
Edit	09/24/2012 13:51 Cancel OK

10 Tap [Max. Allowance Set], then enter the maximum allowance for the number of originals that the user can print, using the Keypad.

	Maximum settings can be set for the selected user. Touch [All Users] to apply the settings to all users.	
Bookmark	Administrator Settings > Edit > Max. Allowance Set	
Display Keypad	User Name UserO1 Al	11 Users
ABC DEF	Total Allowance	
1 2 3 GHI JKL MNO		
4 5 6		
PQRS TUV WXYZ	0 No Linit	
	1 - 9999999	
* 0 #		
c		
	03/04/2013 02:31	ОК

- 11 Tap [OK].
- 12~ Tap [Function Permission] to set the limit for the respective functions.

	Function permissions can be Touch [All Users] to apply t	set for the selected user. The settings to all users.				
Bookmark	Administrator Settings > Edit > Function Permission					
Display Keypad	User Name userO1		All Users			
Utility						
+	Сору	A110₩	Restrict			
Administrator Settings						
Jettings	Scan	Full Color/Black	Restrict			
User		Black Only				
Registration		Full Color/Black	Restrict			
· · · · ·	Гах	Black Only				
Edit	↑ 1/4 ↓					
+						
Function Permission	02/27/2013 08:11		OK			

5

Chapter 5

Settings	Description
[Copy]	Specify whether to allow a copy job.
[Scan]	Specify whether to allow a scan job.
[Fax]	Specify whether to allow a fax job.
[Print]	Specify whether to allow a print job for a file.
[User Box]	Specify whether to allow any operation of a file saved in the User Box.
[Print Scan/Fax TX]	Specify whether to allow a print job for a file to send.
[Save to External Memory] Specify whether to permit saving of files to an external memory.	
[External Memory Docu- ment Scan]	Specify whether to allow scanning of files saved in the User Box.
[Manual Destination Input]	Specify whether to allow manual input of a destination.
[Cellular Phone/PDA]	Specify whether to allow transferring of files from Bluetooth devices to this machine.
[Web Browser]	Specify whether to allow use of the Web browser.

- 13 Tap [OK].
- 14 Tap [OK].

5.1.5 Q5. What types are available for printing finish?

A5. Various finish modes are available according to the options installed on this machine, such as stapling, punching and binding.

Staple

Stapling is enabled to bind at a corner or at two positions. This method is useful for printing handout material among other things.

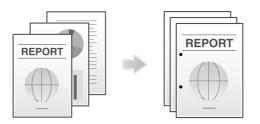


Tips

• The **Finisher** is required to use the Staple function.

Punch

Punching is enabled for filing holes.



Tips

- To use the Punch function:
- The Finisher FS-534 and Punch Kit PK-520 or the Finisher FS-533 and Punch Kit PK-519 are required.
- The Finisher FS-535 and Punch Kit PK-521 or the Z Folding Unit ZU-606 are required (only for bizhub 554e).

Center Staple & Fold

Center stapling is enabled for booklet-like finish.

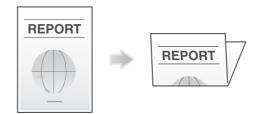


Tips

- To use the Center Staple & Fold function:
- The Finisher FS-534 and Saddle Stitcher SD-511 are required.
- The Finisher FS-535 and Saddle Stitcher SD-512 are required (only for bizhub 554e).

Fold

Half-folding, tri-folding, or Z-folding is enabled. This function is useful for direct mail and information notes.



Tips

- To use the Half-Fold or Tri-Fold function:
- The Finisher FS-534 and Saddle Stitcher SD-511 are required.
- The Finisher FS-535 and Saddle Stitcher SD-512 are required (only for bizhub 554e).
- To use the Z-Fold function:
- The Finisher FS-535 and Z Folding Unit ZU-606 are required (only for bizhub 554e).

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

S

- 3 Select the check box for the desired finish on the [Finish] tab. If you have selected the [Staple], [Punch] or [Fold] check box, specify the quantity, positions and other necessary settings.
 - → The number of punched holes varies depending on the country you are in.

Printing Preferences		—
🧟 My Tab Basic Layout Finish Cover Mode	Stamp/Composition Quality Other	
8 1/2x11 (215.9x279.4 mm)	avorite Setting 🥵 Default Settin	g ▼ A <u>d</u> d <u>E</u> dit
8 1/2x11 (215.9x279.4 mm)	Staple	Output Tray
	Left Comer 👻	Default 👻
	Center Staple and Fold	
	2-Hole (Left)	Paper Arrangement
	Fold	Prioritize Arranging Papers
x1	Half-Fold(By Copy Job) 👻	
	Page Fold Setting	
	1 📮 [110]	
Printer View Printer Information		Default
		OK Cancel Help

- 4 Click [OK].
- 5 Click [Print].

5.1.6 Q6. Can I print on very long sheets of paper such as a banner?

A6. Yes, you can print on a banner or other long sheet of paper by using the Banner Printing function.

The paper types below can be used for banner printing.

Paper width	Paper length	Paper weight
8-1/4 to 11-11/16 inches (210 to 297 mm)	18 to 47-1/4 inches (457.3 to 1200 mm)	33-13/16 to 55-7/8 lb (127 g/m ² to 210 g/m ²⁾

Tips

• When loading long sheets of paper, mount the **Mount Kit MK-730** for long paper.

How to set

- 1 Tap [Utility] and select [Banner Printing].
- 2 Select [Allow], then tap [OK].

	To activate	banner printing, choose [Allow].
Bookmark	Utility > E	Banner Printing
Display Keypad		
Utility		
+		
Banner Printing		Allow
		HIION NESCIIC
	09/24/2012	13:52 OK

- 3 Check that the screen waiting for banner printing job has appeared.
 - → If a print job is received with a paper setting of a non-banner size while the machine is waiting to print on a banner, that job is queued.

Banner Printing, A banner print job is in the queue.	_	09/24/2012 🖄 13:53 Memory 100%
Touch [Exit] to cancel banner printing.		
	Exit	

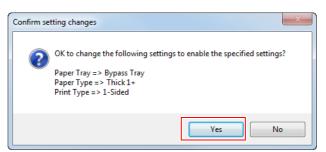
- 4 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 5 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 6 In [Original Size] or [Paper Size] on the [Basic] tab, select [Custom Size].

🖶 Printing Preferences		*
👷 My Tab Basic Layout Finish Cover Mode	Stamp/Composition Quality Other	
Custom Size (8.5x11")	Eavorite Setting Untitled	✓ Add Edit
Custom Size (8.5x11")	Original Orientation Orientation Orientation Landscape	Output Method
, and the second s	Orginal Size Custom Size ↓ Paper Size Same as Original Size Zoom [25400%] ④ Addo Case Tail as	User Settings Authentication/Account Track Copieg 1
	Manual Naper Tray	네네 ₪ <u>O</u> ffset
	Auto Paper <u>Type</u> Plain Paper	Paper Settings for Each Tray
Printer View Printer Information		Default
		OK Cancel Help

7 Enter values for [Width] and [Length] of the paper for printing, then click [OK].

Custom Size Settings	×			
Width 11.692 inch [3.54412.598]	Unit			
Length 47.244 inch [5.50047.244]	() inch			
When you specify the paper size as Width 8.266- 11.694inch (210-297mm) and Length 18.002-				
OK Cancel Default Help				

8 Check the paper tray and paper type settings automatically changed, then click [Yes].



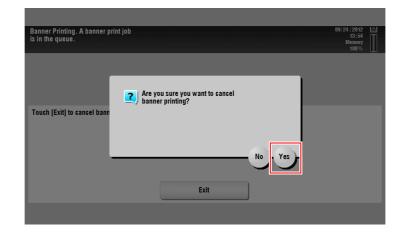
- 9 Click [OK].
- 10 Click [Print].
- Load paper for banner printing with the print side face down then tap [Complete].
 Printing on the banner paper starts. Support the ejected banner paper by hand.
 → To continue banner printing, execute printing from the computer.

Correctly positio Banner P	n paper in the by : X 47½ Y 11‰	rpass tray. Thick 1+		Job List
	a l'		Complete]

12 Tap [Exit].

Banner Printing. A banner print job is in the queue.		13:53 Memory	≙ T
		100%	
Touch [Exit] to cancel banner printing.			
	Exit		

13 Tap [Yes].



5.2 Scan

5.2.1 Q1. Can frequently used destinations be registered?

A1. Yes. You can register frequently used destinations in the address book. For details, refer to page 3-62.

You can also put a number of one-touch destinations in one group and register them as a group. For details, refer to page 3-69.

Once you have registered a one-touch or group destination, you can recall it by simply tapping the assigned key. For details, refer to page 3-71.

Tips

- You can register up to 2,000 one-touch destinations in the address book.
- Up to 100 group destinations can be registered.
- To register a group destination, members must have been registered as one-touch destinations.

5.3 Fax

5

5.3.1 Q1. Can I check fax transmission and reception logs?

A1. Yes. You can print out transmission and reception logs as a report.

Reports can be prepared for scan and send logs, fax communications (transmission and reception logs), fax transmission logs and fax reception logs.

Operation procedure

- 1 Tap [Job List].
- 2 Specify a report type in [Report Type] on the [Comm. List] tab, and tap [Proof Print], then press Start.
 - → Set [Output Limit] to specify the number of transmission and reception records to print.

ctive	Log		Comm. Lis	st		
. Destination		Start Tim	TX Time	No. of Copies	Result	Report Ty
02 Tokyo		16:28	00:03	1	ок	Scan
03 Nagoya		16:28	00:03	1	ок	Fax TX/R
04 Osaka		16:29	00:03	1	ок	Fax TX
						Fax RX Output Lin 100 Com All Proof Priv

5.3.2 Q2. Can I send a fax to a number of destinations at one time?

A2. Yes, you can.

It eases the operation to register a group that contains a number of destinations beforehand.

