KONICA MINOLTA

Giving Shape to Ideas

bizhub C554/C454/C364/C284/C224

User's Guide
Box

Table of contents

15   Description of Setup Buttons

18   Index

1 About the Boxes

1   About the Boxes

1.1   Box screen

The Box screen displays the User Box and the System Box.

The user can store documents in the User Box. Also, the user can print a file from the User Box or send a file to another user.
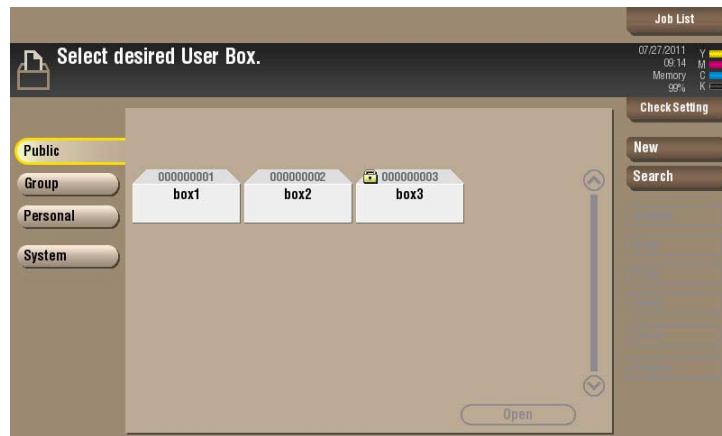
The System Box is used by the system to temporarily store files when the user uses the facsimile or print function together with the file storage function of the box.

The user can operate files in the System Box when necessary.
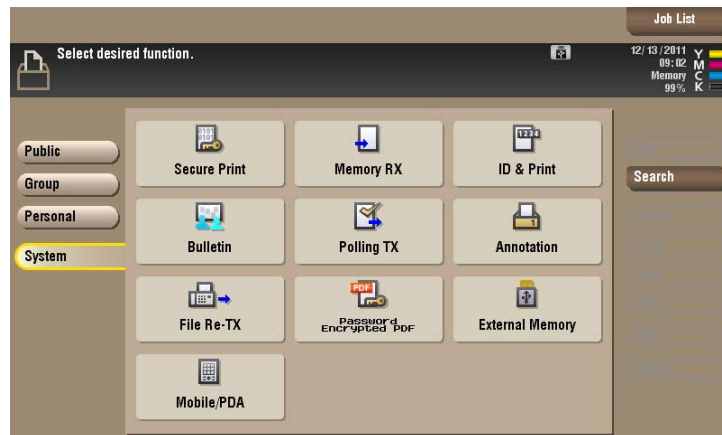
1.2   Available operations with User Box

The User Box is a box in which the user can store documents and use them again when necessary.

The original data read by this machine can be converted into a file and stored in the User Box. Also, data can be stored in the User Box when printing is specified by any PC running on the network. A file stored in the User Box can be printed out or sent out to another user.

If the frequently used original data is stored in the User Box, you do not need to search for the document or data when they are being printed or sent. Because you do not need to operate the printer from a PC, you can reduce operation time and improve the efficiency with which you carry out tasks.
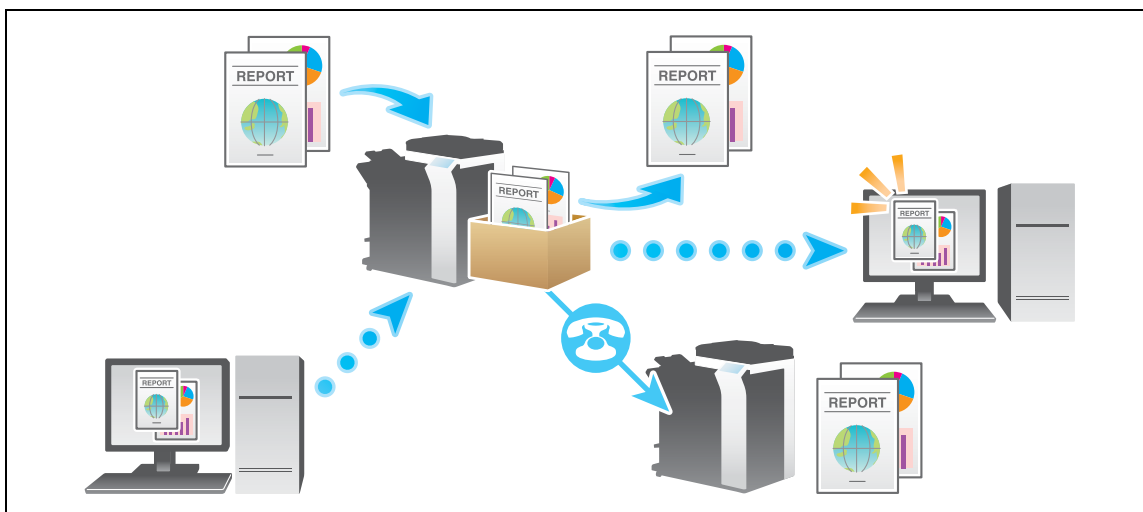
The following types of User Boxes are available.

Type	Description
[Public]	This is the public box in which all users can store documents and use them. A password can be set for each box in order to control access to it. If documents are created in an electronic format and stored in the Public User Box, all users can share the same information by accessing this box. Also, users do not need to search for documents or data or operate the printer during printing. This will save the user time and improve the efficiency with which they carry out tasks.
[Personal]	This is a personal box and if user authentication is implemented, only users who have logged in to the system can store documents in the Personal User Box and use documents contained in it when necessary. Because this box is not displayed to other users, there is no chance that important files will be erroneously deleted from the box. If frequently used documents are created in an electronic format and stored in the Personal User Box, users do not need to search for documents or data or operate the printer from a PC during printing. This will save the user time and improve the efficiency with which they carry out tasks.
[Group]	This is a user box. If the Account Track is implemented, only users belonging to the same department (or group) can store and use documents in the Group User Box. This box is not displayed when a user of another department or a public user have logged in. If documents are stored in the Group User Box, all users of each group can share the same information by accessing this box.

1.3   Available operations with System Box

[Secure Print]

When you print a document from the PC or when you select the Secure Print function using the printer driver, this data file is stored in the Secure Print User Box. Once you have opened the User Box, you can select a file stored in the User Box and preview, print, rename, or delete it.

The document ID and password are required to print out the files stored in the Secure Print User Box. After the file has been printed out, it is deleted automatically. This box is used to handle classified documents.

[Memory RX]

When a facsimile is received by the Memory RX function, it is stored in the Memory RX User Box. Once you have opened the User Box, you can select a fax stored in the User Box and preview, print, rename, or delete it.

Because the received faxes are forcibly stored in this box, you can print out only the required faxes and subsequently reduce total printing costs. Also, this will prevent important faxes from being stolen or lost and therefore enhance security.

[ID & Print]

When you print a document from the PC in the user authentication system environment, the files transferred with the ID & Print function are stored in the ID & Print User Box. When a user who has sent the print data logs in to this machine and opens the User Box, he/she can preview, print out, or delete the stored file.

Because user authentication is required in order to use a file, this box is useful for handling documents containing private information.

[Bulletin]

Multiple fax documents required for polling can be stored in the Bulletin Board User Box.

You can create and register up to 10 Bulletin Board User Boxes. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it.

If announcements and other fax documents are stored in Bulletin Board User Boxes by aim, and if recipients are notified of the related box numbers, users can select the required fax documents and be polled.

[Polling TX]

The fax documents required for polling are stored in the Polling Transmission User Box. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it.

If the fax documents are stored in the Polling TX User Box, recipients can be polled and receive fax documents from this box when necessary.

[Annotation]

When a stored file is printed out or sent to another user, its date, time and any annotations are added to this box automatically. Once you have opened the User Box, you can select a file stored in the User Box and preview, print out, send, rename, or delete it.

When a file is read from the Annotation User Box and used for printouts or transmitted to a recipient, the date, time and any annotations (previously determined for management) are automatically added to the header or footer of each image. You can prevent the unauthorized use of documents by creating a document that can identify the creation date and time and serial page number of each document.

[File Re-TX]

When the recipient is busy and if communication cannot be established, undeliverable fax documents are stored in the Fax Retransmit User Box. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, send, or delete it.

Fax transmission is attempted for the number of times set by Auto Redialing function. If those attempts have failed, the fax document is stored in the Fax Retransmit User Box.

[Password Encrypted PDF]

When a password protected PDF file is printed out or stored in the User Box by using the Direct Print function or from a USB memory or a Bluetooth device, the file is stored in the Password Encrypted PDF User Box. Once you have opened the User Box, you can select a PDF file stored in the User Box to preview and print it out. Also, you can store the file in or delete it from the User Box.

When printing or saving a PDF file, you will need to enter a password that was set for the file.

[External Memory]

This window appears when you insert a USB memory device into the USB port of this machine.

Once you have opened the User Box, you can print out a file stored on a USB memory. Also, you can read the original data and directly save it as a file in the USB memory. You can also move a file from the USB memory to the External Memory User Box.

[Mobile/PDA]

This User Box is used to save files when this machine is connected to a Bluetooth-compatible mobile phone, smartphone, tablet PC, or other devices.

Once you have opened the User Box, you can set the file printing and saving. Because files are transferred from the Bluetooth device to this machine via wireless communication, you can save and print out files even when no PC is available.

[Relay User Box]

When you use this machine as a relay machine to the facsimile, the Relay User Box is used for data relay.

If you use the Relay Distribution and you send a fax to the relay machine, it distributes the fax to all recipients registered in the Relay User Box.

If you are broadcasting to distant destinations, you can reduce total communication costs by using the relay machine.

2
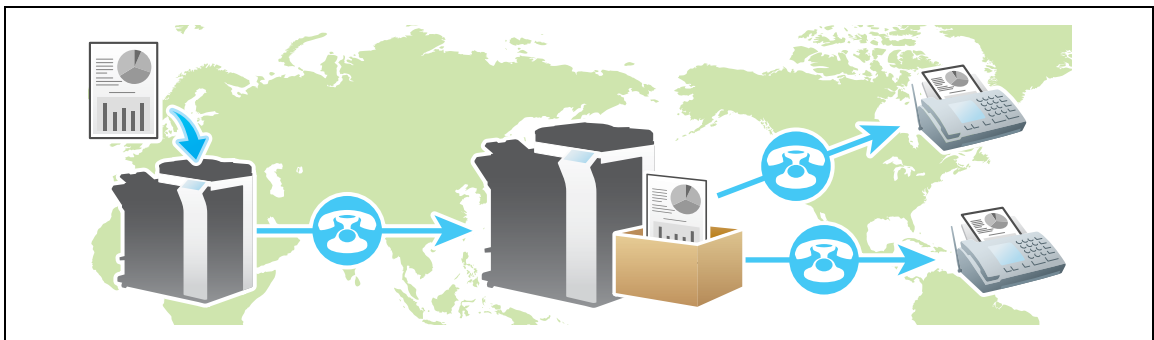
Store documents as files in MFP and use them again when necessary

2   Store documents as files in MFP and use them again when necessary

2.1   Boxes for document storage and readout (User Box)

Available operations with User Box

This machine allows a user to create a User Box where the user can store documents and use them again when necessary. This box is called the User Box.

The original data scanned by this machine can be converted into a file and stored in the User Box. Also, data can be stored in the User Box when printing is specified by any PC running on the network. A file stored in the User Box can be printed out or sent out to another user.

If the frequently used original data is stored in the User Box, you do not need to search for the document or data when they are being printed or sent. Because you do not need to operate the printer from a PC, you can reduce operation time and improve the efficiency with which you carry out tasks.
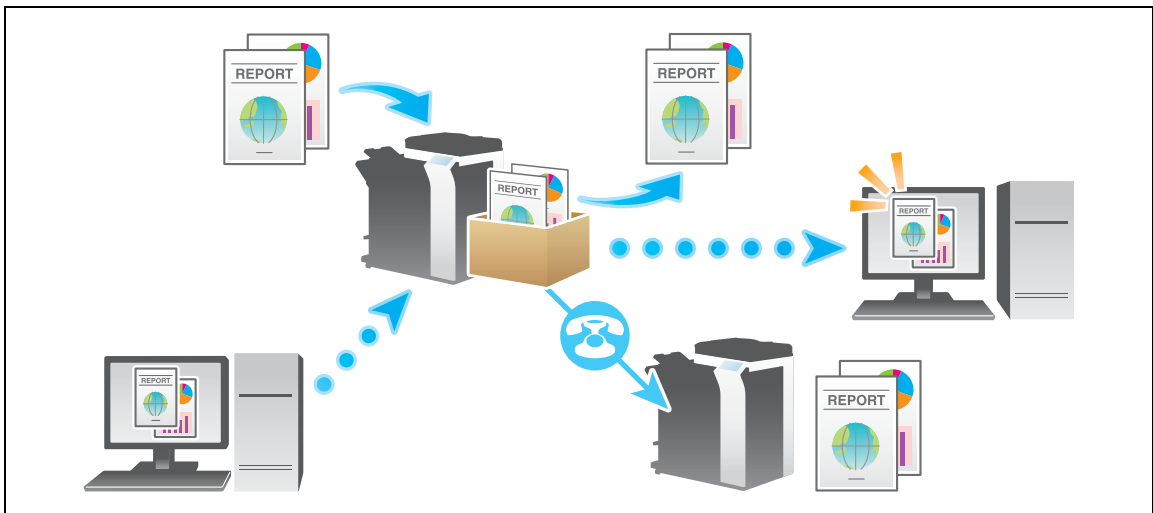
Type of User Boxes

This section explains how to use the following User Boxes.

Type	Description
[Public]	This is the public box in which all users can store documents and use them. A password can be set for each box in order to control access to it. If documents are created in an electronic format and stored in the Public User Box, all staff can share the same information by accessing this box. Also, users do not need to search for documents or data or operate the printer during printing. This will save the user time and improve the efficiency with which they carry out tasks.
[Personal]	This is a personal box and if user authentication is implemented, only users who have logged in to the system can store documents in the Personal User Box and use documents contained in it when necessary. Because this box is not displayed to other users, there is no chance that important files will be erroneously deleted from the box. If frequently used documents are created in an electronic format and stored in the Personal User Box, users do not need to search for documents or data or operate the printer from a PC during printing. This will save the user time and improve the efficiency with which they carry out tasks.
[Group]	This is a user box. If the Account Track is implemented, only users belonging to the same department (or group) can store and use documents in the Group User Box. This box is not displayed when a user of another department or a public user have logged in. If documents are stored in the Group User Box, all users of each group can share the same information by accessing this box.

2.2   Rules to use User Boxes

Public User Box

All users can reference to User Boxes.
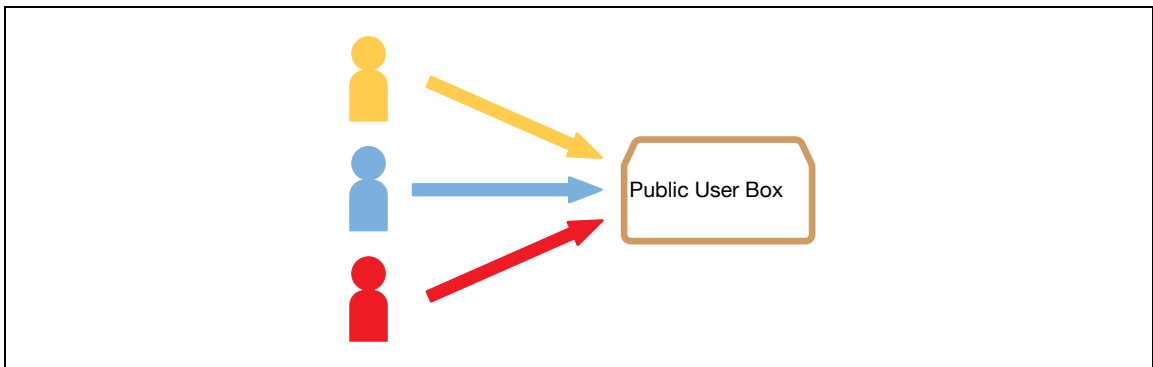
Related setting (for the administrator)

● The administrator can set an authority so that each user is allowed to create, edit, or delete a User Box (default: [Allow]). For details, refer to page 17-8.

Personal User Box

If User Authentication has been implemented, a user can only access the Personal User Box the user has created. Other users cannot access this box.
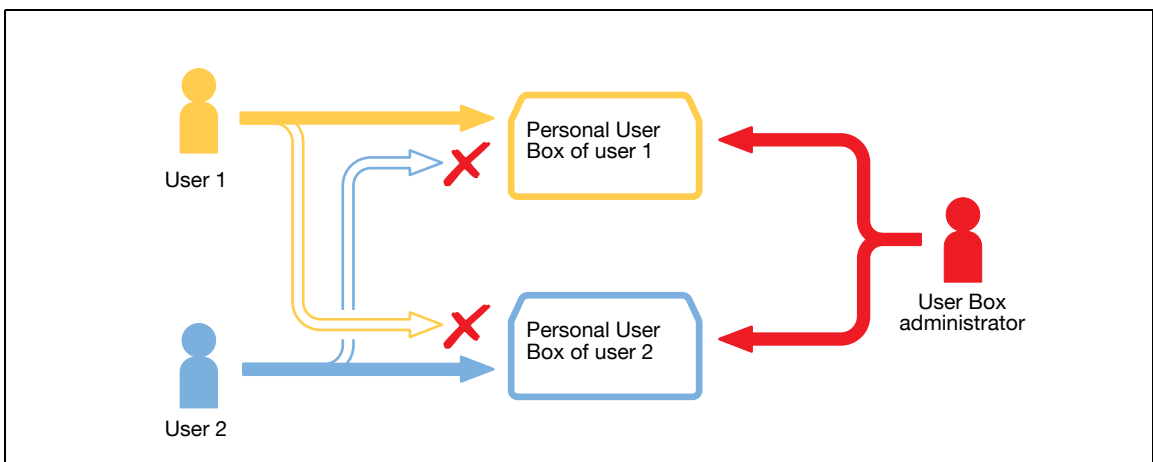
Tips

● When releasing the User Authentication or when changing the authentication system and deleting the authentication data, the administrator can change the Personal User Box to a Public User Box or can delete the Personal User Box.

Related setting (for the administrator)

● If the administrator of this machine wants to entrust only box file management to another person, this administrator can assign a box administrator (Default: [Restrict]). A User Box administrator can access all Public User Boxes, all Personal User Boxes and all Group User Boxes. For details, refer to page 17-21.

Group User Box

If Account Track has been implemented, a user can only access the Group User Box of the department the user belongs to. A user of another department cannot access this box.
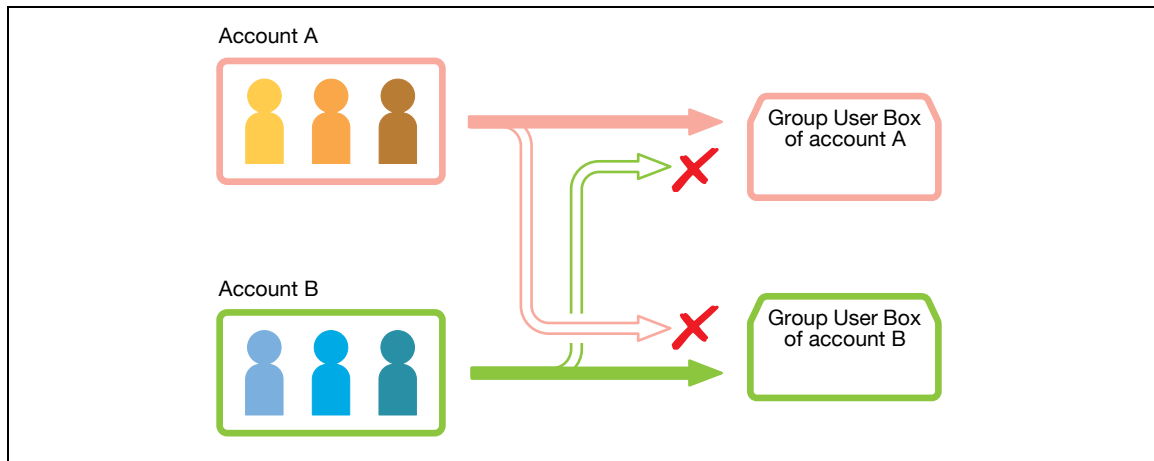
Tips
- When releasing the User Authentication or when changing the authentication system and deleting the authentication data, the administrator can change the Group User Box to a Public User Box or can delete the Group User Box.

When using a combination of Personal User Box and Group User Box

If both User Authentication and Account Track have been implemented, a user can access to the Public User Box, a Personal User Box created by the user himself or herself, and the Group User Box of the department the user belongs to.
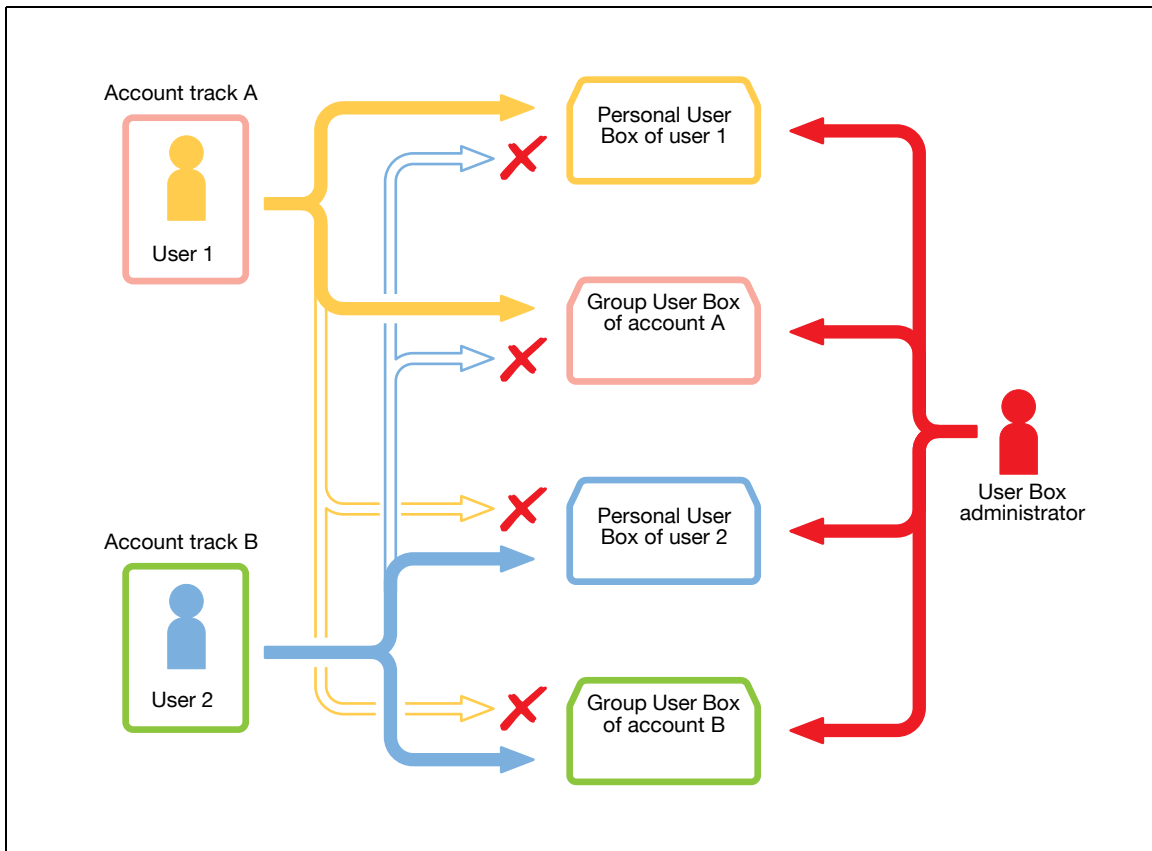
Tips
- The Personal User Box is inaccessible by another user.
- If user authentication and department management are not linked to each other, the user can access a Group User Box of his/her department when the user enters the correct department name and password in the authentication field of Group User Box during login.
- When releasing the User Authentication or when changing the authentication system and deleting the authentication data, the administrator can change both Personal User Box and Group User Box to Public User Boxes or can delete the Personal and Group User Boxes.

Related setting (for the administrator)
- If the administrator of this machine wants to entrust only box file management to another person, this administrator can assign a box administrator (Default: [Restrict]). A User Box administrator can access all Public User Boxes, all Personal User Boxes and all Group User Boxes. For details, refer to page 17-21.

2.3 Create User Box

Up to 1000 User Boxes can be created.

1 Tap [Utility] - [One-Touch/User Box Registration] - [Create User Box] - [Public/Personal User Box] - [New].

➔ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

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

➔ For details on registration information, refer to page 16-5.

Related setting (for the administrator)

- The administrator can delete all unused and empty boxes simultaneously. For details, refer to page 17-5.
- The administrator can select an authority so that each user is allowed to create, edit, or delete a User Box (default: [Allow]). For details, refer to page 17-8.
- You can set a limit on the number of boxes that each user can create. For details, refer to page 17-14.
- The administrator can set a time to automatically delete files from all User Boxes (Default: [No]). For details, refer to page 17-8.

📖 **Reference**
*You can also register boxes using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].*

2.4   Save file in a User Box

Save (Basic operation flow)

1   Load the original.
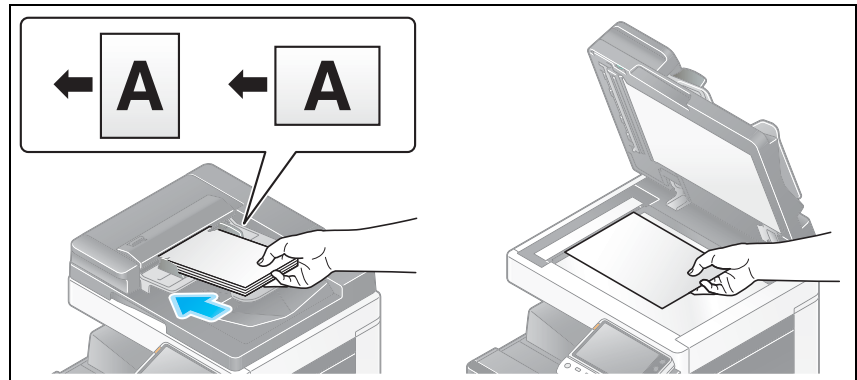
2   Tap [Box].
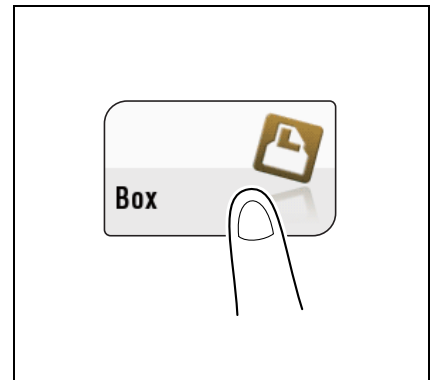
3   Select a User Box in which to save a file, then tap [Save].

→ This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group] and select the desired box.

→ Tap [New], to create a User Box. For details, refer to page 15-4.

→ To search for a User Box in which to save a file, tap [Search]. For details, refer to page 15-5.
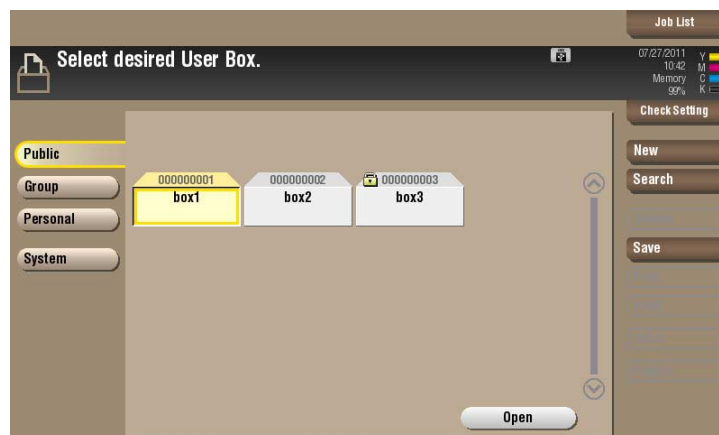
4   Set file save options if necessary.

      ➜ For detailed optional settings, refer to page 14-3.
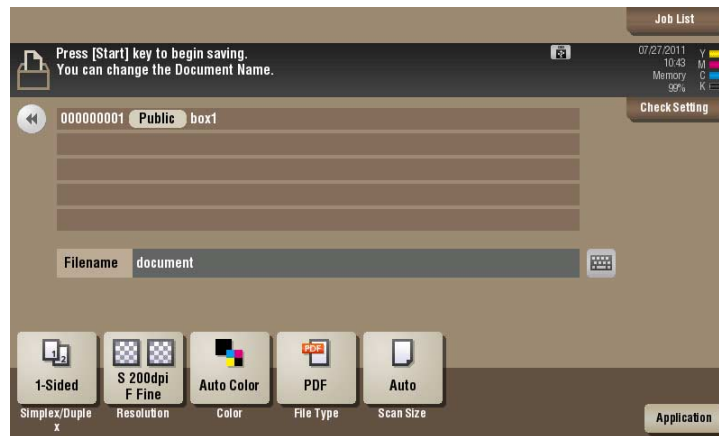
5   Tap **Start**.

    The file is saved.
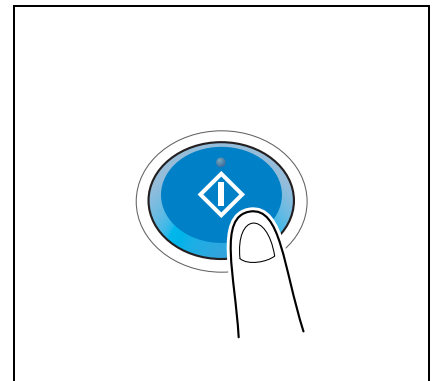
Tips
- Up to 200 files can be stored in a User Box.
- A total of 10000 pages can be stored in all User Boxes.
- A total of 3000 files can be stored in all User Boxes.
- If files stored in a User Box are not used, they are deleted automatically when the [Auto Document Delete Time] has passed (Default: [1 day]).

Save files in Copy mode

You can read a document in Copy mode and save its data in the User Box.

For details, refer to [User's Guide: Copy Operations].

Save file in Fax/Scan mode

You can read the original data in Fax/Scan mode and save it in a User Box.

For details, refer to [User's Guide: Scan Operations].

Save files from a PC

When specifying to print using the printer driver, you can specify a User Box number and store the print data in the box.

For details, refer to [User's Guide: Print Operations].

Save file from a USB memory

You can save a file stored on a USB memory in a User Box.

For details, refer to page 12-10.

Save file from Bluetooth device

You can save files from Bluetooth-enabled mobile phone, smartphone, and tablet PC in a User Box.

For details, refer to page 13-7.

Tips
- The **Local Interface Kit EK-607** is required to use the Bluetooth devices.
- An interface setup by the service representative is required to use Bluetooth devices. For details, contact your service representative.

2.5 Print file in a User Box

Print (Basic operation flow)
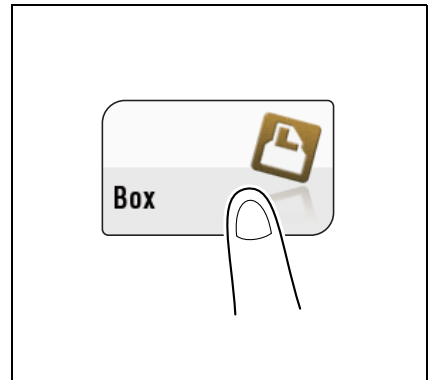
1 Tap [Box].

2 Select the desired User Box, then tap [Open].

→ This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group] and select the desired box.

→ If the box is password protected, tap [Open] and enter the password.

→ You can also open the desired User Box by tapping it twice.
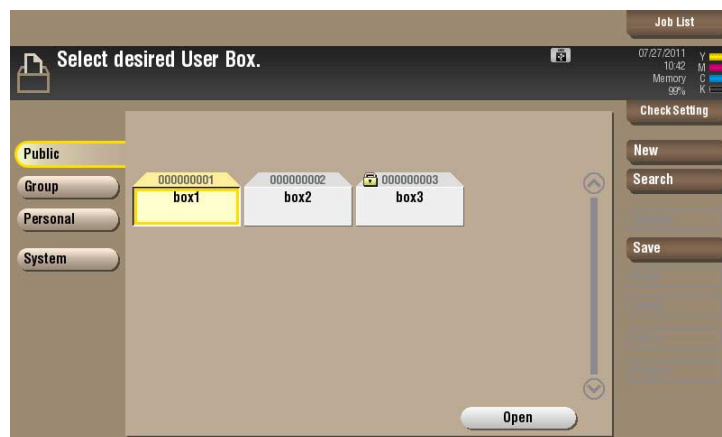
3 Select a file to print, then tap [Print].
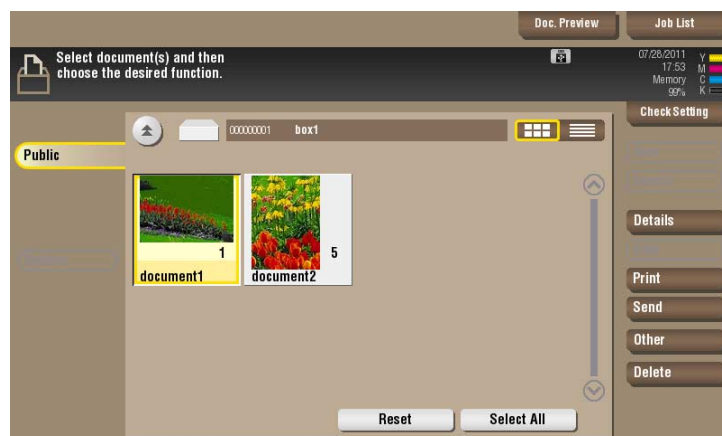
4   Set print options if necessary.

➜ For detailed optional settings, refer to page 14-12.
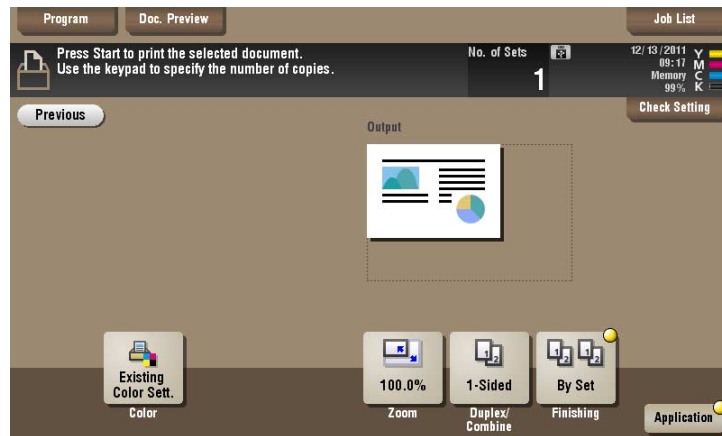
5   If necessary, enter the number of copies using the **Keypad**.

➜ To use the **Keypad**, slide the **Control Panel** to the left.
➜ If [10 Keypad] is assigned to the **Register** key, pressing the **Register** key enables you to display the **Keypad** on the **Touch Panel** to enter data.
➜ To correct the number of copies, press **C** (Clear).
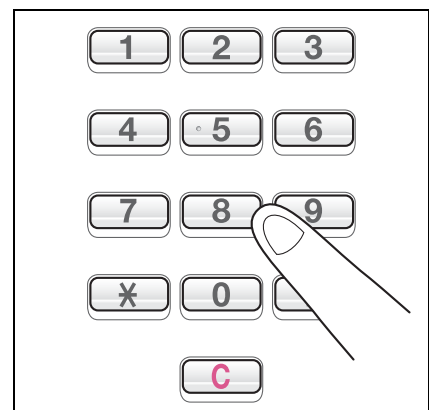
6   Press the **Start** key.
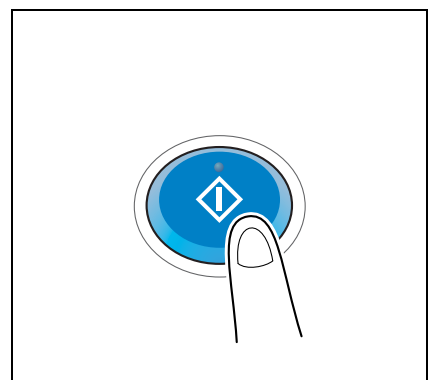
Printing starts.

Related setting (for the administrator)
- You can specify to hold or clear a file from the box after file printing or sending (Default: [Yes]). Also, you can prompt the user to hold or not hold a file in the box after it has been printed or sent in the delete confirmation screen. For details, refer to page 17-7.

Print multiple files at the same time (Combine)

When printing multiple files at the same time, you can combine those files and handle them as a single job. This is called the Combine printing.

Using this function, you can reduce the print time and improve the efficiency as you can skip to repeat printing files one by one.
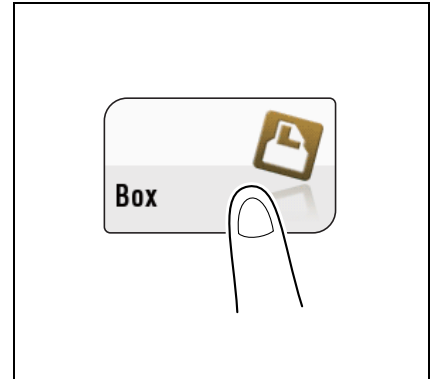
1 Tap [Box].

2 Select the desired User Box, then tap [Open].

→ This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group] and select the desired box.
→ If the box is password protected, tap [Open] and enter the password.
→ You can also open the desired User Box by tapping it twice.
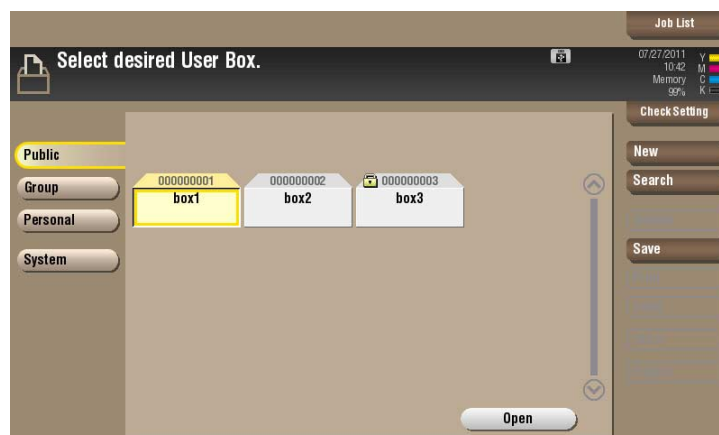
3 Select files for Combine printing, then tap [Other] - [Combine].
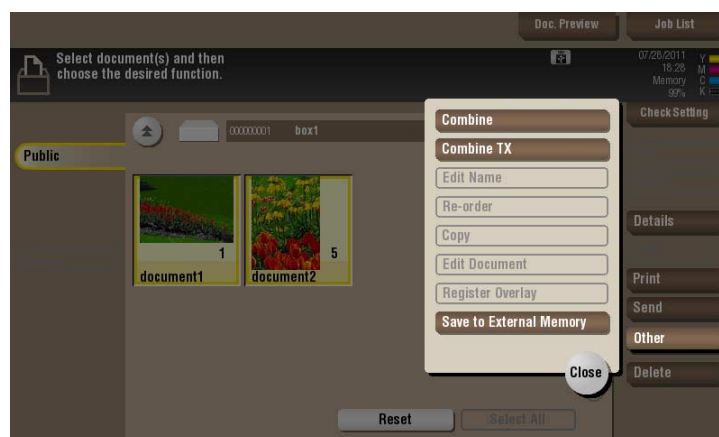
4 Change the order of printing files (Combine sequence) if necessary, then tap [OK].
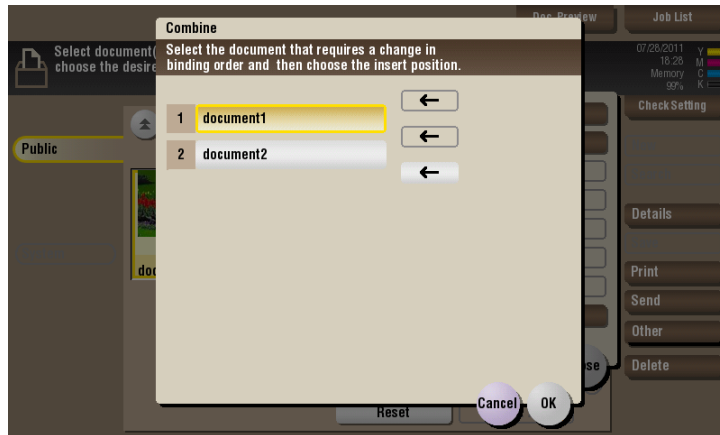
→ If you print a file containing a watermark first, the watermark will also be printed on the second and subsequent files.

→ Also, if you print a file that does not have a watermark first, the second and subsequent files will be printed without watermarks even if they have watermarks.

5 Set print options if necessary.

→ For detailed optional settings, refer to page 14-12.
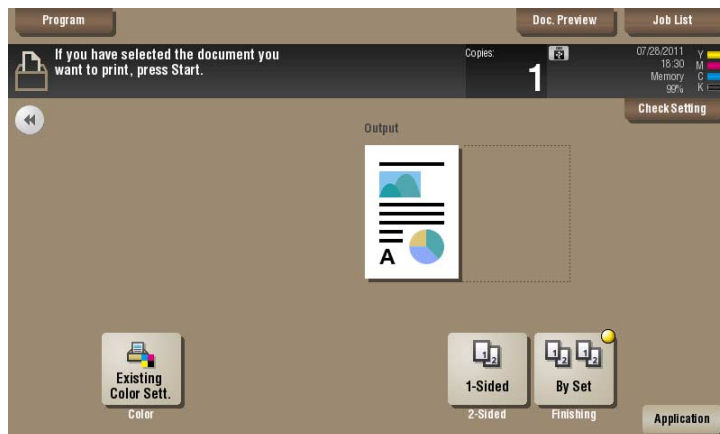
6 If necessary, enter the number of copies using the **Keypad**.

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

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

→ To correct the number of copies, press **C** (Clear).
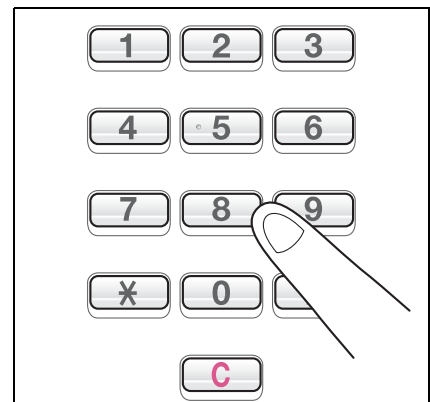
7 Press the **Start** key.
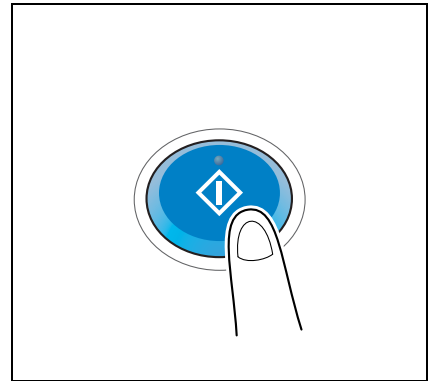
Printing starts.