The maximum number of destinations that you can specify for a single transmission depends on how the destinations are set.

Item		Specifications
When using the address book		500 addresses Up to 30 User Boxes
When directly entering ad-	E-mail	5 addresses
dresses	User Box	1 User Box
	Fax	100 addresses

Tips

• When registering a group, even destinations of different types can be registered in one group.

Operation procedure: Selecting multiple addresses from the address book

1 Load the original.

Chapter 5

Frequently Asked Questions

- 2 Tap [Scan/Fax] and select a destination.
 - → You can select more than one one-touch destination from the address book. [No. of Address] displays the number of selected destinations.
 - ightarrow To cancel the destination setting, tap the Address Book key for the destination to be canceled.
 - → Select an index to narrow down destinations to display.
 - → Specify [Add. Type] to narrow down the types of destinations to display.
 - → Tap [Check Setting] to check detailed information on the destinations you have set or to cancel destinations.
 - → You can also select a group.

Program Ready f	to Scan on Guide availal	ble. Contact you	r service rep.	N	o. of Address 3	Job List 01/30/2013 نش 18:48 Memory 100%
🔀 E-mail RX	PA0010 📾 Fax	fax3		56789012	34	Check Setting
Address Book	Favorite Al	BC DEF GHI	JKL MNO	PORS TUV	WXYZ etc	All
Direct Input	⊡E-mail e-mail1	Fax fax1	BUser Box	asmb1	EFTP ftp1	
Job History	C WebDAV	ip-fax1	Sel-Fax i-fax1	Fax fax2	fax3	Add. Type
Addr. Search	WEDUAVI	ip-iaxi	1-14.1		laxy	
Address Reg.						
		.	a			
1-Sided S	S 200dpi F Fine Au	to Color I	PDF	Auto	ON	
Simplex/ F Duplex	Resolution	Color Fil	e Type So	an Size Fil Su Nam	e Name/ bject e/Other	Application

3 Press **Start** to start scanning of the original.

Operation procedure: Directly entering multiple destinations

- 1 Load the original.
- 2 Tap [Scan/Fax] and select an destination type from [Direct Input].



Frequently Asked Questions

- 3 Enter a destination, then tap [OK].
 - → Tap [Next Dest.] on the address input screen to continue address entry (not enabled for a User Box).

fouch lEnte of a regist	ax number usi r Registered ered destinat	NO.] to sele	Ct the numb	er	No. of Address 1	:28 ory 1%
123-456	- 7890			← → Delete	Check Setting	Set
1	2 ABC	3 DEF	Tone	Reg. No.		
4 GHI	5 JKL	6 MNO	Pause]		
7 PQRS	8 TUV	9 WXYZ	-	Ĵ		
*	0	#	С]		

4 Repeat steps 2 and 3 to complete entry of all destinations.

[No. of Address] displays the number of entered destinations.

→ Tap [Check Setting] to check detailed information on the destinations you have entered or to cancel destinations.



- 5 Press Start to start scanning of the original.
- 5.3.3 Q3. Can I register more than one sender name to appear on faxes so that different ones can be used in different use cases?

A3. Yes, you can register multiple sender names and select one when sending a fax.

How to set: Registering sender names

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] [Header Information] [Sender].

4

Select a number, then select [New].

	To register a new sender, touch [New]. To edit an existing sender, select	
Bookmark	To edit an existing sender, select desired sender and touch [Edit].	
BUUKIIIdr K	Administrator Settings > Fax Settings > Sender Settings	Ī
Display Keypad		1
	No Sender Name Set as Default 1/3	
Utility	01 Not Registered	
	02 Not Registered	
	03 Not Registered 🗸	
Administrator Settings	04 Not Registered	
+	05 Not Registered	
Fax Settings	06 Not Registered	
	07 Not Registered	
+	Cot to Default	
Sender Settings	Set as Default	
	New Edit Delete	
	09/24/2012 14:32 Close	

- 5 Enter the sender name, then tap [OK].
- 6 Repeat Steps 4 and 5 to complete entry of all sender names.
 - → You can register up to 20 sender names.
 - → To edit a registered sender name, select a sender name and tap [Edit], change the sender name and tap [OK].
 - → To delete a registered sender name, select the sender name and tap [Delete], select [Yes], then tap [OK].
 - → To set the default sender name, select a sender name and tap [Set as Default].

Tips

• If [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Sender Line Setup] is set to [ON] while multiple lines are used, the default sender name can be specified for each line.

How to set: Selecting a sender name upon fax transmission

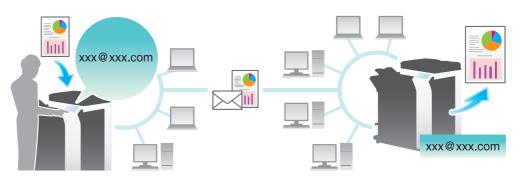
- 1 Load the original.
- 2 Tap [Scan/Fax] and select a destination.
- 3 Tap [Application] and select [Fax Header Settings].
- 4 Select a sender name to print on the fax and tap [OK].

E) App						F) Fax Settin	
Frame Erase	Sharpness	Annotation User Box	Save & Print	URL Dest. Setting ax I	leader Sett	ingSine Setting	Quick Memory Send
Q	Ĉ A	4		2	1	<u></u>	-
OFF	0	OFF	OFF	OFF	ON	No Selection	OFF
			ault fax header o er pre-registere				
	No. Ser	ider Name		Set as	s Default		
A) Basic	01 Sal	es		Defau	ılt	►	
54610	02 Pro	duction					
	U3 Not	Registered					_
	04 Not	Registered					Close
	05 Not	Registered					
12	06 Not	Registered				🕑	
1-Sided						Cancel OK	
Simplex/ Duplex	Resolution	Color	File Type	Scan Size	File Name/ SUbject Name/Other		Application

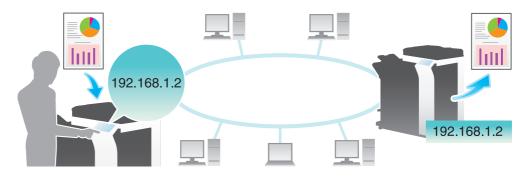
5 Press Start to start fax transmission.

5.3.4 Q4. Is it possible to cut down on the communications expenses by using a network?

A4. Yes. Use the Internet Fax function to send an E-mail message with an attachment containing the scanned data merely at expenses for online communications via the Internet.



Within your intranet, the IP Address Fax function can be used. For IP Address Fax, specify either the IP address, host name or E-mail address of the destination fax machine to directly send a fax to that destination. No mail server is required.



Tips

- To use the Internet Fax and IP Address Fax functions, ask your service representative to configure settings. For details, contact your service representative.
- To use the Internet Fax function, this machine must be connected to the network and you have an environment enabled for E-mail transmissions and receptions.
- The Fax Kit is required to use the IP Address Fax function.

Operation procedure: Sending an Internet fax

- 1 Load the original.
- 2 Tap [Scan/Fax] and select [Internet Fax] from [Direct Input].
 - → If you have registered one-touch destinations for the Internet Fax function, you can select them from [Address Book].

3 Enter the E-mail address of the destination in [Address] and select a compression format, paper size and resolution supported by the recipient machine from [Receiver RX Ability].

Address	i-fax@	@sample.com		Check Setting
Receiver RX Abili Compression Me		Paper Size	Fax Resolution	
JPEG (Color)		A3	Normal	
JPEG (Grayscal	le) 🗹	B4	Image: A contract of the second	
MMR		A4	Super Fir	
MR				
			Ultra Fin	

- 4 Tap [OK].
- 5 Press **Start** to start Internet fax transmission.

Operation procedure: Sending an IP address fax

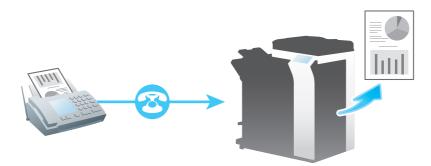
- 1 Load the original.
- 2 Tap [Scan/Fax] and select [IP Address Fax] from [Direct Input].
 - → If you have registered one-touch destinations for the IP Address Fax function, you can select them from [Address Book].
- 3 Enter either the IP address, host name or E-mail address of the destination in [Address], the port number used for fax transmission in [Port Number], then select [Color] or [Black&White] from [Machine Type of Dest.].

Progra	IP Address Fax					lab List
Selu					No. of Address O	2013 🖾 7:20
Fax					Check Setting	7:20 mory 00%
E-mail	Address	192.168.1.1				k Setting
Address I	Audress	192.100.1.1				
Direct Inp						
Job Histo						
Addr. Sea						
Auur. See	Port Number	25				
Address F	Machine Type	1 - 65535				
	Black&White -	J				
12					Next Dest.	1
1-Sided						
Simplex/ Duplex	nesolution Lo	ior rile lype	ocan oize	Subject Name/Other	Cancel OK	Application

- 4 Tap [OK].
- 5 Press Start to start IP address fax transmission.

5.3.5 Q5. How can I avoid printing out unwanted faxes?

A5. Save received faxes in a User Box without printing them out then print out only the faxes you need.



Operation procedure: Configuring to save received faxes in a User Box

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] [Function Settings] [Memory RX Setting].
- 4 Select a line, tap [Yes], enter the password for processing faxes saved in a User Box using the **Keypad**, then tap [OK].



Tips

• If [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Receiving Line Setup] is set to [ON] while multiple lines are used, you can specify whether to use the Memory RX function for each line.

How to set: Printing faxes saved in a User Box

1 Tap [User Box].

5

Chapter

2

From [System], select [Memory RX].

	r r			99%
Public	ES Secure Print	Memory RX	Bulletin	Search
System	Polling TX	Annotation	File Re-TX	
	Password Encrypted PDF	III Mobile/PDA		

- 3 Enter the password, then tap [OK].
- 4 Select a file then tap [Print].
 - → You can also long-tap the target file to display the menu icon, then drag and drop it to L to get the same result.

	Doc. Preview Iment(s) and then desired function. Print] key to begin printing.			Job List 09/24 /2012 (2012 17:27 Memory 99%
System	Memory RX User Br	nx 1 Reset	Select All	Check Setting Details Print Other Delete

5 Check the message, then tap [Yes].

The fax is printed and automatically deleted from the Memory RX User Box.

5.3.6 Q6. Can I forward an incoming fax?

A6. Yes, you can forward a received fax to another fax machine, a computer or an E-mail address by registering forwarding destinations beforehand.



Frequently Asked Questions

How to set

5

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [Fax Settings] [Function Settings] [Forward TX Setting].
- 4 Select [Yes] and configure the respective items for forwarding faxes.

	Specify the forwarding des method. Enter the destination or the keypad.		
Bookmark	Administrator Settings >	Function Settings > Fax Form	warding Settings
Display Keypad	Yes	No	
Utility	Output Method	Eorward 12345678	
+			
Administrator Settings	Forward & Print	Select No Line Selection	
+	Forward & Print (If TX Fails)	1 2 3	Tone
Fax Settings		4 5 6	Pause
Function		7 8 9	
Settings		* 0 #	Select from Address Book
Fax Forwarding Settings	09/24/2012 14:46		ОК

Settings	Description
[Output Method]	To have forwarded faxes printed out on this machine, select [Forward & Print]. To have faxes printed out on this machine only in the case forward-ing has failed, select [Forward & Print (If TX Fails)].
[Forward Dest.]	Enter the fax number of the forwarding destination. You can also specify a computer or E-mail address for the forwarding destination by tapping [Select from Address Book] and selecting it from registered one-touch destinations.
[Select Line]	When multiple lines are used, select a line used to send a fax.

5 Tap [OK].

Tips

• If [Administrator Settings] - [Fax Settings] - [TX/RX Settings] - [Individual Receiving Line Setup] is set to [ON] while multiple lines are used, you can specify whether to use the Forward TX function for each line.

5.3.7 Q7. Can I directly fax a file on my computer without leaving my desk?

A7. Yes. You can fax a file in the same manner as you print out a file created on your computer.



Tips

- The following preparatory steps are required:
- Installing the fax driver to the computer
- Connecting this machine to the network

Operation procedure

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select a fax driver from [Select Printer] (or [Printer Name]) then click [Print] (or [OK]).
- 3 Enter the name and the fax number of the destination, then click [Add Recipients].
 - → You can also specify the destination by clicking [Add from Address Book] and selecting one from registered one-touch destinations.
 - \rightarrow To specify more than one destination, repeat step 3.
 - → To delete a destination you have specified, select the destination to delete from [Recipient List] and click [Delete From List].

Transmission Popup		
Recipients Entry		
Name		
XXXXXXXXX	CM ECM	
FAX Number	International Transmission Mode	
0312345678	V.34 Mode	🕉 Register <u>T</u> o Phone Book
Add Recipients	Add from Address Book	Add From Phone Book
•	III	4
	FAX Cover Sheet	
ax Mode Setting Details	Settings	Default

4 Click [OK] to start fax transmission.

5.4 Copy

5

5.4.1 Q1. Can I print on paper of a custom size?

A1. Yes, you can. Load custom size paper into the **Bypass Tray** and specify the bypass tray on the paper screen of copy mode.

It is a good idea to have the frequently used custom size of paper registered in the memory.

Operation procedure: Copying on paper of a custom size

- 1 Load the original.
- 2 Load custom size paper into the **Bypass Tray** with the print side facing down.
- **3** Tap [Copy].
- 4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

Program Quick Copy				
Ready to Conv		No. of Se	15	01/28/2013 🖾 ?:01 nory 10%
Auto	1 8%×110	8×11 🕞 🛛 Ch	ange Tray Setting	t Setting
	2 8%×11			
1 2 3 4	3 81×11 D			
Plain Paper 60 - 90g/m				
	the second			ose anction 1
Text OFF	100.0 %	Sided > Do Not Staple	Standard	Function 2
Original Type Booklet Pape	r Zoom	Duplex/ Finishing Combine	Density	Application

5 Select one from the paper type options, then tap [Custom Size].

Program	Quie	sk Copy					Job List
	Tray Setting	s (Manual Tray)		Ha	of Sata	01/2	28/2013
	Paper Type				Paper Size		t Setting
		Plain Paper	Single Side Only		8∛×11 ⊡		
	60 - 90g/m	Special Paper	Thick1		Auto Detect		
		Thick 1+	Thick2		Auto Delect		
		Thick3	Thick4		🔲 Standard Siz	ze 📦	
		Transparency		_ ∎ ⊘)	📘 Custom Size	•	
		Duplex 2nd Side 🔲	' 		Uide Paper	*	unction 1
Text						Close	unction 2
Original Type	Booklet	Paper	Zoom Duplex/ Combine	Finis	hing Density		Application

5-28

6 In [Custom Size Settings], specify the paper size by entering values for the lengths along [X] and [Y], then tap [Close].

	Custom Size Size can be specified using the [+/-] key. Size can be recalled from Memory Key.				st 🔛
4.,	Custom Size Settings		Registered Paper	Sizes X Y X	ting
		← Recall → New	memory2 memory3 memory4	Y X Y X Y	
			memory5 Edit Name	X Y	on 1
Origi		Combine	rmonng	Close	on 2 ation

7 Press Start to start copying of the original.

Operation procedure: Registering a custom size of paper in memory

- 1 Tap [Copy].
- 2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

Program	Quick	Copy					Job List
Rea Use	dv to Con	v			No. of Sets		01/28/2013 🖾 ?:01 nory 10%
	Auto		1 8%×11D	3 8×11 ⊡	Chan	ge Tray Setting	t Setting
			2 8%×11 💭				
	1 2 3 4		3 8½×11₽]			
	Plain Paper	60 - 90g/m	4 8‰×11 □]			
					2		Close anction 1
Text	OFF	● 8 ½×11	100.0%	1Sided >	Do Not Staple	Standard	Function 2
Original Type	Booklet	Paper	Zoom	Duplex/ Combine	Finishing	Density	Application

3 Tap [Custom Size].

Program	Quic	ek Copy				Job List
	Tray Settings	s (Manual Tray)		Mo e	of Coto	01/28/2013 ☆ P:01 P:01 P:01 P:01 P:01 P:01 P:01 P:01
	Paper Type			-	Paper Size	t Setting
		Plain Paper	Single Side Only		8%×11 🕞	
	60 - 90g/m²	Special Paper	Thick1		Auto Detect	
		Thick 1+	Thick2		Auto Delett	
		Thick3	Thick4) r	Standard Size	₩
		Transparency		-	Custom Size	₩
		Duplex 2nd Side 🔲			Wide Paper	mation 1
Text	_				CI	unction 2
Original Type	Booklet	Paper ^z	oom Duplex/ Combine	Finisl		Application

4 In [Custom Size Settings], specify the paper size by entering values for the lengths along the [X] and [Y] directions.

- 5 In [Registered Paper Sizes], select a location for registration, then tap [New].
 - → Up to five different sizes can be registered in memory.
 - → Select Registration Size, then tap [Edit Name] to rename the registration size.

Pr	Custom Size				st
E-	Size can be specified using the [+/·] key. Size can be recalled from Memory Key.				
ЧЪ	Custom Size Settings				
	× Y		memory1	X Y	ting
			memory2	X Y	
		← Recall	memory3	X Y	
	\longleftrightarrow	→ New	memory4	X Y	
	Y 3% • 12%		memory5	X Y	
				₩	on 1
Te	\leftrightarrow				on 2
Origina	. The population Laher -	Combine	rmonny wen	Close	cation

Operation procedure: Recalling the custom size registered in memory

- 1 Tap [Copy].
- 2 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].

Program Quick Copy				Job List
Ready to Conv		No	i, of Sets	01/28/2013 🖄 2:01 nory 10%
-	_)	t Setting
Auto	1 8½×11D	📲 8%×11 🕞	Change Tray Settir	
	2 8½×11		<u> </u>	
1 2 3 4	3 8½×11 💭	J		
Plain Paper 60 - 90g/mł	4 8½×11 □)		
				Close anction 1
Text OFF	the second se	1Sided > Di	o Not taple	Function 2
Original Type Booklet Pa	Jer Zoom	Duplex/ Fin Combine	ishing Density	Application

3 Tap [Custom Size].

Program	Quie	sk Copy				Job List
Ref	Tray Setting	s (Manual Tray)		No	of Sato	01/28/2013 ⊠ P:01 nory 10%
Use						10%
	Paper Type			_	Paper Size	
		Plain Paper	Single Side Only) 🔷	8%×11 ⊡	
	60 - 90g/m	Special Paper	Thick1		Auto Detect	
		Thick 1+	Thick2		Auto Detett	
		Thick3	Thick4		Standard Size	₩
		Transparency]	S	Custom Size	
		Duplex 2nd Side 🔲			Wide Paper	tinction 1
Text				_		ose unction 2
Original Type	e Booklet	Paper	Zoom Duplex/	Finisl	hing Density	Application

4 Select the paper size to recall from [Registered Paper Sizes], then tap [Recall].

Pr	Custom Size				st
ŋ	Size can be specified using the [+/-] key. Size can be recalled from Memory Key.				
	Custom Size Settings		Remistered Paner		ting
			memory1	X 12 Y 9 X	
		← Recall	memory2	Ŷ X	
		→ New	memory3	Y X	
			memory4	Y X V	
E					on 1
Te	$ \longleftrightarrow $		Edit Name	•	on 2
Origina	uithe poomer Laher -	Complex Combine	i moning .	Close	reation

5.4.2 Q2. Can I copy on an envelope or postcard?

A2. Yes, you can also copy on an envelope and postcard.

Load envelopes or postcards into the **Bypass Tray**, then specify the paper type and paper size of the **Bypass Tray**.