Related setting (for the administrator)

● You can specify to hold or clear a file from the box after file printing or sending (Default: [Yes]). Also, you can prompt the user to hold or not hold a file in the box after it has been printed or sent in the delete confirmation screen. For details, refer to page 17-7.

2.6   Send files in a User Box

2.6.1   Sending (Basic operation flow)
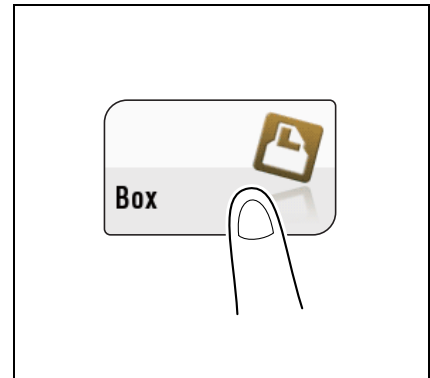
1 Tap [Box].

2 Select the desired User Box, then tap [Open].

➔ This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group] and select the desired box.

➔ If the box is password protected, tap [Open] and enter the password.

➔ You can also open the desired User Box by tapping it twice.
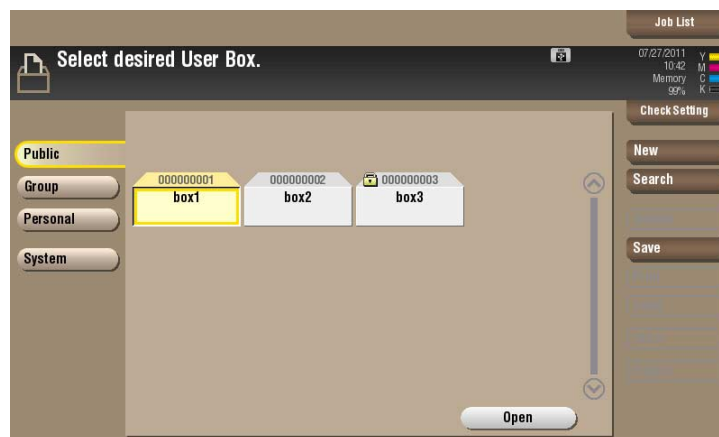
3 Select a file to send, then tap [Send].
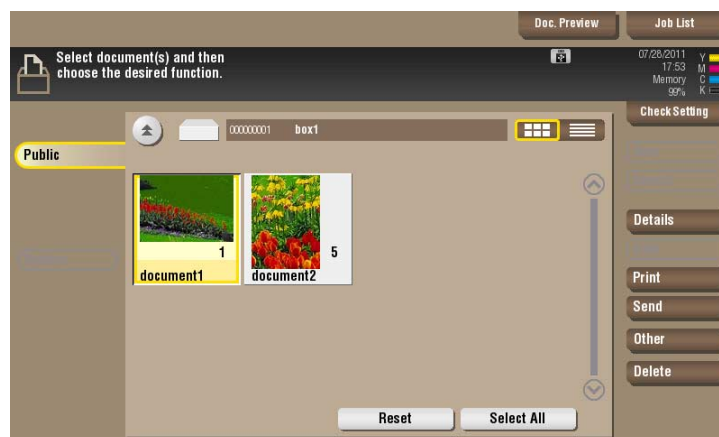
4   Specify the destination.

➜ For the destination setup, refer to page 2-19.
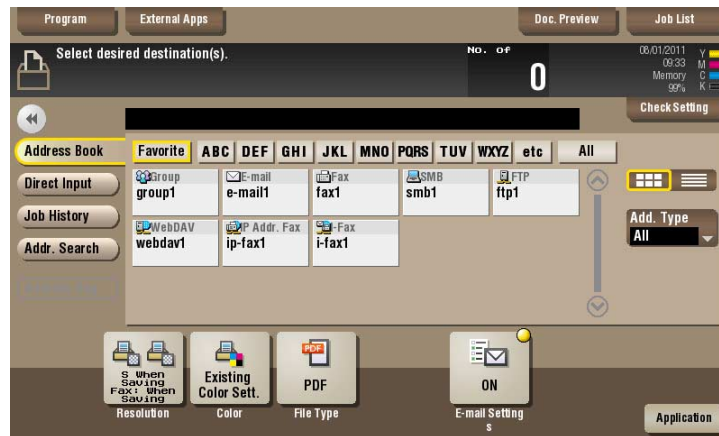
5   Set the file send options if necessary.
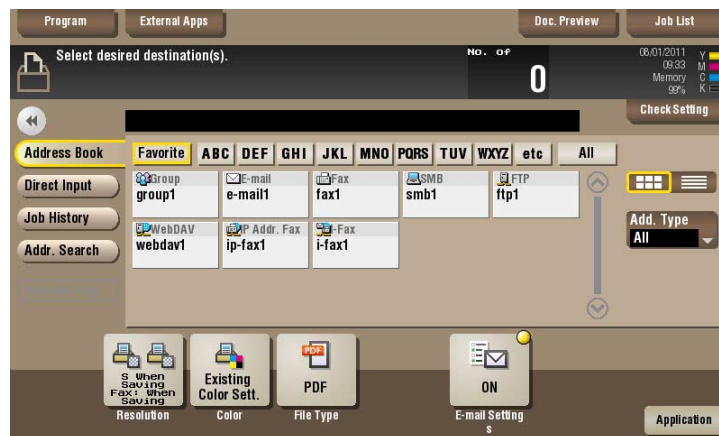
➜ For details, refer to page 14-23.

6   Press the **Start** key.
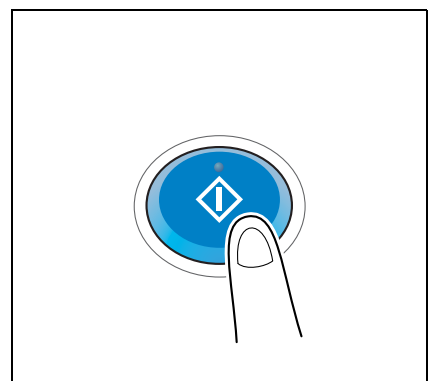
Transmission begins.

Related setting (for the administrator)

● You can specify to hold or clear a file from the box after file printing or sending (Default: [Yes]). Also, you can prompt the user to hold or not hold a file in the box after it has been printed or sent in the delete confirmation screen. For details, refer to page 17-7.

2.6.2   Set a destination

Select a destination from the Address Book

From the [Address Book], select a destination registered on this machine.

Broadcast transmission is possible by selecting multiple destinations. Broadcasting can also be used for other file transfer functions such as simultaneous E-mail and SMB file transfer.

No.	Description
1	Narrow down destinations using the search text specified for the registered destination. Jobs can be further filtered in combination with [Add. Type]. The following keys can be used to narrow down destinations: • [All]: Displays all address book entries registered on this machine. • [Favorite]: Displays the destinations registered as [Favorites] as search text. • [etc]: Displays the destinations whose initial character is not an alphabet character and whose character is not set for search.
2	Displays the registered destinations either as buttons or in a list. If switched to the list display, you can sort the destinations by registration numbers, destination types, or in alphabetical order of destination names.
3	Narrow down destinations using the type of registered destination. Jobs can be further filtered in combination with Index.

Searching for destination

If a large number of destinations are registered, you can search for a destination by registration name or destination (E-mail address or PC name).

1 Tap [Addr. Search] - [Search] - [Name Search] or [Address Search].

➜ When searching for a destination by registration name, tap [Name Search].

➜ When searching for a destination by E-mail address or computer name, tap [Address Search].

2 Enter the text you want to search for, then tap [Search].

➜ To use [Name Search]

➜ To use [Address Search]

3 Select a destination from the search result.

Direct input

In [Direct Input], tap the destination type key and enter the destination name.

Purpose	Reference
Send fax.	page 15-47
Send e-mail with an attached file.	page 15-47
Send Internet fax.	page 15-48
Send IP Address fax.	page 15-48
Send file to shared folder of PC or server.	page 15-49
Send file to FTP server.	page 15-50
Send file to WebDAV server.	page 15-51

📖 **Reference**
You can directly enter a destination and store it in the Address Book. For details, refer to [User's Guide: Scan Operations].

Select file from the history

Press [Job History], and you can select a destination from the scan or fax history.

The latest jobs (up to five) are displayed for history purposes. You can also select multiple destinations from the history.
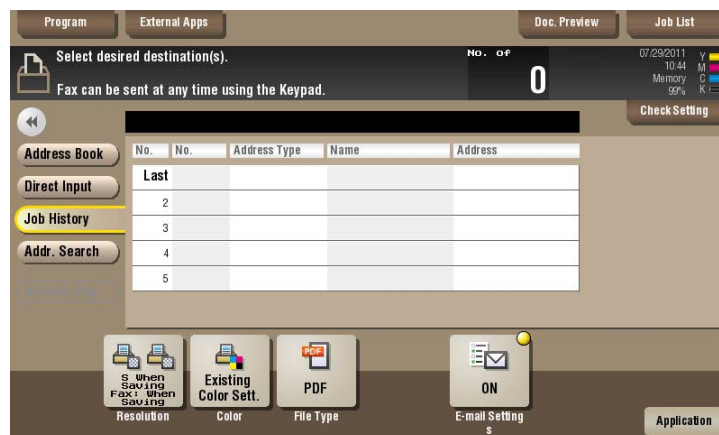
Tips
- If you have edited a destination, you have edited a User Box, or you have turned the power supply Off and On again, the history data is deleted or lost.

Search for mail address or fax number from the LDAP server

If you are using the LDAP server or the Active Directory of Windows Server, you can search and select a mail address from the server.

There are two ways to search: [Address Search (LDAP)] in which an E-mail address or fax number is searched by a single keyword, and [Adv. Search (LDAP)] in which an E-mail address or fax number is searched by a combination of keywords of different categories.

✔ To use the LDAP server or Active Directory for specifying the destination, you must register the server to this machine. The registration procedure is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

1 Tap [Addr. Search] - [Search] - [Address Search (LDAP)] or [Adv. Search (LDAP)].

2 Enter the keyword, then tap [Search].

➜ To use [Address Search (LDAP)]
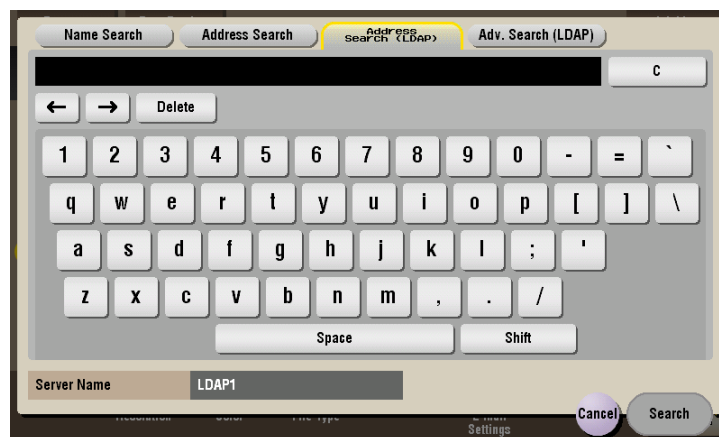
➜ To use [Adv. Search (LDAP)]
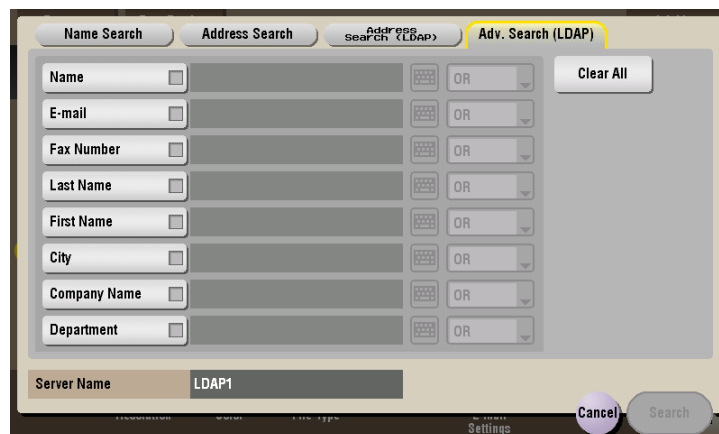
3 Select a destination from the search result.

2.6.3   Send multiple files at the same time (Combine TX)

When sending multiple files at the same time, you can combine those files and handle them as a single job. This is called the Combine TX.

Using this function, you can reduce the print time and improve the efficiency as you can skip to repeat sending files one by one.
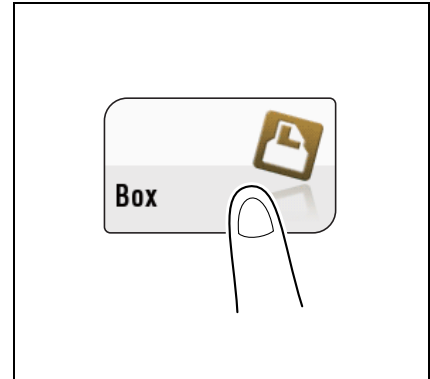
1   Tap [Box].

2   Select the desired User Box, then tap [Open].

→   This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group] and select the desired box.

→   If the box is password protected, tap [Open] and enter the password.

→   You can also open the desired User Box by tapping it twice.
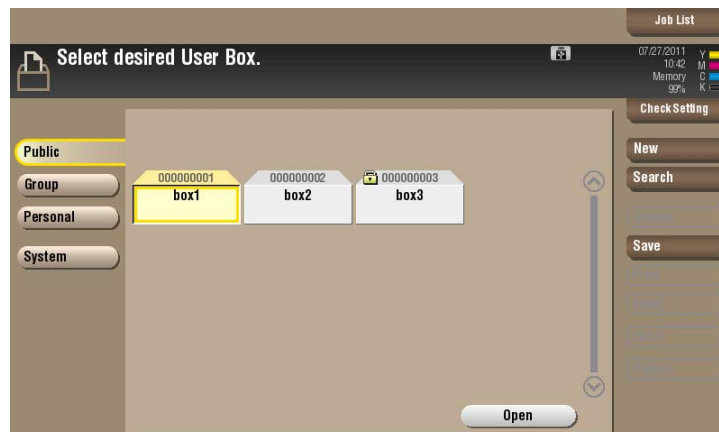
3   Select files for Combine TX, then tap [Other] - [Combine TX].
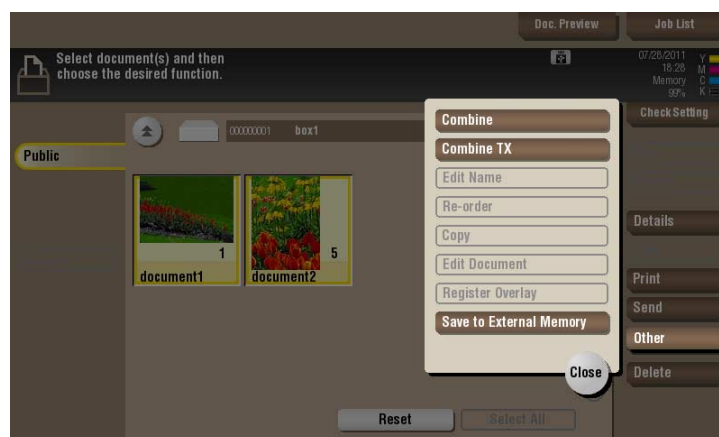
4   Change the file sequence (Combine TX sequence) if necessary, then tap [OK].
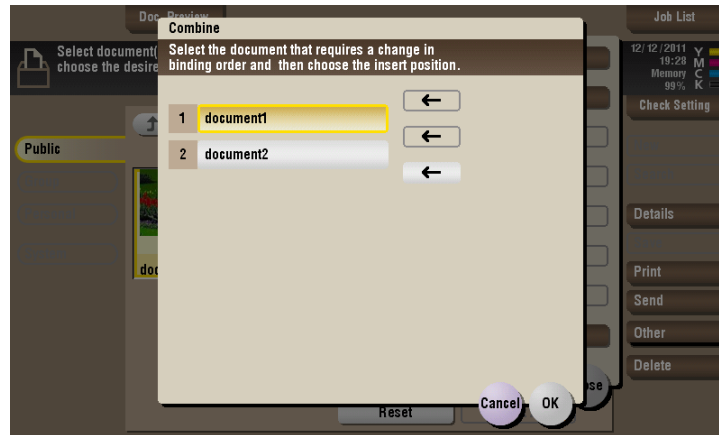
5   Specify the destination.

→ For the destination setup, refer to page 2-25.

6   Set the file send options if necessary.
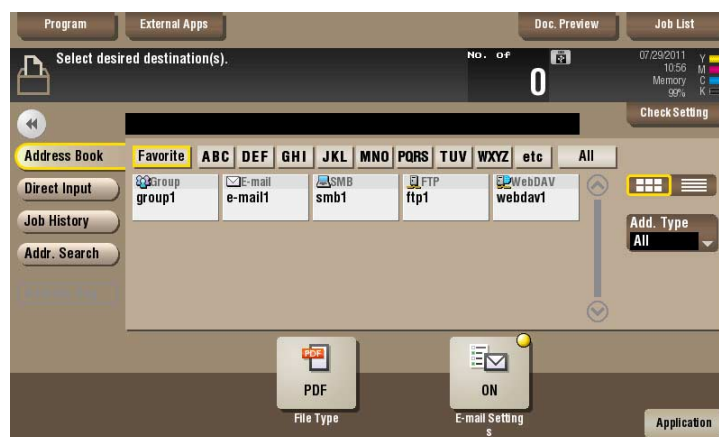
→ For details, refer to page 14-23.

7 Press the **Start** key.
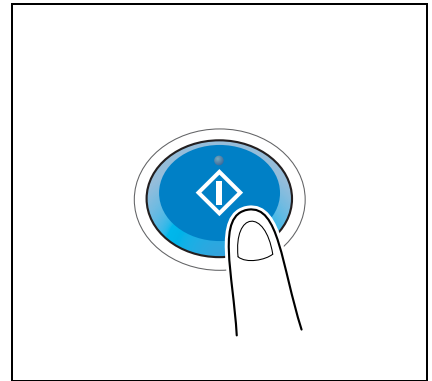
Transmission begins.

Related setting (for the administrator)

● You can specify to hold or clear a file from the box after file printing or sending (Default: [Yes]). Also, you can prompt the user to hold or not hold a file in the box after it has been printed or sent in the delete confirmation screen. For details, refer to page 17-7.

2.6.4 Specify the destination (for Combine TX)

Select a destination from the Address Book

From the [Address Book], select a destination registered on this machine.

Broadcast transmission is possible by selecting multiple destinations. Broadcasting can also be used for other file transfer functions such as simultaneous E-mail and SMB file transfer.

No.	Description
1	Narrow down destinations using the search text specified for the registered destination. Jobs can be further filtered in combination with [Add. Type]. The following keys can be used to narrow down destinations: • [All]: Displays all address book entries registered on this machine. • [Favorite]: Displays the destinations registered as [Favorites] as search text. • [etc]: Displays the destinations whose initial character is not an alphabet character and whose character is not set for search.
2	Displays the registered destinations either as buttons or in a list. If switched to the list display, you can sort the destinations by registration numbers, destination types, or in alphabetical order of destination names.
3	Narrow down destinations using the type of registered destination. Jobs can be further filtered in combination with Index.

Searching for destination

If a large number of destinations are registered, you can search for a destination by registration name or destination (E-mail address or PC name).

1 Tap [Addr. Search] - [Search] - [Name Search] or [Address Search].

➜ When searching for a destination by registration name, tap [Name Search].

➜ When searching for a destination by E-mail address or computer name, tap [Address Search].

2 Enter the text you want to search for, then tap [Search].

➜ To use [Name Search]

➜ To use [Address Search]

3 Select a destination from the search result.

Direct input

In [Direct Input], tap the destination type key and enter the destination name.

Purpose	Reference
Send e-mail with an attached file.	page 15-86
Send file to shared folder of PC or server.	page 15-87
Send file to FTP server.	page 15-88
Send file to WebDAV server.	page 15-89

📖 **Reference**
You can directly enter a destination and store it in the Address Book. For details, refer to [User's Guide: Scan Operations].

Select file from the history

Press [Job History], and you can select a destination from the scan or saved job history.

The latest jobs (up to five) are displayed for history purposes. You can also select multiple destinations from the history.

Tips
- If you have edited a destination, you have edited a User Box, or you have turned the power supply Off and On again, the history data is deleted or lost.

Search for E-mail address from the LDAP server

If you are using the LDAP server or the Active Directory of Windows Server, you can search and select a mail address from the server.

There are two ways to search: [Address Search (LDAP)] in which an E-mail address is searched by a single keyword, and [Adv. Search (LDAP)] in which an E-mail address is searched by a combination of keywords of different categories.

✔ To use the LDAP server or Active Directory to specify the destination, you must register the server to this machine. The registration procedure is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

1 Tap [Addr. Search] - [Search] - [Address Search (LDAP)] or [Adv. Search (LDAP)].

2 Enter the keyword, then tap [Search].

➔ To use [Address Search (LDAP)]

➔ To use [Adv. Search (LDAP)]

3 Select a destination from the search result.

2.7   Organize files in a User Box

Operation flow

1   Tap [Box].

2   Select the desired User Box, then tap [Open].

→ This example uses the Public User Box for explanatory purposes. To use a Personal User Box or a Group User Box, tap [Personal] or [Group] and select the desired box.

→ If the box is password protected, tap [Open] and enter the password.

→ You can also open the desired User Box by tapping it twice.

3   Select a file and set the desired operation.
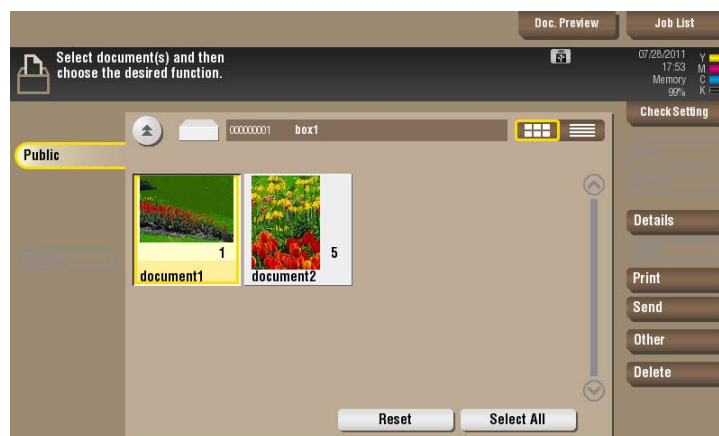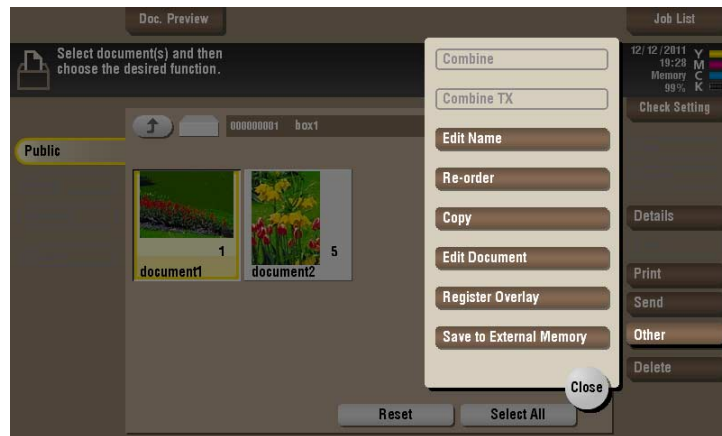
Delete a file

Select a file, then tap [Delete]. The file is deleted. You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].
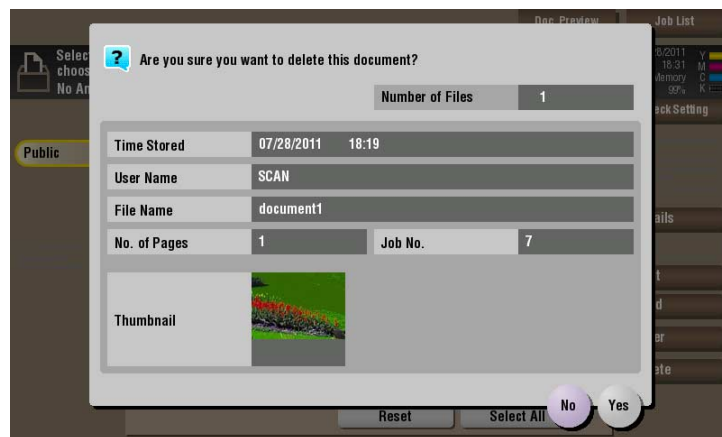
Rename a file

Select a file, then tap [Other] - [Edit Name]. Now you can rename the file. Enter a new name from the **Touch Panel**.

Tips
- Before renaming a file, check the destination server conditions and others.
- You can also rename a file while it is being transmitted.

Move file to another User Box

Select a file, then tap [Other] - [Re-order]. Now you can move the file to another User Box. The destination can be a Public User Box, a Personal User Box, or a Group User Box. Select a destination User Box, then tap [Start] or press the **Start** key.
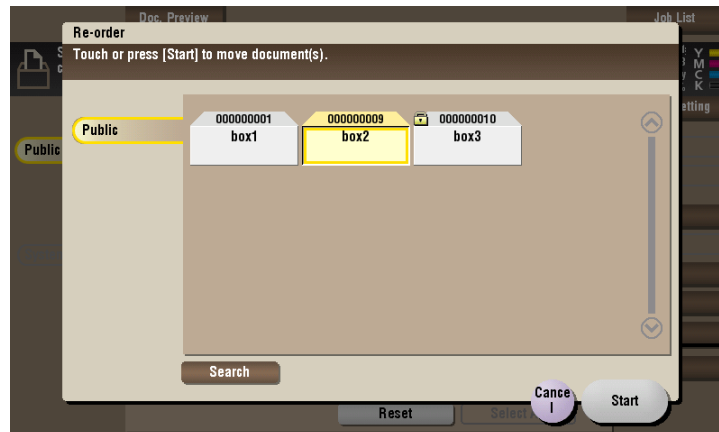
Tips
● You do not need to enter the password even if it is specified for the destination User Box.

Copy file to another User Box

Select a file, then tap [Other] - [Copy]. Now you can copy the file to another User Box. Select the destination Public, Personal or Group User Box. Select a destination User Box, then tap [Start] or press the **Start** key.

Tips
● You do not need to enter the password even if it is specified for the destination User Box.

Edit a page

Select a file, then tap [Other] - [Edit Document]. Now you can select page of the file to delete or rotate.

1 Select a page, and set the edit options.

Function	Description
[Odd Page]	Selects odd-numbered pages only.
[Even Page]	Selects even-numbered pages only.
[All Pages]	Selects all pages.
[Delete Page]	Deletes a selected page or pages. For example, you can delete blank pages to reduce the amount of data.
[Rotate Page]	Rotates a selected page 90 degrees or 180 degrees. When a 2-sided original is scanned, the top and bottom may be reversed page by page or the orientation may be different from the original. In this case, you can rotate and correct the orientation of each page.
[Move Page]	Reorders pages by moving some of them. Only one page can be moved at a time. Repeat this operation to move two or more pages. • [Preview/Specify by Input]: If a large number of pages are stored, use this option to set the destination to move pages by entering numeric values. Enter a destination page number, and specify to insert the page immediately before or after the destination.
[Preview/Set Range]	Sets a range of pages and displays them as preview image. You can also change the display size.

2 Tap [Start].

3 To save your changes, tap [Yes].
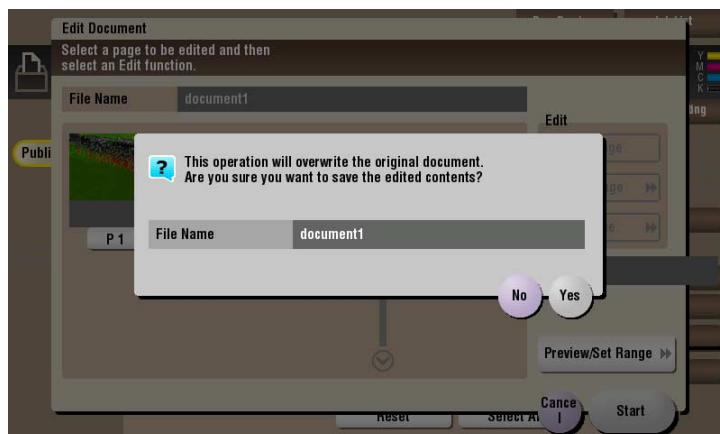
Your settings are saved.

Save file in a USB memory

Insert a USB memory device into the USB port of this machine, select a file, then tap [Other] - [Save to External Memory]. Now you can save the file on the USB memory.

- ✔ A file storage on a USB memory must first be enabled with the administrator privileges. For details, refer to page 17-7.
- ✔ Files of some USB memory devices may not be recognized correctly. For support of USB memory devices, refer to page 12-4.

1   Select a file to save on the USB memory device, then tap [Other] - [Save to External Memory].
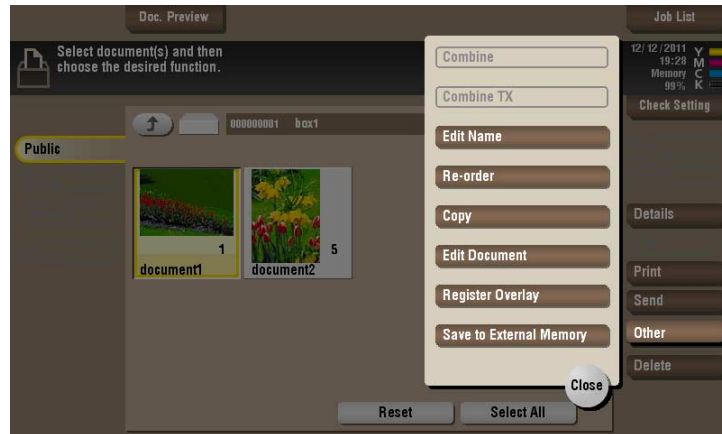
2   Set file save options if necessary.
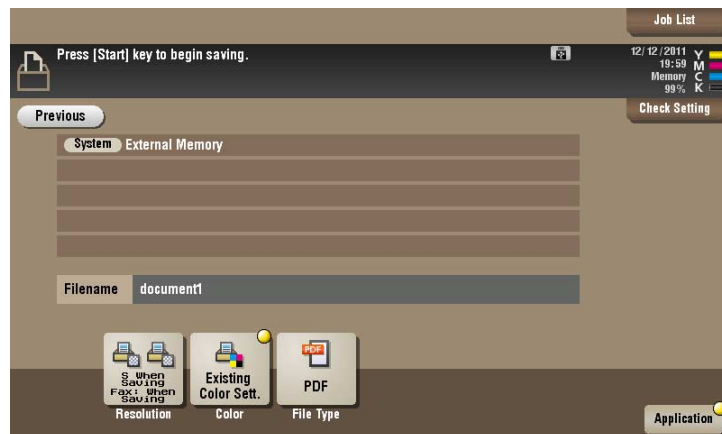
Options	Reference
Resolution	page 15-106
Color	page 15-107
File Type	page 15-108

3 Press the **Start** key.

The file is saved on the USB memory device.
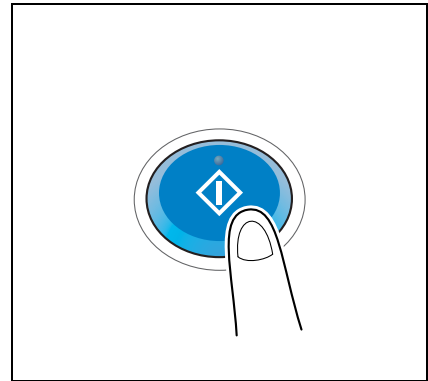
4 When the operation is complete, remove the USB memory device from the port of this machine.

Store file as an overlay image

Select a file, then tap [Other] - [Register Overlay]. Now you can store the file as an overlay image.

Once registered, you can compose an overlay image on the original during copy or printing from the PC. Also, you can compose an overlay image onto a User Box file during file printing.

You can register up to 100 overlay images.

1 To register an overlay image, select an unregistered key and tap [New].

→ To register an overlay image by overwriting an existing one, select the registered key and tap [Overwrite].

2 Enter a registration name, then tap [OK].

3 Set a density and color of the image if necessary, then tap [Start].
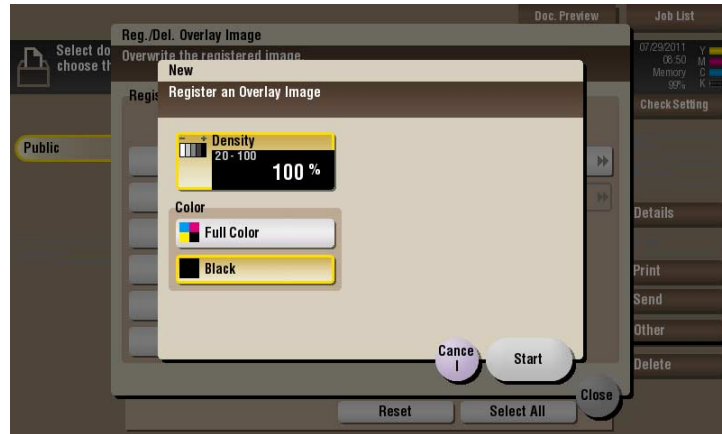
Tips
- If a file consists of multiple pages, the first page is registered as an overlay image.
- Once registered, you can compose an overlay image on the original and copy it by selecting [Application] in Copy mode and [Registered Overlay]. Also, when you print a file from a User Box, you can compose an overlay image to the file and print it by selecting [Application] - [Registered Overlay].

Check the file information

Select a file, then tap [Details] to check the detailed file information.
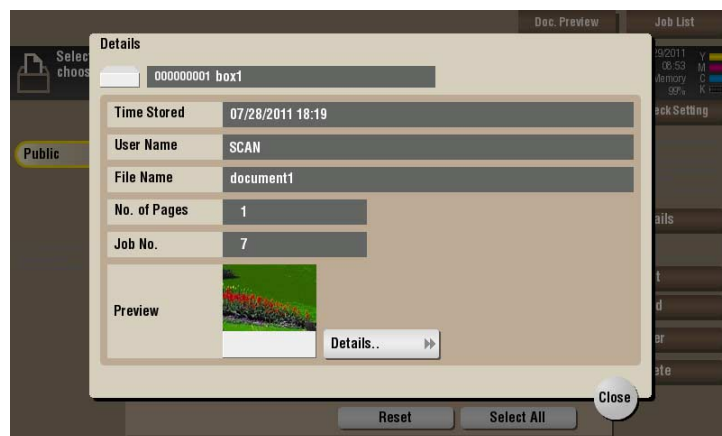
Tap [Details..], to preview the file image.
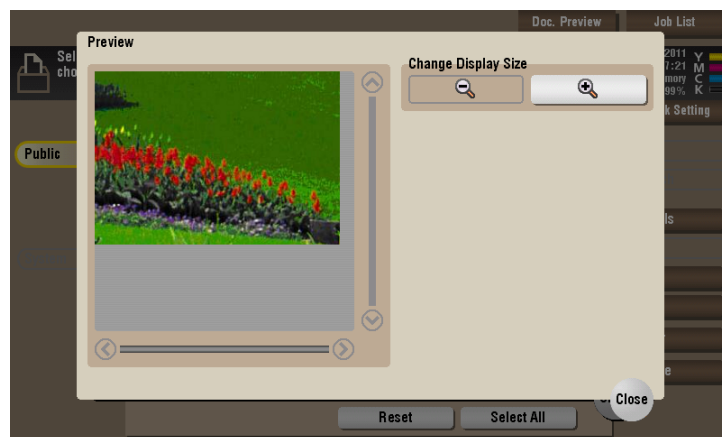
2.8 Operate a User Box from the PC

2.8.1 Operate a User Box via Web Connection

Open User Box

Log in to the **Web Connection** user mode, and open a User Box.

1 Access to the **Web Connection**, using the Web browser.

➜ For details on how to access the Web Connection, refer to [User's Guide: Web Management Tool].

2 Log in to the user mode.

➜ For details on how to login to the user mode, refer to [User's Guide: Web Management Tool].

3 Click [Box] - [Open User Box].

The User Boxes existing in this machine (Public, Personal, and Group User Boxes) are listed.

4 Click and select a User Box to open from the list.

➜ You can also open a desired User Box by entering its number directly in the [User Box Number] column.

➜ If the box is password protected, you need to enter the password.

Print files in a User Box

If a file can be printed, a check box is shown in the [Select] column. Also, symbol 🗐 is shown in the [Selectable Operation] column.

1 Select the check box of file you wish to print, and click [Print].

➜ Or, click 🗐 shown in the [Selectable Operation] column.

2 Set the print options if necessary.

Settings	Description
[Change order]	This option is displayed when multiple files are selected. You can change the print sequence if necessary. Select files and change their print sequence by clicking [Top]/[Up]/[Down]/[Bottom]/[Undo]. To display files as thumbnails, click [Thumbnail View].
[Combine]	This option is displayed when multiple files are selected. You can combine multiple files into a single file and print them at the same time. If you select multiple files and set [OFF], you cannot use the [Basic Setting] and [Application Setting] options.
[Basic Setting]	You can set a number of copies, 2-sided Print, Color, and Finishing if necessary.
[Application Setting]	Configure more detailed setting such as Page Margin or Stamp. When using this function, click [Display].
[Save Print Settings]	Specify to save the current print settings or not. This option is not displayed when multiple files are selected.

3 Click [OK].

Printing starts.
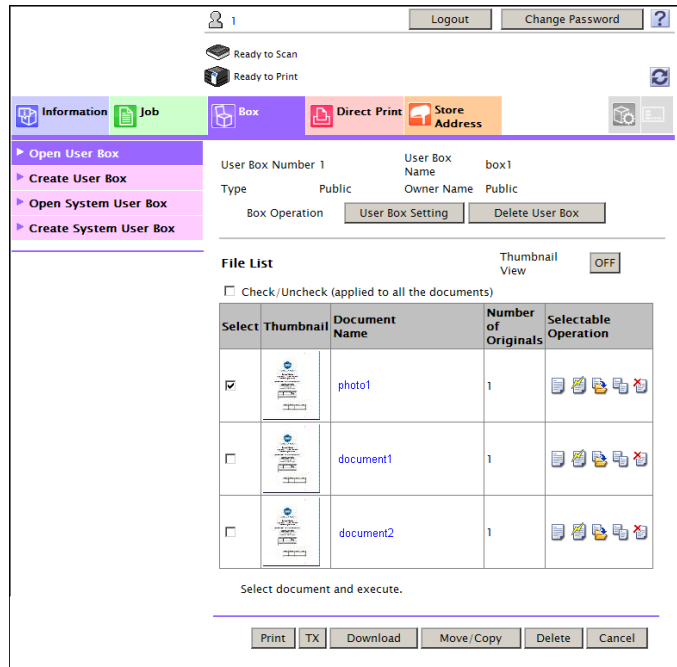
4 Click [OK].

The file list screen appears again.

Send files in a User Box

If a file can be sent, a check box is shown in the [Select] column. Also, symbol 📝 is shown in the [Selectable Operation] column.

1   Select the check box of file you wish to send, and click [TX].

➜ Or, click 📝 in the [Selectable Operation] column.

2 Configure send settings.

Settings	Description
[Specify destination]	Click [Search from List], and select the destination from the Address Book. When checking the destination list, click [Check Destination].
[Change order]	This option is displayed when multiple files are selected. You can change the file transfer sequence if necessary. Select files and change their print sequence by clicking [Top]/[Up]/[Down]/[Bottom]/[Un-do]. To display files as thumbnails, click [Thumbnail View].
[Combine]	This option is displayed when multiple files are selected. You can combine multiple files into a single file and send them at the same time. If you select multiple files and set [OFF], you cannot use the [File Type], [Communication Setting], and [Application Setting] options.
[File Type]	Specify the file type and encryption contents for a file to be sent.
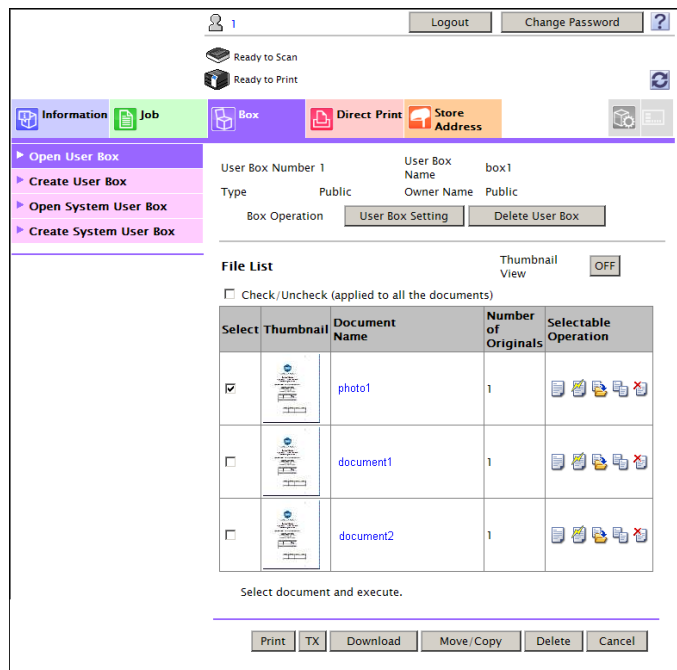
Settings	Description
[Communication Setting]	Configure E-mail settings or specify the URL notification destination. When using this function, click [Display].
[Application Setting]	Configure more detailed setting such as Stamp or Send & Print. When using this function, click [Display].

3 Click [OK].

Sending starts.

4 Click [OK].

The file list screen appears again.

Download files in a User Box to the PC

If a file can be downloaded, a check box is shown in the [Select] column. Also, symbol 🖹 is shown in the [Selectable Operation] column.

1 Select the check box of file you wish to download, and click [Download].

➔ Or, click 🖹 in the [Selectable Operation] column.

2   Set the download options.
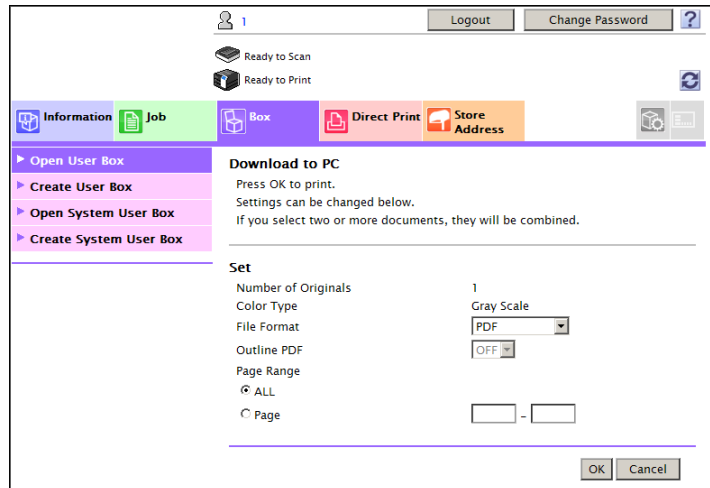
Settings	Description
[Change order]	This option is displayed when multiple files are selected. You can change the file storage sequence if necessary. Select files and change their print sequence by clicking [Top]/[Up]/[Down]/[Bottom]/[Undo]. To display files as thumbnails, click [Thumbnail View].
[File Format]	Select a type of file to save.
[Page Range]	You can download all pages of file or the specified range of pages to the PC.

3   Click [OK].

4   When [Preparation for download has been completed.] has appeared, click [Download].

The File Download page appears.

5   Click [Save].

6   Specify the storage location and file name, and click [Save].

7   Click [Back].

The file list screen appears again.

Move or copy files in a User Box to another User Box

If a file can be moved or copied to another User Box, a check box is shown in the [Select] column. Also, symbol 🔖 is shown in the [Selectable Operation] column.

1 Select the check box of file you wish to move or copy, and click [Move/Copy].

➔ Or click 🔖 in the [Selectable Operation] column.

➔ You cannot select multiple files.
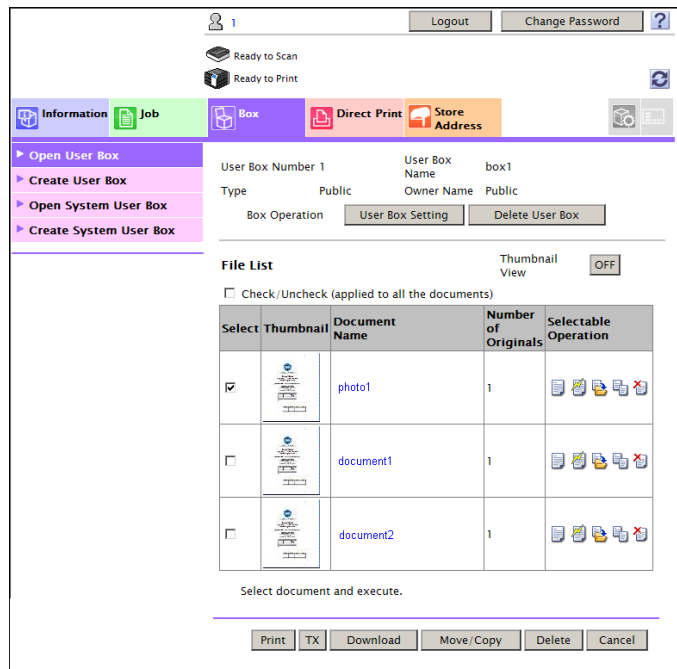
2 Set the move or copy options.
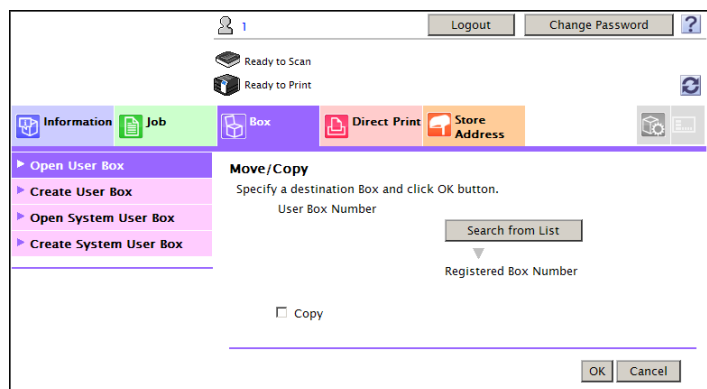
Settings	Description
[User Box Number]	Select the destination User Box from the box list.
[Copy]	Select this check box to copy a file to the selected User Box.

3 Click [OK].

The file is moved or copied to the destination User Box.

4 Click [OK].

The file list screen appears again.

Delete files from a User Box

If a file can be deleted, a check box is shown in the [Select] column. Also, symbol   is shown in the [Selectable Operation] column.

1   Select the check box of file you wish to delete, and click [Delete].

➜ You can select or deselect all files by checking the [Check/Uncheck (applied to all the documents)] box.

➜ Or, click   in the [Selectable Operation] column.
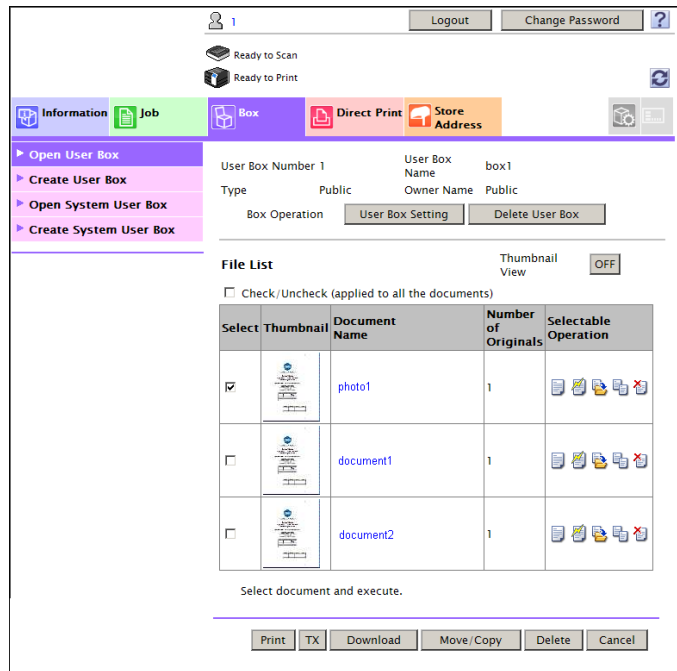
2   Check the name of file to delete, and click [OK].

➜ When you select multiple files and display them as thumbnails, click [Thumbnail View].
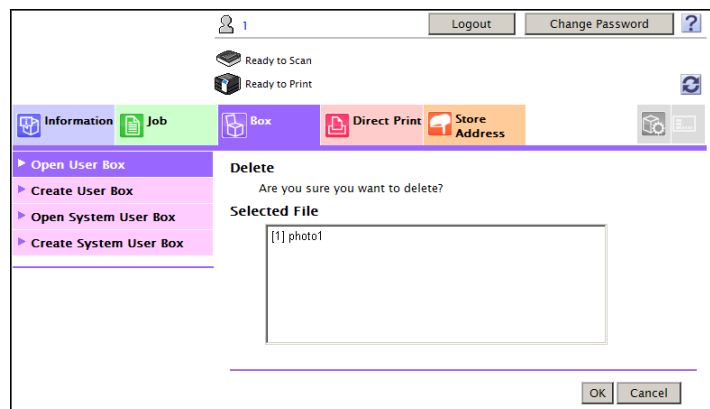
3   Click [OK].

The file is deleted, and the file list screen appears again.

2.8.2   Operate a User Box using the Box Operator

Box Operator is an application software to allow to access files in a User Box from the PC running on the Windows OS.

You can display files as thumbnails, print and delete files, and copy files to the PC.

For details on **Box Operator** installation and usage, refer to the **Box Operator** manual contained in the software package.

3 Receive fax in memory and print it later ([Memory RX])

3   Receive fax in memory and print it later ([Memory RX])

3.1   [Memory RX]

When a facsimile is received by the Memory RX function, it is stored in the Memory RX User Box. Once you have opened the User Box, you can select a fax stored in the User Box and preview, print, rename, or delete it.

Because the received faxes are forcibly stored in this box, you can print out only the required faxes and subsequently reduce total printing costs. Also, this will prevent important faxes from being stolen or lost and therefore enhance security.
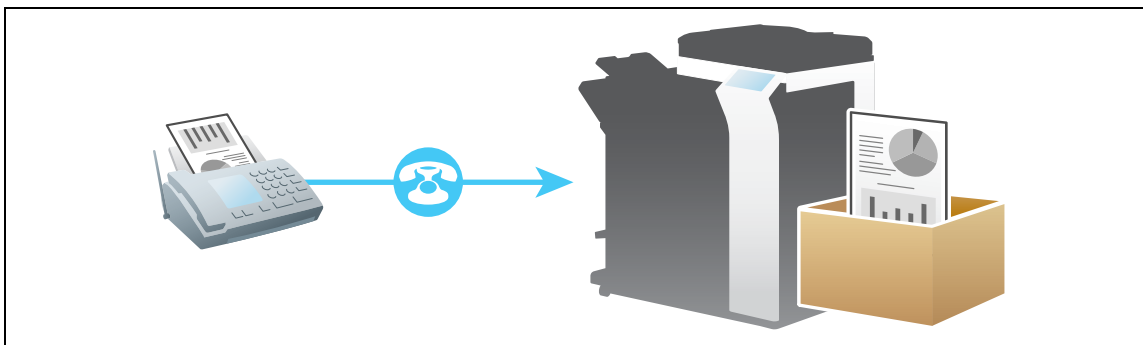
Tips
- The **Fax Kit** is required to use this function.

Related setting
- If you often use the Memory RX User Box, it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8.

3.2 Print fax from the Memory RX User Box.

1 Tap [Box].
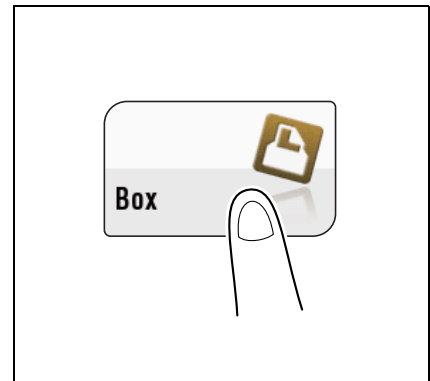
2 Tap [System] - [Memory RX].

3 Enter the password, then tap [OK].
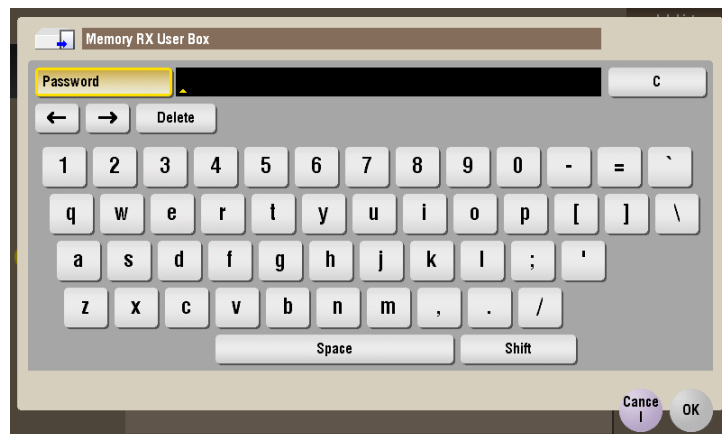
4 Select a file to print, then tap [Print].

Tips
● When you print a fax, it is deleted from the Memory RX User Box automatically.

3.3   Organize faxes in a User Box

Operation flow

1   Tap [Box].
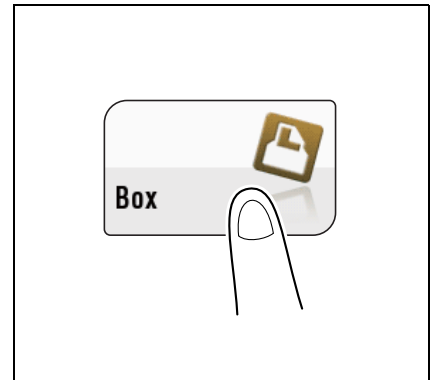
2   Tap [System] - [Memory RX].

3   Enter the password, then tap [OK].
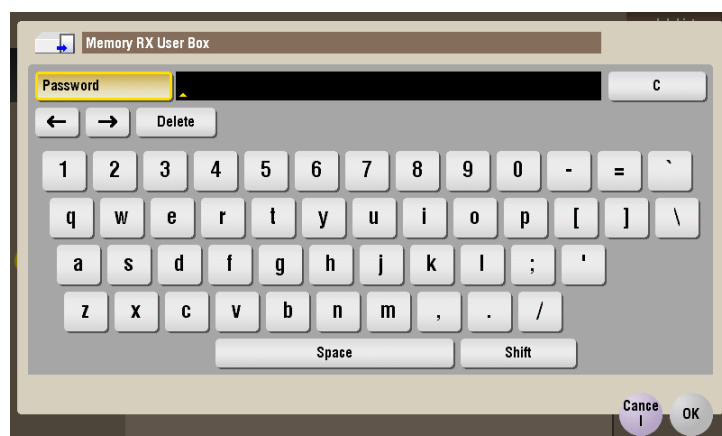
4 Select a fax and set an operation for it.

Delete a file

Select a file, then tap [Delete]. The file is deleted. You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].

Rename a file

Select a file, then tap [Other] - [Edit Name]. Now you can rename the file. Enter a new name from the **Touch Panel**.

Tips
- Before renaming a file, check the destination server conditions and others.
- You can also rename a file while it is being transmitted.

Check the file information

Select a file, then tap [Details] to check the detailed file information.

Tap [Details..], and you will be able to preview the file.
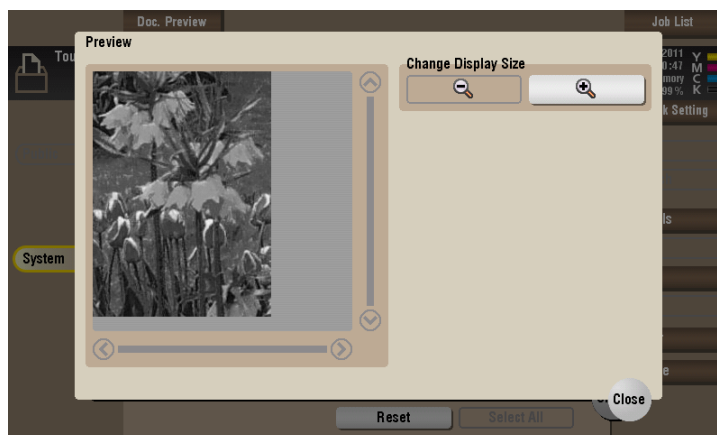
4 Retransmit fax if redialing has failed ([File Re-TX])

4   Retransmit fax if redialing has failed ([File Re-TX])

4.1   [File Re-TX]

When the recipient is busy and if communication cannot be established, undeliverable fax documents are stored in the Fax Retransmit User Box. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, send, or delete it.

Fax transmission is attempted for the number of times set by Auto Redialing function. If those attempts have failed, the fax document is stored in the Fax Retransmit User Box.
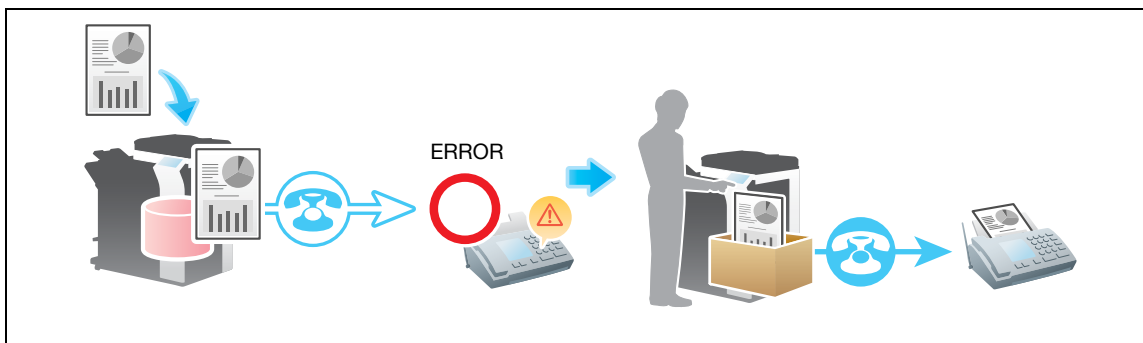
Tips
- The **Fax Kit** is required to use this function.

Related setting
- If you often use the Fax Retransmit User Box, it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8([Shortcut Key 1]/[Shortcut Key 2]).

📖 Reference

For details on the Auto Redialing function, refer to [User's Guide: Fax Operations].

4.2 Send fax from Fax Transmit User Box

4.2.1 Sending (Basic operation flow)

1 Tap [Box].
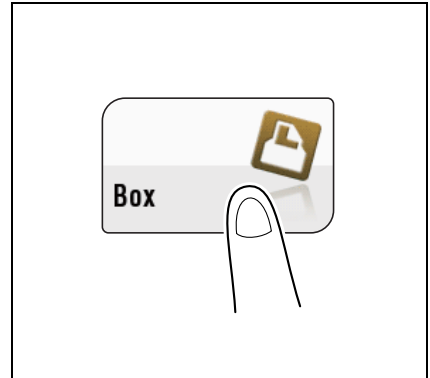
2 Tap [System] - [File Re-TX].

3 Select a fax to retransmit, then tap [Fax TX].

4 Specify the destination.

➜ For the destination setup, refer topage 4-6.
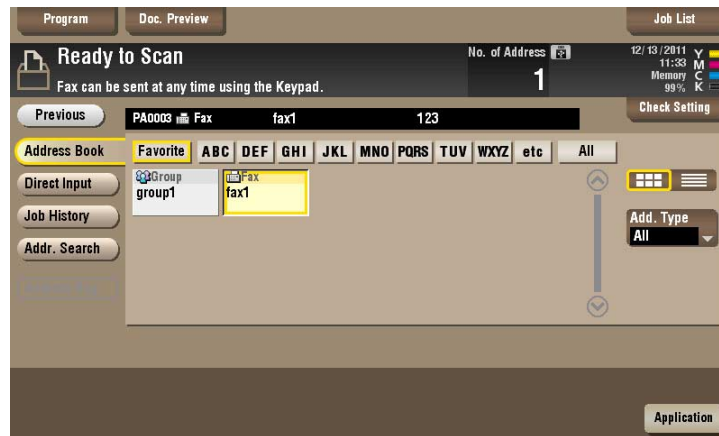
5 Set the file send options if necessary.

Options	Reference
[Fax Header Settings]	page 15-212
[Line Setting]	page 15-212

6 Press the **Start** key.

Transmission begins.
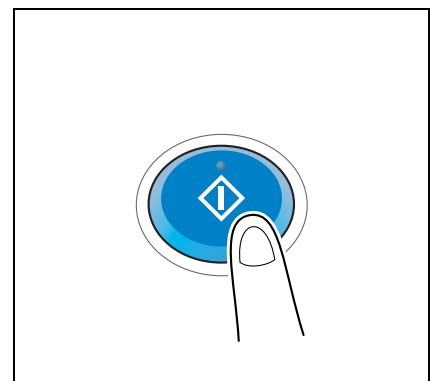
Tips
- When you retransmit a fax, it is deleted from the Fax Retransmit User Box automatically.

4.2.2   Set a destination

Select a destination from the Address Book

From the [Address Book], select a destination registered on this machine.

Broadcast transmission is possible by selecting multiple destinations.

No.	Description
1	Narrow down destinations using the search text specified for the registered destination. Using [Add. Type] in combination further narrows down destinations. The following keys can be used to narrow down destinations: • [All]: Displays all address book entries registered on this machine. • [Favorite]: Displays the destinations registered as [Favorites] as search text. • [etc]: Displays the destinations whose initial character is not an alphabet character and whose character is not set for search.
2	Displays the registered destinations either as buttons or in a list. If switched to the list display, you can sort the destinations by registration numbers, destination types, or in alphabetical order of destination names.
3	Narrow down destinations using the type of registered destination. Jobs can be further filtered in combination with Index.

Searching for destination

If a large number of destinations are registered, you can search for a destination by registration name or destination (E-mail address or PC name).

1 Tap [Addr. Search] - [Search] - [Name Search] or [Address Search].

➔ When searching for a destination by registration name, tap [Name Search].

➔ When searching for a destination by E-mail address or computer name, tap [Address Search].

2 Enter the text you want to search for, then tap [Search].

➔ To use [Name Search]

➔ To use [Address Search]

3 Select a destination from the search result.

Direct input

Select [Direct Input], tap [Fax], then enter a fax number.

📖 **Reference**
You can directly enter a destination and store it in the Address Book. For details, refer to [User's Guide: Scan Operations].

Select file from the history

Press [Job History], and you can select a destination from the scan or fax history.

The history shows the latest five fax destinations. When necessary, multiple destinations can be selected from the history.
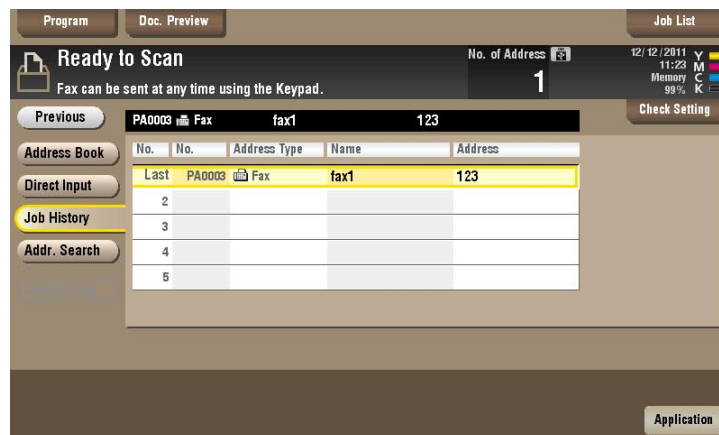
Tips
- If you have edited a destination, you have edited a User Box, or you have turned the power supply Off and On again, the history data is deleted or lost.

4.3   Print fax from the Memory RX User Box.

You can print only the first page of fax being stored in the Fax Retransmit User Box. The fax is not deleted from the box even if it is printed out.

1   Tap [Box].
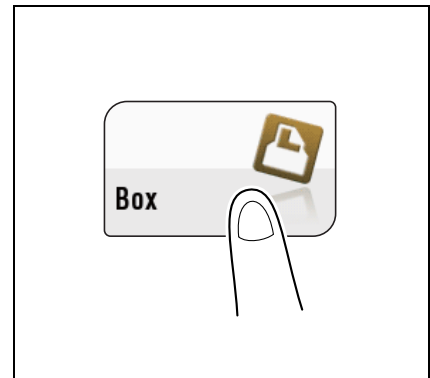
2   Tap [System] - [File Re-TX].
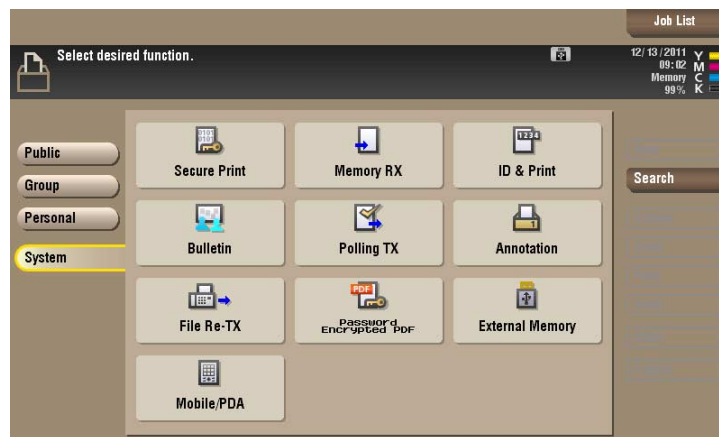
3   Select a fax to retransmit, then tap [Proof Print].
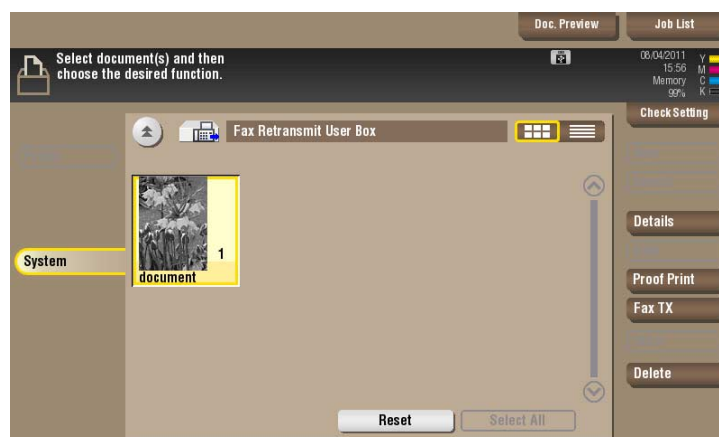
4 Tap [Start].

➔ Tap [Details..], to preview the fax image. For preview image details, refer to page 15-206.
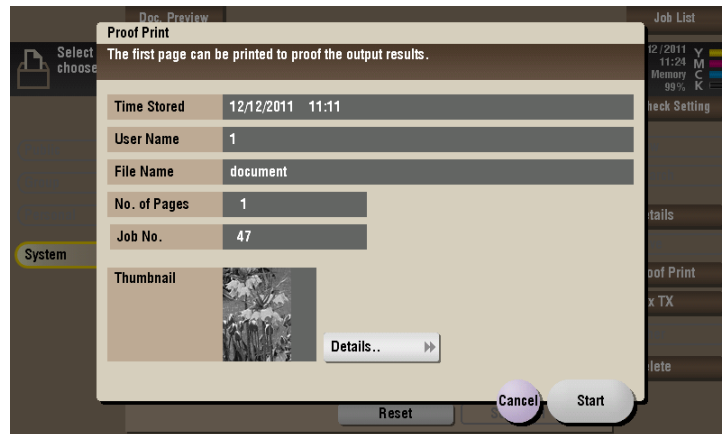
Printing starts.

4.4   Organize faxes in a User Box
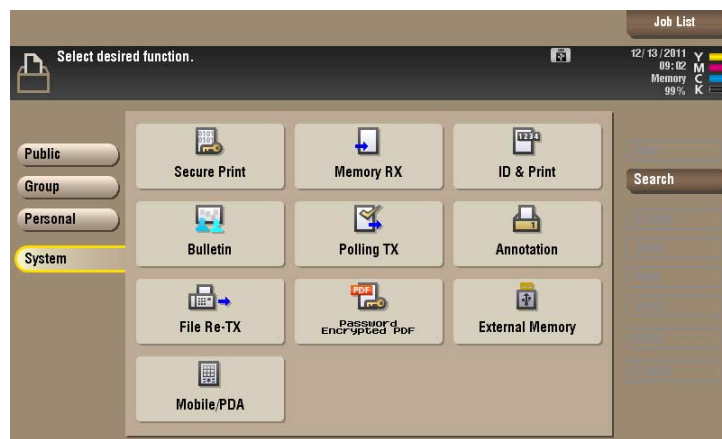
Operation flow

1   Tap [Box].

2   Tap [System] - [File Re-TX].

3   Select a file and set the desired operation.

Delete a file

Select a file, then tap [Delete]. The file is deleted. You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].
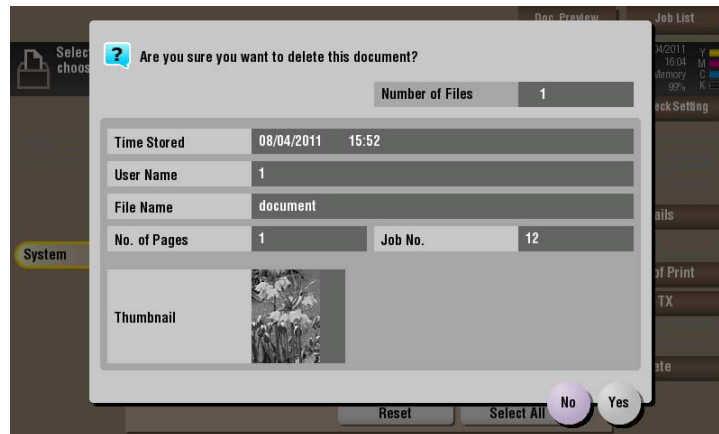
Check the file information

Select a file, then tap [Details] to check the detailed file information.
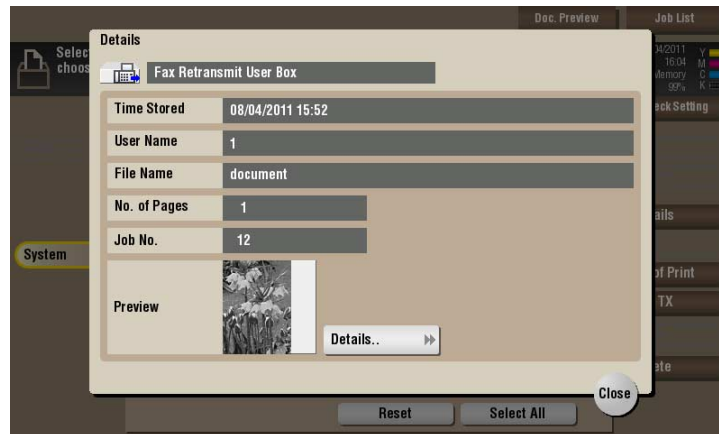
Tap [Details..], and you will be able to preview the file.

5 Print classified documents ([Secure Print])

5 Print classified documents ([Secure Print])

5.1 [Secure Print]

When you print a document from the PC or when you select the Secure Print function using the printer driver, this data file is stored in the Secure Print User Box. Once you have opened the User Box, you can select a file stored in the User Box and preview, print, rename, or delete it.

The document ID and password are required to print out the files stored in the Secure Print User Box. After the file has been printed out, it is deleted automatically. This box is used to handle classified documents.
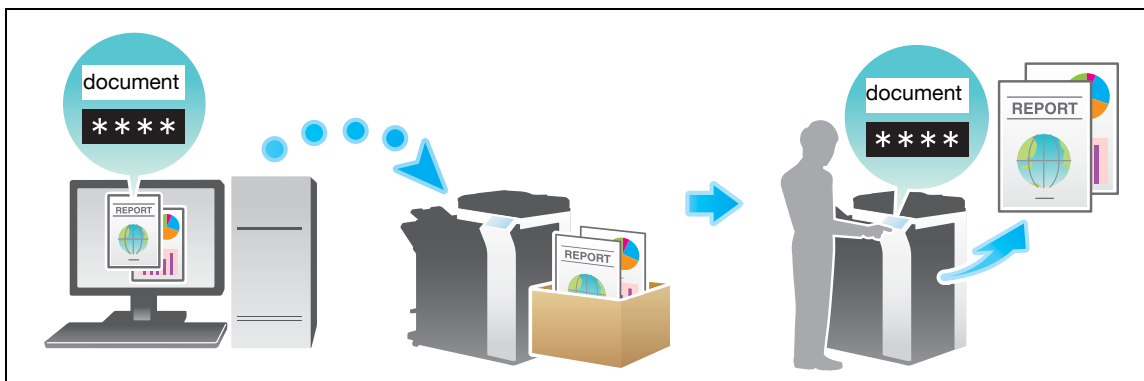
Related setting

- If you often use the Secure Print User Box, it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8([Shortcut Key 1]/[Shortcut Key 2]).

Related setting (for the administrator)

- You can delete all files from the Secure Print User Box. For details, refer to page 17-6.
- You can set a time to automatically delete files from the Secure Print User Box (Default: [1 day]). For details, refer to page 17-6.

5.2   Print files in a User Box

Print (Basic operation flow)
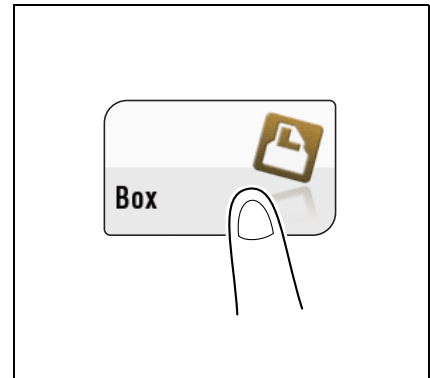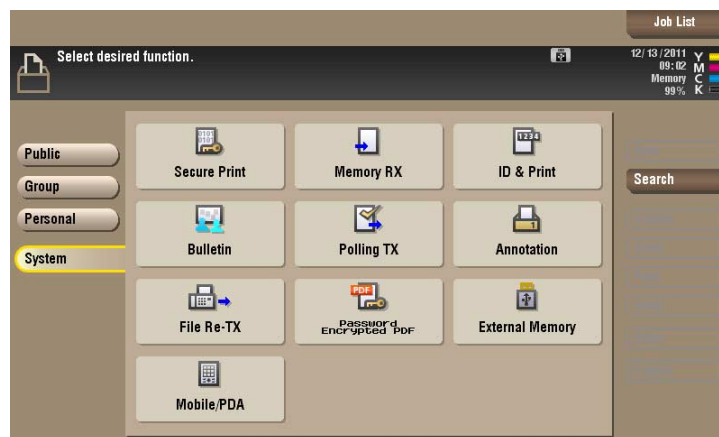
1   Tap [Box].

2   Tap [System] - [Secure Print].

3   Enter the [Document ID] and [Password] for the secure document, then tap [OK].

Secure documents that have specified document IDs and password are listed.

4 Select a file to print, then tap [Print].

5 Set print options if necessary.

➜ For detailed optional settings, refer to page 14-12.
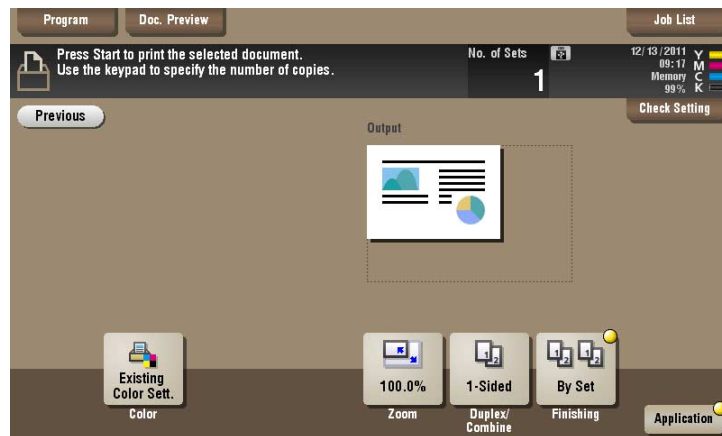
6 Press the **Start** key.

Printing starts.
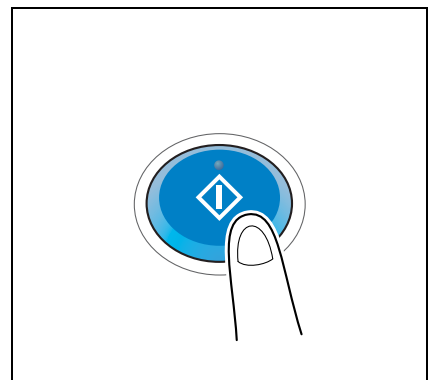
Print (If [Prohibited Functions When Authentication Error] is set to [Mode 2])

If the [Prohibited Functions When Authentication Error] is set to [Mode 2], you need to enter the password to select a file from the Secure Print User Box. You need to enter password for each file even if secure documents have the same document ID. Therefore, the security level is higher than that of default [Mode 1]. For details on [Prohibited Functions When Authentication Error], refer to page 17-22.

1 Tap [Box].
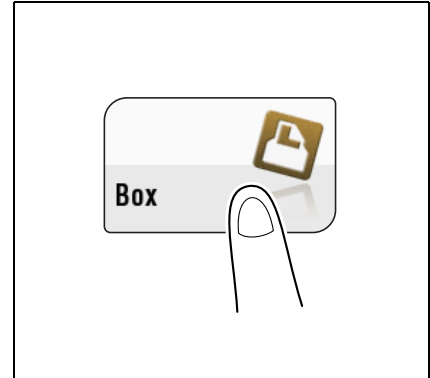
2 Tap [System] - [Secure Print].
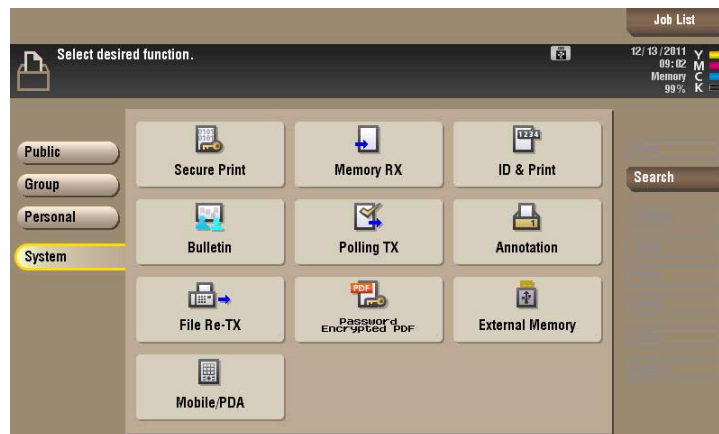
3 Enter the [Document ID] for the secure print document, then tap [OK].

Secure documents that have the specified document ID are listed.

4 Select a file to print, then tap [Other] - [Enter Password].
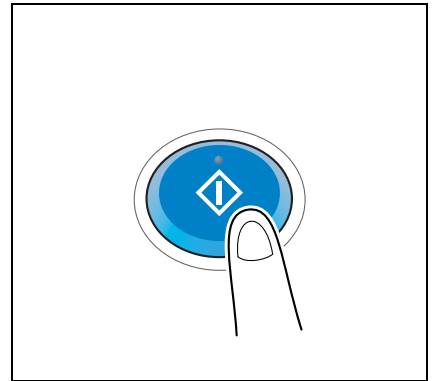
5 Enter the password for the secure print document, and then tap [OK].

The list of secure print documents matching the specified password appears.

➔ If the user cannot enter the correct password within the number of times being set by the password administrator, the selected file is locked out. To release the operation prohibition status, contact your administrator.

6 Tap [Print].
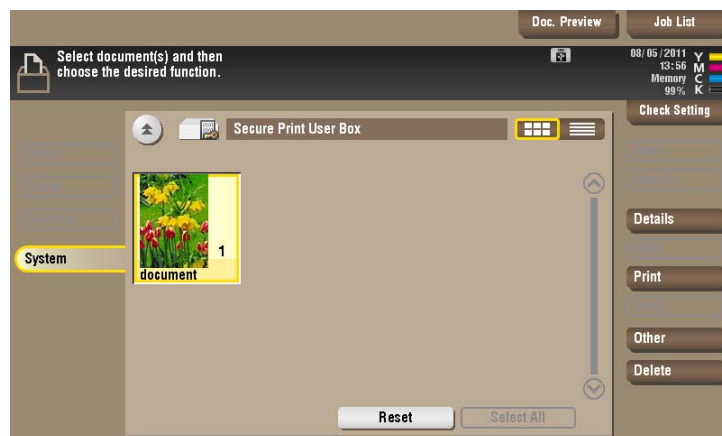
7 Set print options if necessary.

➔ For detailed optional settings, refer to page 14-12.
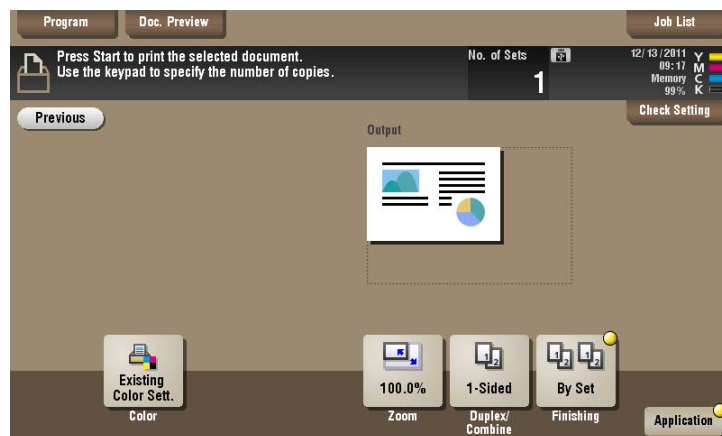
8 Press the **Start** key.

Printing starts.

5.3 Organize files in a User Box

Operation flow

In the following example, [Prohibited Functions When Authentication Error] function has been set to [Mode 1].

1 Tap [Box].

2 Tap [System] - [Secure Print].

3 Enter the [Document ID] and [Password] for the secure document, then tap [OK].

Secure documents that have specified document IDs and password are listed.

4 Select a file and set the desired operation.

Delete a file

Select a file, then tap [Delete]. The file is deleted. You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].

Rename a file

Select a file, then tap [Other] - [Edit Name]. Now you can rename the file. Enter a new name from the **Touch Panel**.

Tips
- Before renaming a file, check the destination server conditions and others.
- You can also rename a file while it is being transmitted.

Check the file information

Select a file, then tap [Details] to check the detailed file information.

Tap [Details..], and you will be able to preview the file.
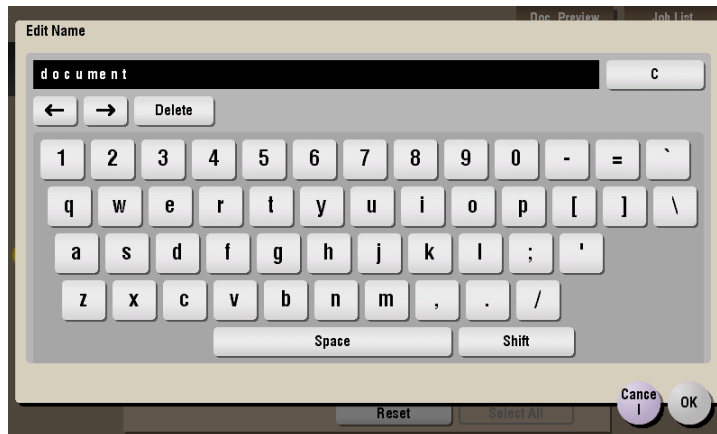
6 Annotate files ([Annotation])

6   Annotate files ([Annotation])

6.1   [Annotation]

When a stored file is printed out or sent to another user, its date, time and any annotations are added to this box automatically. Once you have opened the User Box, you can select a file stored in the User Box and pre-view, print out, send, rename, or delete it.

When a file is read from the Annotation User Box and used for printouts or transmitted to a recipient, the date, time and any annotations (previously determined for management) are automatically added to the header or footer of each image. You can prevent the unauthorized use of documents by creating a document that can identify the creation date and time and serial page number of each document.
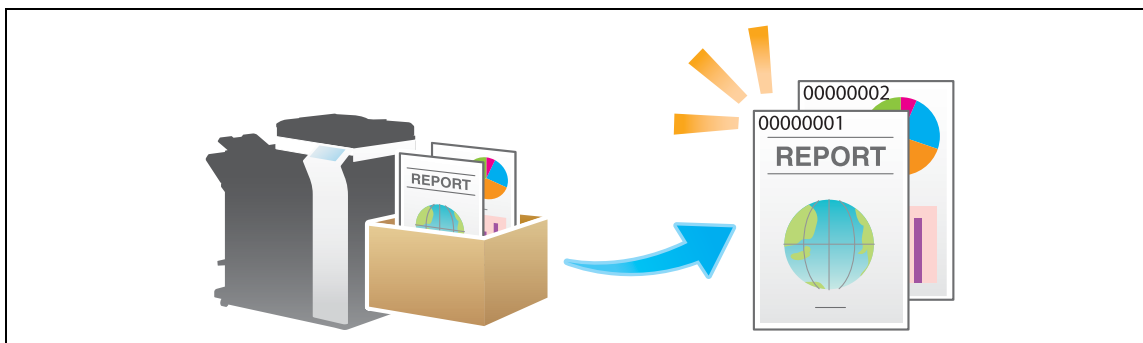
Related setting

- If you often use the Annotation User Box, it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8([Shortcut Key 1]/[Shortcut Key 2]).

6.2 Create an Annotation User Box

Only the administrator can create an Annotation User Box.

1 Press [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create User Box] - [Annotation User Box] - [New].

2 Enter the registration information, then press [OK].

➜ For details on registration information, refer to page 17-13.