Operation procedure: Copying on envelopes

- 1 Load envelopes into the **Bypass Tray** with the print side facing down.
- 2 Load the original.
- 3 Tap [Copy].
- 4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



5 Select [Envelope] from [Paper Type], then tap [Standard Size].

Program	Quic	k Copy					Job List
	ray Settings	: (Manual Tray)		No	at Sata	01/2	28/2013 (A) 12:20 nory 10%
	Paper Type	_	_		Paper Size		t Setting
		Letterhead	Colored Paper		8½×11 🕞		
		Envelope	Index Paper		Auto Datast		
	L	Recycled Paper	User Paper 1	<u> </u>	Auto Detect		
		User Paper 2	User Paper 3		🔲 Standard Siz	e ▶	
		User Paper 4	User Paper 5		Custom Size	₩	
		Duplex 2nd Side 📕			🔲 Wide Paper	*	unction 1
Text						Close	unction 2
Original Type	Booklet	Paper	Zoom Duplex/ Combine	Finis	hing Density		Application

- 6 From [Other], select the size of the envelope.
 - → Various sizes of envelopes are available. Specify the correct paper size for the envelopes you have loaded.

Program	Quick Copy				Job List
Re Tray Set	tings (Manual Tray)		He of Sele		01/28/2013 ▲ P:20 nory 10%
LP Use	Standard Size				t Setting
Paper					- Centing
	Inches	8×13 🗗 🔺	8K 🗗	*	
	AB Metric Sizes	16К 🖓 🔸	16K 🗗	+	
	C Other	4×6 ◘ ♦	envB5 🕞	4) e	*
		envC4 🕞 🔸	envC5 🕞	*	*
		envC6 🗗 🔸	envDL 🕞	*	*
		envCom10 🔸	envMonarch		unction 1
Text				Close	close unction 2
Original Type Boo	^{kiel} Yaper 4	coom Duplex/ Combine	rinisning	CIUSE	Application

- 7 Tap [Close].
- 8 Press **Start** to start copying of the original on envelopes.

Operation procedure: Copying on postcards

- 1 Load postcards into the **Bypass Tray** with the print side face down.
- 2 Load the original.
- **3** Tap [Copy].

4 Tap [Paper] and select the bypass tray. Then, tap [Change Tray Setting].



5 Tap [Standard Size].

Program	4.4.0.	sk Copy s (Manual Tray)		No. c	d Sata	Job List
Use	Paper Type	Plain Paper Special Paper	Single Side Only Thick1	~	Paper Size	t Setting
		Thick 1+ Thick3	Thick2 Thick4	[Auto Detect	→
		Transparency Duplex 2nd Side		♥		Hereitan 1
Text Original Type	Booklet		com Duplex/	Finisl	ning Density	unction 2

- 6 From [Other], select [4 × 6]([A6 Card]).
 - → When [4 × 6]([A6 Card]) is specified for the paper size, the paper type is automatically set to [Thick3].

Use	ettings (Manual Tray) Standard Size	_	_	_	_		12:21 nory 10%
Paper			_				r denning
60 - 800 -	Inches	8×13 🖵	*	8K 🗗	4)		Ľ
90g/n	AB Metric Sizes	16K 🛛	*	16K 🗗	*		
	C Other	4×6 🗗	*	envB5 🗗	*	e 🗰	
		envC4 🕞	*	envC5 🕞	4	*	
		envC6 🕞	*	envDL 🗗	4	*	
		envCom10	*	envMonarch	+ ↓		anction 1

- 7 Tap [Close].
- 8 Press **Start** to start copying of the original on postcards.

5.4.3 Q3. Can I check the finish before starting copying?

A3. Yes, you can check the finish by outputting a proof copy.

You check either by referring to a preview image or by outputting just one copy for checking how it is actually finished.

Using a proof copy helps preventing copy errors.

How to set: Checking the finish with a preview image

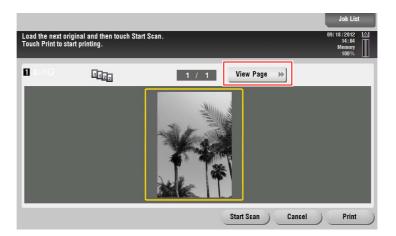
- 1 Load the original.
- 2 Tap [Copy].
- 3 Specify copy settings and the number of copies as necessary, then tap [Preview].
- 4 Tap [Preview on Screen], select the original loading direction, then tap [Start].

Program Quick Copy	Job List
Ready to Copy Use the keypad and C to change the number of sets.	05/01/2013 🖾 15:24 Memory 100%
Preview	Check Setting
Touch or press [Start]. If the original is not set upright, select direction. Mode Original Direction	
Print	
Cancel Start	
Text OFF B 6x11 100.0% 1910ad Do Not Standard	Function 1
Original Type Booklet Paper Zoom Dutex/ Finishing Density Combine	Application

5 Tap [View Page].

The screen used to change the preview display appears.

- → To continue scanning originals, load the original, then tap [Start Scan].
- → To start copying, tap [Print] or press the **Start** key.
- → If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.



- 6 Check the preview display, and rotate the image or change settings as needed.
 - → To continue scanning originals, load the original, then tap [Start Scan].
 - \rightarrow To enlarge the preview image, double-tap the image.
 - \rightarrow To enlarge or reduce the preview image, pinch-in or pinch-out the image.

- → If you apply the rotation function to the preview image, it can be rotated 180 degrees.
- When scanning a multi-page original, you can tap the left or right page feed key to feed pages for-→ ward or backward.



7 Tap [Print] to start copying the original.

How to set: Checking the finish by outputting one copy

- 1 Load the original.
- 2 Tap [Copy].
- 3 Specify copy settings and the number of copies as necessary, then tap [Preview].
- 4 Tap [Print], select the original loading direction, then tap [Start]. One copy is output.



- 5 Check the finishing of the copy.
- 6 If the finishing is acceptable, press Start.

5.4.4 Q4. Can I easily copy various cards such as an insurance card or driver license card?

A4. Yes, you can copy the front and back sides of a card, side by side, on the same side of one sheet of paper.



Operation procedure

1 Place a card on the Original Glass.

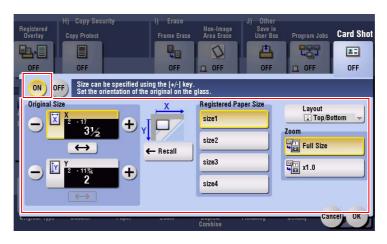
2 Tap [Copy].

- 3 Tap [Paper], select a paper tray to load paper into in order to copy a card, then tap [Close].
 - → If you specify [Card Shot], you must specify a paper tray other than [Auto].

Program Quick Copy				Job List
Paper of matching size is not Sel	available.	No	o. of Sets	05/01/2013 🖾 5:35 nory 10%
Auto	1 8x11D 2 8x11D 3 8x11D 4 8x11D	€ 8×11 ⊂	Change Tray Setting	(Setting
Text OFF D 84	100.070	1Sided > D	Do Not Staple	Function 2
Original Type Booklet Pa	per Zoom	Duplex/ Fir Combine	nishing Density	Application

4 Tap [Application], then select [Card Shot].

5 Tap [ON], then configure each item so that it corresponds with the finishing image.



Settings		Description
[Original Size]		Enter the size of a card to be copied. Alternatively, you can recall the pre- registered size from [Registered Paper Size].
[Layout]		Select how to arrange the front and back sides of a card on paper.
[Zoom]	[Full Size]	Copy the card by enlarging it according to the paper size.
	[x1.0]	Copy the card to the same size as the original (card).

- 6 Tap [OK].
- 7 Press the Start key.

The front side of the card is scanned.

- 8 Turn the card over, and place it on the Original Glass.
- 9 Press the Start key.
- 10 After both sides of the card have been scanned, tap [Finish].

Scanning complete.				Job List 05/01/2013 🖄 15:39 Memory 99%
Job No. 11	Paper 1 8≱×11 D	Zoom 233.1%	Duplex/Combine 1-Sided >1-Sided 2-in-1	Density
To begin printing, Press the Start key.				
		Numb	er of Copies 0 / 1	
	Finish	Numb	er of Originals 2	

11 Press the **Start** key to start to copy the scanned card.

5.5 User Box

5.5.1 Q1. Can I create a User Box, or print or download a file in a User Box?

A1. Yes. Use **Web Connection** or the Windows file sharing function to create a User Box or manage files in a User Box without leaving your desk.

Tips

- To use the Windows file sharing function, configure the SMB server setting and create a Public User Box to share the files in advance. For details, refer to the User's Guide CD.
- The Windows file sharing function is available only for files saved in a Public User Box using the User Box mode or the scan/fax mode.

Operation procedure: Using Web Connection

- **1** Start the Web browser.
- 2 Enter the IP address of the machine in the URL field, and then press [Enter].
 - → You can check the IP address from [Utility] [Device Information].
 - → When user authentication or account tracking is enabled, fill in the [User Name] and [Password], then click [Login].
- 3 Click the [Box] tab.
- 4 Complete the following steps:
 - → Create/edit/delete a User Box.
 - → Print/send a file in a User Box.
 - → Download a file in a User Box to your computer.
 - → Copy/move/delete a file in a User Box.

	8	Public			To Lo	gin Screen
		Ready to Scan Ready to Print				0
Information	Job	Box	Direct Print	Store Address	5	
► Open User Box		Open User Box	(Public)			
Create User Box			o save documents in lox can be used for p		n etc.	
Open System User		User Box Number (1-999999999)				999999)
Create System Use	(15555					
						OK
		User Box List	Search	from Index		LL -
				isplay(50/page		Go
		User Box Number	User Box Name	Ту	pe	Time Stored
		1	box1		iblic	09/24/2012 10:54
		2	box2		iblic	09/24/2012 10:54
		3	box3	Pu	iblic	09/24/2012 10:54

Tips

- Up to 400 MB of the file size can be downloaded to your computer at one time.
- If the file size exceeds 400 MB, specify the page range setting before downloading in limit the file size to download at one time to less than 400 MB.