📖 **Reference**

You can also create an Annotation User Box with the **Web Connection**. *For details, refer to [User's Guide: Web Management Tool].*

6.3   Save file in a User Box

Save (Basic operation flow)

1   Load the original.
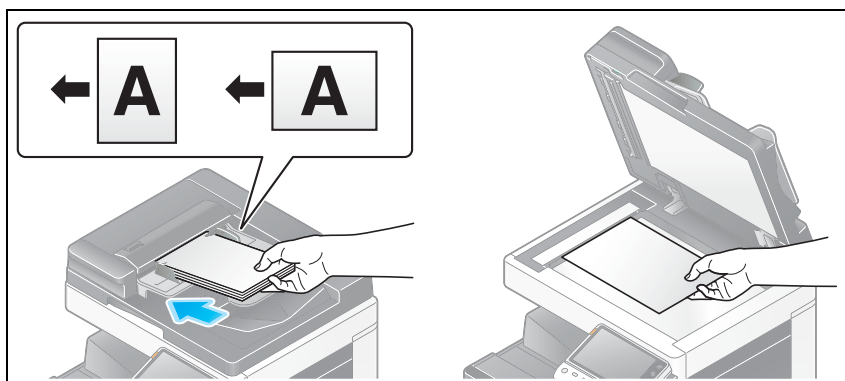
2   Tap [Box].
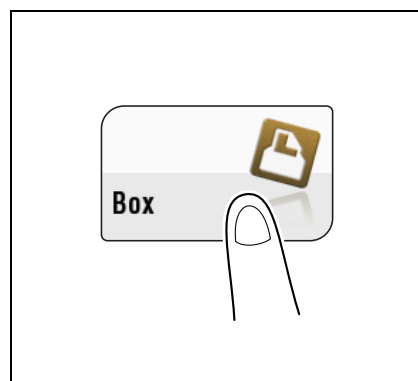
3   Tap [System] - [Annotation].

4 Select a User Box in which to save a file, then tap [Save].
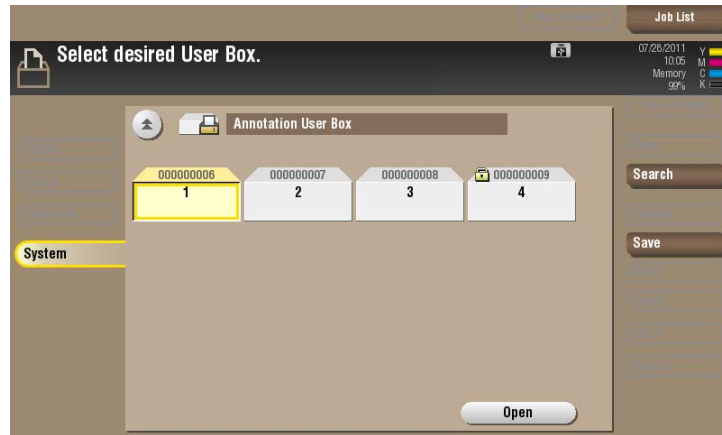
5 Set file save options if necessary.

→ For detailed optional settings, refer to page 14-3.

6 Press the **Start** key.
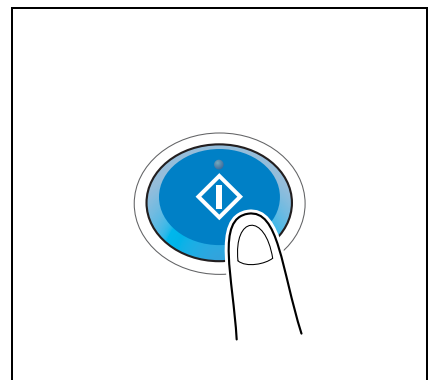
The file is saved.

Save files in Copy mode

You can read a document in Copy mode and save its data in the User Box.

For details, refer to [User's Guide: Copy Operations].

Save files from a PC

When specifying to print using the printer driver, you can specify a User Box number and store the print data in the box.

For details, refer to [User's Guide: Print Operations].

6.4 Print files in a User Box

1 Tap [Box].

2 Tap [System] - [Annotation].

3 Select the desired User Box, then tap [Open].

→ If the box is password protected, tap [Open] and enter the password.

→ You can also open the desired User Box by tapping it twice.

4 Select a file to print, then tap [Print].
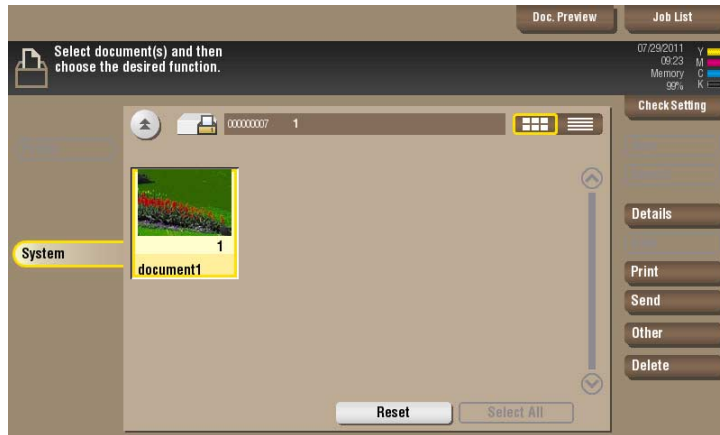
5 Set print options if necessary.

→ For detailed optional settings, refer to page 14-12.
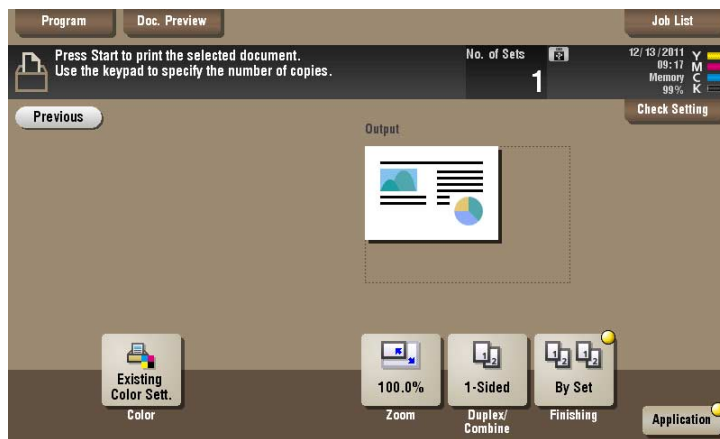
6 Press the **Start** key.

Printing starts.
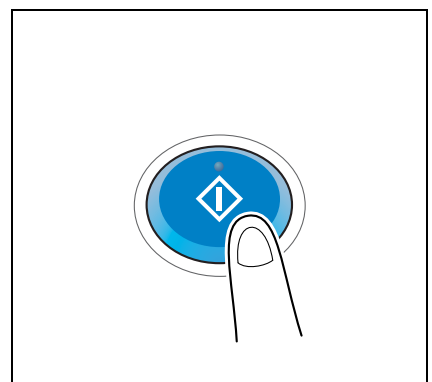
Related setting (for the administrator)
- You can specify to hold or clear a file from the box after file printing or sending (Default: [Yes]). Also, you can prompt the user to hold or not hold a file in the box after it has been printed or sent in the delete confirmation screen. For details, refer to page 17-7.

6.5 Send files in a User Box

6.5.1 Sending (Basic operation flow)
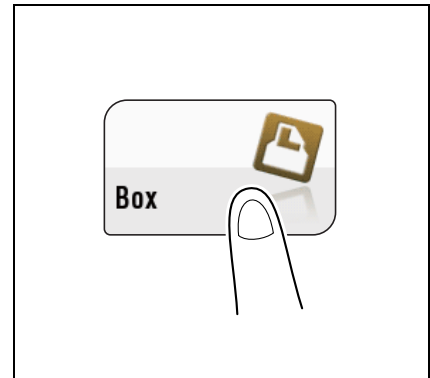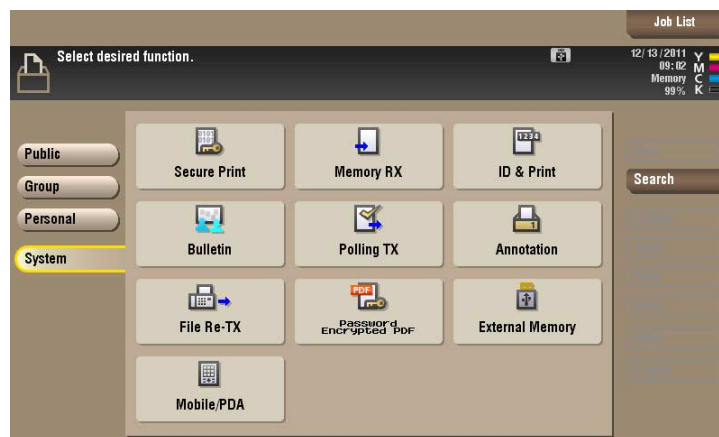
1 Tap [Box].

2 Tap [System] - [Annotation].

3 Select the desired User Box, then tap [Open].
→ If the box is password protected, tap [Open] and enter the password.
→ You can also open the desired User Box by tapping it twice.
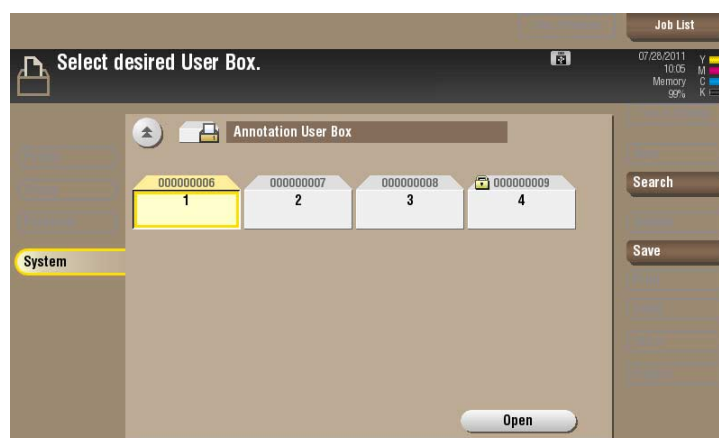
4 Select the desired file, then tap [Send].
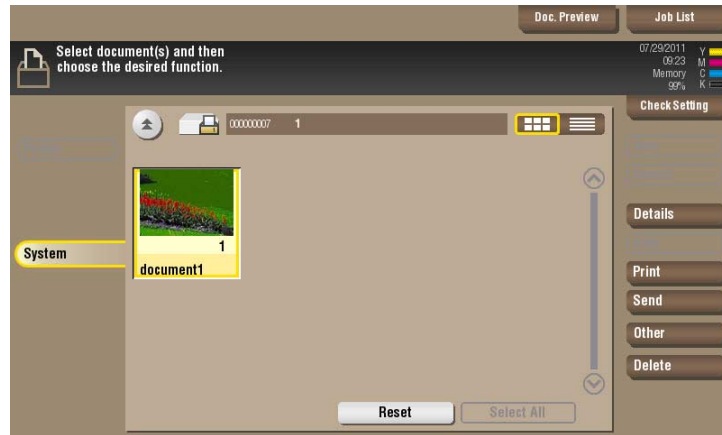
5 Specify the destination.

➜ For the destination setup, refer to page 6-13.
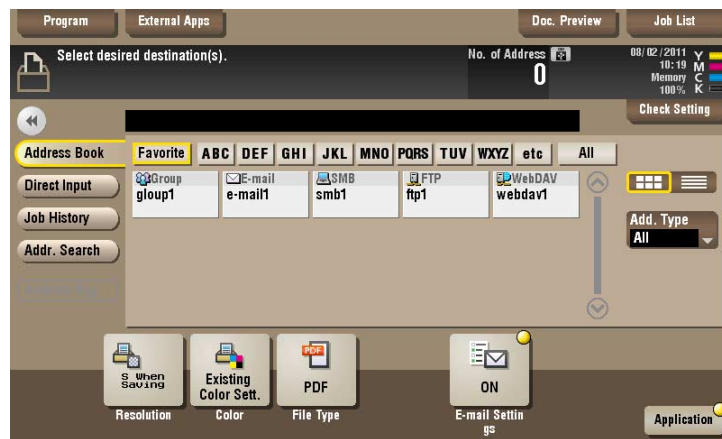
6 Set the file send options if necessary.

➜ For detailed optional settings, refer to page 14-23.
➜ You can change the file annotation if necessary. For details, refer to page 15-201.
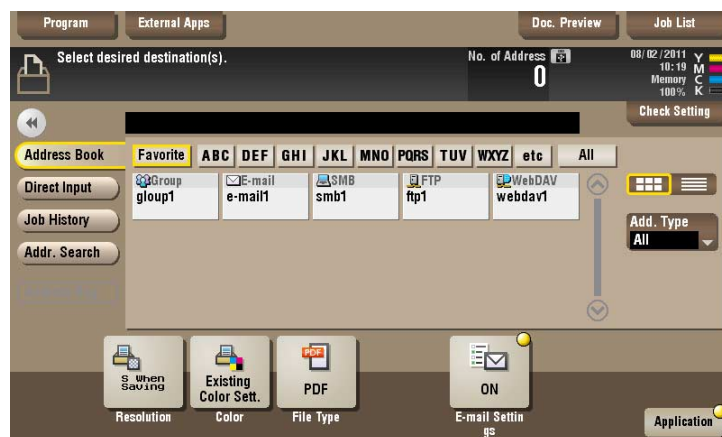
7 Press the **Start** key.

Transmission begins.

Related setting (for the administrator)

● You can specify to hold or clear a file from the box after file printing or sending (Default: [Yes]). Also, you can prompt the user to hold or not hold a file in the box after it has been printed or sent in the delete confirmation screen. For details, refer to page 17-7.

6.5.2   Set a destination

Select a destination from the Address Book

From the [Address Book], select a destination registered on this machine.

Broadcast transmission is possible by selecting multiple destinations. Broadcasting can also be used for other file transfer functions such as simultaneous E-mail and SMB file transfer.

No.	Description
1	Narrow down destinations using the search text specified for the registered destination. Using [Add. Type] in combination further narrows down destinations. The following keys can be used to narrow down destinations: • [All]: Displays all address book entries registered on this machine. • [Favorite]: Displays the destinations registered as [Favorites] as search text. • [etc]: Displays the destinations whose initial character is not an alphabet character and whose character is not set for search.
2	Displays the registered destinations either as buttons or in a list. If switched to the list display, you can sort the destinations by registration numbers, destination types, or in alphabetical order of destination names.
3	Narrow down destinations using the type of registered destination. Jobs can be further filtered in combination with Index.

Searching for destination

If a large number of destinations are registered, you can search for a destination by registration name or destination (E-mail address or PC name).

1 Tap [Addr. Search] - [Search] - [Name Search] or [Address Search].

➜ When searching for a destination by registration name, tap [Name Search].

➜ When searching for a destination by E-mail address or computer name, tap [Address Search].

2 Enter the text you want to search for, then tap [Start search].

➜ To use [Name Search]
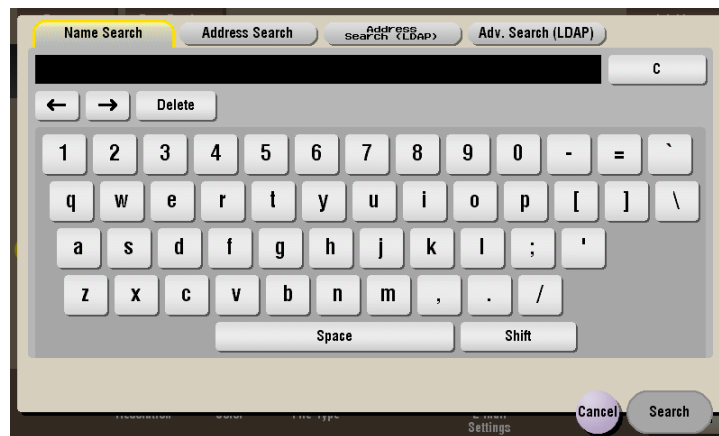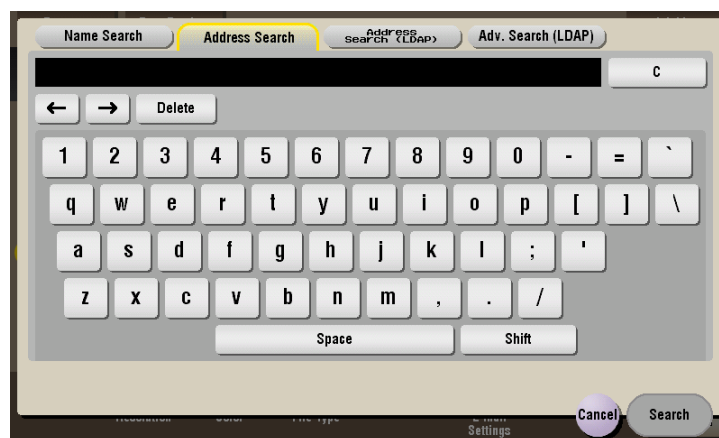
➜ To use [Address Search]

3 Select a destination from the search result.

Direct input

In [Direct Input], tap the destination type key and enter the destination name.
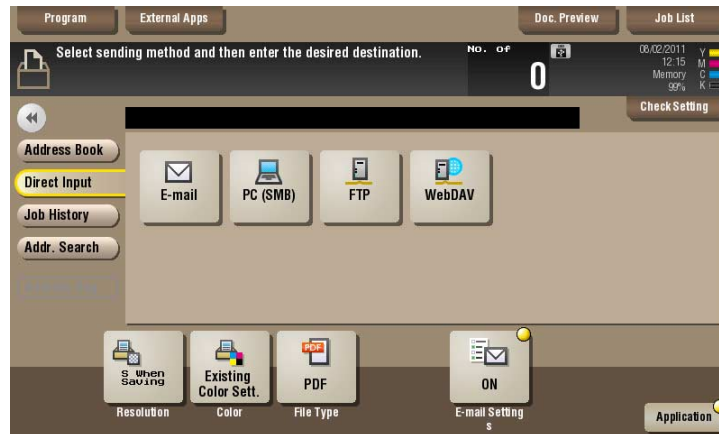
Purpose	Reference
Send e-mail with an attached file.	page 15-184
Send file to shared folder of PC or server.	page 15-185
Send file to FTP server.	page 15-186
Send file to WebDAV server.	page 15-187

Reference
You can directly enter a destination and store it in the Address Book. For details, refer to [User's Guide: Scan Operations].

Select file from the history

Press [Job History], and you can select a destination from the scan or saved job history.

The latest jobs (up to five) are displayed for history purposes. You can also select multiple destinations from the history.
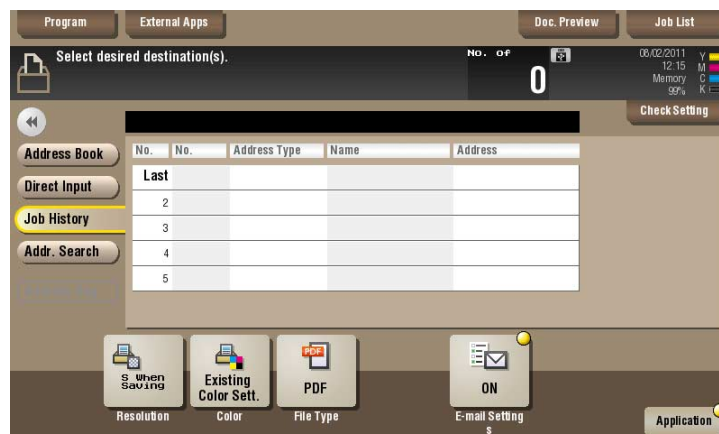
Tips
- If you have edited a destination, you have edited a User Box, or you have turned the power supply Off and On again, the history data is deleted or lost.

Search for E-mail address from the LDAP server

If you are using the LDAP server or the Active Directory of Windows Server, you can search and select a mail address from the server.

There are two ways to search: Use [Address Search (LDAP)] in which a fax number is searched by a single keyword, and use [Adv. Search (LDAP)] in which a fax number is searched by a combination of keywords of different categories.

✔ To use the LDAP server or Active Directory to specify the destination, you must register the server on this machine. The registration procedure is explained using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].

1 Tap [Addr. Search] - [Search] - [Address Search (LDAP)] or [Adv. Search (LDAP)].

2 Enter the keyword, then tap [Search].

→ To use [Address Search (LDAP)]
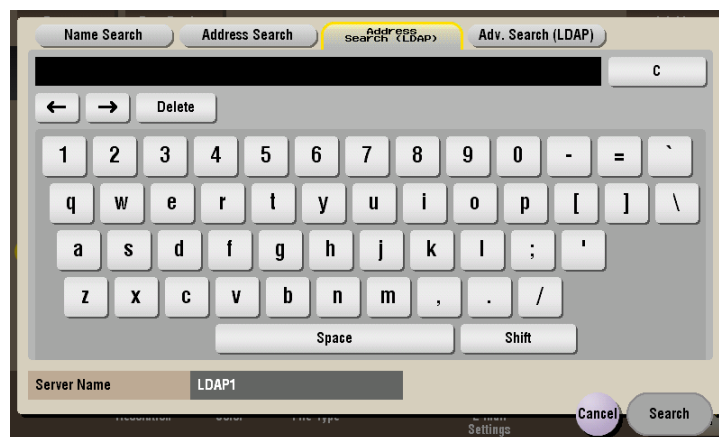
→ To use [Adv. Search (LDAP)]
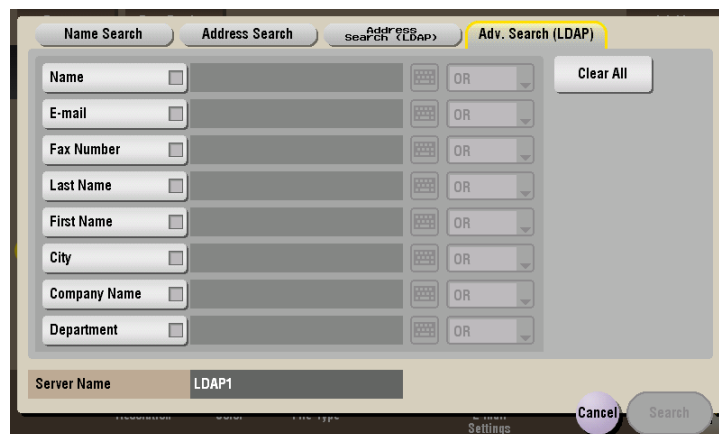
3 Select a destination from the search result.

6.6   Organize files in a User Box

Operation flow

1 Tap [Box].

2 Tap [System] - [Annotation].

3 Select the desired User Box, then tap [Open].
   ➔ If the box is password protected, tap [Open] and enter the password.
   ➔ You can also open the desired User Box by tapping it twice.

4 Select a file and set the desired operation.
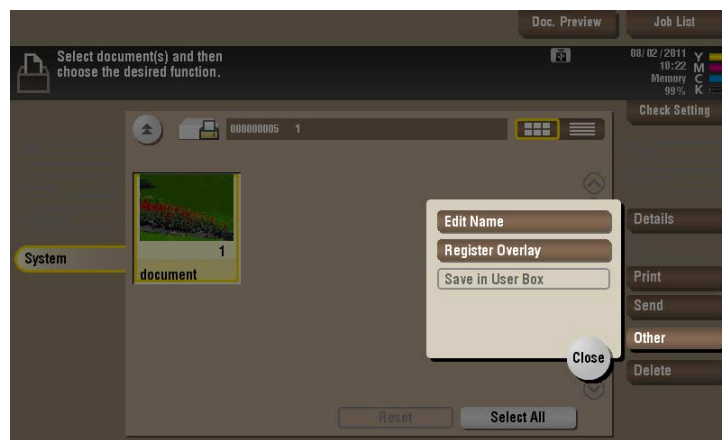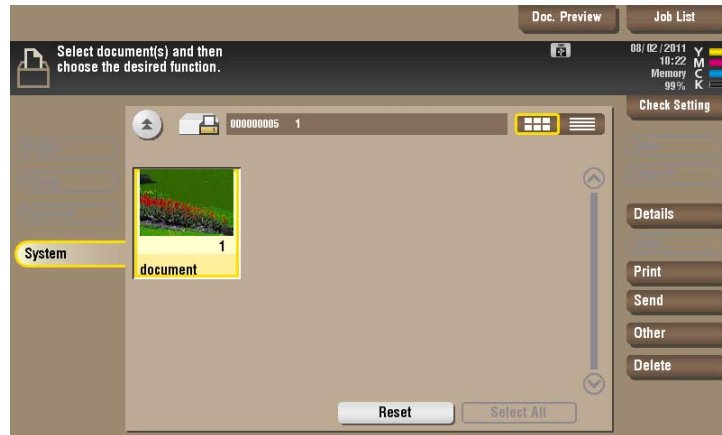
Delete a file

Select a file, then tap [Delete]. The file is deleted. You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].
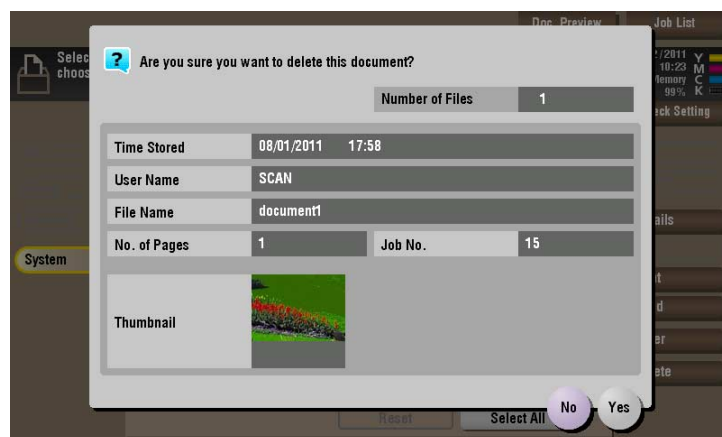
Rename a file

Select a file, then tap [Other] - [Edit Name]. Now you can rename the file. Enter a new name from the **Touch Panel**.
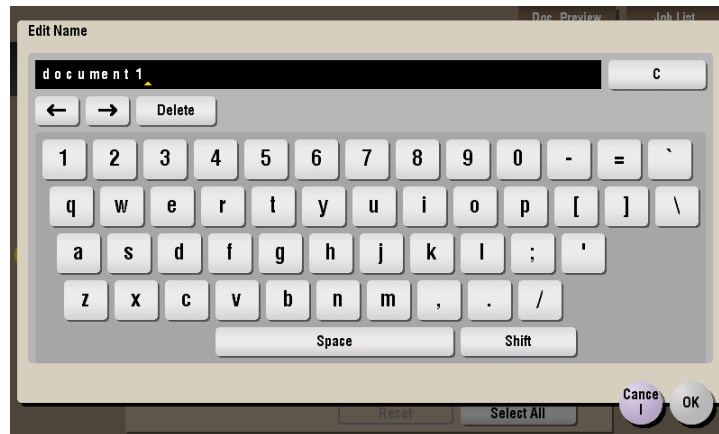
Tips
- Before renaming a file, check the destination server conditions and others.
- You can also rename a file while it is being transmitted.

Store file as an overlay image

Select a file, then tap [Other] - [Register Overlay]. Now you can store a file as an overlay image.

Once registered, you can compose an overlay image on the original during copy or printing from the PC. Also, you can compose an overlay image onto a User Box file during file printing.

You can register up to 100 overlay images.

**1** To register an overlay image, select an unregistered key and tap [New].
→ To register an overlay image by overwriting an existing one, select the registered key and tap [Overwrite].

2   Enter a registration name, then tap [OK].

3   Set a density and color of image if necessary, then tap [Start].

Tips
- If a file consists of multiple pages, the first page is registered as an overlay image.
- Once registered, you can compose an overlay image on the original and copy it by selecting [Application] in Copy mode and [Registered Overlay]. Also, when you print a file from a User Box, you can compose an overlay image to the file and print it by selecting [Application] - [Registered Overlay].

Check the file information

Select a file, then tap [Details] to check the detailed file information.

Tap [Details..], and you will be able to preview the file.

7 Print an encrypted PDF ([Password Encrypted PDF])

7   Print an encrypted PDF ([Password Encrypted PDF])

7.1   [Password Encrypted PDF]

When a password protected PDF file is printed out or stored in the User Box by using the Direct Print function or from a USB memory or a Bluetooth device, the file is stored in the Password Encrypted PDF User Box. Once you have opened the User Box, you can select a PDF file stored in the User Box to preview and print it out. Also, you can store the file in or delete it from the User Box.

When printing or saving a PDF file, you will need to enter a password that was set for the file.
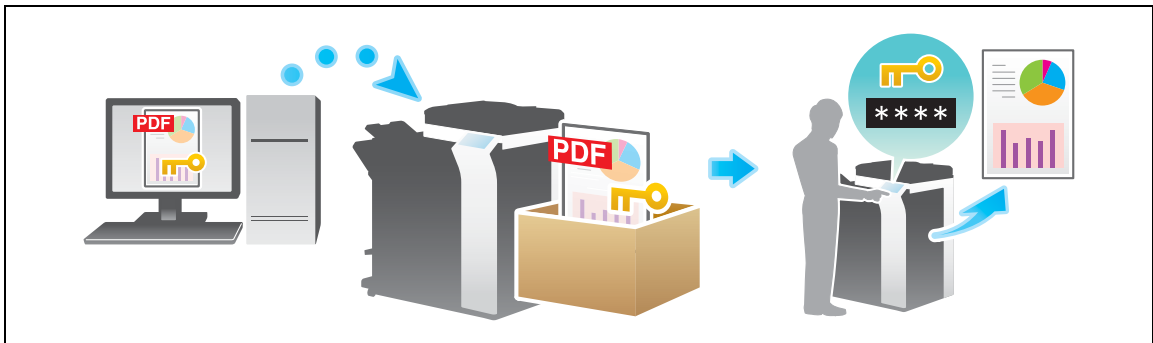
Tips
- If user authentication is enabled on this machine, only the password encrypted PDF data, which has been saved by the current login user, is displayed.

Related setting
- If you often use the Password Encrypted PDF User Box, it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8([Shortcut Key 1]/[Shortcut Key 2]).

7.2 Store file in User Box, or print file from User Box

1 Tap [Box].
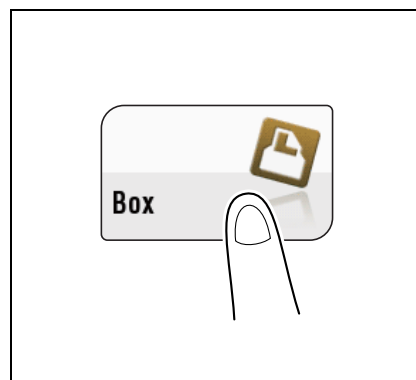
2 Tap [System] - [Password Encrypted PDF].

3 Select a file to print, then tap [Print/Save].
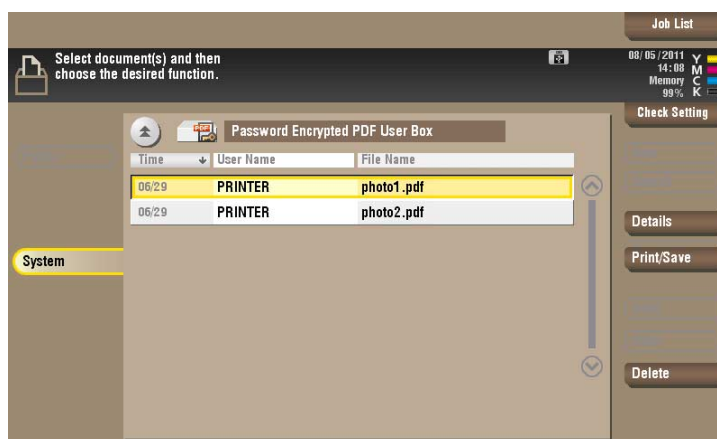
4   Enter the password, then tap [OK].

Printing starts.

Tips

- When printing or saving has completed, the file is deleted automatically from the Password Encrypted PDF User Box.
- The storage and printing process of the file is set when it is saved in the Password Encrypted PDF User Box. You cannot change from the storage process to the print process, or from the print process to the storage process.

7.3 Organize files in a User Box
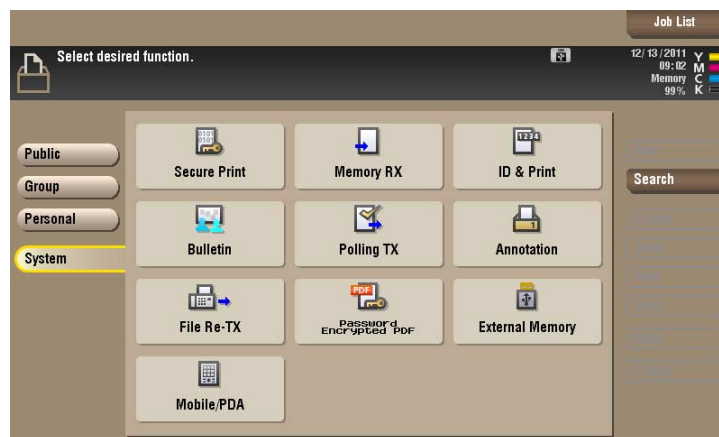
Operation flow

1 Tap [Box].

2 Tap [System] - [Password Encrypted PDF].

3 Select a file and set the desired operation.
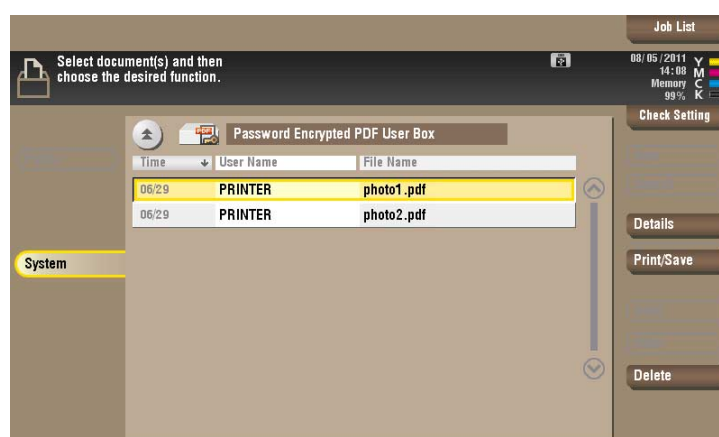
Delete a file

Select a file, then tap [Delete]. The file is deleted. You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].
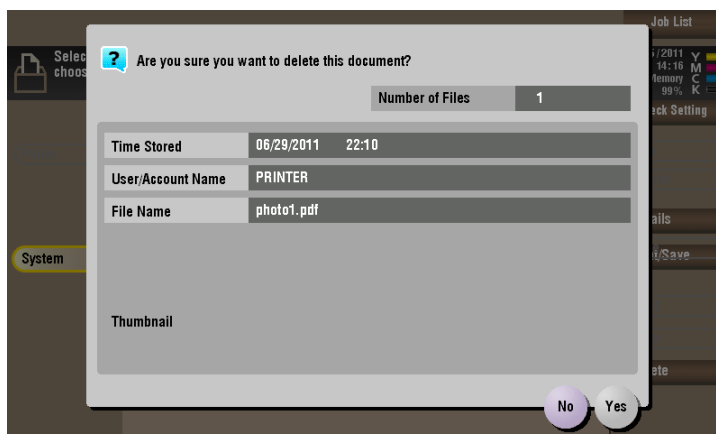
Check the file information

Select a file, then tap [Details] to check the detailed file information.
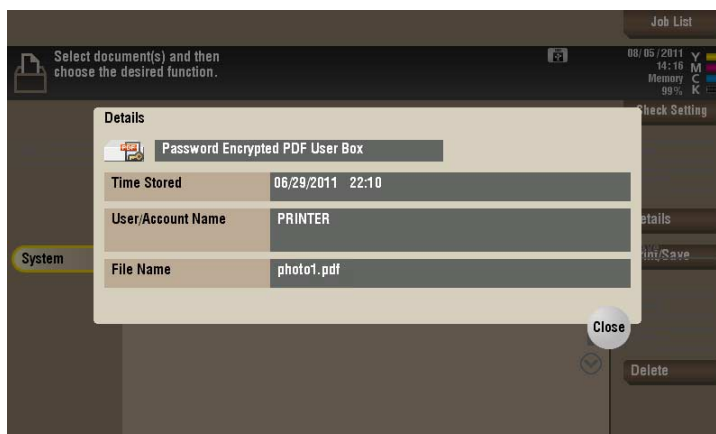
8 Registering a file for polling ([Polling TX])

8   Registering a file for polling ([Polling TX])

8.1   [Polling TX]

The fax documents required for polling are stored in the Polling Transmission User Box. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it.

If the fax documents are stored in the Polling TX User Box, recipients can be polled and receive fax documents from this box when necessary.
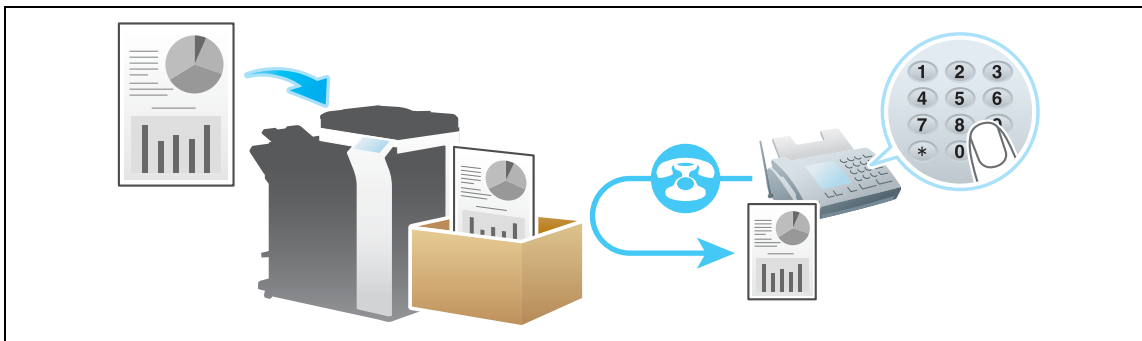
Tips
- The **Fax Kit** is required to use this function.
- The Polling TX User Box can contain only one file.
- If you have already stored a file and you need to store a new file in the Polling TX User Box, you must delete the existing file and store the new one.

Related setting
- If you often use the Polling TX User Box, it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8([Shortcut Key 1]/[Shortcut Key 2]).

8.2 Print files in a User Box

You can print and check the file contents if necessary.
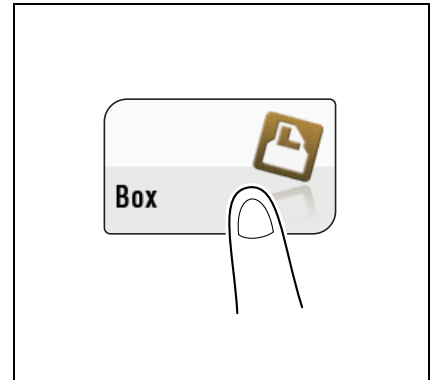
1 Tap [Box].

2 Tap [System] - [Polling TX].
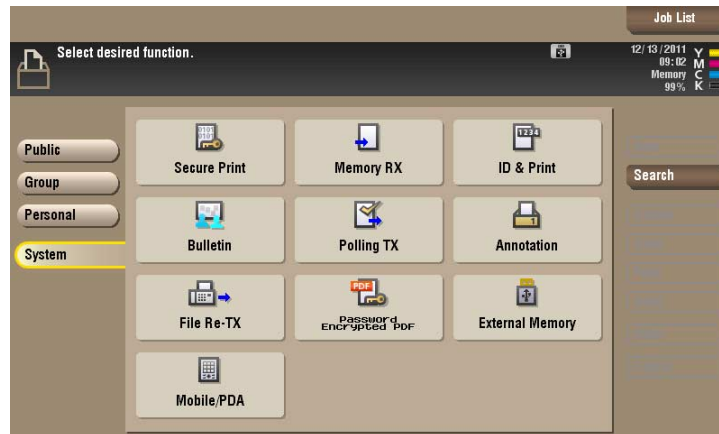
3 Tap [Print].
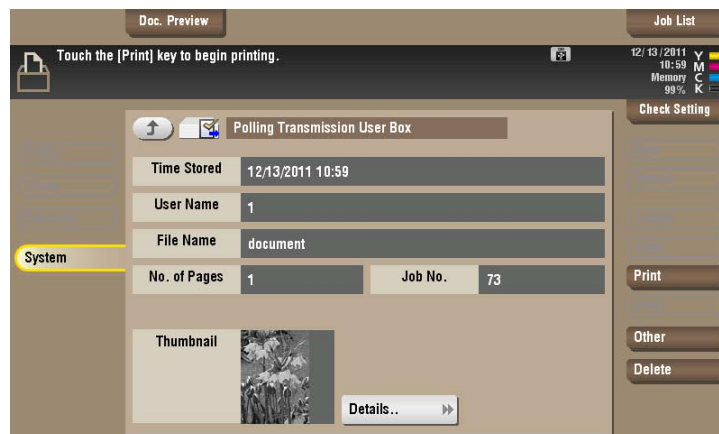
Printing starts.

8.3   Organize files in a User Box

Operation flow

1   Tap [Box].
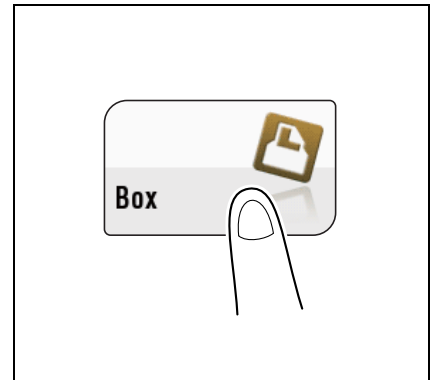
2   Tap [System] - [Polling TX].

3   Set the desired operation.
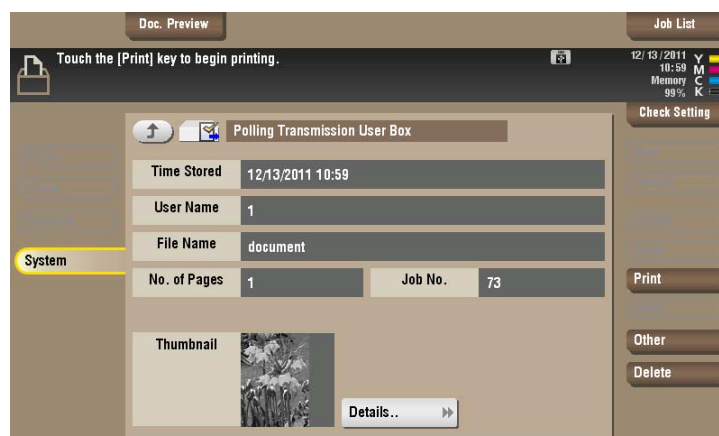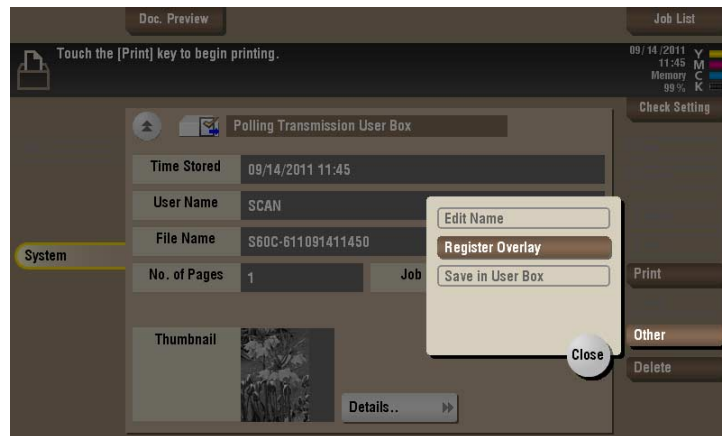
Delete a file

Select a file, then tap [Delete]. The file is deleted. You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].

Store file as an overlay image

Select a file, then tap [Other] - [Register Overlay]. Now you can store a file as an overlay image.

Once registered, you can compose an overlay image on the original during copy or printing from the PC. Also, you can compose an overlay image onto a User Box file during file printing.

You can register up to 100 overlay images.

1   To register an overlay image, select an unregistered key and tap [New].

➔ To register an overlay image by overwriting an existing one, select the registered key and tap [Overwrite].

2   Enter a registration name, then tap [OK].

3   Set a density and color of image if necessary, then tap [Start].

Tips
- If a file consists of multiple pages, the first page is registered as an overlay image.
- Once registered, you can compose an overlay image on the original and copy it by selecting [Application] in Copy mode and [Registered Overlay]. Also, when you print a file from a User Box, you can compose an overlay image to the file and print it by selecting [Application] - [Registered Overlay].

Check the file information

Tap [Details..], and you will be able to preview the file.

9 Store file for polling ([Bulletin])

9 Store file for polling ([Bulletin])

9.1 [Bulletin]

Multiple fax documents required for polling can be stored in the Bulletin Board User Box.

You can create and register up to 10 Bulletin Board User Boxes. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it.

If announcements and other fax documents are stored in Bulletin Board User Boxes by aim, and if recipients are notified of the related box numbers, users can select the required fax documents and be polled.
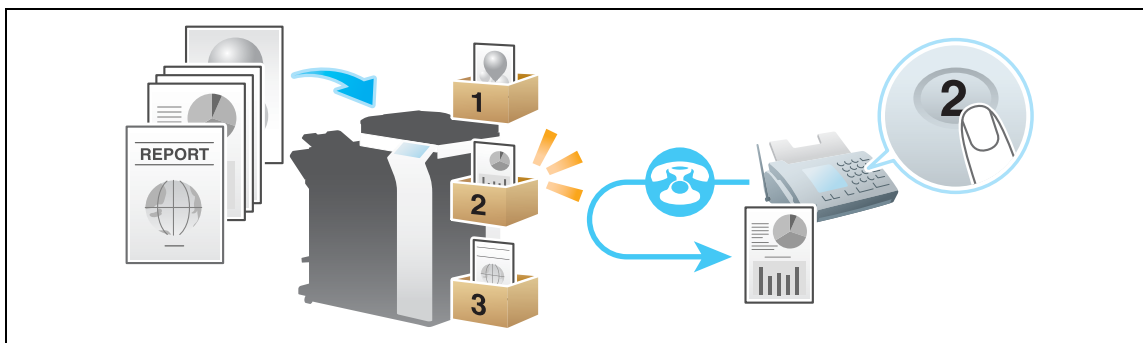
Tips
- The **Fax Kit** is required to use this function.
- The Bulletin Board User Box can only contain one file.
- If you have already stored a file and you need to store a new file in the Bulletin Board User Box, you must delete the existing file and store the new one.

Related setting
- If you often use the Bulletin Board User Box, it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8([Shortcut Key 1]/[Shortcut Key 2]).

9.2 Create Bulletin Board User Box

Up to 10 Bulletin Board User Boxes can be created.

1 Tap [Utility] - [One-Touch/User Box Registration] - [Create User Box] - [Bulletin Board User Box] - [New].

→ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

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

→ For details on registration information, refer to page 16-6.

📖 **Reference**

You can also register the box using **Web Connection**. *For details, refer to [User's Guide: Web Management Tool].*

9.3   Print files in a User Box
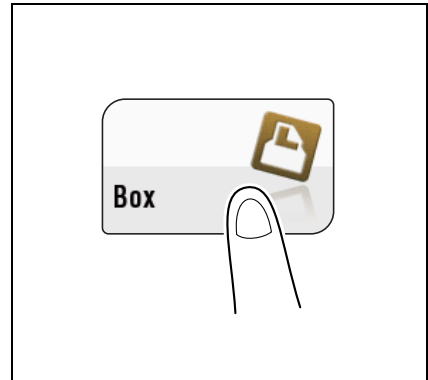
You can print and check the file contents if necessary.

1   Tap [Box].

2   Tap [System] - [Bulletin].

3   Select the desired User Box, then tap [Open].

→   If the box is password protected, tap [Open] and enter the password.

→   You can also open the desired User Box by tapping it twice.
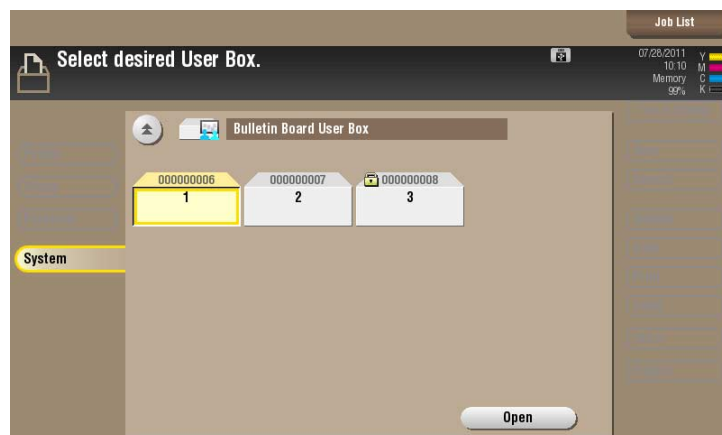
4 Tap [Print].
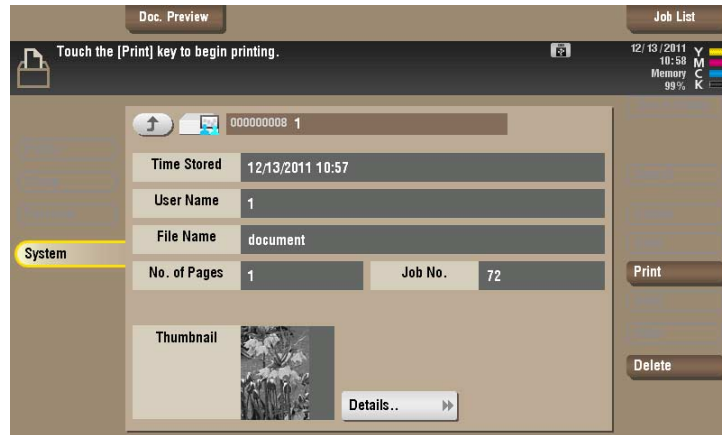
Printing starts.

9.4   Organize files in a User Box
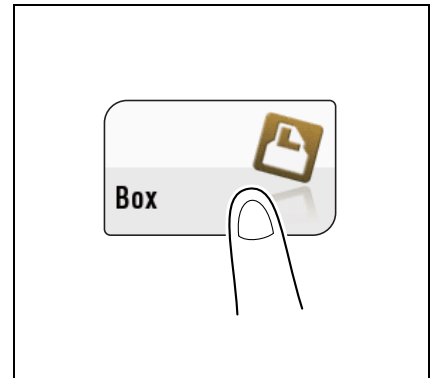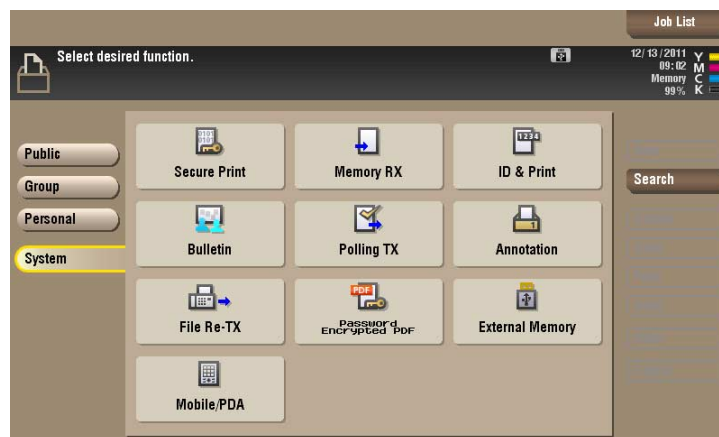
Operation flow

1   Tap [Box].

2   Tap [System] - [Bulletin].

3   Select the desired User Box, then tap [Open].

➜ If the box is password protected, tap [Open] and enter the password.

➜ You can also open the desired User Box by tapping it twice.
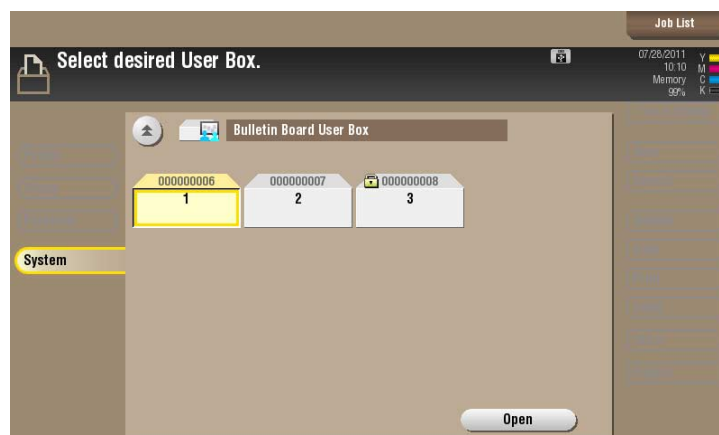
4   Set the desired operation.
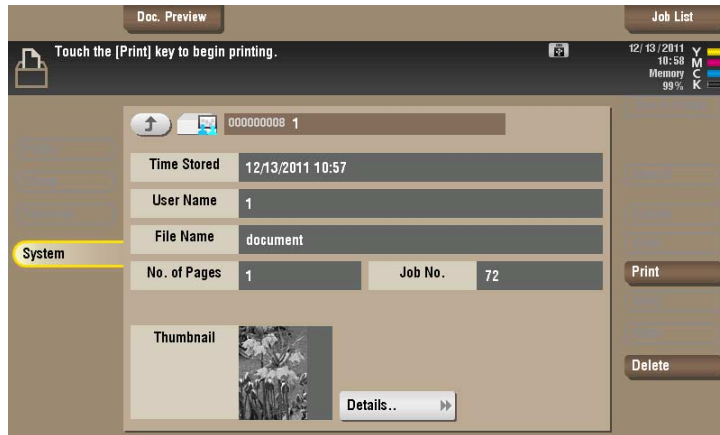
Delete a file

Select a file, then tap [Delete]. The file is deleted. You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].
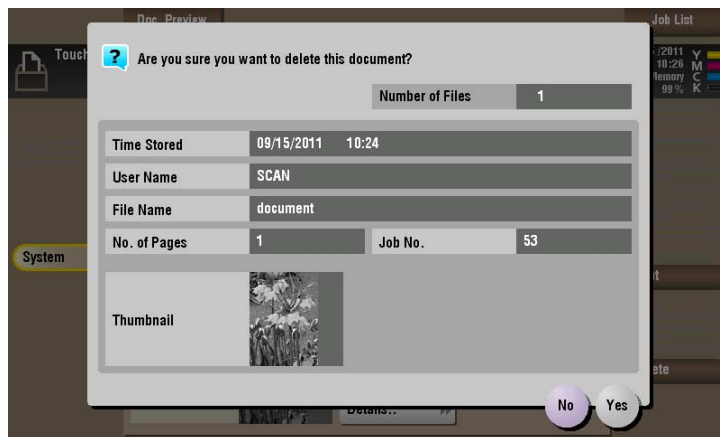
Check the file information

Tap [Details..], and you will be able to preview the file.
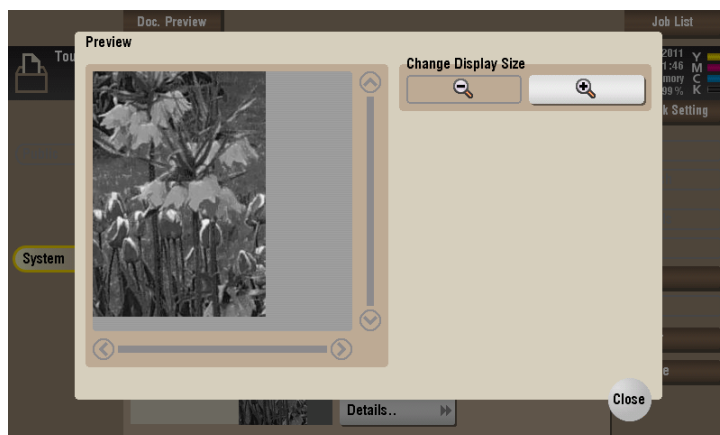
10 Use as Fax Transponder ([Relay User Box])

10   Use as Fax Transponder ([Relay User Box])

10.1   [Relay User Box]

When you use this machine as a relay machine to the facsimile, the Relay User Box is used for data relay.

If you use the Relay Distribution and you send a fax to the relay machine, it distributes the fax to all recipients registered in the Relay User Box.

If you are broadcasting to distant destinations, you can reduce total communication costs by using the relay machine.

To use this machine as a relay machine to facsimile, you need to create a Relay User Box and set the recipients.
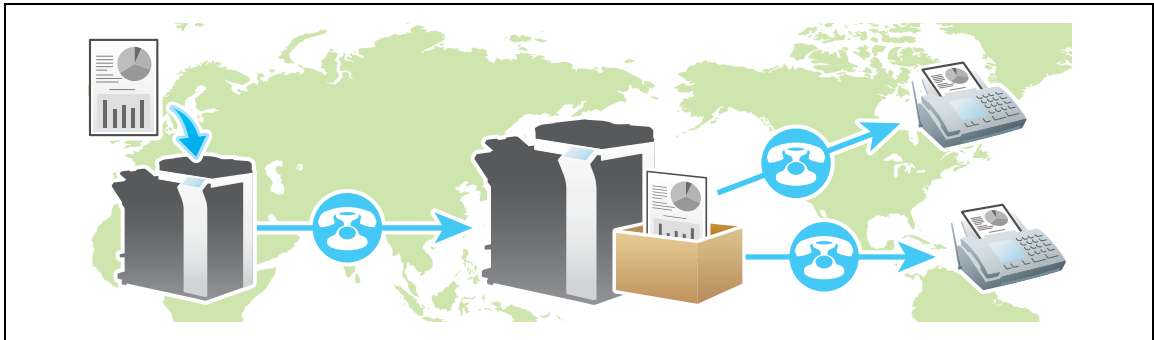
Tips
- The **Fax Kit** is required to use this function.

📖 **Reference**
This machine can request another relay machine to relay fax documents. For details on how to proceed with a request, refer to the [User's Guide: Fax Operations].

10.2   Operations required to use this function

Register the fax recipients

To use this machine as a fax relay machine, register the fax recipients. Enter the recipients data in the Group User Box.

✔ To register a group, you must register the Address Book in advance. Register the fax recipients in the Address Book.

1 Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New].

➔ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

2 Enter destination information, then tap [OK].

➔ For details on registration information, refer to page 16-4.
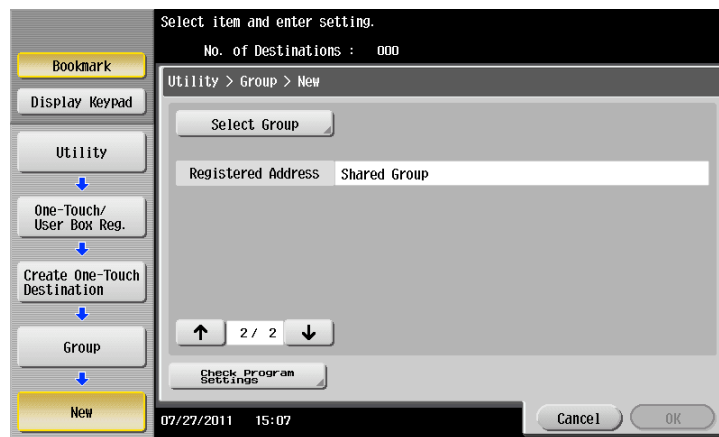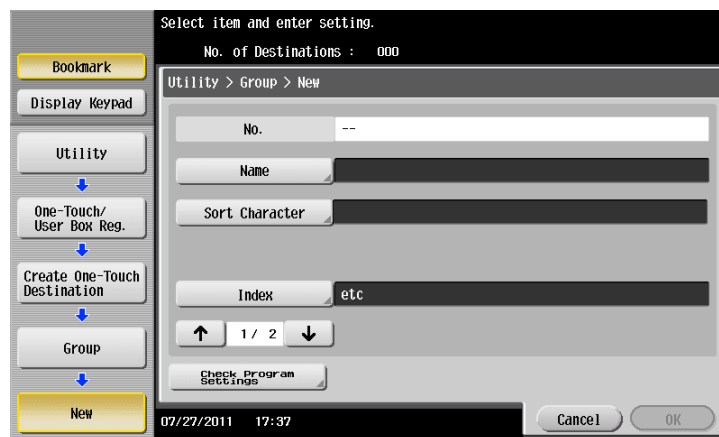
📖 **Reference**
*You can also register groups using **Web Connection**. For details, refer to [User's Guide: Web Management Tool].*

Create a Relay User Box

To use this machine as a fax relay machine, create a Relay User Box. Assign the Relay User Box the recipients you have registered on the Group Address List.

Up to five Relay User Boxes can be created.

1 Tap [Utility] - [One-Touch/User Box Registration] - [Create User Box] - [Relay User Box] - [New].

➔ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

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

➔ For details on registration information, refer to page 16-6.

📖 **Reference**
You can also register the Relay User Box using **Web Connection**. *For details, refer to the [User's Guide: Web Management Tool].*

11 Print on MFP under Authentication Control ([ID & Print])

11   Print on MFP under Authentication Control ([ID & Print])

11.1   [ID & Print]

When you print a document from the PC in the user authentication system environment, the files transferred with the ID & Print function are stored in the ID & Print User Box. When a user who has sent the print data logs in to this machine and opens the User Box, he can preview, print out, or delete the stored file.

Because user authentication is required in order to use a file, this box is useful for handling documents containing private information.

When authenticated is complete on the **Touch Panel**, the user can print out a file from the ID & Print User Box immediately. This allows quick and smooth operation as the user is not required to open the box and select a print file.
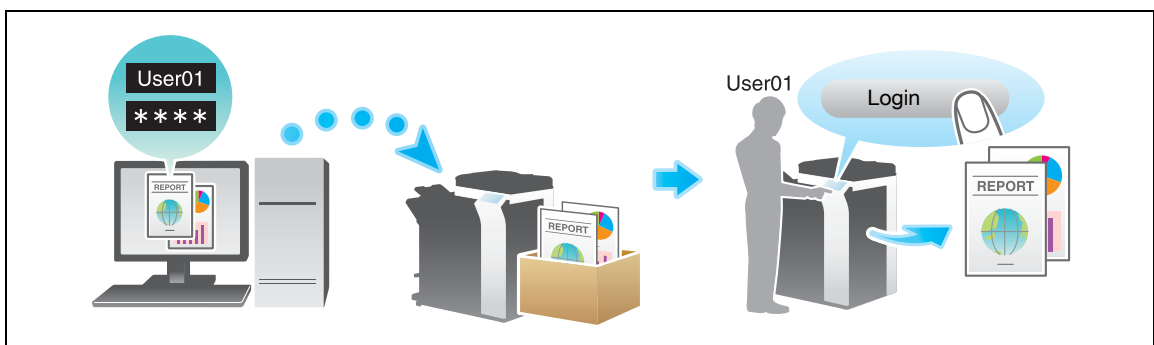
Related setting
- If you often use the ID & Print User Box, it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8([Shortcut Key 1]/[Shortcut Key 2]).

Related setting (for the administrator)
- You can specify the action that this machine takes when the ID & Print function is used. For details, refer to page 17-16.
- You can set a time to automatically delete files from the ID & Print User Box (Default: [1 day]). For details, refer to page 17-6.
- Select whether to ask the user if they want to delete the file from the ID & Print User Box after it is printed or to always delete the file without making confirmation (Default: [Confirm with User]). For details, refer to page 17-8.

11.2   Print files in a User Box

The following explains how to print a file manually from the [ID & Print] User Box.

1   In the [ID & Print] subwindow, tap [Access Basic Screen].

➜   When the [ID & Print/MFP Access] is selected, all files of the current user are printed out from the ID & Print User Box.
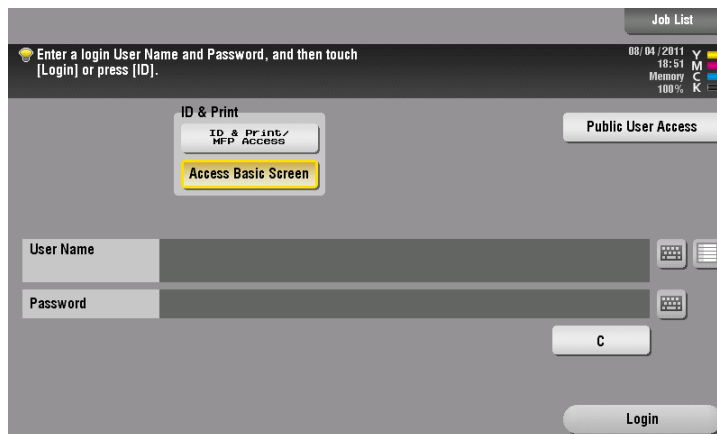
2   Tap the keyboard icon in the [User Name] field, and enter the user name and password.

3   Tap [Login].

4   Tap [Box].
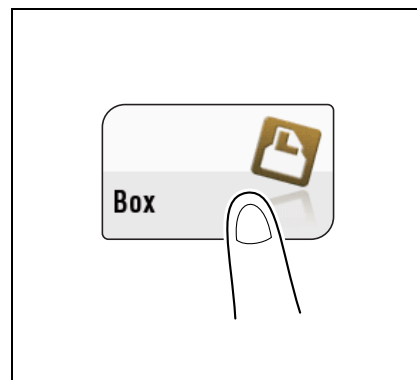
5   Tap [System] - [ID & Print].

6 Select a file to print, then tap [Print].
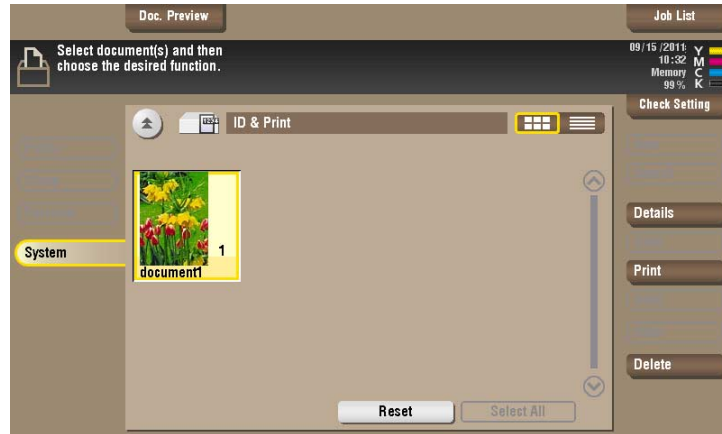
7 Specify to leave the file in the User Box or delete the file from the User Box after you have printed it out.

➔ If you tap [Yes], the file will be deleted after its printing.

➔ If you tap [No], the file will be left in the User Box after its printing.

➔ If you tap [Cancel], the current printing is canceled.
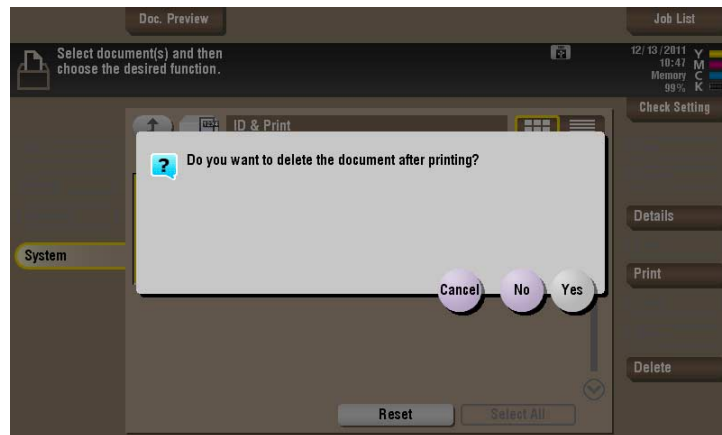
11.3 Organize files in a User Box

Operation flow

1 In the [ID & Print] subwindow, tap [Access Basic Screen].

➔ When the [ID & Print/MFP Access] is selected, all files of the current user are printed out from the ID & Print User Box.
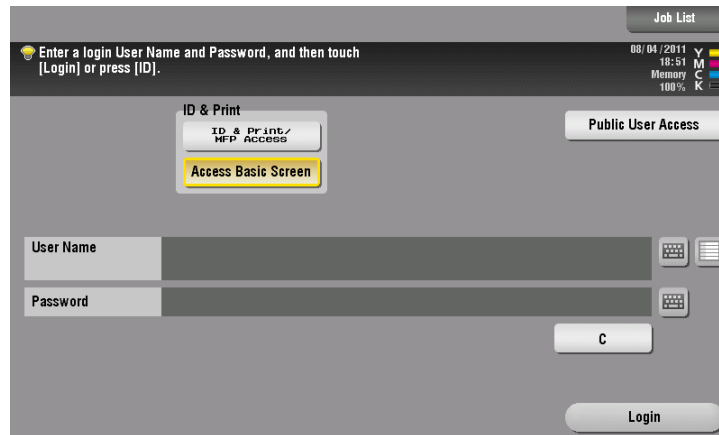
2 Tap the keyboard icon in the [User Name] field, and enter the user name and password.

3 Tap [Login].

4 Tap [Box].
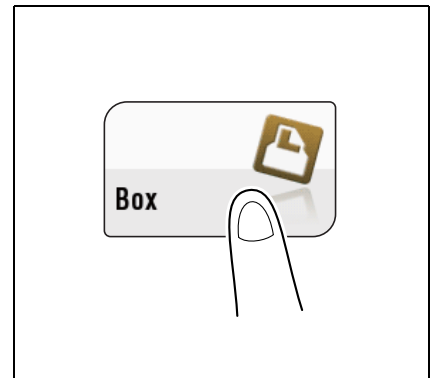
5 Tap [System] - [ID & Print].
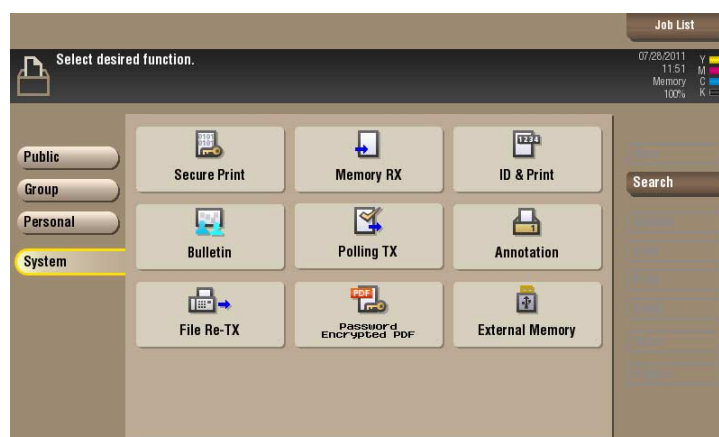
6 Select a file and set the desired operation.

Delete a file

Select a file, then tap [Delete]. The file is deleted. You can select multiple files and delete them simultaneously. Check the file details, then tap [Yes].
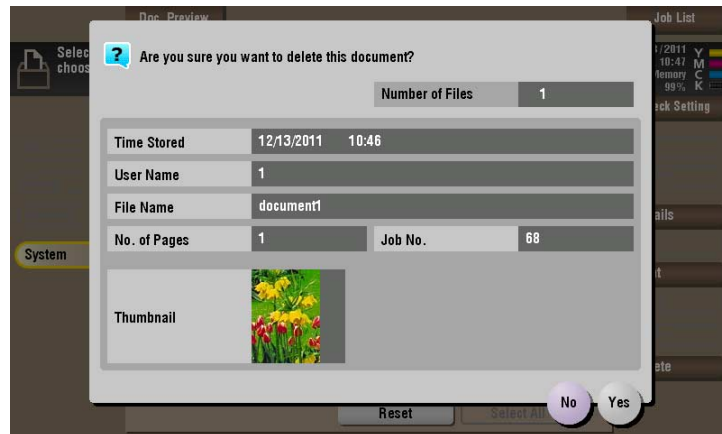
Check the file information

Select a file, then tap [Details] to check the detailed file information.
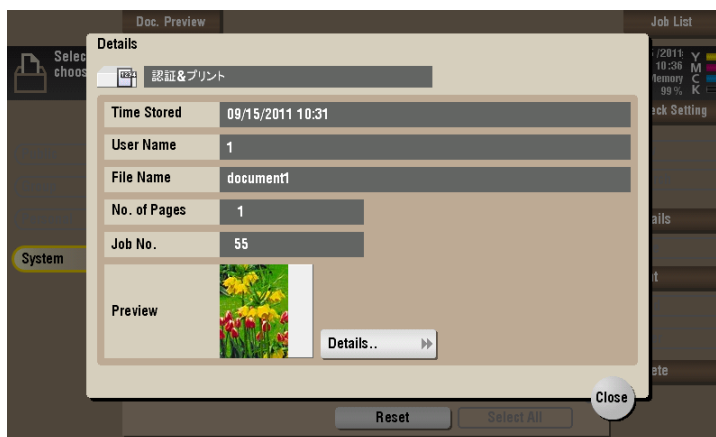
Tap [Details..], and you will be able to preview the file.

12 Use a USB memory device ([External Memory])

12 Use a USB memory device ([External Memory])

12.1 [External Memory]

This window appears when you insert a USB memory device into the USB port of this machine.

Once you have opened the User Box, you can print out a file stored on a USB memory. Also, you can read the original data and directly save it as a file in the USB memory. You can also move a file from the USB memory to the External Memory User Box.
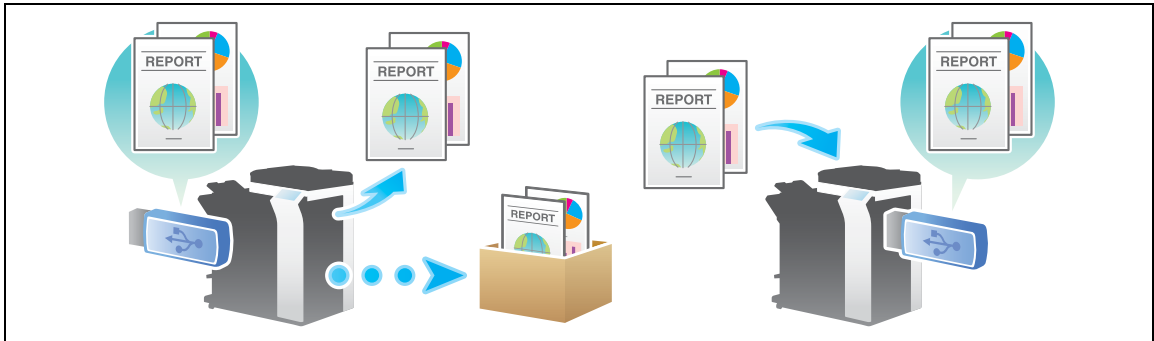
When you insert a USB memory device into the USB port of this machine, the [Information] screen appears to set a USB memory operation. You can use the USB memory immediately without selecting the User Box operation mode and without tapping the [System] - [External Memory] buttons.
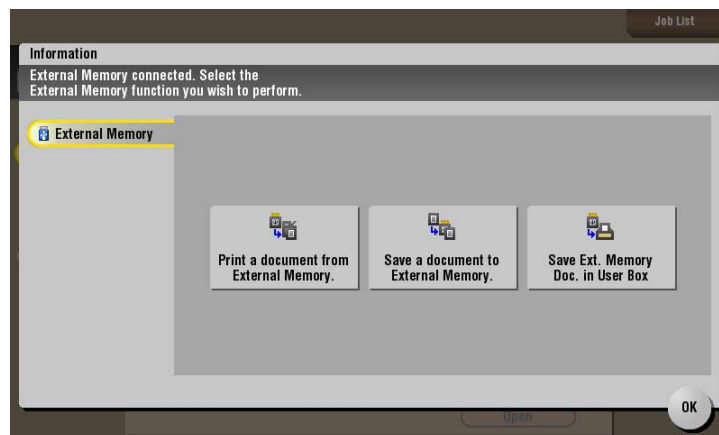
Tips
- When you insert a USB memory device into the USB port of this machine, the USB memory icon appears at the top of the screen. When the USB memory is in the port, you can call the [Information] screen just by tapping this icon.

Related setting
- If you often use the [External Memory], it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8([Shortcut Key 1]/[Shortcut Key 2]).

Related setting (for the administrator)
- The items displayed in the [Information] screen vary depending on the system settings for USB memory device operation. Storage of a file on a USB memory and reading of a file from a USB memory are both inhibited by default. For system settings for USB memory operation, refer to page 17-7.

12.2　Supported USB memory devices

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

Item	Requirement
Interface	Compatible with USB Version 1.0/2.0 interface
Format	FAT32 format files
Security	Securities such as data encryption and password lock shall be released, or the security function shall be turned Off.
Memory size	Up to 2 GB is recommended • Devices with a memory size of 4 GB or greater may not operate correctly. • A USB memory device, which is recognized as multiple drives, cannot be used.

Note the following points when connecting a USB memory device to this machine.
- Insert USB memory device into USB port near the **Touch Panel**. Leave the USB port open at a position close to the rear panel. Use it for optional device connection.
- When you are saving files into or printing files from a USB memory, do not disconnect it from the USB port.
- Do not use USB devices (such as hard disk unit and a USB switching hub) except for a USB memory.
- When this machine is operating and when hourglass is displayed on the **Touch Panel**, do not insert or remove the USB memory device to/from USB port.
- Do not disconnect the USB memory directly after connecting it.

12.3   Print a file from a USB memory device

Operations required to use this function (for the administrator)

Enable to print files from a USB memory.

As file printing is enabled by default, an operator can use USB memory on this machine without any setup.

For system settings for USB memory operation, refer to page 17-7.

Operation flow

Any of PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OpenXML (.docx/.xlsx/.pptx), and PPML (.zip) format files can be printed out.

Tips
- You can also print out encrypted PDF, searchable PDF, and outline PDF files.
- A 1200-dpi resolution file is printed in the 600 × 600-dpi resolution.

1 Insert a USB memory device into the USB port (close to the front panel) of the machine.
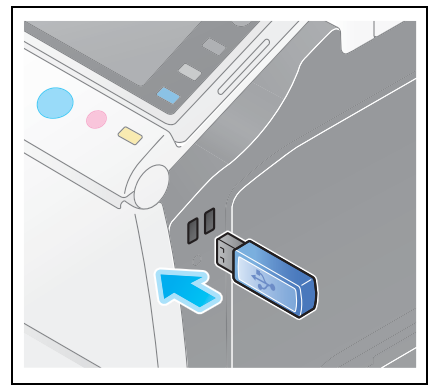
NOTICE
When this machine is starting up, do not insert or remove the USB memory device to/from the USB port.

Do not insert the USB memory device into the USB port close to the rear panel of this machine.

2 Tap [Print a document from External Memory.].
➔ You can also print files by selecting the User Box operation mode and by tapping [System] - [External Memory].
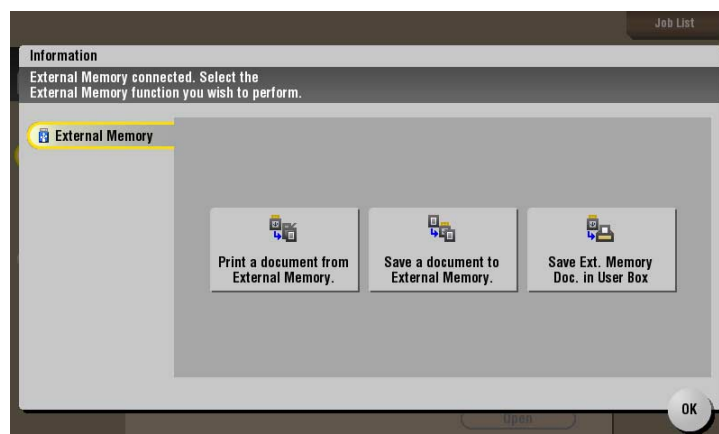
3 Select a file to print, then tap [Print].

➜ You can directly enter the path to the file folder in the [File Path] field.

➜ Tap the [Top] key to move upward.

➜ Tap the [Open] key to open the folder and move downward.

➜ Tap [Details] to display and check the detailed file information.
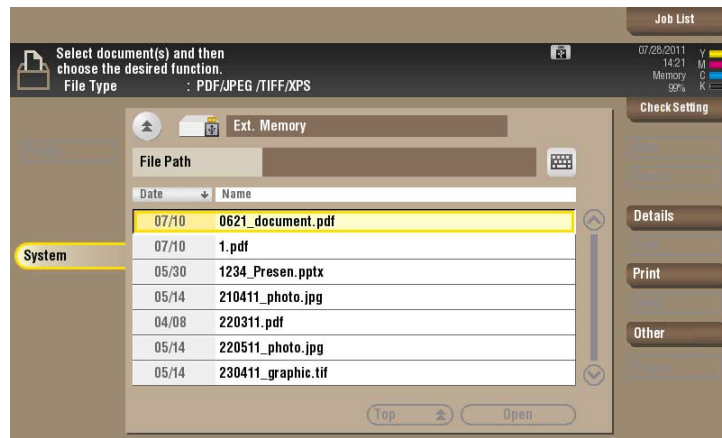
4 Set print options if necessary.

➜ You can select a paper size for printing. For details, refer to page 15-232.

➜ For detailed optional settings, refer to page 14-12.
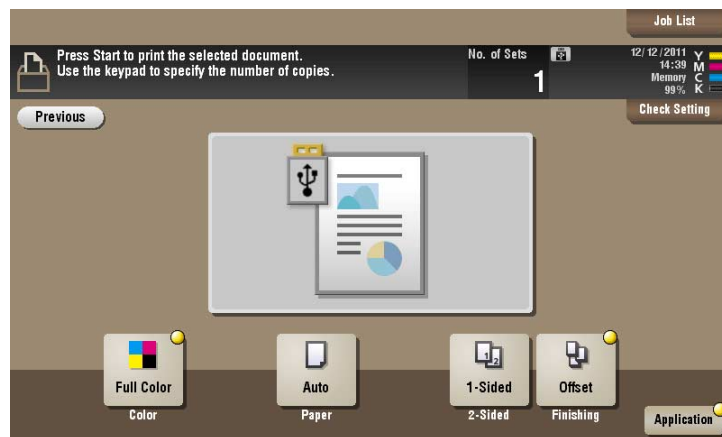
5 Press the **Start** key.

Printing starts.
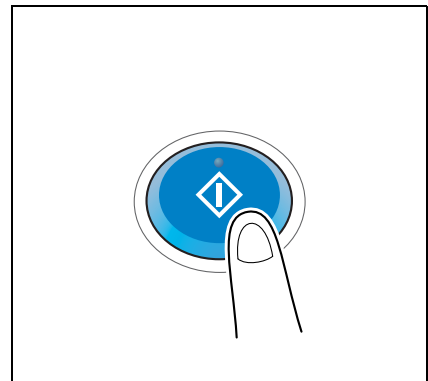
6 When printing is complete, remove the USB memory device from the port of this machine.

📖 **Reference**

When you print a password protected PDF file, the file is stored in the Password Encrypted PDF User Box. To print files from Password Encrypted PDF User Box, refer to page 7-4.

12.4   Save scanned data on a USB memory

Preparation required to use this function (for the administrator)

Enable to save files on a USB memory.

A file storage on a USB memory is disabled by default in order to prevent a data theft.

For system settings for USB memory operation, refer to page 17-7.

Related setting (for the administrator)

- If user authentication has been implemented, you can set permissions for every registration user and public users to store files on a USB memory (Default: [Restrict]). For details, refer to page 17-17.

Operation flow

1   Load the original.
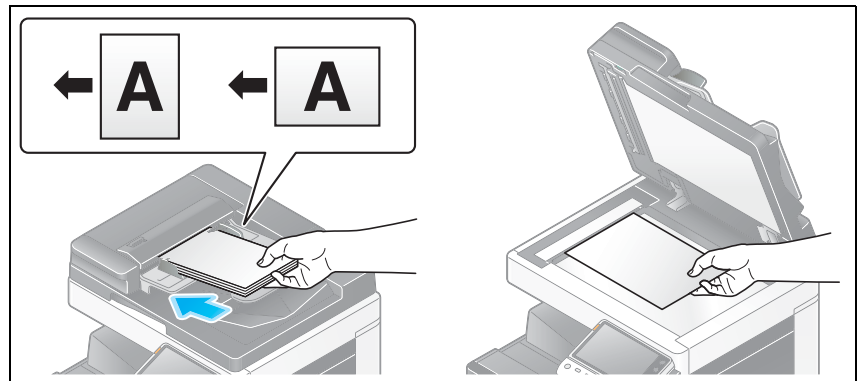
2   Insert a USB memory device into the USB port (close to the front panel) of the machine.
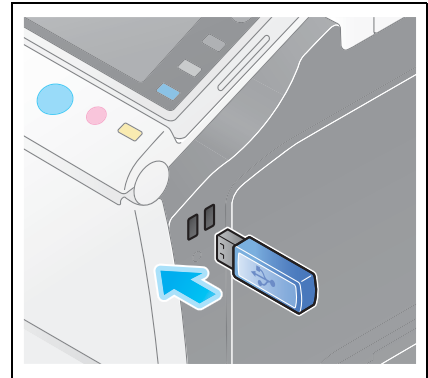
NOTICE

When this machine is starting up, do not insert or remove the USB memory device to/from the USB port.

Do not insert the USB memory device into the USB port close to the rear panel of this machine.

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

➜ You can also save files by selecting the User Box operation mode and by tapping [System] - [External Memory] - [Save].
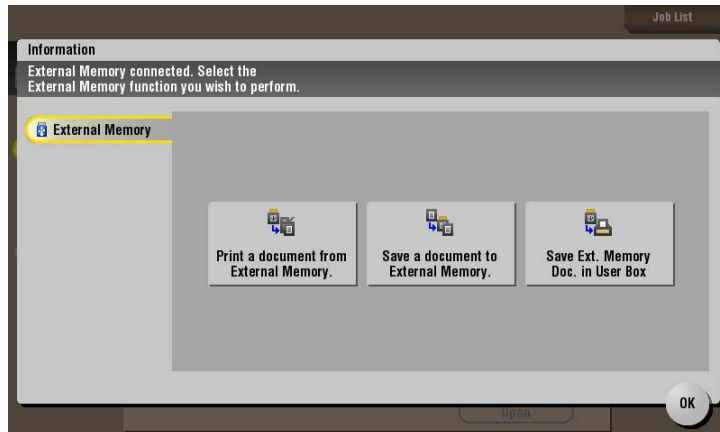
4 Set file save options if necessary.