Operation procedure: Using the Windows file sharing function

- 1 Open the network on your computer.
- 2 Search for this machine using the host name.
 - → To view the host name of this machine, select [Utility] [Administrator Settings] [Network Settings]
 [SMB Settings] [SMB Server Settings] [SMB Server Common Settings] [SMB Host Name].

- 3 Open the shared folder of this machine to search for the target file.
 - → The shared folder of this machine is named in the format, "(9-digit User Box number)_(User Box name)".
 - → If the ID and password are required to open the shared folder, enter the following information. ID: User Box number Password: Password specified for the Public User Box
- 4 Complete the following steps:
 - → Download a file to your computer.
 - → Copy or delete a file.

Frequently Asked Questions

5.6 Other

5.6.1 Q1. Can more than one computer use the same settings for the printer driver?

A1. Yes. Use the **Driver Packaging Utility** located on the **PAGESCOPE UTILITIES CD-ROM** to set them identically.

The **Driver Packaging Utility** can be used to create an install package with various settings registered for a printer driver.

First, the administrator uses the **Driver Packaging Utility** to create an install package for the printer driver. Next, simply execute that install package on a computer to apply identical settings to, and the printer driver configured with the same settings is installed.

Operation procedure : Preparing for an install package

- 1 Insert the PAGESCOPE UTILITIES CD-ROM in the CD drive.
- 2 Select [Administration Tools-2] [Driver Packaging Utility] [Download Page].
- 3 Click [Agree] to accept all terms specified in the license agreement.
- 4 Click [Download] under Driver Packaging Utility that is suitable for this machine to download the Driver Packaging Utility file to a desired location.
- 5 Double-click the **Driver Packaging Utility** file you have downloaded and decompress it to a desired location.

Operation procedure: Creating an install package

- 1 Double-click [DPU.exe] in the [DPU] folder.
- 2 Select a language and click [Agree].
- 3 Click [Edit] and click [Add Printer] on the menu.
- 4 Select a reference printer for the install package, then click [OK]. Select a printer that satisfies the following requirements:
 - → The printer is supported by the Driver Packaging Utility.
 - \rightarrow The printer has already been installed on the computer you are currently using.
 - → The printer is to be connected to a TCP/IP or Internet port.
- 5 On the [Printer] tab, check that the name of the printer selected in Step 4 is displayed in [Printer Name].
- 6 On the [Preferences], select [Copy from this printer], then check the [Set as default printing preferences] box.
- 7 On the [Driver] tab, click [Browser] for the [Path to Printer Driver] to specify the folder containing the printer driver selected in Step 4.
- 8 Click [OK].
- 9 Click [Configuration] and click [DPU Folder] on the menu.
- 10 In [Common Folder Path] or [Individual Folder Path], specify the path to the location to save the install package to, then click [OK].
 - \rightarrow Click [Browser] to specify the location in a folder tree.
- 11 Click [File] [Save As].

12 Configure settings for respective items and click [Save].

Settings	Description			
[DPU Folder]	Select a desired location for saving the install package.			
[Package Name]	Enter a name for the install package. A folder is created for the install package under the name entered here.			
[Comment]	Enter description of the install package.			
[Switch to the following user when executing the package]	Check the box and fill [User Name], [Password] and [Domain Name], and the user is switched to the specified user when the install package is executed.			
[Destination for saving package log]	Specify the path to the location for saving install package creation logs. Click [Browser] to specify the location in a folder tree.			
[Open the folder containing the package file.]	Check the box if you wish to display the folder for saving the install pack- age when saving it.			

- 13 After the creation of the install package is completed, click [OK].
- **14** Distribute the install package created to users sharing the printer driver settings.
 - → In Driver Packaging Utility, click [Configuration] [Package File] to display the folder storing the install package.

Operation procedure: Executing the install package

- 1 Copy the folder for the install package to a desired location.
- 2 Double-click the execution file of the install package you have created.
- 3 Click [Start].
- 4 Select a language and click [Agree].
- 5 Select a package to install and click [Start].
- 6 After the installation of the printer driver is completed, click [Finish].
- 7 Open the properties for the installed printer driver and check the settings.
 → For the display of the properties, refer to the User's Guide CD.

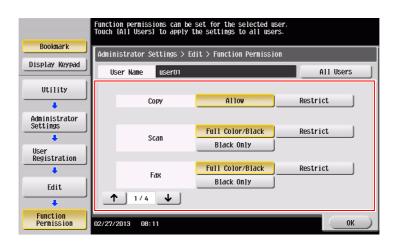
5.6.2 Q2. Can I restrict available functions by user?

A2. Yes. With user authentication enabled, you can restrict functions available by user.

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [User Authentication/Account Track] [User Authentication Settings] [User Registration].
- 4 Select a user whose access to functions needs to be limited, then tap [Edit].

5 Tap [Function Permission] to set the limit for the respective functions.



Settings	Description	
[Copy]	To allow using the copy function, select [Allow]. To prohibit copying, select [Restrict].	
[Scan]	To allow using the full scan function, select [Full Color/Black]. To allow scanning in black and white scan, select [Black Only]. To prohibit scanning, select [Restrict].	
[Fax]	To allow using the full fax function, select [Full Color/Black]. To allow only black-and-white fax transmission, select [Black Only]. To prohibit fax transmission, select [Restrict].	
[Print]	To allow using the print function, select [Allow]. To prohibit printing, select [Restrict].	
[User Box]	To allow operating files in User Boxes, select [Allow]. To prohibit operating files in User Boxes, select [Restrict].	
[Print Scan/Fax TX]	To allow printing of outgoing files, select [Allow]. To prohibit printing of out- going files, select [Restrict].	
[Save to External Memory]	To allow saving of data to an external memory device, select [Allow]. To prohibit saving of data to an external memory device, select [Restrict].	
[External Memory Docu- ment Scan]	To allow loading data from an external memory device, select [Allow]. To prohibit loading data from an external memory device, select [Restrict].	
[Manual Destination Input]	To allow manual entry of destinations, select [Allow]. To prohibit manual entry of destinations, select [Restrict].	
[Cellular Phone/PDA]	To allow transferring of files from Bluetooth devices to this machine, select [Allow]. To prohibit transferring of files from Bluetooth devices to this machine, select [Restrict].	
[Web Browser]	To give permission to use Web browser, select [Allow]. To give no permission to use Web browser, select [Restrict].	

6 Tap [OK].

- 7 Tap [OK].
- 8 Repeat steps 4 to 7 to restrict available functions by user.

Tips

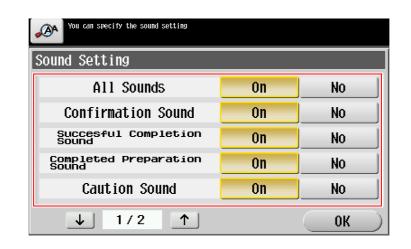
• If an attempt is made to execute a restricted function, a message appears notifying the user that it is prohibited.

5.6.3 Q3. Can I change the keying and operation sounds of this machine?

A3. Can delete the operation sound of the Touch Panel, and adjust the sound type and volume.

How to set

- 1 Tap [Accessibility] and select [Sound Setting].
- 2 To set whether to output keying and other sounds, select [Sound Setting] and set whether to output respective sounds.



Settings	Description
[All Sounds]	Specify whether to output all sounds.
[Confirmation Sound]	Set whether or not to output a sound notifying that an operation takes place on the Control Panel or Touch Panel .
[Successful Completion Sound]	Set whether or not to output a sound notifying successful completion of an operation.
[Completed Preparation Sound]	Set whether or not to output a sound notifying that this machine is ready for operation.
[Caution Sound]	Set whether or not to output a sound notifying the need for part replace- ment or occurrence of an error.
[Deletion Sound]	Set whether or not to output a sound when Document or Job is deleted.
[Authentication Sound]	Set whether or not to output a sound in association with the authentication result when logging in.

3 Tap [OK].

- 4 Tap [Sound Type/Volume Setting], and set the sound type and volume.
 - → The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].

Select sound type and volume. If Batch is selected, the individual settings will be overwritten.			
Sound Type/Volume Setting			
Batch Setting Individual Setting			
Sound Type	Volume		
Techno Chimes New Age	Low		
Xylo- Phone Box Beep	Medium		
High			
Alter Settings OK			

Settings	Description
[Batch Setting]	All the sound type and volume will be set at once. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Individual Setting]	All the sound type and volume will be set separately.

5 To set the sound type and volume separately, tap [Individual Setting] - [Alter Settings Individually].

→ The sound type and volume can not be set for the item where the [Sound Setting] is set to [No].