➜ For detailed optional settings, refer to page 14-3.
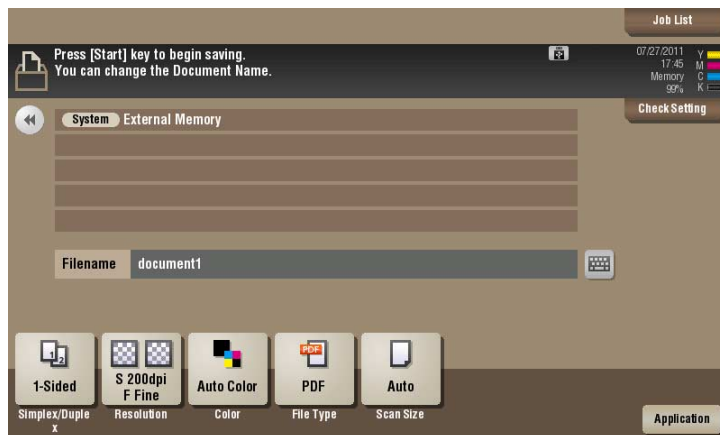
5 Press the **Start** key.

The file is saved.
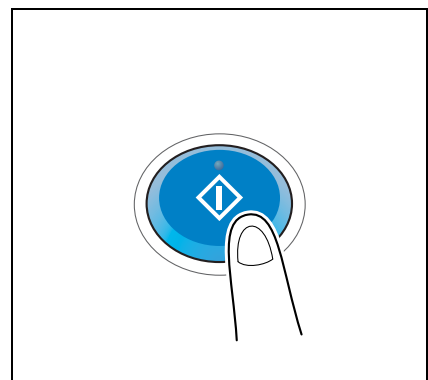
6 When the operation is complete, remove the USB memory device from the port of this machine.

When you use files stored on the USB memory on the PC, just insert the USB memory device into a USB port of the PC.

12.5 Store USB memory files in External Memory User Box

Preparation required to use this function (for the administrator)

Enable to read files from a USB memory.

Reading files from a USB memory is prohibited by default.

For details on how to configure the system settings for USB memory operation, refer to page 17-7.

Related setting (for the administrator)

● If User Authentication has been implemented, you can set permissions for every registration user and public users to read files from USB Memory (Default: [Restrict]). For details, refer to page 17-17.

Operation flow

Any of PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OpenXML (.docx/.xlsx/.pptx), and PPML (.zip) format files can be read.

Tips

● You can also store encrypted PDF, searchable PDF, and outline PDF files in USB memory device.

1 Insert a USB memory device into the USB port (close to the front panel) of the machine.
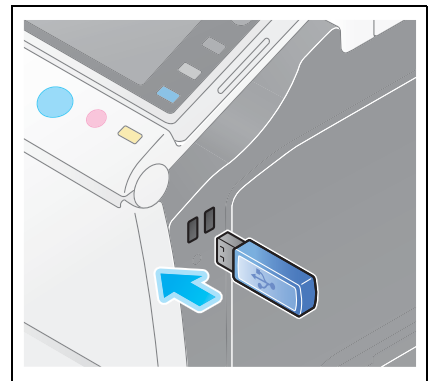
NOTICE
When this machine is starting up, do not insert or remove the USB memory device to/from the USB port.

Do not insert the USB memory device into the USB port close to the rear panel of this machine.

2 Tap [Save Ext. Memory Doc. in User Box].

→ You can also print files by selecting the User Box and by tapping [System] - [External Memory].
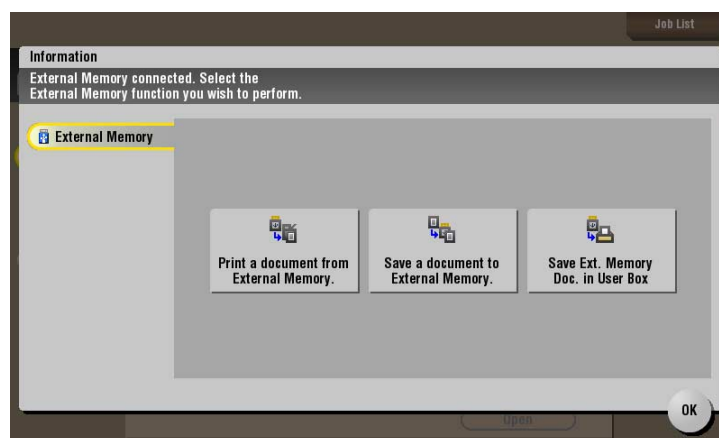
3 Select a file, then tap [Other] - [Save in User Box].

→ In the [File Path] column, you can directly enter a path to the folder, which contains a file you wish to store in the User Box.

→ Tap the [Top] key to move upward.

→ Tap the [Open] key to open the folder and move downward.

→ Tap [Details] to display and check the detailed file information.
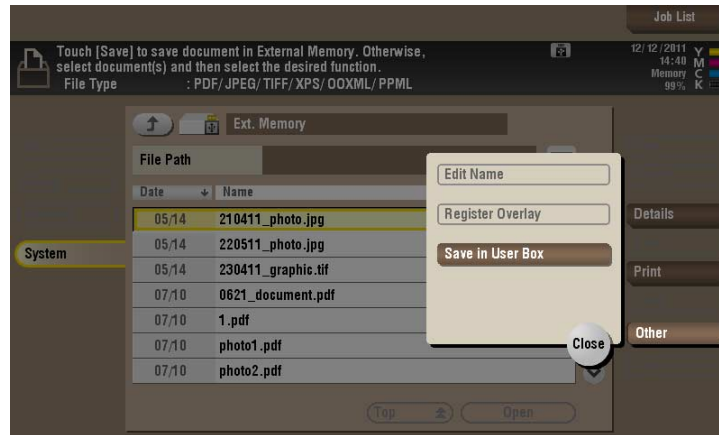
4 Select a User Box in which to save a file, then tap [OK].

→ Tap [Search], and you can search for a User Box. Tap [New], and you can create a new User Box. For details, refer to page 15-247.

5 Rename the file if necessary.

→ If you have selected multiple files, you cannot rename them.
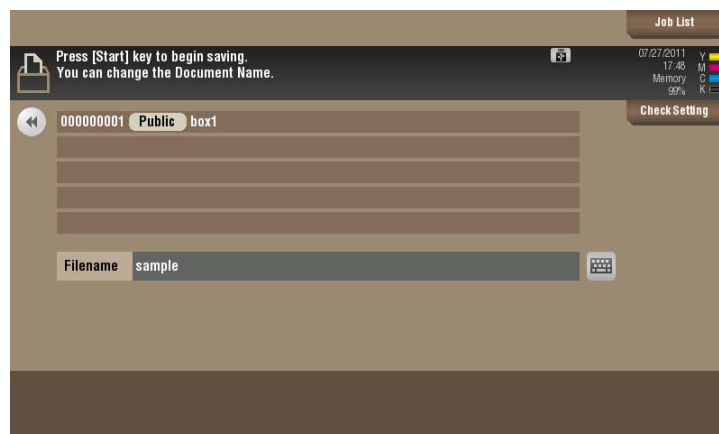
6   Tap **Start**.

The file is stored in the External Memory User Box.
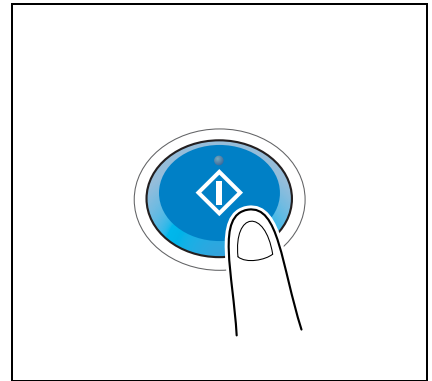
7   When the operation is complete, remove the USB memory device from the port of this machine.

📖 **Reference**

When you save a password protected PDF file, the file is stored in the Password Encrypted PDF User Box. To store a file from the Password Encrypted PDF User Box to a User Box you select, refer to page 7-4.

13

Use Bluetooth devices ([Mobile/PDA])

13   Use Bluetooth devices ([Mobile/PDA])

13.1   [Mobile/PDA]

This User Box is used to save files when this machine is connected to a Bluetooth-compatible mobile phone, smartphone, tablet PC, or other devices.

Once you have opened the User Box, you can set the file printing and saving. Because files are transferred from the Bluetooth device to this machine via wireless communication, you can save and print out files even when no PC is available.

Tips
- The **Local Interface Kit EK-607** is required to use the Bluetooth devices.
- An interface setup by the service representative is required to use Bluetooth devices. For details, contact your service representative.

Related setting
- If you often use the [Mobile/PDA], it will be useful to place its shortcut key on the top screen. For details, refer to page 16-8([Shortcut Key 1]/[Shortcut Key 2]).

13.2　Supported Bluetooth devices

Bluetooth devices with the following specifications can be connected to this machine.

Item	Specifications
Communication protocol	Bluetooth Ver. 2.0 + EDR
Supporting profile	OPP/BPP/SPP
Supporting file type	PDF/Compact PDF/XPS/Compact XPS/TIFF/JPEG/XHTML /RepliGo/OpenXML (.docx/.xlsx/.pptx) • For XHTML file types, the machine supports the character code of UTF-8/Shift-JIS/ISO-8859 and the link file extensions of JPEG/JPG/PNG. • This machine supports RepliGo version 2.1.0.8.

13.3   Print file by Bluetooth communication

Operations required to use this function (for the administrator)

Set up the Bluetooth device connection.
- Enable the Bluetooth communication. For detail on how to configure the settings, refer to page 17-19.
- Set up the Bluetooth device connection. For detail on how to configure the settings, refer to page 17-20.

Related setting (for the administrator)
- If User Authentication is implemented, you can set permissions for every registration user and public users to use Bluetooth devices (Default: [Allow]). For details, refer to page 17-17.

Operation flow

✔   You must first set up this machine to allow file printing from Bluetooth devices. Also, you can set the machine operation when printing an XHTML file. For details, refer to page 16-8.

1   Tap [Box].
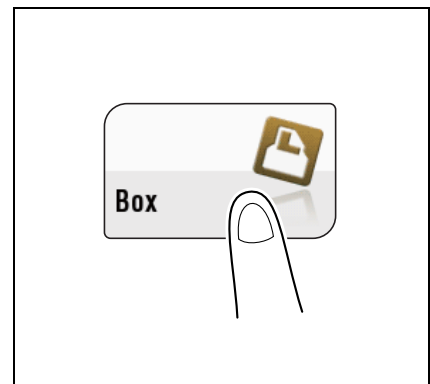
2   Tap [System] - [Mobile/PDA].

3   Tap [Print].
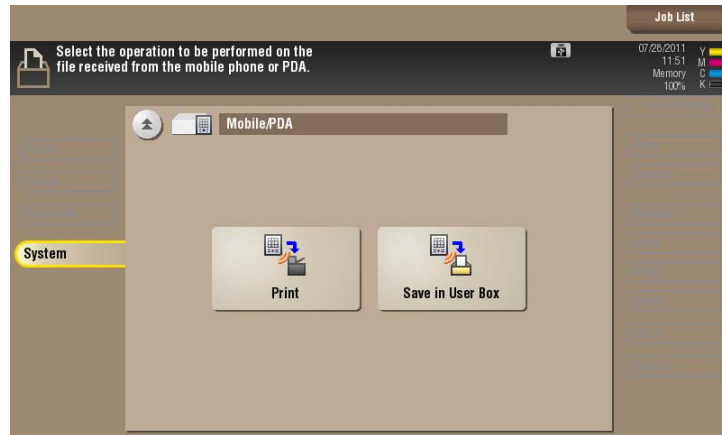
4   Check the displayed PIN code.

➜ Tap [Check Print Settings] to view the print settings.
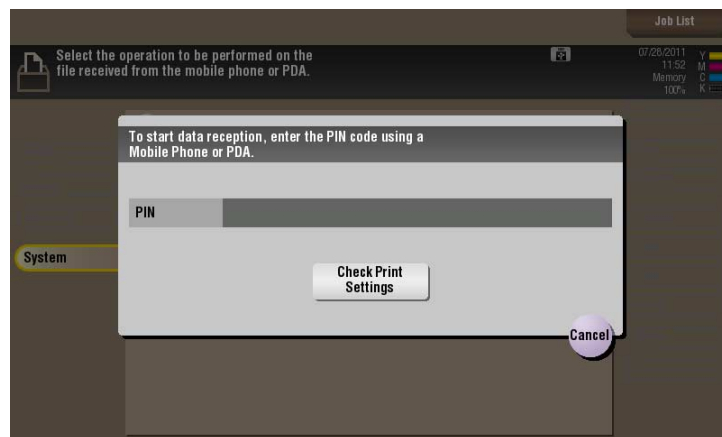
5   Select this machine from the Bluetooth device.

➜ If you can select a transmission file, do so.

6   Enter the PIN code, shown on the **Touch Panel**, in the Bluetooth device.

When the PIN code is recognized, the connection is established and now you can print files.

Tips
●   For information about Bluetooth device operations, refer to the Bluetooth device operation manual.
●   The communication speed may drop or communication may be interrupted due to obstacles, signal quality, magnetic field or static electricity.

📖 **Reference**
When you print a password protected PDF file, the file is stored in the Password Encrypted PDF User Box. To print files from Password Encrypted PDF User Box, refer to page 7-4.

13.4   Save file by Bluetooth communication

Operations required to use this function (for the administrator)

Set up the Bluetooth device connection.

- Enable the Bluetooth communication. For detail on how to configure the settings, refer to page 17-19.
- Set up the Bluetooth device connection. For detail on how to configure the settings, refer to page 17-20.

Related setting (for the administrator)

- If User Authentication is implemented, you can set permissions for every registration user and public users to use Bluetooth devices (Default: [Allow]). For details, refer to page 17-17.

Operation flow

1   Tap [Box].
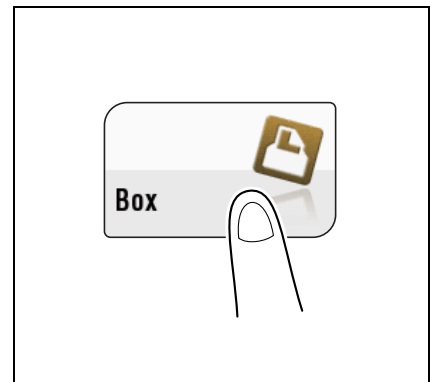
2   Tap [System] - [Mobile/PDA].

3 Tap [Save in User Box].
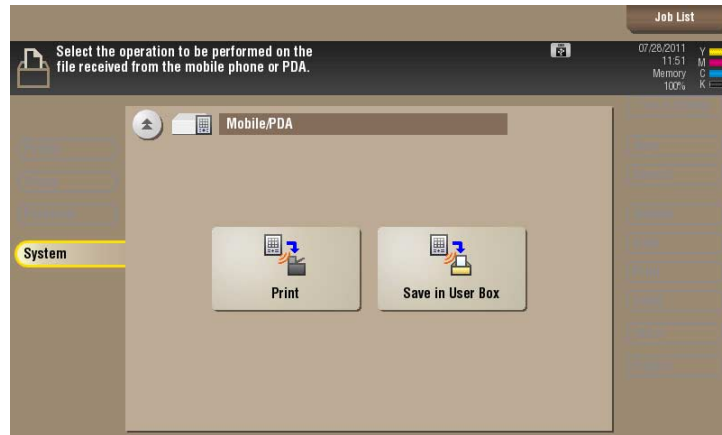
4 Select a User Box in which to save a file, then tap [Save].
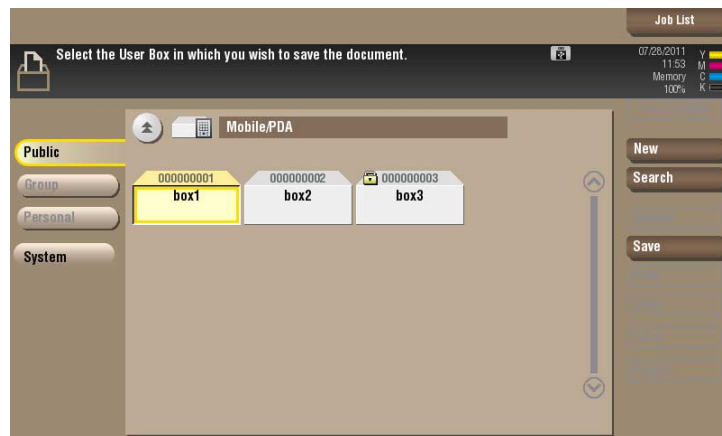
5 Check the displayed PIN code.
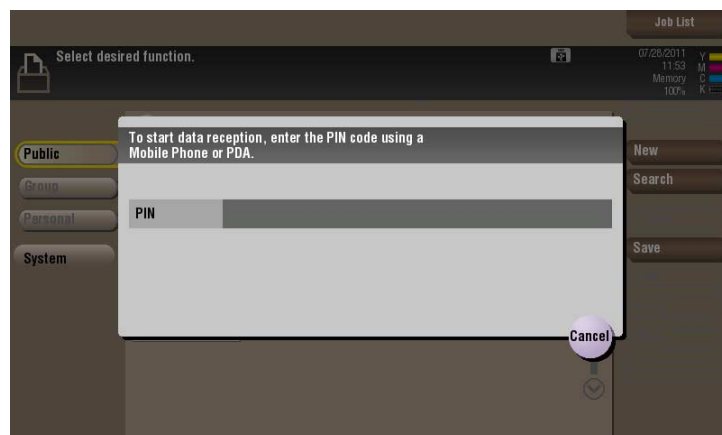
6 Select this machine from the Bluetooth device.

➜ If you can select a transmission file, do so.

7 Enter the PIN code, shown on the **Touch Panel**, in the Bluetooth device.

When the PIN code is recognized, the connection is established and now you can save files.

Tips

- For information about Bluetooth device operations, refer to the Bluetooth device operation manual.
- The communication speed may drop or communication may be interrupted due to obstacles, signal quality, magnetic field or static electricity.

📖 **Reference**

When you save a password protected PDF file, the file is stored in the Password Encrypted PDF User Box.
To store a file from the Password Encrypted PDF User Box to a User Box you select, refer to page 7-4.

14 **Appendix**

14   Appendix

14.1   Optional settings before file storage

Name a file ([File Name])

You can rename a file of the scanned original if necessary.

If the file is not renamed, it is named by rules in the following format:" Initial letter of function "+" Device name "+" Date "+" Serial number "+" Page number "+" File extension". A file name consists of the following information:

Item	Description
Initial letter of function	Indicates the original data scan mode. • C: Copy • S: Fax/scan or User Box • P: Print • R: Received fax
Device Name	Indicates the machine name which was specified by selection of [Utility] - [Administrator Settings] - [Administrator/Machine Settings] - [Input Machine Address] - [Device Name].
Date	Indicates the date and time when the original was scanned. For example "11050115230" means that file was scanned on 15:23 of May 1, 2011. The last digit (zero) indicates the order when the file is converted multiple times within one minute. If files were converted twice between 15:23 and 15:24, the last digit appears as 231 and 232.
Sequential number	A sequential number is given when a multi-page original is converted by page, and the number indicates the page number of original data. Page numbers are automatically included in the file name when the file is saved or sent. Consider this part for FTP or other transmission when a FTP server has restrictions regarding file names.
File extension	Extension of the file to be saved. Extension is automatically included in the file name when the file is saved or sent.

For details, refer to the following page.
- When you are using a User Box, refer to page 15-6.
- When you are using an Annotation User Box, refer to page 15-146.
- When you are using an External Memory User Box, refer to page 15-215.

Related setting (for the administrator)
- You can change the default file name. You can specify whether to add an initial of the function or whether to specify arbitrary text instead of the device name. For details, refer to page 17-8.

Scanning a 2-sided original ([Simplex/Duplex])

Using the **ADF**, you can automatically scan the front and back faces of an original. Also, you can scan only one side of the first page, then scan both sides of the remaining pages.
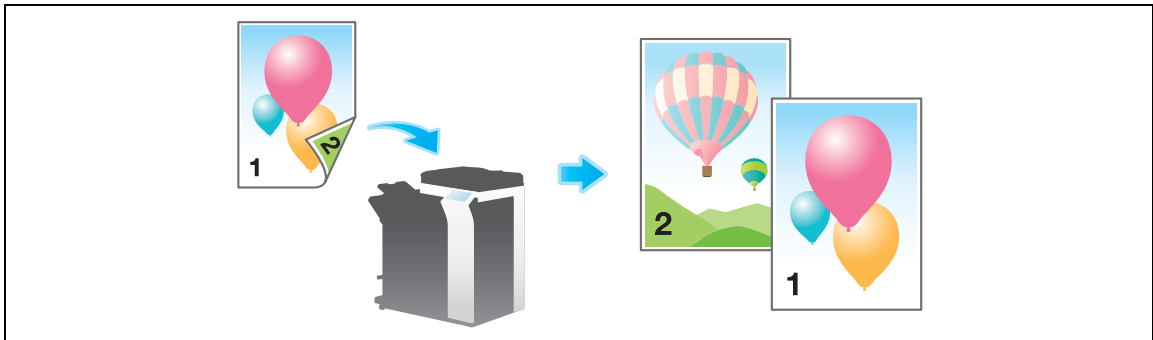
For details, refer to the following page.
- When you are using a User Box, refer to page 15-6.
- When you are using an Annotation User Box, refer to page 15-146.
- When you are using an External Memory User Box, refer to page 15-216.

Specify the resolution to scan the original ([Resolution])

Select a resolution to use to scan the original.

For details, refer to the following page.
- When you are using a User Box, refer to page 15-7.
- When you are using an Annotation User Box, refer to page 15-147.
- When you are using an External Memory User Box, refer to page 15-216.

Select the color mode to scan the original ([Color])

The original is scanned using the selected color mode.

There are four color modes: [Auto Color] that scans the original based on its color, [Full Color], [Gray Scale], and [Black].
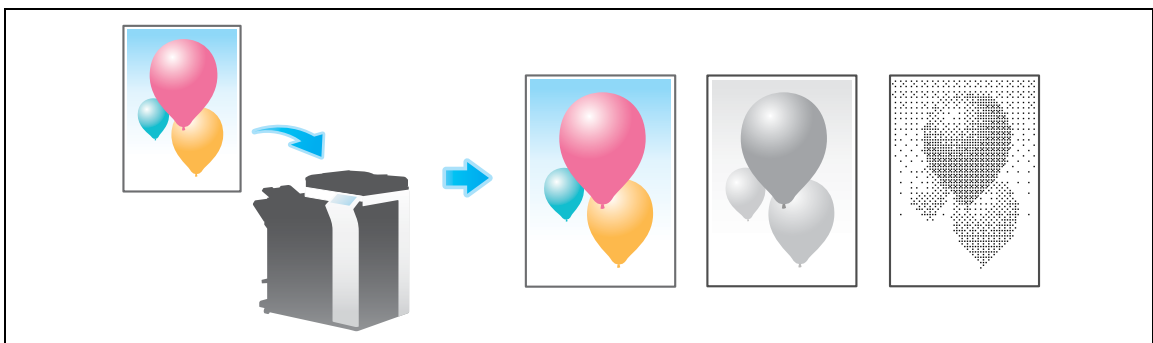
For details, refer to the following page.
- When you are using a User Box, refer to page 15-8.
- When you are using an Annotation User Box, refer to page 15-147.
- When you are using an External Memory User Box, refer to page 15-217.

Select a file type to save the scanned original data ([File Type])

The PDF, TIFF, JPEG, XPS, and PPTX file types are selectable. You should use the password encrypted PDF file format to store important original data.

For details, refer to the following page.
● When you are using a User Box, refer to page 15-9.
● When you are using an Annotation User Box, refer to page 15-148.
● When you are using an External Memory User Box, refer to page 15-218.

Set the original size to scan ([Scan Size])

Select the size of the original to be scanned.

There are [Auto], [Metric Sizes], [Inch Sizes], [Photo Size], etc. for scan size.

For details, refer to the following page.
● When you are using a User Box, refer to page 15-12.
● When you are using an Annotation User Box, refer to page 15-150.
● When you are using an External Memory User Box, refer to page 15-221.

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

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

NOTICE
*Load all of the original pages into the **ADF** so that the tops of the pages are at the back or left side of the machine.*
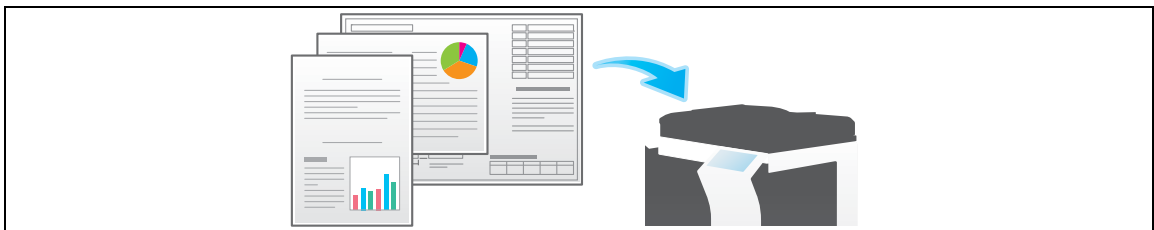
For details, refer to the following page.
● When you are using a User Box, refer to page 15-14.
● When you are using an Annotation User Box, refer to page 15-152.
● When you are using an External Memory User Box, refer to page 15-222.

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

Reduce the original feed speed of the **ADF** to prevent thin paper from getting caught.
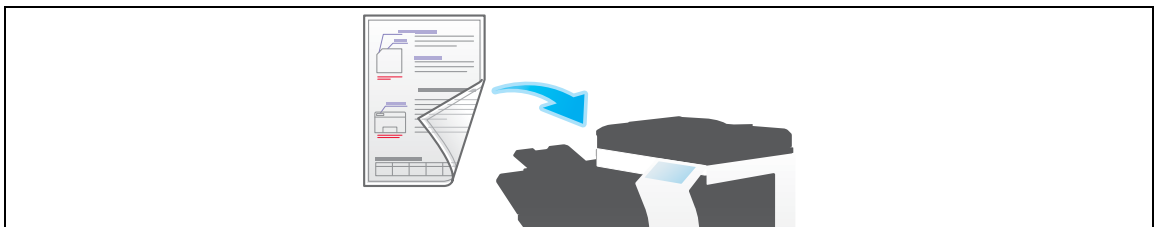
For details, refer to the following page.
● When you are using a User Box, refer to page 15-14.
● When you are using an Annotation User Box, refer to page 15-152.
● When you are using an External Memory User Box, refer to page 15-222.

Scan a folded original ([Z-Folded Original])

Even the original sizes of folded originals can be detected accurately.

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

NOTICE
*Unfold folded originals before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.*
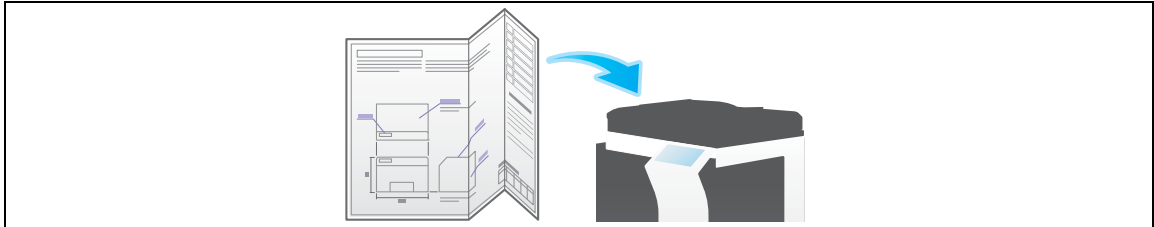
For details, refer to the following page.
- When you are using a User Box, refer to page 15-14.
- When you are using an Annotation User Box, refer to page 15-152.
- When you are using an External Memory User Box, refer to page 15-222.

Scan a long original ([Long Original])

Load the long original on the **ADF** if it cannot be placed on the **Original Glass** and is larger in the feeding direction than the full standard size (A3 or 11 × 17). There is no need of entering the original size in advance but **ADF** will detect the size automatically.

For details, refer to the following page.
- When you are using a User Box, refer to page 15-14.
- When you are using an Annotation User Box, refer to page 15-152.
- When you are using an External Memory User Box, refer to page 15-222.

Specify the original loading direction ([Original Direction])

When scanning a double-sided original, you can specify the original loading direction so that the vertical direction is set correctly after scanning.
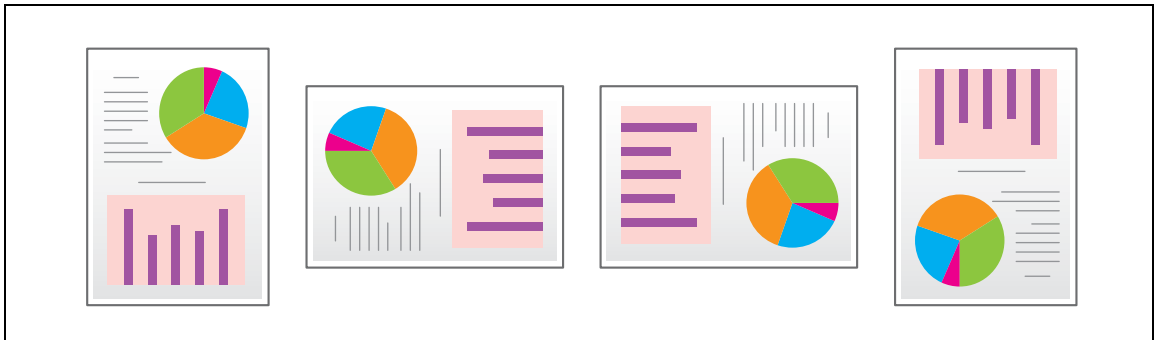
For details, refer to the following page.
- When you are using a User Box, refer to page 15-14.
- When you are using an Annotation User Box, refer to page 15-152.
- When you are using an External Memory User Box, refer to page 15-222.

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

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

For details, refer to the following page.
- When you are using a User Box, refer to page 15-14.
- When you are using an Annotation User Box, refer to page 15-152.
- When you are using an External Memory User Box, refer to page 15-222.

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

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

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

For details, refer to the following page.
- When you are using a User Box, refer to page 15-14.
- When you are using an Annotation User Box, refer to page 15-152.
- When you are using an External Memory User Box, refer to page 15-222.

Skip blank pages ([Blank Page Removal])

If blank pages are included in the original loaded into the **ADF**, they are skipped when the original is scanned.
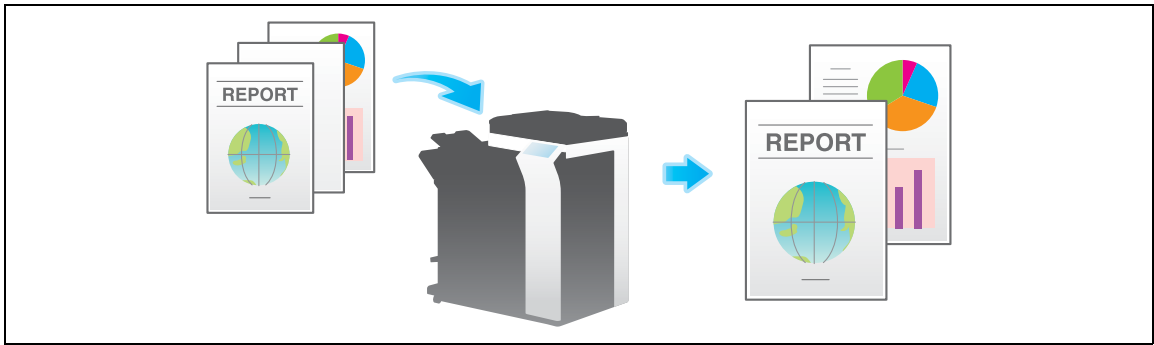
For details, refer to the following page.

- When you are using a User Box, refer to page 15-14.
- When you are using an Annotation User Box, refer to page 15-152.
- When you are using an External Memory User Box, refer to page 15-222.

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

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

For details, refer to the following page.

- When you are using a User Box, refer to page 15-19.
- When you are using an Annotation User Box, refer to page 15-157.
- When you are using an External Memory User Box, refer to page 15-227.

Scan a number of originals in several batches ([Separate Scan])

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

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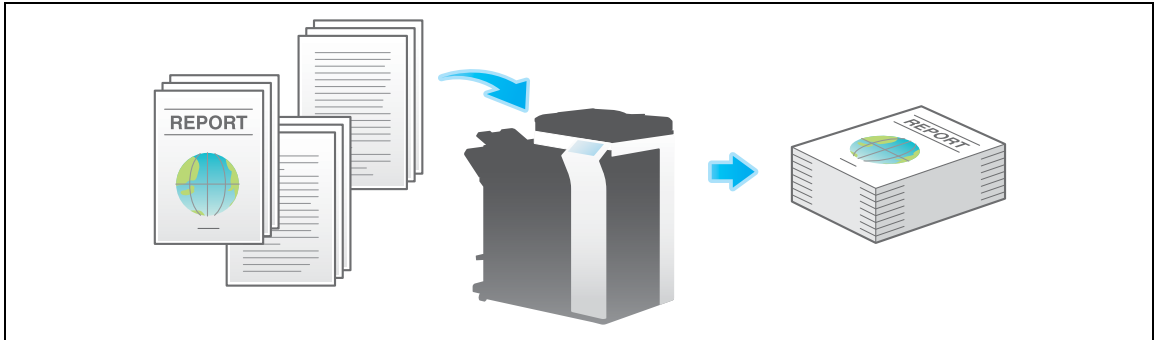
1 Load the original.

NOTICE
*Do not load more than 100 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, damage the originals, and/or cause an **ADF** failure.*

2 Tap [Application] - [No. of Originals] - [Separate Scan], and set to [ON].

➔ Set options if necessary.

3 Press the **Start** key.

The original is scanned.

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

➔ If desired, tap [Change Setting] to change the option settings according to the new original.
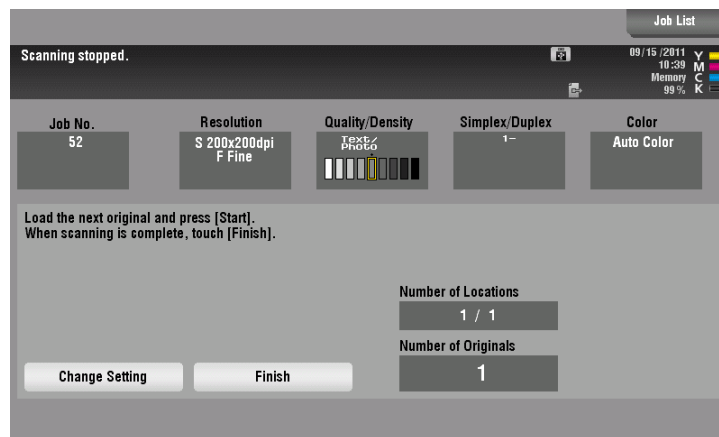
5 Repeat Step 4 until all pages of the original are scanned.

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

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

Select the appropriate image quality level for the original before scanning.

For details, refer to the following page.
- When you are using a User Box, refer to page 15-20.
- When you are using an Annotation User Box, refer to page 15-158.
- When you are using an External Memory User Box, refer to page 15-228.

Specify the density to scan the original ([Density])

Adjust the density (Dark or Light) to scan the original.
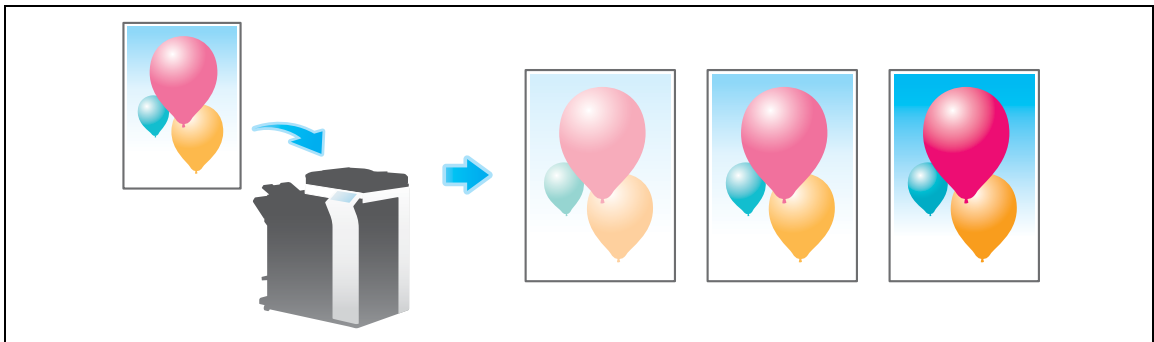
For details, refer to the following page.
- When you are using a User Box, refer to page 15-21.
- When you are using an Annotation User Box, refer to page 15-159.
- When you are using an External Memory User Box, refer to page 15-229.

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

You can adjust the density of the background area for originals with colored background (newspaper, recycled paper, etc.) or originals that are so thin that text or images on the back would be scanned.
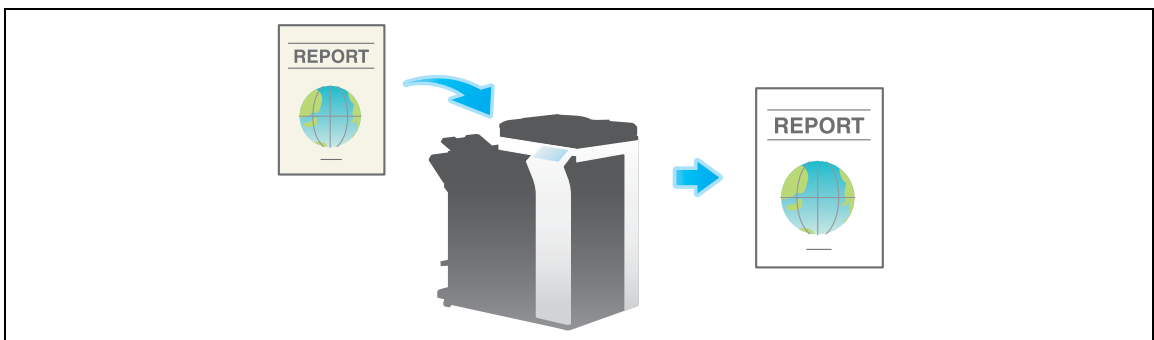
For details, refer to the following page.
- When you are using a User Box, refer to page 15-22.
- When you are using an Annotation User Box, refer to page 15-160.
- When you are using an External Memory User Box, refer to page 15-230.

Scanning after erasing text and shadows in the margins of an original ([Frame Erase])

Erase four sides of the original to the specified width. You can specify the width to be erased for each side.

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

For details, refer to the following page.

Sharpen the boarder between text etc. ([Sharpness])

Sharpen the edges of images such as text in the table and graphics to improve legibility.
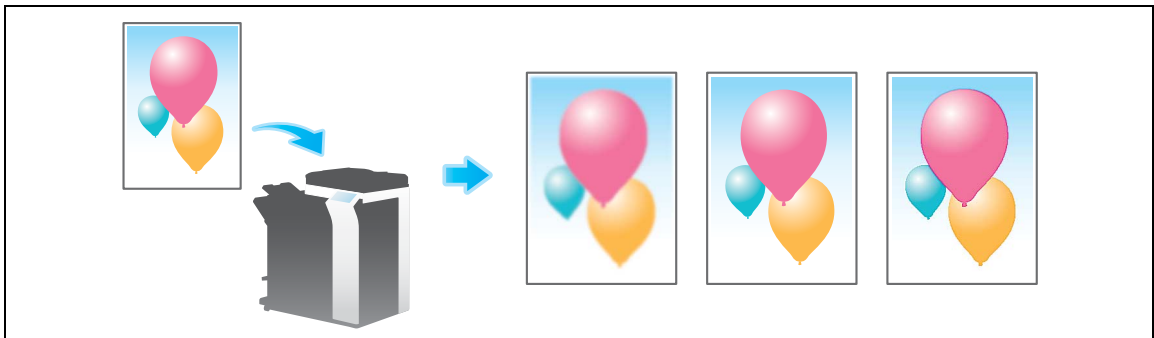
Smoothen the rough contours of images or sharpen blurred images.

For details, refer to the following page.

14.2　Optional settings before printing

Change the color mode and print ([Color])

You can change the color mode settings, used for file storage in the User Box, and print the file in new color.

The Color Mode can be set to any of [Use Existing Color Setting], [Full Color], and [Black].

For details, refer to the following page.
- When you are using a User Box, refer to page 15-24.
- When you are using a User Box (Combine), refer to page 15-69.
- When you are using a Secure Print User Box, refer to page 15-114.
- When you are using an Annotation User Box, refer to page 15-162.
- When you are using an External Memory User Box, refer to page 15-232.

Enlarge or reduce an image ([Zoom])

You can zoom a file image and print it to the desired scale.
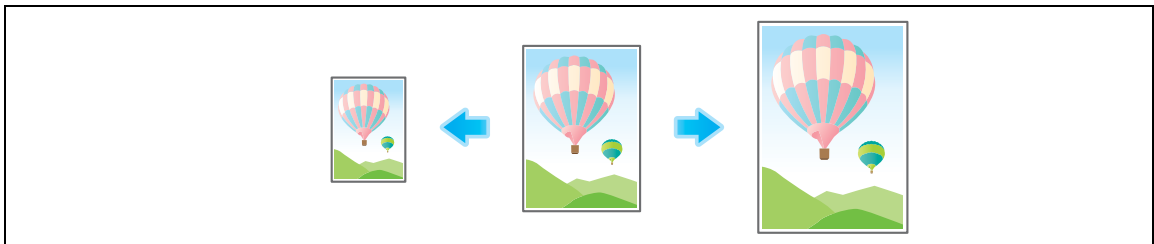
For details, refer to the following page.
- When you are using a User Box, refer to page 15-25.
- When you are using a Secure Print User Box, refer to page 15-115.
- When you are using an Annotation User Box, refer to page 15-163.

Print on both sides of paper ([Simplex/Duplex])

Select to print on a single side or both sides of a sheet of paper.

If you print on both sides of paper, you can reduce paper usage by half. You can save more sheets by combination of the Combine function.
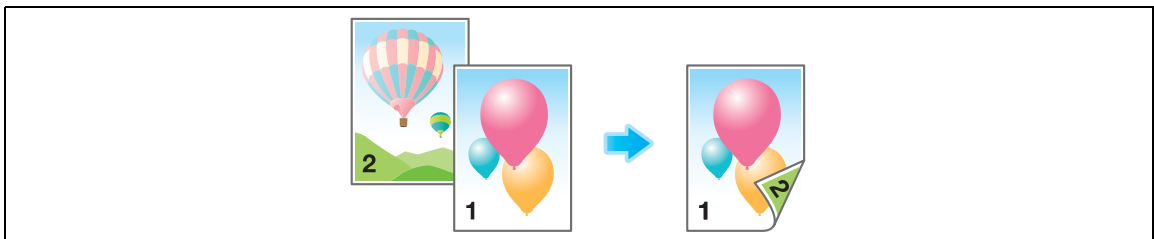
For details, refer to the following page.
- When you are using a User Box, refer to page 15-25.
- When you are using a User Box (Combine), refer to page 15-70.
- When you are using a Secure Print User Box, refer to page 15-115.
- When you are using an Annotation User Box, refer to page 15-163.
- When you are using an External Memory User Box, refer to page 15-233.

Printing multiple pages on the same side of a single sheet ([Combine])

You can save sheets by reducing and copying multiple pages (such as 2, 4 or 8 pages) on the same side of a single sheet.

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

You can save more sheets by combination of the 2-Sided copy function.
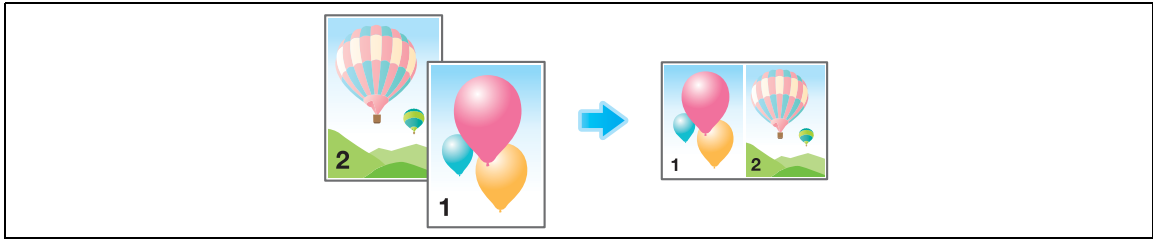
For details, refer to the following page.
- When you are using a User Box, refer to page 15-25.
- When you are using a Secure Print User Box, refer to page 15-115.
- When you are using an Annotation User Box, refer to page 15-163.

Stapled sheets ([Staple])

Each set of sheets can be stapled (at a corner or at two positions) and output automatically. This function is useful for preparing a project proposal or other booklet materials.
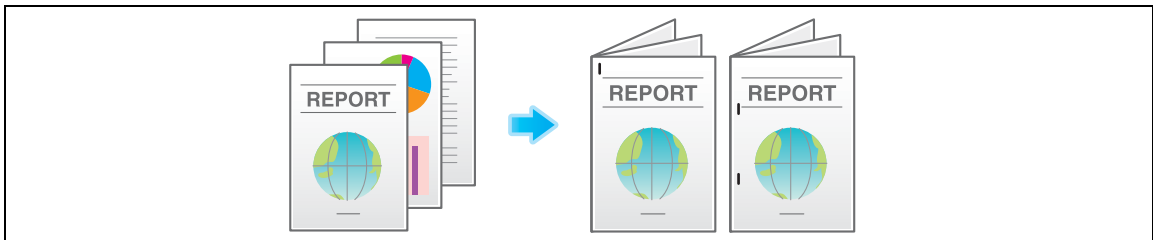
For details, refer to the following page.
- When you are using a User Box, refer to page 15-27.
- When you are using a User Box (Combine), refer to page 15-70.
- When you are using a Secure Print User Box, refer to page 15-117.
- When you are using an Annotation User Box, refer to page 15-165.
- When you are using an External Memory User Box, refer to page 15-233.

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

Punch the printed sheets. ([Punch])

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

For details, refer to the following page.

- When you are using a User Box, refer to page 15-27.
- When you are using a User Box (Combine), refer to page 15-70.
- When you are using a Secure Print User Box, refer to page 15-117.
- When you are using an Annotation User Box, refer to page 15-165.
- When you are using an External Memory User Box, refer to page 15-233.

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 C554**).
- The number of punched holes varies depending on the country you are in.

Folding/Biding ([Fold/Bind])

Printed sheets can be folded or bound and output automatically.

Half-folding
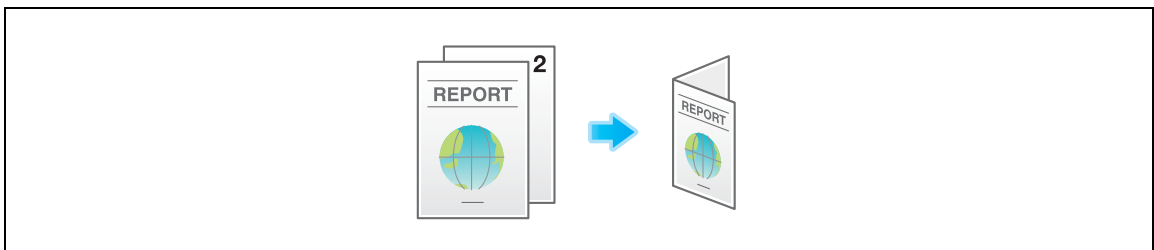
Tri-Fold
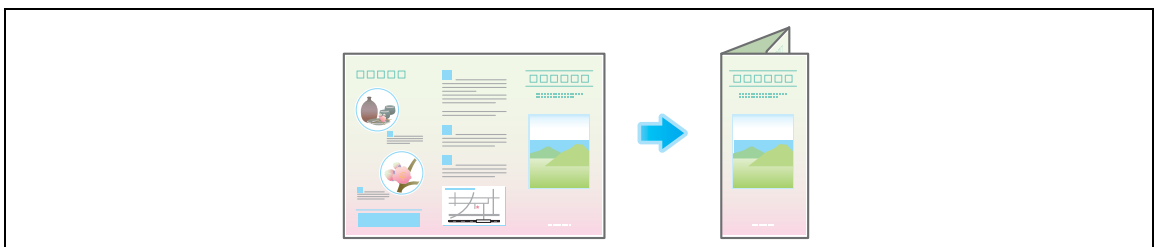
Center folding
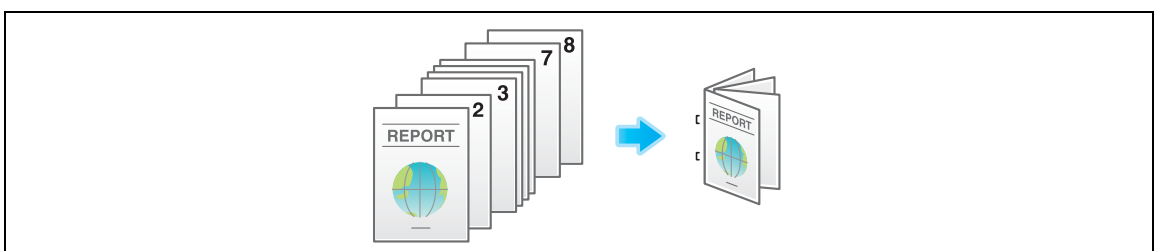
Z-Fold

For details, refer to the following page.

- When you are using a User Box, refer to page 15-27.
- When you are using a User Box (Combine), refer to page 15-70.
- When you are using a Secure Print User Box, refer to page 15-117.
- When you are using an Annotation User Box, refer to page 15-165.
- When you are using an External Memory User Box, refer to page 15-233.

Tips

- To use the Half-Fold/Bind 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 C554**).
- To use the 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 C554**).
- To use the Z-Fold function:
- The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

Outputting by sets ([Group/Sort])

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

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

When you use both the Sort and Offset functions, the paper output position is staggered for each set, and you can easily prepare handouts.

For details, refer to the following page.

- When you are using a User Box, refer to page 15-27.
- When you are using a Secure Print User Box, refer to page 15-117.
- When you are using an Annotation User Box, refer to page 15-165.
- When you are using an External Memory User Box, refer to page 15-233.

Outputting each set in staggered position ([Offset])

When printing multiple sets of paper, you can offset the paper output position for easy separation.

You can offset the paper output position by using the Sort and Offset functions. This function is useful to prepare handouts.

For details, refer to the following page.
- When you are using a User Box, refer to page 15-27.
- When you are using a User Box (Combine), refer to page 15-70.
- When you are using a Secure Print User Box, refer to page 15-117.
- When you are using an Annotation User Box, refer to page 15-165.
- When you are using an External Memory User Box, refer to page 15-233.

Add a margin to pages ([Page Margin])

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

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

For details, refer to the following page.
- When you are using a User Box, refer to page 15-33.
- When you are using a User Box (Combine), refer to page 15-76.
- When you are using a Secure Print User Box, refer to page 15-123.
- When you are using an Annotation User Box, refer to page 15-171.

Tips
- If the positions of the staples or punched holes are different from the binding position, the positions of the staples or punched holes are given priority.
- If an image is partially lost due to incorrect margin setting, reduce the image size to print.

Fine-tuning the print position ([Image Shift])

You can fine tune the image position of the image upward, downward, rightward, and leftward with respect to the paper. Use this function when you want to make a fine adjustment, such as changing the print position a little or printing images in different positions between the front and back sides.
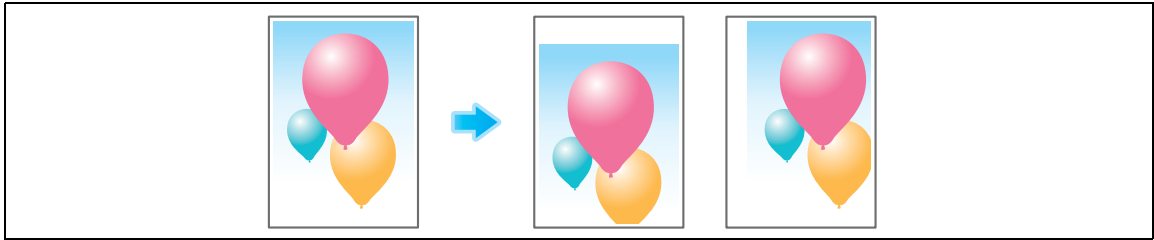
For details, refer to the following page.

- When you are using a User Box, refer to page 15-34.
- When you are using a User Box (Combine), refer to page 15-77.
- When you are using a Secure Print User Box, refer to page 15-124.
- When you are using an Annotation User Box, refer to page 15-172.

Insert front and back covers ([Cover Sheet])

You can insert a cover sheet before the first page or after the last page of the text.

The front and rear cover sheets can be different from that of the text pages (in paper color and thickness). You can print them at the same time.

For details, refer to the following page.

- When you are using a User Box, refer to page 15-35.
- When you are using a Secure Print User Box, refer to page 15-125.
- When you are using an Annotation User Box, refer to page 15-173.

Tips
- Use the same size cover and body sheets, and stack them in the same orientation.

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

You can insert a different sheet from other pages into a specified page.

You can insert a color paper and a thick paper. Also, you can print or not print the original data on the inserted sheet.
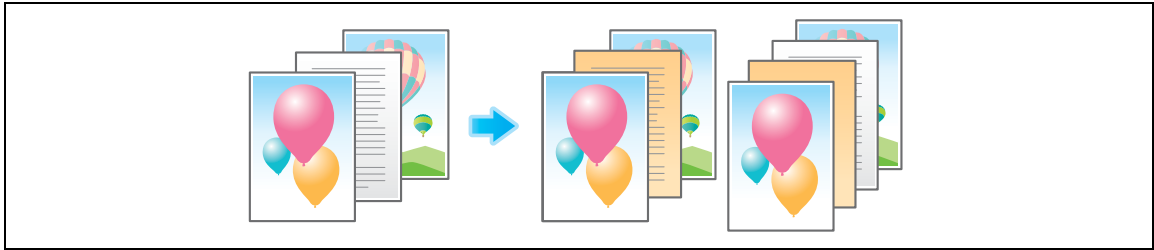
For details, refer to the following page.
- When you are using a User Box, refer to page 15-36.
- When you are using a Secure Print User Box, refer to page 15-126.
- When you are using an Annotation User Box, refer to page 15-174.

Tips
- You can specify up to 30 positions for insert sheets.
- Use insert sheets and text sheets of the same size, and stack them in the same orientation.

Arrange the first page of the chapter on the front side ([Chapters])

During 2-Side printing, the first page of each chapter is always printed on the front side of the sheet of paper used.

The first page of each chapter and the text pages are printed on the same sheets. Also, you can use a sheet different from text sheets for the first page of each chapter.
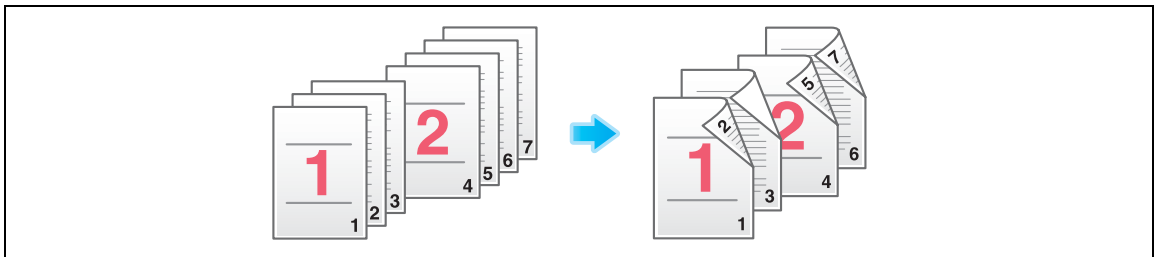
For details, refer to the following page.
- When you are using a User Box, refer to page 15-37.
- When you are using a Secure Print User Box, refer to page 15-127.
- When you are using an Annotation User Box, refer to page 15-175.

Tips
- You can set up to 30 positions for the first page of chapters.
- Make sure that the paper loaded for the first page of the chapter and for text copies are of the same size and orientation.

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

You can print the current date and time by selecting a print position and format.

The date and time can be printed either on all pages or only on the first page.
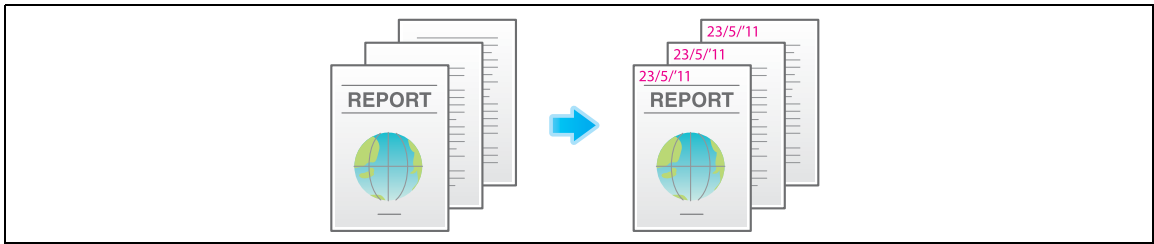
For details, refer to the following page.
- When you are using a User Box, refer to page 15-38.
- When you are using a User Box (Combine), refer to page 15-77.
- When you are using a Secure Print User Box, refer to page 15-128.
- When you are using an Annotation User Box, refer to page 15-176.
- When you are using an External Memory User Box, refer to page 15-241.

Add a page number ([Page Number])

You can print page and chapter numbers by selecting a print position and format.

Page and chapter numbers are printed on all pages.
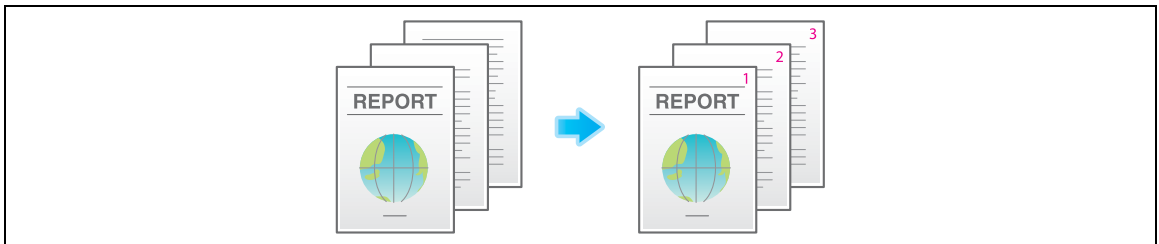
For details, refer to the following page.
- When you are using a User Box, refer to page 15-39.
- When you are using a User Box (Combine), refer to page 15-78.
- When you are using a Secure Print User Box, refer to page 15-129.
- When you are using an Annotation User Box, refer to page 15-176.
- When you are using an External Memory User Box, refer to page 15-241.

Add a stamp ([Stamp])

Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.
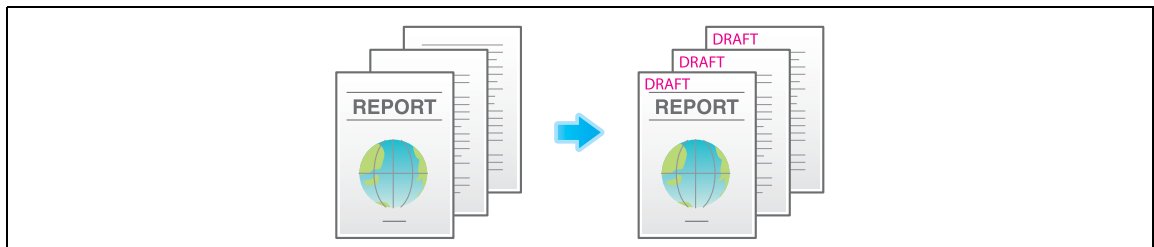
For details, refer to the following page.
- When you are using a User Box, refer to page 15-40.
- When you are using a User Box (Combine), refer to page 15-79.
- When you are using a Secure Print User Box, refer to page 15-130.
- When you are using an Annotation User Box, refer to page 15-177.
- When you are using an External Memory User Box, refer to page 15-242.

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

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

By printing text such as "Copy" or "Private" as a visible stamp, you can deter unauthorized copying.
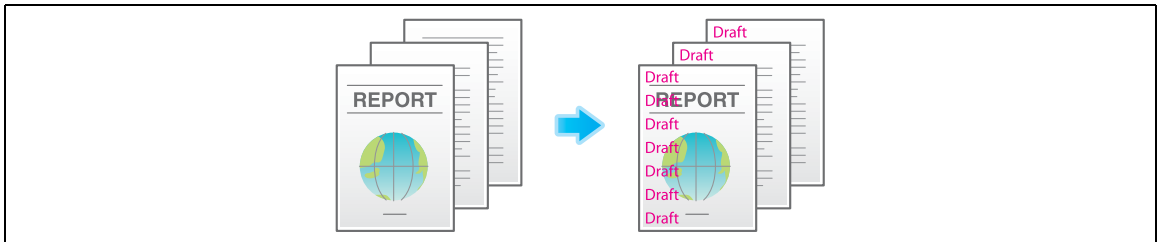
For details, refer to the following page.
- When you are using a User Box, refer to page 15-40.
- When you are using a User Box (Combine), refer to page 15-80.
- When you are using a Secure Print User Box, refer to page 15-131.
- When you are using an Annotation User Box, refer to page 15-178.
- When you are using an External Memory User Box, refer to page 15-243.

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

Add the date and time and any other desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for the header and footer in advance on this machine.
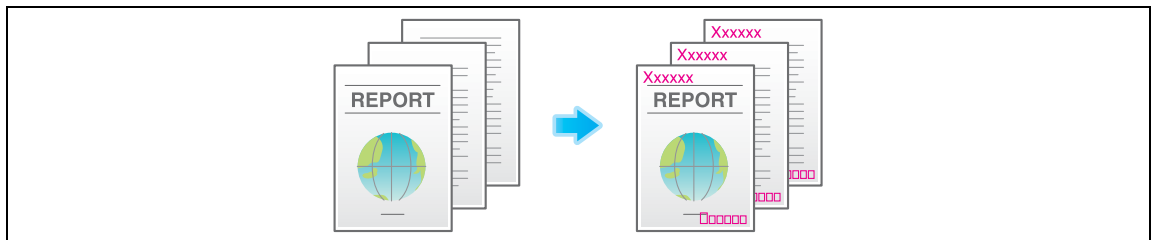
For details, refer to the following page.
- When you are using a User Box, refer to page 15-41.
- When you are using a User Box (Combine), refer to page 15-80.
- When you are using a Secure Print User Box, refer to page 15-132.
- When you are using an Annotation User Box, refer to page 15-179.

Compose stored images ([Registered Overlay])

You can recall registered overlay image and compose it to a file image. It will be useful to register frequently used overlay images.

For details, refer to the following page.
- When you are using a User Box, refer to page 15-42.
- When you are using a User Box (Combine), refer to page 15-81.
- When you are using a Secure Print User Box, refer to page 15-133.
- When you are using an Annotation User Box, refer to page 15-179.

Print a concealed security watermark ([Copy Protect])

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

When a copy-protected document is copied, the concealed security watermark appears on the entire page, thereby indicating that it is an unauthorized copy.
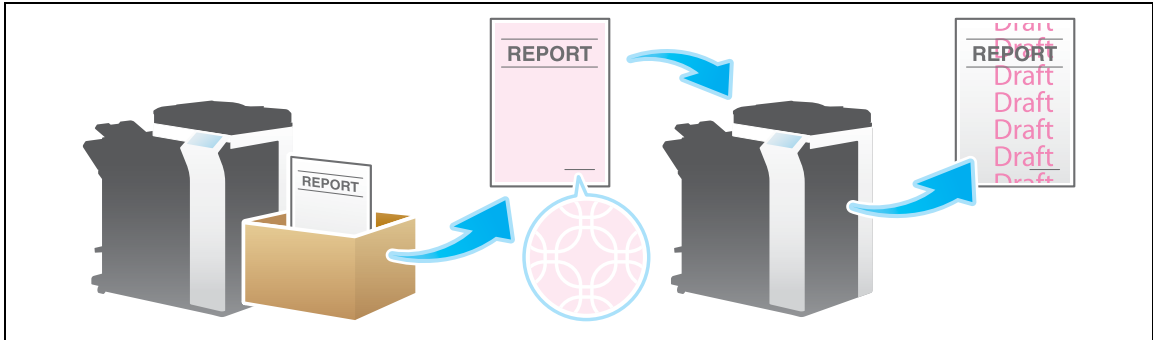
For details, refer to the following page.
- When you are using a User Box, refer to page 15-42.
- When you are using a User Box (Combine), refer to page 15-82.
- When you are using a Secure Print User Box, refer to page 15-134.
- When you are using an Annotation User Box, refer to page 15-180.
- When you are using an External Memory User Box, refer to page 15-244.

Add copy restriction information ([Copy Guard])

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

If an attempt is made using a device that supports the copy guard function to copy a sheet that has been copy protected, a copy guard pattern is scanned, the copying process is canceled, and the job is deleted.
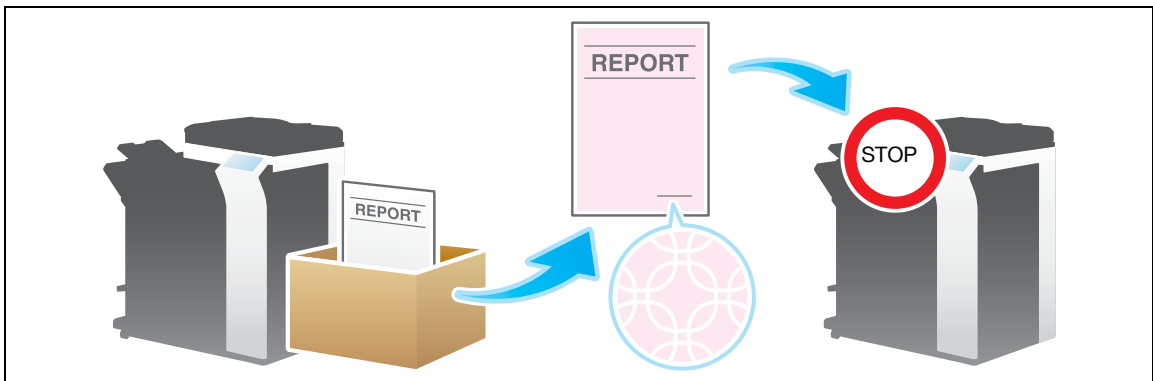
For details, refer to the following page.
- When you are using a User Box, refer to page 15-43.
- When you are using a User Box (Combine), refer to page 15-83.
- When you are using a Secure Print User Box, refer to page 15-135.
- When you are using an Annotation User Box, refer to page 15-181.
- When you are using an External Memory User Box, refer to page 15-245.

Tips
- You can use the Copy Guard function when the **Security Kit** is installed and the Copy Guard function is enabled on this machine.
- The Copy Guard function does not support color paper, envelopes and transparencies.

Add a password ([Password Copy])

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

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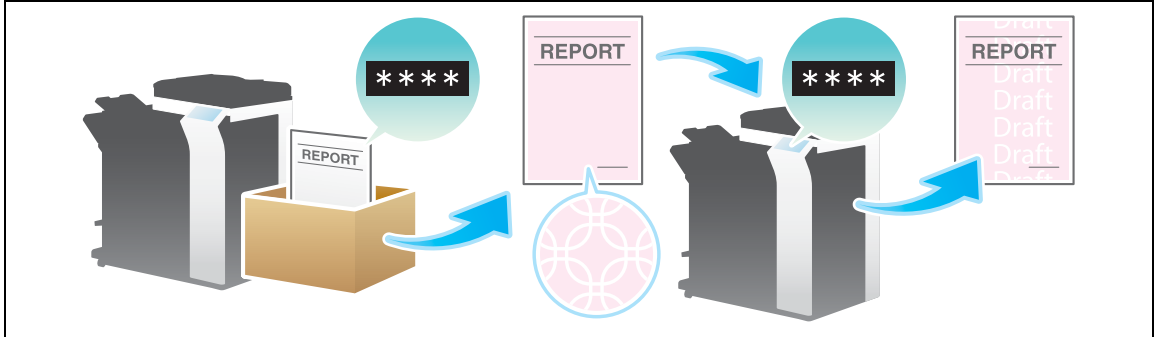
For details, refer to the following page.

Tips
- You can use the Password Copy function when the **Security Kit** is installed and the Password Copy function is enabled on this machine.
- The Password Copy function does not support color paper, envelopes and transparencies.

14.3   Optional settings before file transfer

Change the file resolution ([Resolution])

You can change the resolution, used for file storage in the User Box, and transfer file at a different resolution.

For details, refer to the following page.

- When you are using a User Box, refer to page 15-55.
- When you are using an Annotation User Box, refer to page 15-191.

Change the file color ([Color])

You can change the color mode settings, used for file storage in the User Box, and send the file in new color.

The color mode can be selected from four types: [Use Existing Color Setting] to fit the color of the stored file, [Full Color], [Gray Scale], and [Black].

For details, refer to the following page.

- When you are using a User Box, refer to page 15-56.
- When you are using an Annotation User Box, refer to page 15-192.

Change a file type ([File Type])

You can change the type of file, used for storage in the User Box, and transfer the file in new format.

The PDF, TIFF, JPEG, XPS, and PPTX file types are selectable. You should use the password encrypted PDF file format to store important files.

For details, refer to the following page.

- When you are using a User Box, refer to page 15-57.
- When you are using a User Box (Combine TX), refer to page 15-93.
- When you are using an Annotation User Box, refer to page 15-193.

Rename a file or a subject ([E-mail Settings])

You can rename a file to be transferred.

When sending an e-mail, correct its subject and text if necessary.

For details, refer to the following page.

- When you are using a User Box, refer to page 15-59.
- When you are using a User Box (Combine TX), refer to page 15-96.
- When you are using an Annotation User Box, refer to page 15-196.

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

Set a stamp position and format, and add the file transmission date and time.

The date and time can be printed either on all pages or only on the first page.
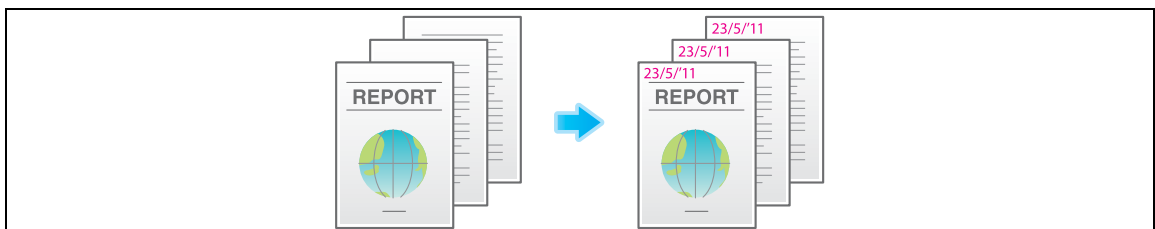
For details, refer to the following page.

- When you are using a User Box, refer to page 15-60.
- When you are using a User Box (Combine TX), refer to page 15-97.
- When you are using an Annotation User Box, refer to page 15-197.

Add a page number ([Page Number])

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

Page and chapter numbers are printed on all pages.
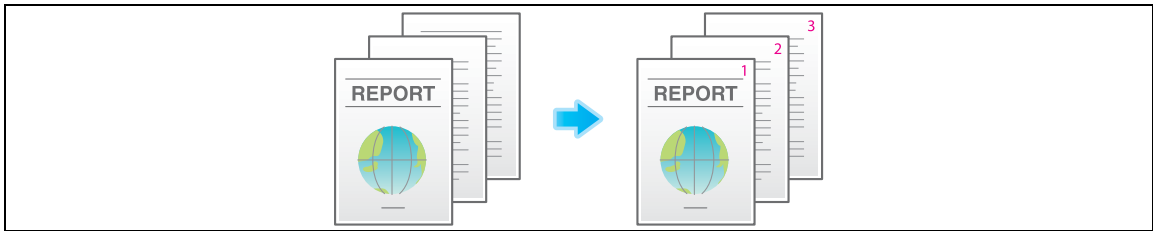
For details, refer to the following page.
- When you are using a User Box, refer to page 15-61.
- When you are using a User Box (Combine TX), refer to page 15-98.
- When you are using an Annotation User Box, refer to page 15-198.

Add a stamp ([Stamp])

Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be added from the registered fix stamps and arbitrary registered stamps.
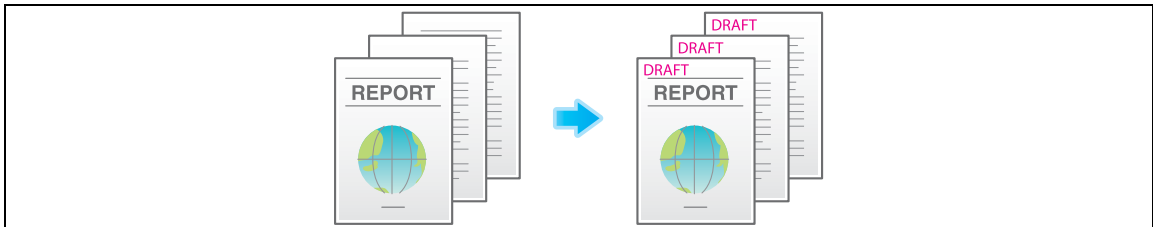
For details, refer to the following page.
- When you are using a User Box, refer to page 15-62.
- When you are using a User Box (Combine TX), refer to page 15-99.
- When you are using an Annotation User Box, refer to page 15-199.

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

Add the date and time and any other desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for the header and footer in advance on this machine.
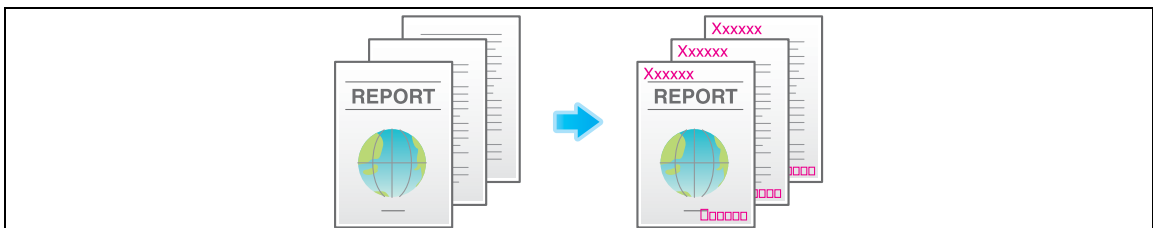
For details, refer to the following page.
- When you are using a User Box, refer to page 15-62.
- When you are using a User Box (Combine TX), refer to page 15-99.
- When you are using an Annotation User Box, refer to page 15-199.

Send and print at the same time ([Save & Print])

You can print data at the same time as you are using Scan or Fax TX.

For details, refer to the following page.

● When you are using a User Box, refer to page 15-63.
● When you are using a User Box (Combine TX), refer to page 15-100.
● When you are using an Annotation User Box, refer to page 15-200.

Report the destination of transfer file ([URL Dest. Settings])

When the SMB transmission, FTP transmission, or WebDAV transmission is complete, an e-mail showing the destination of transmission data is delivered to the specified address.

For details, refer to the following page.

● When you are using a User Box, refer to page 15-64.
● When you are using a User Box (Combine TX), refer to page 15-101.
● When you are using an Annotation User Box, refer to page 15-201.

Encrpt an e-mail ([Mail Encryption])

You can encrypt e-mails to prevent wiretapping by third parties during transmission.

For details, refer to the following page.

● When you are using a User Box, refer to page 15-64.
● When you are using a User Box (Combine TX), refer to page 15-101.
● When you are using an Annotation User Box, refer to page 15-202.

Add digital signature to e-mails ([Digital Signature])

When the MFP sends an e-mail, you can add a digital signature to it to prove the authenticity of the sender, and the recipient can confirm that data has not been tampered with.

For details, refer to the following page.

● When you are using a User Box, refer to page 15-65.
● When you are using a User Box (Combine TX), refer to page 15-102.
● When you are using an Annotation User Box, refer to page 15-202.

Send by renaming the sender ([Fax Header Settings])

You can use different sender names to send faxes to recipients.
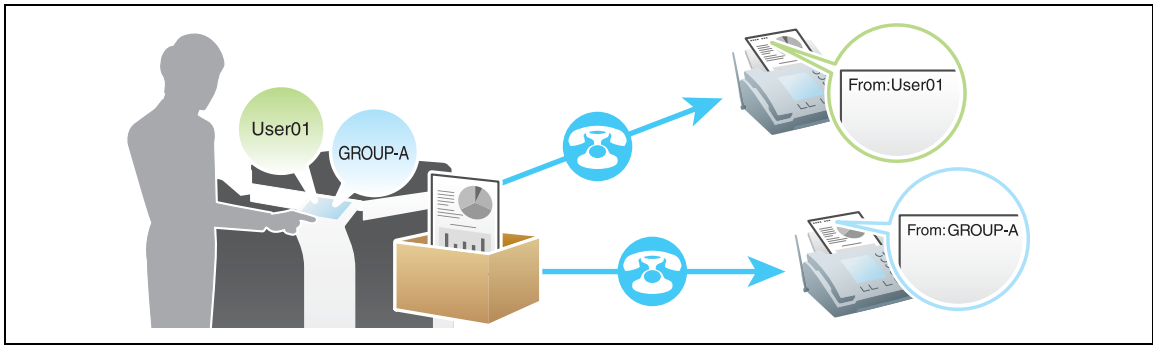
For details, refer to the following page.
- When you are using a User Box, refer to page 15-65.
- When you are using a Fax Retransmit User Box, refer to page 15-212.

Set a fax line type ([Line Setting])

You can set a communication system or protocol and a line type for fax transmission.
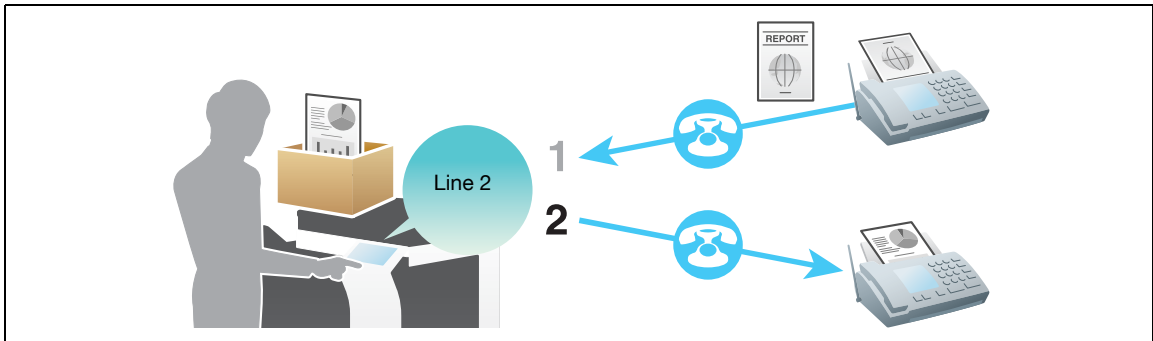
For details, refer to the following page.
- When you are using a User Box, refer to page 15-66.
- When you are using a Fax Retransmit User Box, refer to page 15-212.

Send a fax at preset time ([Timer TX])

You can set a time to send the fax.
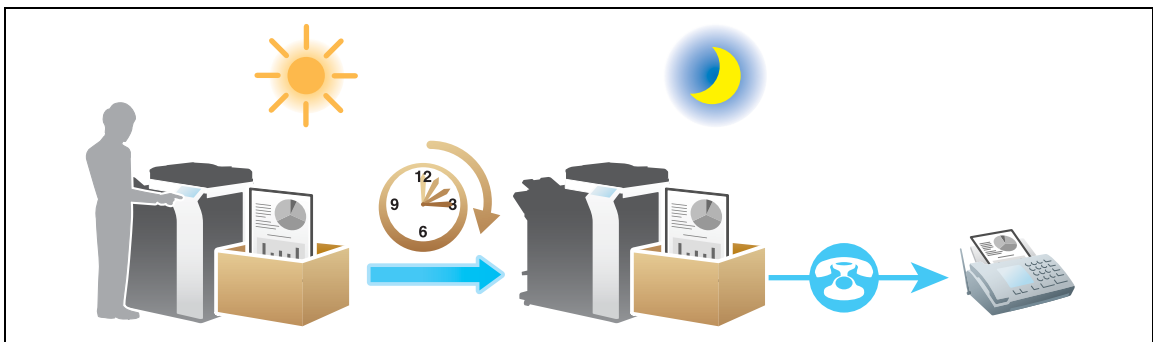
For details, refer to the following page.
- When you are using a User Box, refer to page 15-67.

Send a fax with a password ([Password TX])

A fax is sent with a password to a device for which fax destinations are restricted by passwords (that is, the Closed Network RX function is used).
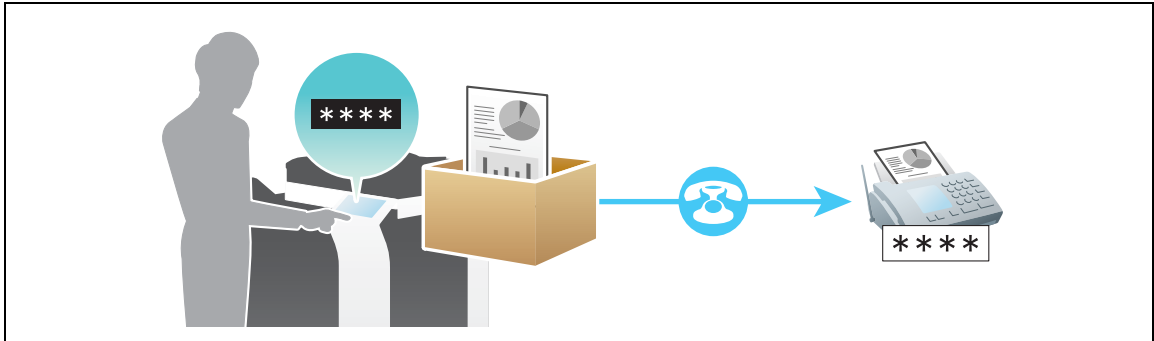
For details, refer to the following page.
● When you are using a User Box, refer to page 15-67.

Send a fax with F-code ([F-Code TX])

You can set an F-code for fax and send it to the Relay User Box or the Confidential User Box.
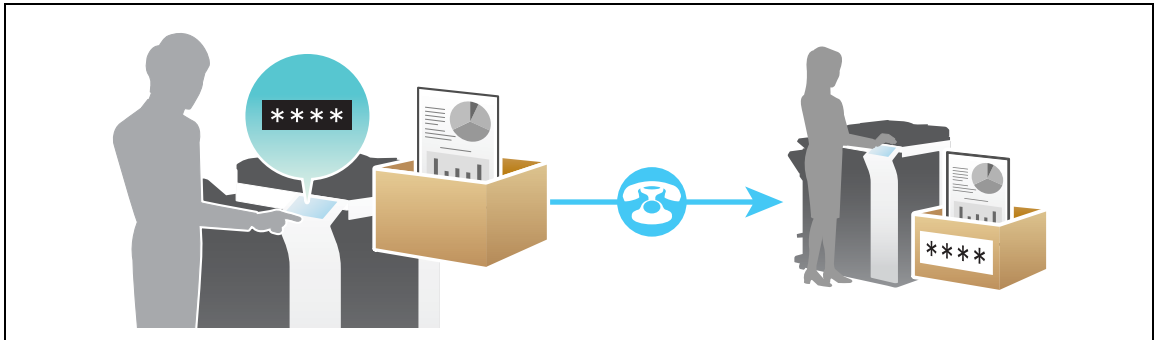
For details, refer to the following page.
● When you are using a User Box, refer to page 15-68.

15 Description of Setup Buttons

15 Description of Setup Buttons

[Public]

To display: [Box] - [Public]

The Public User Box is displayed.

To access a file in a User Box, select the desired User Box, then tap [Open].

Tips
● You can also open the desired User Box by tapping it twice.
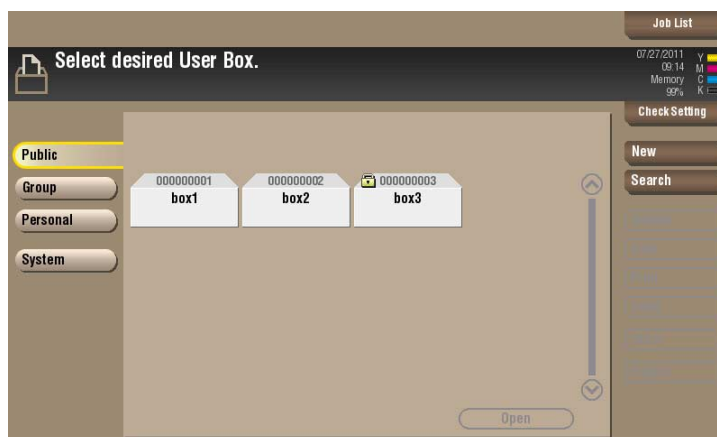
[Personal]

To display: [Box] - [Personal]

The Personal User Box is displayed.

To access a file in this User Box, select the desired User Box, then tap [Open].

Tips
● You can also open the desired User Box by tapping it twice.
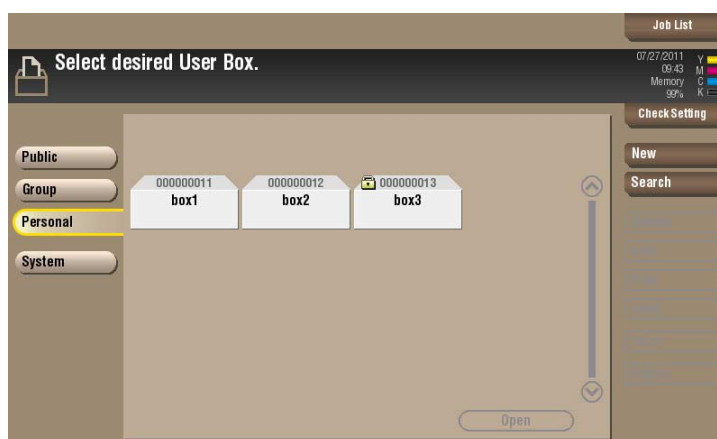
[Group]

To display: [Box] - [Group]

The Group User Box is displayed.

To access a file in this User Box, select the desired User Box, then tap [Open].