Settings		Description
[Operation Con- firmation Sound]	[Input Confirmation Sound]	Set the sound type and volume to output when a key is pressed on the Control Panel or Touch Panel . Select the sound type from six types and select the sound vol- ume from [High], [Medium], or [Low] for adjustment.
	[Invalid Sound]	Set the sound type and volume when a key pressed on the Control Panel or Touch Panel is invalid. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Basic Sound]	Set the sound type and volume to output when the default option is selected from a list of options where one is selected in rotation. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Window Pop-Up Sound]	Set the sound type and volume when Island Window or Balloon Window is opened. Select the sound type from six types and select the sound volume from [High], [Me dium], or [Low] for adjustment.
	[Keyboard Operation Sound]	Set the sound type and volume when Keyboard screen or Keypad is operated. Select the sound type from six types and select the sound volume from [High], [Medi- um], or [Low] for adjustment.
[Successful Com- pletion Sound]	[Operation Complete Sound]	Set the sound type and volume when an operation has ended normally. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Transmission Complete Sound]	Set the sound type and volume when a communication has ended normally. Select the sound type from six types and select the sound volume from [High], [Medi- um], or [Low] for adjustment.
	[Print Job Complete Sound]	Set the sound type and volume when printing in PC is normally completed. Select the sound type from six types and select the sound volume from [High], [Medi- um], or [Low] for adjustment.
	[Fax RX Print Complete Sound]	Set the sound type and volume when printing for re- ceived Fax is normally completed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
[Completed Prepar	ation Sound]	Set the sound type and volume when the preparation of this machine has completed. Select the sound type from six types and select the sound volume from [High]. [Medium], or [Low] for adjustment.
[Caution Sound]	[Low Caution Sound (Level 1)]	Set the volume of sound output when a message is dis played on the Touch Panel indicating that the replace ment time is nearing for supplies or replaceable parts. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for ad- justment.
	[Low Caution Sound (Level 2)]	Set the sound type and volume when the user has made a mistake while operating this machine. Select the sound type from six types and select the sound vol ume from [High], [Medium], or [Low] for adjustment.
	[Low Caution Sound (Level 3)]	Set the sound type and volume when an error has oc- curred that can be addressed by referring to the mes- sage on the screen or instructions in the manual. Select the sound type from six types and select the sound vol ume from [High], [Medium], or [Low] for adjustment.
	[Severe Caution Sound]	Specify the sound type and volume when a Toner Car tridge or Waste Toner Box installation failure or an er ror to be addressed by a service representative has occurred. Select the sound type from six types and se lect the sound volume from [High], [Medium], or [Low] for adjustment.

Settings		Description
[Deletion Sound]		Set the sound type and volume when Document or Job is deleted. Select the sound type from six types and se- lect the sound volume from [High], [Medium], or [Low] for adjustment.
	[Authentication Success- ful Sound]	Tap [Login] or [Access] on the Login screen, then spec- ify the sound type and volume when user authentica- tion or account track has succeeded. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.
	[Authentication Failure Sound]	Tap [Login] or [Access] on the Login screen, then spec- ify the sound type and volume when user authentica- tion or account track has failed. Select the sound type from six types and select the sound volume from [High], [Medium], or [Low] for adjustment.

6 Select the sound type and volume, then tap [OK].

Select the Input Confirmation Sound	
Input Confirmation Sound	
On No	
Sound Type	Volume
Techno Chimes New Age	Low
Xylo- Phone Box Beep	Medium
	High
	ОК

Tips

- If an Android/iOS tablet terminal is connected to this machine, [Device Sound] is displayed as a sound type option. Tapping [Device Sound] enables you to specify the tablet terminal output sound from the list of device sound files.
- When [Operation Confirmation Sound] [Window Pop-Up Sound] is set to [On], no sound is output if the pop-up window is not displayed in animation view. For details, refer to the User's Guide CD.

5.6.4 Q4. User authentication seems to be enabled on this machine. How can I be authenticated and allowed to operate this machine?

A4. Check with the administrator whether you are a user registered in this machine.

If you are a registered user, obtain the user name and password from the administrator, perform user authentication using this machine or printer driver, and log in to this machine.

Otherwise, log in to this machine with public users' privileges.

How to set: Getting authenticated as a user on this machine

→ Enter the [User Name] and [Password] registered in this machine and tap [Login]. When successfully authenticated, you are allowed to operate this machine.

		Job List
Enter a login Us (Login) or press	er Name and Password, and then touch [Access].	05/01/2013 (☆) 15:51 Memory 100%
	ID & Print ID & Print/ Access Basic Screen	
User Name	user01	
Password	****	
	C	
		Login

How to set: Getting authenticated as a user on the printer driver

- 1 Open the file in the application, and click [File]. Then click [Print] from the menu.
- 2 Select this product from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
- 3 On the [Basic] tab, click [Authentication/Account Track].

🖶 Printing Preferences	
My Tab Basic Layout Finish Cover Mode	e Stamp/Composition Quality Other
8_1/2x11 (215.9x279.4 mm)	Eavonte Setting 🖌 Add Edit
8 1/2x11 (215 9x279.4 mm)	Original Orientation Output Method Image: Second
	Odginal Size USer Settings 8 1/2x11 ✓ ♣ paper Size Copies Same as Ordinal Size ✓
	Zone as Organia Szer Zone (25. 400%)
	Paper TrayQffset
	Paper Type Plain Paper Plain Paper
Printer View Printer Information	Default
	OK Cancel Help

4 Select [Recipient User], enter the [User Name] and [Password] that are registered in the machine, then click [OK].

ser Authentication/Account Track	×
User Authentication	Account Track
Public User	Department Name
Recipient User	
User Name	Password
User01	
Password	
•••••	
Server Setting	
Enable Single Sign-On functionality	Verify Verify
Please enter [User Name] and	
	OK Cancel Help

5 Click [OK].

🖶 Printing Preferences		X
🙍 My Tab Basic Layout Finish Cover Mode	Stamp/Composition Quality Other	
8_1/2x11 (215.9x279.4 mm)	Eavorite Setting Untitled	✓ Add Edit
8 1/2x11 (215.9x279.4 mm)	Original Orientation Original Orientation Original Orientation Original Orientation	Output Method
	Orjiginal Size 8 1/2x11	User Settings Authentication/Account Track
	Same as Original Size Zoom [25400%] Auto Manual %	Copies 1 (19999) (19999)
	Paper Tray Auto	A Offset
	Paper <u>T</u> ype Plain Paper	Paper Settings for Each Tray
Printer View Printer Information		Default
		OK Cancel Help

6 Click [Print].

After successful user authentication, the file is printed.

5.6.5 Q5. The power is input all day. Is there any way to alleviate concerns about electricity charges?

A5. If no operation takes place for a certain period of time, the power-saving function starts automatically, and the machine enters the power-saving mode.

Using the weekly timer function automatically switches this machine to the normal mode and power save mode at the pre-specified time.

The weekly timer function provides the following functions:

Function	Description
[Time Settings]	Specify the time for switching to the power save mode and the time for re- turning to the normal mode for each day of the week. For example, you can set it up so that the power turns off at the close of business on work days and omit settings for weekends since no one uses the machine.
[Date Settings]	Configure the days you want to apply the weekly timer to one by one. This function is useful when the schedule for holidays is irregular or when this machine must be powered on or off on a specific day regardless of the setting in [Time Settings].

Function	Description
[Select Time for Power Save]	Specify the time period to temporarily switch to the power save mode. This allows you to temporarily switch to the power save mode in the time period such as a lunch break in which this machine is inactive.
[Password for Non-Busi- ness Hours]	Using the weekly timer restricts the use of this machine in the Power Save mode with a password.

How to set

- 1 Tap [Utility], then select [Administrator Settings].
- 2 Enter the password, then tap [OK].
- 3 Select [System Settings] [Weekly Timer Settings] [Weekly Timer ON/OFF Settings].
- 4 Select [ON], select [ErP Auto Power OFF] or [Sleep], then tap [OK].
 - → Select [ErP Auto Power OFF] when there is no need to receive a job in the power save mode and you wish to cut off power consumption whenever you can.
 - → Select [Sleep] if a **Fax Kit** is installed and you need to receive a job even in the power save mode.

	Select ON or OFF for the Weekly Timer. In ErP Auto Power Off mode, the MFP enters
	Power Save move but cannot perform any jogs
Bookmark	Administrator Settings > Weekly Timer > Weekly Timer ON/OFF Settings
Display Keypad	Huministration Settings / neekiy finer / neekiy finer on/off Settings
Diopidy heypud	ON OFF
Utility	Power Save Mode Setting
+	
Administrator	
Settings	
+	
System Settings	ErP Auto Power OFF Sleep
System Settings	
+	
Weekly Timer	
Settings	
+	
Weekly Timer	
ON/OFF Settings	09/24/2012 16:18

- **5** Tap [Time Settings].
- 6 Select a day of the week you want to set the weekly timer to, enter the ON and OFF times using the **Keypad**, then tap [OK].
 - → To erase the time you have specified, tap [\leftarrow][\rightarrow] to select the target time, then tap [Delete].
 - → Select the day of the week for which you have specified the times, then tap [Set All], and the settings will be applied to all the other days of the week.

	Use the keypad to enter the time.	
Bookmark	Administrator Settings > Weekly Timer Settings > Time S	ettings
Display Keypad		Set All
	ON Time OFF Time	Der HII
ABC DEF	Sunday 00 : 00 - 23 : 59 🧲	→ Delete
GHI JKL MNO	Monday 12 : 00 - 13 : 00 🧲	→ Delete
4 5 6	Tuesday 12 : 00 - 13 : 00 🧲	→ Delete
PQRS TUV WXYZ	Wednesday 12 : 00 - 13 : 00 🧲	→ Delete
	Thursday 12 : 00 - 13 : 00 🧲	→ Delete
* 0 #	Friday 12:00 - 13:00 🧲	→ Delete
c	Saturday 00 : 00 - 23 : 59 🗲	→ Delete
_	05/01/2013 16:04	ОК

- 7 To specify the timer date by date, tap [Date Settings].
- 8 Select a year and a month in [Year] and [Monthly], select dates on the calendar, then tap [OK].
 - \rightarrow You can also use the batch setting by tapping [ON] or [OFF] in the Daily Setting section.

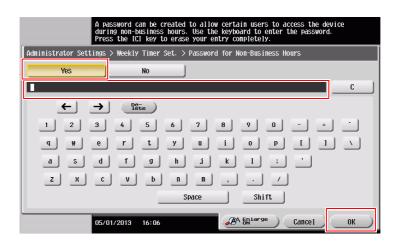
	Select the days when timer operations are performed.	
Bookmark	Administrator Settings > Weekly Timer Settings > Date Settings	
Display Keypad	Year 2012 — + Monthly 09	-] +]
Utility	Sun Mon Tue Wed Thu Fri Sat Daily Sett	ing
+	1 Sun ON	OFF
Administrator Settings	2 3 4 5 6 7 8 Hon ON	OFF
+	9 10 11 12 13 14 15 Tue ON	OFF
System Settings	16 17 18 19 20 21 22 Wed ON	OFF
• Weekly Timer	23 24 25 26 27 28 29 Thu ON	OFF
Settings	30 1/2	L
Date Settings	09/24/2012 16:20	ОК

- 9 To switch to the power save mode temporarily, such as during a lunch break, tap [Select Time for Power Save].
- 10 Tap [Yes], enter the time period to switch to the power save mode using the Keypad, then tap [OK].

	Use the keypad to enter the time.
Bookmark Display Keypad	Administrator Settings > Weekly Timer Settings > Select Time for Power Save Yes No Set Time for Power Save Set Time for Power Save Set Time for Power Save Set Time for Power Save
<u> </u>	05/01/2013 16:05

11 When using the weekly timer to restrict the use of this machine in the Power Save mode with a password, tap [Password for Non-Business Hours].

12 Select [Yes], enter the password, then tap [OK].



5.6.6 Q6. What action should be taken if the administrator password is lost?

A6. The administrator password is set to [1234567812345678] by factory default. Try this password if the administrator password has not been changed.

If it has been changed, contact your service representative.

Chapter 5

5

6 Troubleshooting

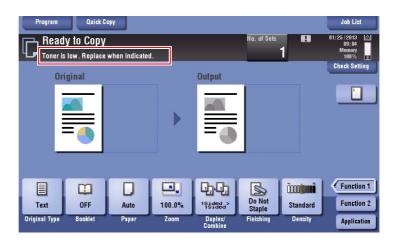
6 Troubleshooting

6.1 Main Messages and Remedies

6.1.1 When a Message Appears to Replace Consumables or Carry Out Cleaning

A message appears indicating the time(s) that expiring consumables used in this machine should be replaced. Also, a message appears when the **Slit Scan Glass** is dirty.

Replace consumables mentioned in the displayed message or clean the Slit Scan Glass.



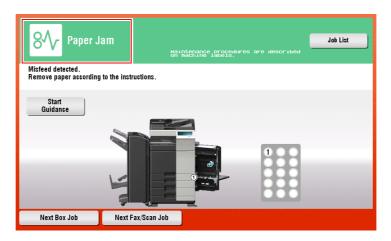
A message recommending that parts be replaced indicates that certain consumables are running out. Although you can still continue to print for a while after the message is displayed, it is advisable to promptly prepare replacement consumables.

- For a **Toner Cartridge**: [Toner is low. Replace when indicated.] appears, followed by [Replace Toner Cartridge.]. Replace the Toner Cartridge based on the maintenance contract.
- For **Drum Unit**: When the message [The Drum Unit needs to be replaced.] appears, replace it based on the maintenance contract.
- For **Developing Unit**: When the message [The Developing Unit needs to be replaced.] appears, contact your service representative.
- For **Waste Toner Box**: When the message [Waste Toner Box needs to be replaced.] appears, replace it based on the maintenance contract.

Contact your service representative if the messages continue to appear even after replacement or cleaning has been carried out.



There may be a paper jam occurring in sections other than those indicated on the **Touch Panel**. Check the sections again not shown on the **Touch Panel**.



Check the following items:

- Check for any pieces of paper left in the back of the section indicated on the **Touch Panel**. If the paper cannot be easily removed, do not continue; instead contact your service representative.
- Once again, open and close the door at the section with the location number indicated on the **Touch Panel**. This action may clear the message.

Contact your service representative if the paper jam indication persists even after you have checked.

6.1.3 When an error message appears

When an error is detected, the following message appears. Take the appropriate action according to the message displayed on the screen. If you cannot resolve the error, write down the [Trouble Code], and contact your service representative with the power plug disconnected from the power outlet.

In normal circumstances, the phone number and fax number for your service representative appear in the center of the screen.

the front door. If the contact your Service	or occurred. Open and then close he trouble code appears again, e Representative.	Job List
TEL		1
EAV		3
Trouble Code	C- 5103	1

NOTICE

If a defective part can be separated in order to be able to continue operations after a problem has been detected, [Continue] or [Recover Data] is displayed. To continue operations, select any key. However, the problem has not been resolved, so contact your service representative immediately.



This automatically performs a function to adjust printing quality in order to maintain a certain level of color reproduction quality. This "printing quality adjustment" is referred to as "image stabilization".



Image stabilization is performed while a large number of copies are being output or the temperature or humidity inside the machine has changed.

Upon completion of image stabilization, printing is automatically resumed. Wait for a moment.

In case image stabilization does not finish after a short while, contact your service representative.

NOTICE

You cannot interrupt or prohibit image stabilization.

Reference

To perform image stabilization on a voluntary basis, refer to the User's Guide CD.

6.2 When Printing Quality Has Deteriorated

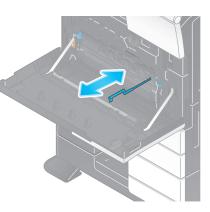
6.2.1 Cleaning the Electrostatic Charger Wire

If the **Electrostatic Charger Wire** is dirty, linear smudges may appear on a print image. If this occurs, clean the **Electrostatic Charger Wire** according to the following procedure.

1 Open the Lower Front Door or Front Door of the machine.



- 2 Carefully pull out the **Charger Cleaner** towards yourself up to the position at which it stops. Then, carefully press it against the back side.
 - → Repeat the steps above three times.



3 Securely press the Charger Cleaner, and close the Lower Front Door or Front Door of the machine.

bizhub 554e/454e/364e/284e/224e

4

6.2 When Printing Quality Has Deteriorated

6.2.2 Cleaning the Print Head Glass

Printing quality deteriorates if the **Print Head Glass** is dirty. If this occurs, clean the **Print Head Glass** according to the following procedure.

1 Open the Lower Front Door or Front Door of the machine.

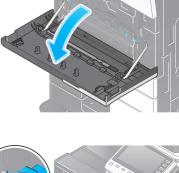
2 Release the Waste Toner Box Lock Lever, then remove the Waste Toner Box.

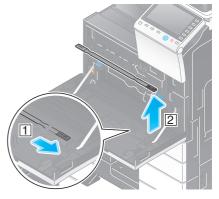
3 Remove the **Printhead Cleaner** from the **Lower Front Door** or **Front Door** of this machine.

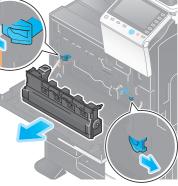
end of the **Print Head Glass** section, and then slowly pull it out.
→ Repeat this operation approximately three times.

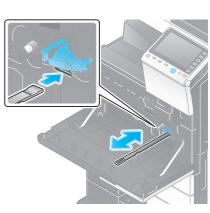
Slowly insert the Printhead Cleaner all the way to the back

5 Mount the **Printhead Cleaner** onto the **Lower Front Door** or **Front Door** of this machine.









Chapter 6

Troubleshooting

6 Install the Waste Toner Box.

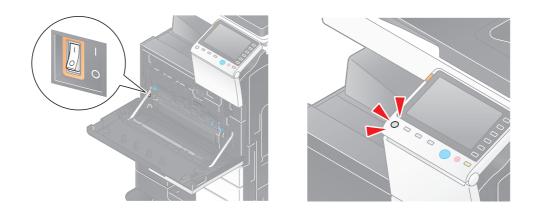
6

7 Close the Lower Front Door or Front Door of the machine.

6.3 When the Machine Cannot Be Powered On

This machine has two power sources. Check the Main Power Switch and the Power key for the status.

- Check whether the power plug of this machine is firmly plugged into the power outlet. Also check that the breaker has not tripped.
- Check to see that the Main Power Switch and the Power key are turned ON.



In case the machine cannot be powered on even after checking, contact your service representative.

6.4 When the Touch Panel Is Not Visible

If a certain length of time has elapsed without any operations being carried out on this machine, the **Touch Panel** may turn off.

Check the following items:

6

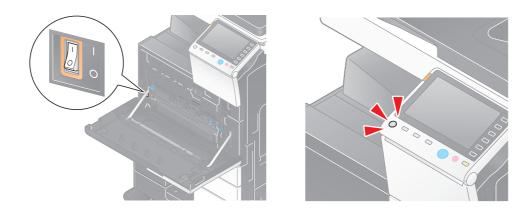
 Tap [Accessibility] and select [Brightness Adjustment], and select [Low] or [High] to adjust the contrast for the **Touch Panel**.

You can a	ndjust the LCD Brightness		
Brightnes	s Adjustment		
	-0		
	Low	High	
			Close

- Touch the **Touch Panel**. In Power Save (Low Power/Sleep) mode, this machine returns from Power Save mode when the **Touch Panel** is touched or a key on the **Control Panel** is pressed, and the **Touch Panel** appears normally.
- On the **Control Panel**, press the **Power** key. If the Weekly Timer setting has put the machine in Erp Auto Power OFF mode, press the **Power** key to display the **Touch Panel**. To use it outside the preset operating hours, follow the on-screen instructions.



• Check to see that the Main Power Switch and the Power key are turned ON.



In case the Touch Panel does not appear even after checking it, contact your service representative.

6.5 When a Message Appears to Replace Consumables or Carry Out Cleaning

When staples in the finisher have run out

When staples in the Finisher have run out, the following message appear.

Take action while referring to the label inside the machine.

	Quick C y to Copy				No. of Sets	1	Job List 05/01/2013 🖾 16:39 Memory
	e the Staple Ca	ntridge.	•	Output			100%
Text	OFF	Auto	100.0%	1515522 >	Do Not Staple	ÖDDÖDDU Standard	Function 1 Function 2

When the punch scrap box is full

When the punch scrap box is full, the following message appears (at replacement by user). Take action while referring to the label inside the machine.

	Quick C y to Copy he hole-punch		_		No. of Sets .	1	Job List 01/25 /2013 () 09: 14 Memory 100%
Ori	iginal		•	Output			Check Setting
Text Original Type	OFF Booklet	Auto Paper	100.0% Zoom	Işided. Duplex/ Combine	Do Not Staple Finishing	Condonna Standard Density	Function 1 Function 2 Application

When toner is running out in the Toner Cartridge

When toner is running out in Toner Cartridge, a message appears as shown below (at replacement by user).

	Quick C Iy to Copy s low. Replace		1.		No. of Sets	1	Job List 01/25/2013 (☆) 09:04 Memory 100% Check Setting
Or	iginal		•	Output			
Text Original Type	OFF Booklet	Auto Paper	100.0% Zoom	Combine	Do Not Staple Finishing	Conconni Standard Density	Function 1 Function 2 Application

When the Drum Unit needs to be replaced

When the replacement time has come for the **Drum Unit**, the following message appears (at replacement by user). Tap [Start Guidance], then follow the displayed guidance to take an action.



Tips

- By the factory default status, this message is displayed only in some area.
- The settings by the service representative are required to display a message about **Drum Unit**. For details, contact your service representative.

When a Developing Unit needs to be replaced

When the replacement time has come for a **Developing Unit**, the following message appears. If the message appears, contact your service representative.



Tips

6

- By the factory default status, this message is displayed only in some area.
- The settings by the service representative are required to display a message about **Developing Unit**. For details, contact your service representative.

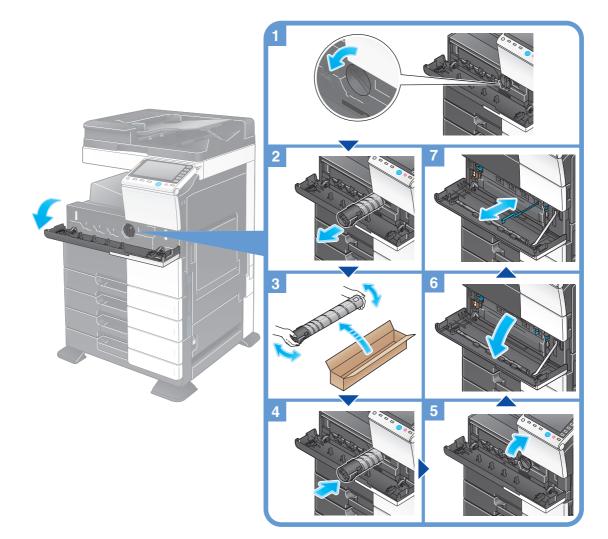
When a Waste Toner Box is full

When the **Waste Toner Box** is full, the following message appears (at replacement by user). Tap [Start Guidance], then follow the displayed guidance to take an action.



6.5.1 Replacing a Toner Cartridge

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Tips

- Shake a new **Toner Cartridge** well, approximately 5 to 10 times, before installing it.
- Do not forcedly open or disassemble a Toner Cartridge (toner container).
- Do not forcedly remove or dispose of toner that remains in a Toner Cartridge (toner container).
- After replacing a **Toner Cartridge**, be sure to clean the **Electrostatic Charger Wire**. For details on how to clean the **Electrostatic Charger Wire**, refer to page 6-6.

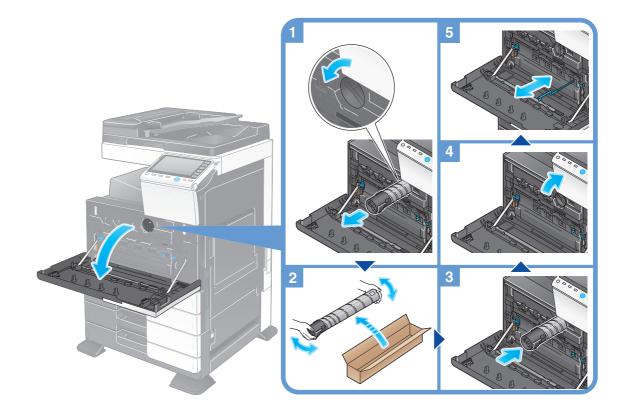
▲ CAUTION

Handling toner and Toner Cartridge

- Do not throw a toner or **Toner Cartridge** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner gets on your hands, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

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6



Tips

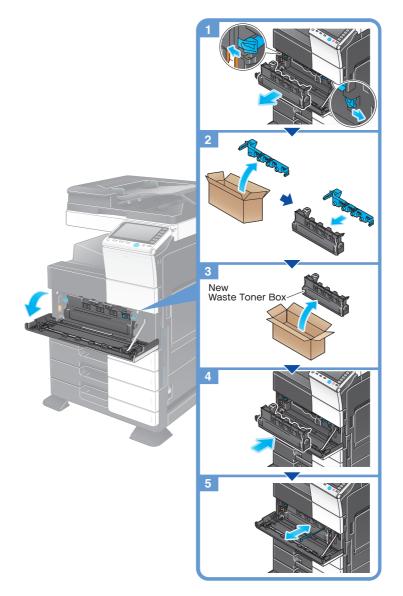
- Shake a new Toner Cartridge well, approximately 5 to 10 times, before installing it.
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Handling toner and Toner Cartridge

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6.5.2 Replacing a Waste Toner Box

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Tips

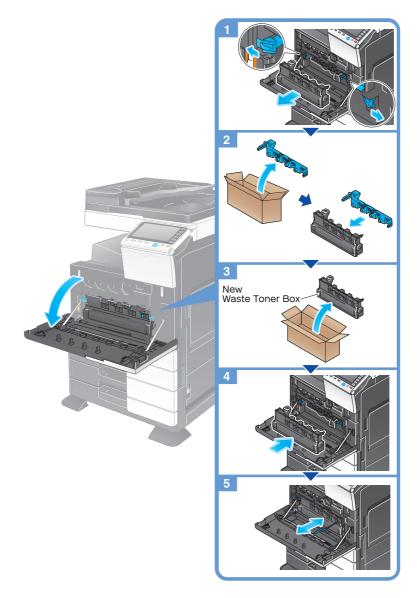
- Your service representative will recover your used Waste Toner Box. Place a cap on it and store it in a box.
- After replacing a **Waste Toner Box**, be sure to clean the **Electrostatic Charger Wire**. For details on how to clean the **Electrostatic Charger Wire**, refer to page 6-6.

▲ CAUTION

Handling toner and Waste Toner Box

- Do not throw a toner or **Waste Toner Box** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
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Tips

- Your service representative will recover your used Waste Toner Box. Place a cap on it and store it in a box.
- After replacing a **Waste Toner Box**, be sure to clean the **Electrostatic Charger Wire**. For details on how to clean the **Electrostatic Charger Wire**, refer to page 6-6.

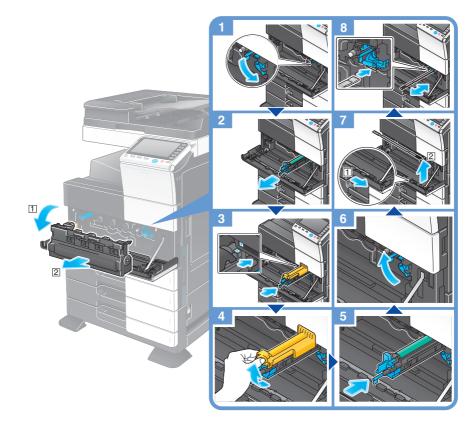
▲ CAUTION

Handling toner and Waste Toner Box

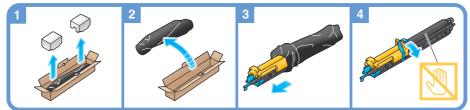
- Do not throw a toner or **Waste Toner Box** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner does get on your hand, wash it off using water or neutral detergent.
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

6.5.3 Replacing a Drum Unit

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Unpacking the Drum Unit



Tips

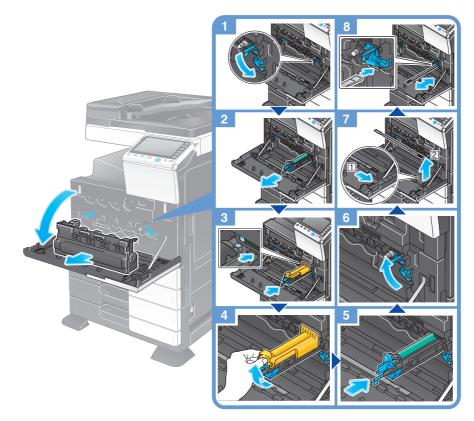
- Your service representative can recover your used **Drum Unit**. Put it in a black plastic bag and store it in a box by itself.
- A **Drum Unit** may be damaged due to exposure to light. Do not take a Drum Unit out of a black plastic bag until just before it is to be installed.
- After replacing a **Drum Unit**, be sure to clean the **Print Head Glass**. For details on how to clean the Print Head Glass, refer to page 6-7.

Handling toner and Drum Unit

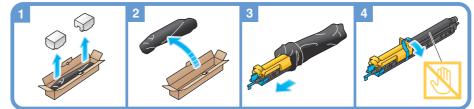
- Do not throw a **Drum Unit** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
- If any toner gets on your hands, wash it off using water or neutral detergent
- If any toner gets into your eyes, immediately wash it out with water and consult your doctor.

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Unpacking the Drum Unit



Tips

- Your service representative will collect your used Drum Unit. Put it in a black plastic bag and store it in a box by itself.
- A **Drum Unit** may be damaged due to exposure to light. Do not take a Drum Unit out of a black plastic bag until just before it is to installed.
- After replacing a **Drum Unit**, be sure to clean the **Print Head Glass**. For details on how to clean the **Print Head Glass**, refer to page 6-7.

▲ CAUTION

Handling toner and Drum Unit

- Do not throw an **Drum Unit** into a fire. Doing so may cause hot toner to spray in all directions, which may cause burn injuries.
- Be careful not to get the inside of the machine, your clothes, or hands dirty with toner.
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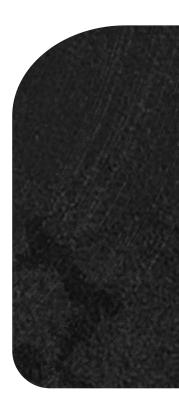


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