Tips
- You can also open the desired User Box by tapping it twice.
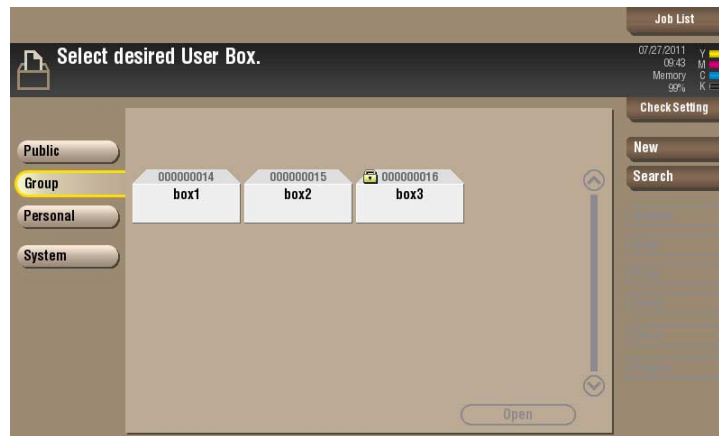
[New]

To display: [Box] - [New]

A User Box is created.

From the **Keypad**, enter a number of the User Box you wish to register and tap [OK].

The location where a User Box is created may vary depending on the login status of the user.
- If the user logs in with user authentication: [Personal]
- If the user logs in with the account track only: [Group]
- If the user authentication or account track is not installed or if the user logs in with the public authentication: [Public]
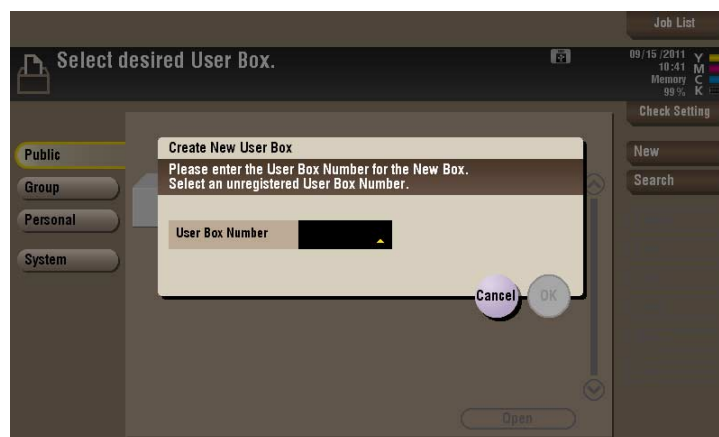
[Search]

To display: [Box] - [Search]

This window is used to search for a User Box. The User Boxes are displayed based on search characters you have specified during box registration.

You can also specify a User Box number directly from the **Keypad**.
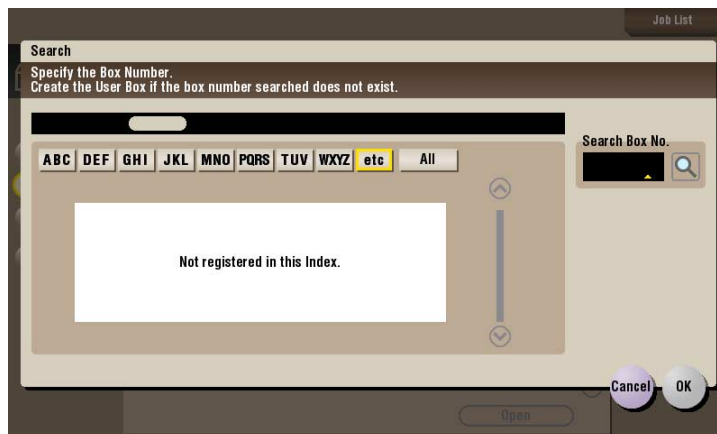
[Save] ([Public]/[Personal]/[Group])

To display: [Box] - **Select a User Box to save the file** - [Save]

You can check the storage box, rename a file, and set the save options.
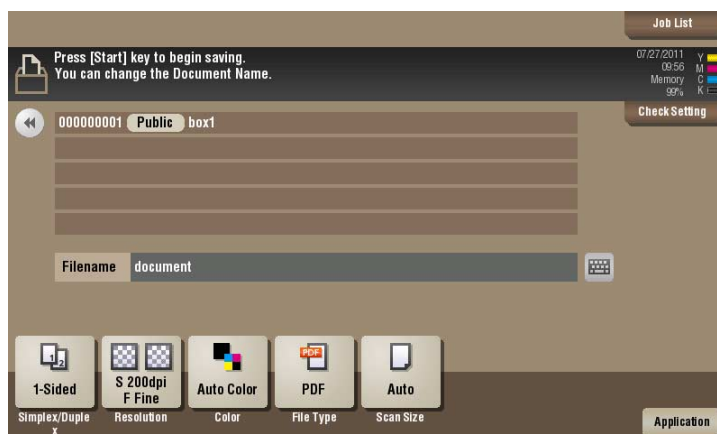
[File Name] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [File Name]

You can name a file to be saved (using up to 30 characters).

[Simplex/Duplex] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Simplex/Duplex]

Select the surface of the original to be scanned.

Settings	Description
[1-Sided]	Scans a single side of original.
[2-Sided]	Scans both sides of the original.
[Cover + 2-sided]	Scans a single side of the first page, and scans both sides of the remaining pages.

[Resolution] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Resolution]

Select a resolution to use to scan the original.

Settings	Description
[Scan Resolution]	Select a resolution of the original to be saved in the User Box. • [200 × 200 dpi]: Select this option to scan the standard original. • [300 × 300 dpi]: Select this option to scan the standard original at a higher resolution level. • [400 × 400 dpi]: Select this option to scan an original that has small characters and figures. • [600 × 600 dpi]: Select this option to convert the original into the maximum size file. Select this option to scan an original such as a full color photo with a fine image quality level.
[Fax Resolution]	Select a resolution to use to scan the original for fax transmission. To use Fax TX, Internet Fax, or IP Address Fax, scan the original in the following resolution. • [Normal]: Select this option to scan originals that does not require a fine level of image quality, or when you want to send a large number of originals quickly. • [Fine]: Select this option to scan a standard original. • [Super Fine]: Select this option to scan an original that has small characters or drawings. • [Ultra Fine]: Select this option to scan an original that requires a fine image quality level.

[Color] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Color]

Select a color mode for scanning originals.

Settings	Description
[Auto Color]	Scan by automatically selecting either [Full Color] or [Gray Scale] according to the original color.
[Full Color]	Scans in full color, regardless of whether the original is in color or black and white. Select this option to scan an original that has colors other than black and white or scan a color photo.
[Gray Scale]	Scans in gray scale, regardless of whether the original is in color or black and white. Use this option to scan the original having many halftone images such as black and white photos.
[Black]	Scans the original in black or white without using neutral colors between black and white. Use this option to scan an original that has clear boundaries between black and white (for example, a line drawing).

[File Type] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [File Type]

Select the file type used for saving the scanned data.

Settings	Description
[File Type]	Select the desired saving file type from the following: • [PDF]: A type available in most operating systems, which allows you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. • [Compact PDF]: Used to save a file with a smaller file size than the normal PDF type. We recommend this format when you want to reduce file size to enable sending by E-mail etc. • [TIFF]: This is one type of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. • [JPEG]: A file type to save a file commonly used for a digital camera, which is suitable for saving photos. JPEG format does not support the saving of multiple pages as a single file. • [XPS]: A file type supported by Windows Vista and later OSs. • [Compact XPS]: Used to save a file with a smaller file size than the normal XPS type. • [PPTX]: Extension of an XML-base file that is created with PowerPoint of Microsoft Office 2007 or later.
[Page Setting]	Press this button to select a filing page unit when an original consists of multiple pages. • [Multi Page]: Used to convert all pages to a single file. However, if [File Type] is set to [JPEG], you cannot select [Multi Page]. • [Page Separation]: Convert the original into files containing the specified number of original pages when sending the saved files using Scan to E-mail, SMB Send, or FTP Send. For example, if you enter "2" and scan 10 original pages, the original is divided into five separate files and sent. When saved, the number of pages specified is stored, and the data is saved as one file (in the [Multi Page] state).
[E-mail Attachment]	You can select the E-mail attachment method when [Page Setting] is set to [Page Separation]. • [Send All as 1 E-mail]: Attaches all files to one E-mail. • [1 File per E-Mail]: Sends one E-mail for each file.
[PDF Detail Setting]	If the file type is set to [PDF] or [Compact PDF], you can set the PDF options. You can enhance security by attaching a digital signature that identifies the author of the file, by file encryption, etc. For details, refer to page 15-10.

[PDF Detail Setting] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [File Type] - [PDF Detail Setting]

If the file type is set to [PDF] or [Compact PDF], you can set the PDF options.

Settings	Description
[Encryption]	Select [ON] to encrypt a file. Enter the password to restrict access to the file. To specify permissions for printing and editing PDFs in more detail, enter an authorization password, then specify [Encryption Level], [Printing Allowed], [Copy Contents], and [Changes Allowed]. For details, refer to page 15-11.
[Digital Signature]	To add the signature (the certificate) of this machine to a PDF file, select [ON] and set the signature encryption level to either [SHA1] or [SHA256]. You can certify the author of a PDF, and prevent forgery or unauthorized modification. This function is enabled when a certification is registered with this machine.
[Outline PDF]	Specify this option to save a file in compact PDF format. The text is extracted from the original and converted into a vector image.

[Encryption] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [File Type] - [PDF Detail Setting] - [Encryption]

If the file type is set to [PDF] or [Compact PDF], you can encrypt PDF files.

Settings	Description
[Password]	Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.
[Permissions Password]	To specify permissions for printing and editing a PDF file, enter an authorization password.
[Encryption Level]	When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High Level], you can specify permissions in more detail.
[Printing Allowed]	Select whether to allow users to print PDF files. If [Encryption Level] is set to [High Level], you can permit printing of PDF files only in low resolution ([Low Resolution]).
[Copy Contents]	Select whether to allow users to copy text and image from PDF files.
[Changes Allowed]	Select the content of the PDF for which modification is permitted. If [Encryption Level] is set to [High Level], you can select the contents to be permitted in more detail.

[Scan Size] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Scan Size]

Select the size of original to be scanned.

Settings	Description
[Auto]	Selects a scan size automatically according to the original, and scans the original.
[Inches]	Select this option to scan an inch-size original. Tap [Inches], and select a standard inch size.
[Metric Sizes]	Select this option to scan a metric-size original. Tap [Metric Sizes], and select the standard metric size respectively.
[Other]	Select this option to scan a postcard (4 × 6, or A6 Card) or an original other than an inch- or metric- size original. Tapping [Other] allows you to select each standard size.
[Photo Size]	Select this option to scan photos or originals in photo size. Tap [Photo Size], and select a standard size.
[Custom Size]	Select this option to scan originals in custom size. Tap [Change Size], and enter vertical and horizontal values.

[Application] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application]

Set the Application options to store files in a User Box.

Settings	Description
[No. of Originals]	Set the original scan options.
[Quality/Density]	Adjust the image quality and density according to the original.
[App]	Sets application options to erase shadows that are produced when scanning an original and to enhance edges of the image.

[Original Settings] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings]

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

Settings	Description
[Original Settings]	Set the options to scan originals correctly based on their properties. • [Mixed Original]: Even for an original with pages of different sizes, by using **ADF**, you can scan data while detecting the size for each page. For details, refer to page 15-15. • [Thin Paper Original]: Reduce the original feed speed of the **ADF** to prevent the original from getting caught when scanning an original that is thinner than plain paper. For details, refer to page 15-15. • [Z-Folded Original]: Even folded originals, the size of the original can be detected accurately. For details, refer to page 15-16. • [Long Original]: Select this option when loading a long original that is larger in the feeding direction than the full standard size (11 × 17 or A3). For details, refer to page 15-16.
[Despeckle]	Scan an original using the **ADF** while removing dust from the **Slit Scan Glass**. For details, refer to page 15-17.
[Blank Page Removal]	Blank pages contained in the original loaded on **ADF** are skipped when the original is scanned. For details, refer to page 15-17.
[Binding Position]	When scanning a 2-sided original, select the original binding position to avoid the binding positions be reversed between the front and rear faces. For details, refer to page 15-18.
[Original Direction]	Specify the orientation of the loaded original. For details, refer to page 15-18.

[Mixed Original] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Mixed Original]

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size for each page. If the originals have the same width, select [Same Width]. If the originals have different widths, select [Different Width].

[Thin Paper Original] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Thin Paper Original]

Reduce the original feed speed of the **ADF** to prevent the original from getting caught when scanning an original that is thinner than plain paper.

[Z-Folded Original] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Z-Folded Original]

Even the original sizes of folded originals can be detected accurately.

[Long Original] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Long Original]

Select this option when loading a long original that is larger in the feeding direction than full standard size (11 × 17 or A3).

[Despeckle] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Despeckle]

Scan an original using the **ADF** while removing dust from the **Slit Scan Glass**.

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

[Blank Page Removal] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Blank Page Removal]

Blank pages contained in the original loaded on **ADF** are skipped when the original is scanned.

Select this check box when scanning an original containing blank pages. Any blank pages that are detected are not counted as original pages.

[Binding Position] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Binding Position]

When scanning a 2-sided original, select the original binding position to avoid the binding positions be reversed between the front and rear faces.

Settings	Description
[Auto]	The binding position of the original is automatically set. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.
[Left Bind]	Select this option when the binding position is set to the left of the original.
[Top Bind]	Select this option when the binding position is set to the top of the original.

[Original Direction] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Original Direction]

Specify the orientation of the loaded original.

[Book Original] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Book Original]

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

If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Book Original.
[Output Method]	Specify the scanning method for book spread originals. • [Book Spread]: Scans a book spread original as it is. • [Separation]: Scan the right and left pages of two-page spreads separately in the order of the page numbers. • [Front Cover]: Scans the front cover and two-page spreads according to the page order of the original (scans the front cover first then two-page spreads). • [Front & Back Covers]: Scans the front and back covers and two-page spreads according to the page order of the original (scans the front cover first, then the back cover, followed by two-page spreads).
[Binding Position]	If [Separation], [Front Cover] or [Front & Back Covers] is selected for [Output Method], select the spreading direction of the original to be scanned. Select [Left Bind] for two-page spreads of left binding, and [Right Bind] for two-page spreads of right binding. Note that if the binding position is incorrectly specified, the page order of the two-page spread is reversed between the left- and right-hand pages.
[Frame Erase]	Erases the shadow of the surrounding that is created when the original cover cannot be closed properly due to the thickness of the original. You can erase the four sides of the original to the same width. Also, you can erase the four sides of the original to different widths. • [Frame]: Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] for the inch area, or tap [+]/[-] or press the **Keypad** for the centimeter area to specify the width of the area to be erased. • [Individual]: Select this option to erase the four sides of the original to different widths. Select a side ([Top], [Bottom], [Left] or [Right]) and specify the width of the area to be deleted for each side in [Erase Amount] by tapping [+]/[-] for an inch area and by tapping [+]/[-] or pressing the **Keypad** for a centimeter area. Likewise, specify the width for all the other sides one by one. If you do not want to erase the side, cancel the setting for [Erase].
[Center Erase]	Erases the shadow created in the center when the original cover cannot be closed properly due to the thickness of the original. Specify the width of the area to erase by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.

[Separate Scan] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Separate Scan]

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

You can also scan the original using both the **ADF** and **Original Glass** alternately.
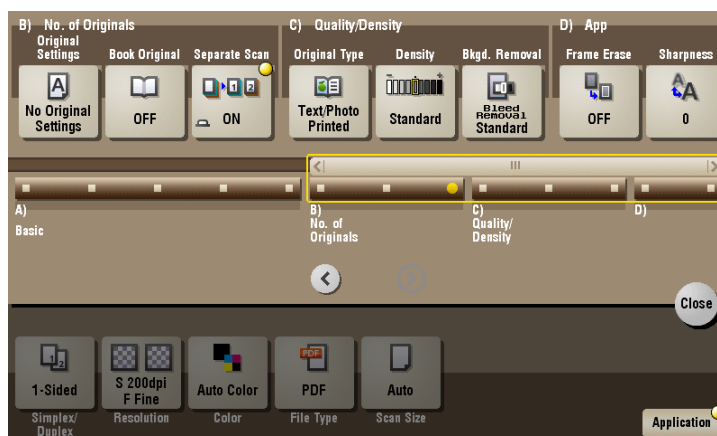
📖 **Reference**
For details on how to operate Separate Scan, refer to page 14-9.

[Original Type] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Original Type]

Select the appropriate image quality level for the original before scanning.

Settings	Description
[Text]	Press this button to scan an original, which consists mostly of text, at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo Printed]	Press this button to scan an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos. Select this option when scanning printed originals such as brochures and catalogs.

Settings	Description
[Text/Photo PhotoPaper]	Press this button to scan an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos. Select this option to scan originals in which photos are printed on photographic paper.
[Photo Printed]	Press this button to scan an original consisting only of photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo PhotoPaper]	Press this button to scan an original consisting only of photos at the optimum image quality level. Select this option to scan originals printed on photographic paper.
[Dot Matrix Original]	Press this button to scan an original, which consists mostly of text such as thin or faint characters, at the optimum level of image quality. This function reproduces text to a high density level to create easy-to-read text.
[Copied Paper]	Press this button to scan an original with the even density, which is printed out by the copier or printer, with the optimum image quality.

[Density] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Density]

Scan originals by adjusting the density according to the original.

[Bkgd. Removal] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Bkgd. Removal]

Adjust the density of original with the colored background (newspaper, recycle paper, etc.) or the background of an original that is so thin that text or images on the back would be scanned.

Settings	Description
[Background Removal]	Press this button to scan a 2-sided original made of thin paper or an original with the colored background, with the optimum image quality. • [Bleed Removal]: Select this option to prevent a back-side bleeding when printing a 2-sided original that is so thin that the contents of the back side would be scanned. • [Paper Discoloration Adjustment]: Select this option to scan an original with the colored background such as a map.
[Background Removal Level]	Press this button to adjust the density of the background color for an original with the colored background. If [Auto] is selected, the density of the background color is determined automatically, and the original is scanned with optimal background density.

[Frame Erase] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Frame Erase]

Erases the four sides of the original in the same width. You can also erase the four sides of the original to different widths.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.

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

[Sharpness] ([Public]/[Personal]/[Group]) ([Save])

To display: [Box] - **Select a User Box to save the file** - [Save] - [Application] - [Sharpness]

Sharpen the edges of images to improve legibility. Smoothen the rough contours of images or sharpen blurred images.
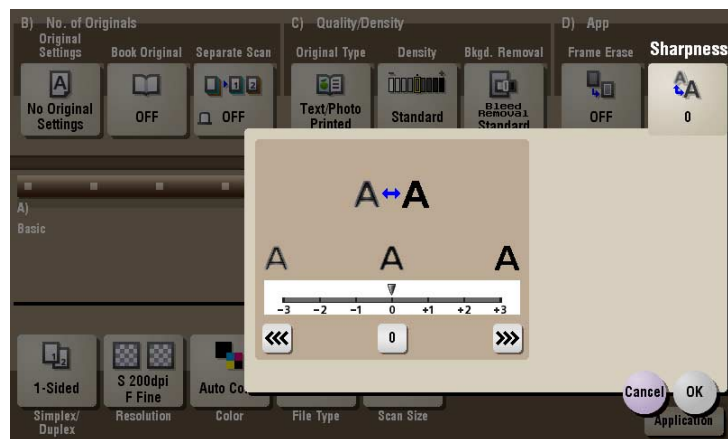
[Details] ([Public]/[Personal]/[Group])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Details]

You can check the storage time, page count, and preview image of the selected file.
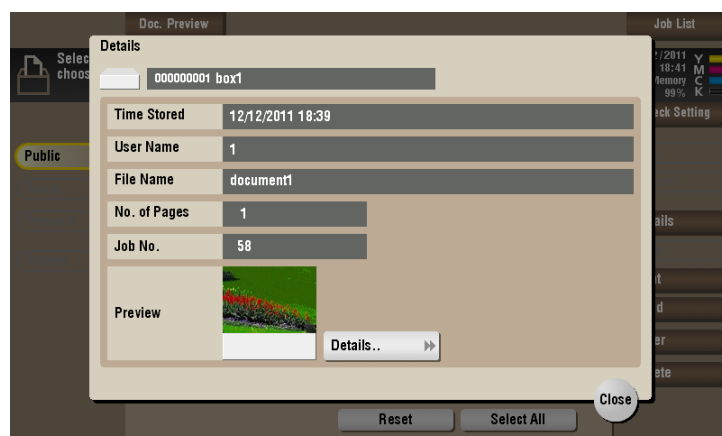
Settings	Description
[Details..]	Previews the file. • [Change Display Size]: Enlarges or reduces the preview image.

[Print] ([Public]/[Personal]/[Group])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print]

Set the options to print a file from the User Box.

[Color] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Color]

Select a Color mode to use to print files.
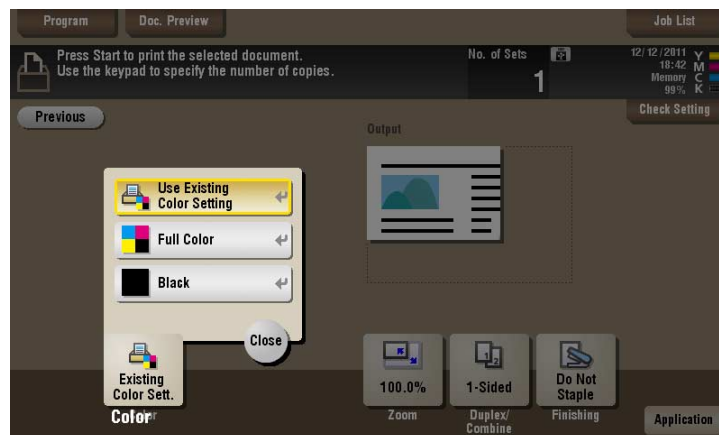
Settings	Description
[Use Existing Color Setting]	Prints a file in the same color mode as used during storage.
[Full Color]	Prints a file in full colors regardless of the mode selected for saving.
[Black]	Prints a file in gray scale regardless of the color mode selected for saving.

[Zoom] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Zoom]

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

Settings	Description
[Settings when saving]	Print an original image in the zoom ratio you have set during image saving.
[+]/[-]	Enter a zoom ratio manually. You can also enter the zoom ratio from the **Keypad**.
Fixed Zoom	Select a fixed zoom ratio to print on the standard-size paper.
[Minimal]	Slightly reduces the size of the original, places the original image at the center position, and prints it out. Use this option to print the entire original image including its edges.
[Zoom Ratio]	Prints the original in the preset scale.

[Duplex/Combine] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Duplex/Combine]

The original is printed on both sides of paper. Also, a multi-page original can be reduced and printed on the same side of a single sheet of paper.

Settings	Description
[Simplex/Duplex]	The original is printed either on a single side or on both sides of paper.
[Combine]	Multiple pages can be reduced and printed on the same side of a single sheet of paper. Appropriate scale is set automatically during zooming. If [4 in 1] or [8 in 1] is selected, you can set the combined page layout to [Horizontal] or [Vertical].

[Simplex/Duplex] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Duplex/Combine] - [Simplex/Duplex]

The original is printed either on a single side or on both sides of paper.

[Combine] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Duplex/Combine] - [Combine]

Multiple pages can be reduced and printed on the same side of a single sheet of paper.

If [4 in 1] or [8 in 1] is selected, you can set the combined page layout to [Horizontal] or [Vertical].

[Finishing] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing]

Specify how to feed out printed sheets of paper.
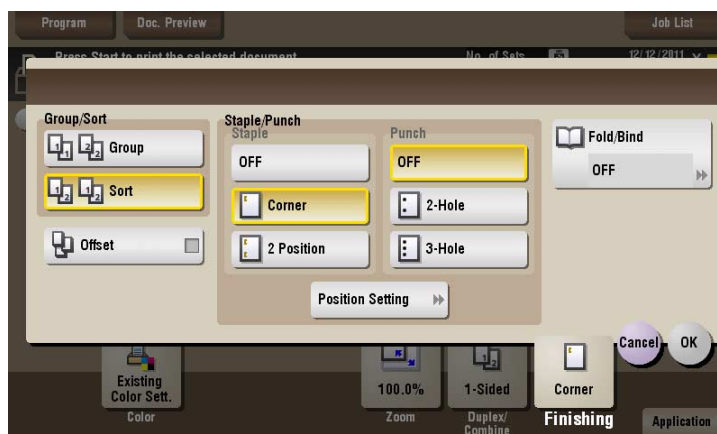
Settings	Description
[Group/Sort]	Select the output method when printing multiple sets of copies. For details, refer to page 15-28.
[Offset]	Select this item when sorting by copies or by page to feed out paper. For details, refer to page 15-28.
[Staple]	Select the binding positions for stapling the sheets. For details, refer to page 15-29.
[Punch]	Select binding positions when punching sheets. For details, refer to page 15-29.
[Fold/Bind]	Select how to fold or bind paper. For details, refer to page 15-30.

Tips
- The **Finisher** is required to use the Staple function.
- 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 C554**).
- To use the Half-Fold/Bind 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 C554**).
- To use the 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 C554**).
- To use the Z-Fold function:
- The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Group/Sort] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Group/Sort]

Select the output method when printing multiple sets of copies.

Settings	Description
[Group]	Feeds out copies separately page by page like "111", "222", "333", "444", "555".
[Sort]	Feeds out copies one by one, like: "12345", "12345", "12345".

[Offset] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Offset]

Select this item when sorting by copies or by page to feed out paper.

If the **Finisher** or **Job Separator JS-506** is installed, the printed sheets are fed out and stacked on top of each other with each copy or page set staggered to separate them.

If the **Finisher** or **Job Separator JS-506** is not installed, the printed sheets are fed out and sorted by copies or page in an alternating crisscross pattern when the following conditions are satisfied.

- 8-1/2 × 11, A4, or B5 paper is used.
- Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray
- Auto Paper for the paper size setting is set.

[Staple] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Staple]

Select the binding positions for stapling the sheets.

Settings	Description
[Corner]	Each set of printed sheets is stapled in a corner (top left or top right) before being output.
[2 Position]	Each set of printed sheets is stapled at two positions (in the top, left, or right) before being output.
[Position Setting]	Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically based on the direction of print file.

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

[Punch] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Punch]

Select binding positions when punching sheets.

Settings	Description
[Position Setting]	Select a position to punch. If the punch position is set to [Auto], the position to punch is determined automatically based on the direction of print file.

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 C554**).
- The number of punched holes varies depending on the country you are in.

[Fold/Bind] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Fold/Bind]

Select how to fold or bind paper.

Settings	Description
[Half-Fold]	Feeds out a printed sheet by folding it in two. For details, refer to page 15-31.
[Center Staple & Fold]	Staples and feeds out a printed sheet by folding it in two. For details, refer to page 15-31.
[Tri-Fold]	Feeds out a printed sheet by folding it in three. For details, refer to page 15-32.
[Z-Fold]	Z-folds the long side of a printed sheet before feeding it out. For details, refer to page 15-32.

Tips
- To use the Half-Fold/Bind 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 C554**).
- To use the 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 C554**).
- To use the Z-Fold function:
- The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Half-Fold] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Half-Fold]

Feeds out a printed sheet by folding it in two. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.

Tips

●   To use the Half-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 C554**).

[Center Staple & Fold] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Center Staple & Fold]

Staples and feeds out a printed sheet by folding it in two.

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 C554**).

[Tri-Fold] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Tri-Fold]

Feeds out a printed sheet by folding it in three. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.

Tips
- To use the 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 C554**).

[Z-Fold] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Z-Fold]

Z-folds the long side of a printed sheet before feeding it out. This option is available when printing paper of 11 × 17 ▭, 8-1/2 × 14 ▭, A3 ▭, B4 ▭, or 8K ▭. Selecting 8-1/2 × 14 ▭ folds paper in two instead of Z-folding.

Tips
- To use the Z-Fold function, the **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Application] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application]

Set the advanced print options.

Settings	Description
[Layout]	Set a page margin on each print paper and offset the print position.
[Tailoring]	Adds front and rear covers, and inserts papers.
[Stamp/Composition]	You can add a page number and a stamp during printing.
[Copy Security]	Embeds copy protection information on each sheet of print paper.

[Page Margin] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Layout] - [Page Margin]

Set a binding position and a margin of each page.

Settings	Description
[ON]/[OFF]	Select [ON] to set a page margin.

Settings	Description
[Margin Position]	Select the paper binding position. • [Auto]: The binding direction is automatically set. When the long side of the file is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of paper. When the long side of the file exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper. • [Left Bind]: Select this option when setting the binding position to the left of paper. • [Right Bind]: Select this option when setting the binding position to the right of paper. • [Top Bind]: Select this option when setting the binding position to the top of paper.
[Margin Adjustment Value]	Adjust the page margin in the range 1/16 inch to 3/4 inch (0.1 mm to 20.0 mm). Adjust it by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.

[Image Shift] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Layout] - [Image Shift]

You can fine tune the print position of the image upward, downward, rightward, and leftward with respect to the paper. When an image is printed on the back side, you can also fine tune its position.

Settings	Description
[ON]/[OFF]	Select [ON] to shift an image.
[Front Side]/[Back Side]	Adjust the image position on the print paper by shifting it in horizontal or vertical direction. • [Shift Left]/[Shift Right]: Shifts the image to the left or right. Adjust shift distances by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area. • [Shift Top]/[Shift Bottom]: Shift the image upward or downward. Adjust shift distances by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.
[Apply on Back]	Set this item to use the same settings as used on the front side for the rear side of the print paper.

[Cover Sheet] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Tailoring] - [Cover Sheet]

You can insert a cover sheet paper, which is different from the paper used for the body, before the first page or after the last page of the document.
The front and rear cover sheets can be different from that of the text pages (in paper color and thickness). You can print them at the same time.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Cover Sheet.
[Front Cover]	Inserts a front cover. • [Front (Copy)]: Prints the front page on the front sheet. • [Front (Blank)]: Inserts a blank front sheet. • [Paper]: Select a sheet to use as the cover sheet. Use the same size cover and body sheets, and stack them in the same orientation. In **bizhub C554**: You can select the paper tray of the **Post Inserter** when [Front (Blank)] is selected while the **Post Inserter** is installed.
[Back Cover]	Inserts a back cover. • [Back (Copy)]: Prints the last page on the back sheet. • [Back (Blank)]: Inserts a blank back sheet. • [Paper]: Select a sheet to use as the back sheet. Use the same size cover and body sheets, and stack them in the same orientation. In **bizhub C554**: You can select the paper tray of the **Post Inserter** when [Back (Blank)] is selected while the **Post Inserter** is installed.

[Insert Sheet] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Tailoring] - [Insert Sheet]

You can insert a different sheet from text pages (such as color or thick papers) into a specified page.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Insert Sheet.
[Insert Position]	Set a page number where you wish to insert a different sheet. • Enter an insertion page number from the **Keypad** and tap [Add..] to register the insertion page number. • If you have entered an incorrect page number, select this number and tap [Delete]. • If page numbers are entered in random sequence, they are rearranged in ascending order automatically.
[Insert Paper]	Select the paper tray loaded with the paper to be inserted. Use the same size of paper for the insert pages and text pages, and set them in the same direction. • In **bizhub C554**: You can select the paper tray of the **Post Inserter** when [Blank] is selected while the **Post Inserter** is installed.
[Insert Type]	Specify to print a file on the insertion papers or not.

[Chapters] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Tailoring] - [Chapters]

During 2-Side printing, the first page of each chapter is always printed on the front side of the sheet of paper used.

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

Tips
● When you sets the Chapters function, the [Duplex/Combine] option is set to [2-Sided] automatically.

[Date/Time] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Date/Time]

You can select a print position and format, and add the date and time. The date and time can be printed either on all pages or only on the first page.

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

[Page Number] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Page Number]

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

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

[Stamp] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Stamp]

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

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

[Stamp Repeat] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Stamp Repeat]

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

Settings	Description
[ON]/[OFF]	Select [ON] to repeat stamping.

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

[Header/Footer] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Header/Footer]

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

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

[Registered Overlay] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Registered Overlay]

You can call a registered overlay image and compose it to the print file image.

The overlay image must first be registered on this machine.

Settings	Description
[ON]/[OFF]	Select [ON] to overlay with a registered image.
[Recall Overlay Image]	Specify which side of the paper to compose the overlay image, and select an overlay image to be composed. Check the density, composition method, color change, and preview of overlay image if necessary. If you set [Apply on Back], the image on the front side is composed on the back side of paper.
[Pages]	Select the range of pages on which an overlay image is composed.

[Copy Protect] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Copy Security] - [Copy Protect]

Text such as "Copy" and "Private" are printed in the background pattern as concealed text.

Settings	Description
[ON]/[OFF]	Select [ON] to print the copy protection text.

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

[Copy Guard]([Public]/[Personal]/[Group])([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Copy Security] - [Copy Guard]

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

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

Tips
- You can use the Copy Guard function when the **Security Kit** is installed and the Copy Guard function is enabled on this machine.
- The Copy Guard function does not support color paper, envelopes and transparencies.

[Password Copy] ([Public]/[Personal]/[Group]) ([Print])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Copy Security] - [Password Copy]

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

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

Tips
- You can use the Password Copy function when the **Security Kit** is installed and the Password Copy function is enabled on this machine.
- The Password Copy function does not support color paper, envelopes and transparencies.

[Send] ([Public]/[Personal]/[Group])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send]

Specify the destination and other settings to send a file from the User Box.

[Address Book] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Address Book]

Select a destination from the Address Book. You can broadcast files by selecting multiple destinations.

You can also search for a destination using destination type and furigana key.
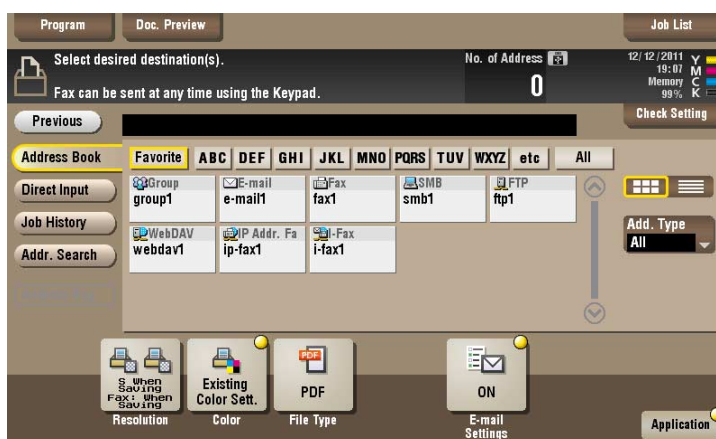
[Direct Input] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input]

Enter the recipient information according to the transmission system you use.

Settings	Description
[Fax]	Enter the recipient fax number to send a fax to.
[E-mail]	Enter the destination mail address to send files attached to the E-mail to.
[Internet Fax]	Enter the destination mail address to send an Internet fax to.
[IP Address Fax]	Enter the IP address or mail address of destination to send an IP address fax to.
[PC (SMB)]	Enters the destination PC name (host name) or IP address to send files to the shared folder of the network PC.
[FTP]	Enter the host name or IP address of the destination FTP server to send files to the FTP server.
[WebDAV]	Enter the host name or IP address of destination WebDAV server to send files to the WebDAV server.

📖 Reference
You can register the destination that you have entered directly into the address book. For details, refer to [User's Guide: Scan Operations].

[Fax] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [Fax]

Enter the recipient fax number to send a fax to. When specifying multiple destinations, tap [Next Dest.] to add destinations.

Tapping [Reg. No.] allows you to specify a fax destination with a registered number.

[E-mail] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [E-mail]

Enter the destination mail address to send files attached to the E-mail to.

When specifying multiple destinations, tap [Next Dest.] to add destinations.
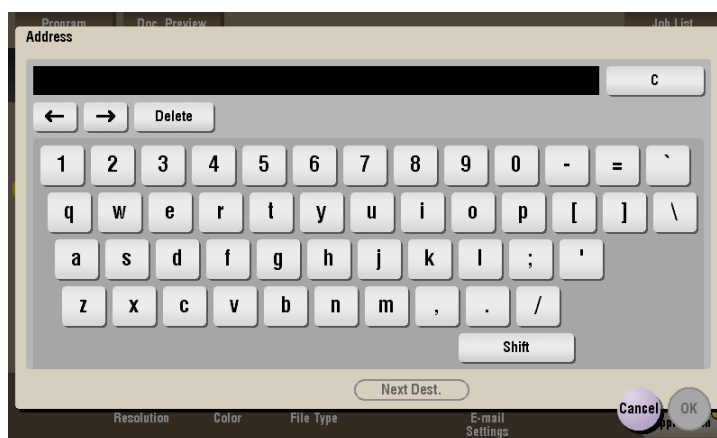
[Internet Fax]

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [Internet Fax]

Enter the destination mail address to send an Internet fax to. Also, select the properties of original data that the recipient machine can receive.

Tap [Next Dest.] to add a destination.

Settings	Description
[Address]	Enter the destination mail address.
[Receiver RX Ability]	Sets the [Compression Method], [Paper Size], and [Fax Resolution] properties of original data that the destination machine can receive.

[IP Address Fax]

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [IP Address Fax]

Enter the IP address or mail address of destination to send an IP address fax to. Also, select whether the recipient machine supports color print.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

Settings	Description
[Address]	Enter the destination IP address or host name. • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16" • Example of host name entry: "host.example.com" (Also enter a domain name.) You can also specify a destination by E-mail address. To specify a destination by E-mail address, enter the destination IP address or host name following "ipaddrfax@". To enter an IP address following the @ symbol, put the IP address in brackets "[ ]". • Example of IP address (IPv4) entry: "ipaddrfax@[192.168.1.1]" To enter an IP address (IPv6), enter "IPv6:" following left bracket "[". • Example of IP address (IPv6) entry: "ipaddrfax@[IPv6:fe80::220:6bff:fe10:2f16]" To enter a host name following the @ symbol, brackets "[ ]" are unnecessary. • Example of host name entry: "ipaddrfax@host.example.com"
[Port Number]	If necessary, change the port number. Normally, you can use the original port number.
[Machine Type]	Select either of [Color] and [Monochrome] according to the recipient machine.

[PC (SMB)] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [PC (SMB)]

Enters the destination PC name (host name) or IP address to send files to the shared folder of the network PC.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

Settings	Description
[Host Name]	Enters the destination PC name (host name) or IP address (up to 253 bytes long). • Example of PC name (host name) entry: "HOME-PC" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the shared folder name of the computer specified in [Host Name] with up to 255 bytes. The shared folder name is generally referred to as a shared name. • Entry example: "scan" When specifying a folder in the shared folder, insert a "\" symbol between the folder names. • Entry example: "share\document"
[User Name]	Enter the name of a user who is authorized to access the folder specified in [File Path], using up to 64 characters. • Entry example: "public user"

Settings	Description
[Password]	Enter the password of the user specified in [User Name].
[Reference]	On the **Touch Panel**, search for a computer to send a file to, and select a target shared folder. When the authentication screen appears, enter the name and password of a user who has privileges to access the selected folder. After authentication, [Host Name] or [File Path] is entered automatically. The Reference function may fail in the following conditions. • If 512 or more workgroups or computers are on the network (subnet) connected to this machine, this function may fail. • This function is not available in the IPv6 environment.

[FTP] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [FTP]

Enter the host name or IP address of the destination FTP server to send files to the FTP server.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

Settings	Description
[Host Name]	Enters the host name or IP address of the destination FTP server (up to 63 bytes long). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the storage folder name of FTP server specified as the [Host Name] (up to 127 bytes long). • Entry example: "scan"
[User Name]	Enter the login user name (using up to 64 characters) if the authentication is required by the destination FTP server. • Entry example: "public_user"
[Anonymous]	When authentication is not required for the destination FTP server, select this item.
[Password]	Enter the password of the user specified in [User Name].
[Port Number]	If necessary, change the port number. Normally, you can use the original port number.
[Proxy]	When a proxy server is used in your environment, select this item.
[PASV]	When a PASV server is used in your environment, select this item.

[WebDAV] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [WebDAV]

Enter the host name or IP address of destination WebDAV server to send files to the WebDAV server.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

Settings	Description
[Host Name]	Enter the host name or IP address of the WebDAV server (up to 253 bytes long). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the storage folder name (up to 142 bytes) of the WebDAV server that you have set in the [Host Name]. • Entry example: "scan"
[User Name]	Enter the name of a user who is authorized to access the folder specified in [File Path], using up to 64 characters. • Entry example: "public_user"
[Password]	Enter the password of the user specified in [User Name].
[Port Number]	If necessary, change the port number. Normally, you can use the original port number.
[Proxy]	When a proxy server is used in your environment, select this item.
[SSL Settings]	When the SSL is used in your environment, select this item.

[Job History] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Job History]

Press [Job History], and you can select a destination from the scan or fax history. The latest jobs (up to five) are displayed for history purposes. You can also select multiple destinations from the history.

Tips
- If you have edited a destination, you have edited a User Box, or you have turned the power supply Off and On again, the history data is deleted or lost.

[Addr. Search] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search]

Press [Search] to display the search results. Select a destination from the list.

[Name Search] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search] - [Search] - [Name Search]

Performs a prefix search for registered destination name (words that begin with the search word are displayed).

[Address Search] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search] - [Search] - [Address Search]

Performs a prefix search by text or numeral in a destination (words that begin with the search word are displayed).

[Address Search (LDAP)] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search] - [Search] - [Address Search (LDAP)]

In the LDAP server or Windows Server Active Directory is used, specify a single keyword to search for an E-mail address or fax number.

[Adv. Search (LDAP)] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search] - [Search] - [Adv. Search (LDAP)]

Using the LDAP server or Active Directory of Windows Server, combine keywords by category to search for an E-mail address or fax number.

[Address Reg.] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - **Enter Destination** - [Address Reg.]

You can register the destination that you have entered directly into the address book. For details on how to register it, refer to [User's Guide: Scan Operations].

[Resolution] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Resolution]

Select the print resolution during sending.

Settings	Description
[Scan Resolution]	Select the resolution to be used for scanning and sending of the original. To use E-mail TX, SMB TX, FTP TX, or WebDAV TX, the following resolution is selected for sending. • [Settings when saving]: Select this option to send the document in the same resolution as used for saving. • [200 × 200 dpi]: Select this option to send the document in the standard resolution. • [300 × 300 dpi]: Select this option to send the document in a higher resolution than the normal resolution. • [400 × 400 dpi]: Select this option to send the document containing small characters and drawings. • [600 × 600 dpi]: Select this option to convert the original to a file of the largest possible size. Use this option to scan a file such as a full color photo to have a fine image quality level.

Settings	Description
[Fax Resolution]	Select the resolution of the original for sending a fax. To use Fax TX, Internet Fax, or IP Address Fax, send the original in the following resolution. • [Settings when saving]: Select this option to send the document in the same resolution as used for saving. • [Normal]: Select this option to scan an original that does not require a fine image quality level, or to send a large number of originals in a short time. • [Fine]: Select this option to send the document in the normal resolution. • [Super Fine]: Select this option to send a file containing small characters or drawings. • [Ultra Fine]: Select this option to send a file that requires a fine image quality level.

Tips
● If the resolution is high, a large amount of information is scanned and the transmission time increases. When you use the E-mail TX or Internet Fax, make sure that the data capacity is not restricted.

[Color] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Color]

Select a color mode to send files.

Settings	Description
[Use Existing Color Setting]	Sends a file in the same color mode as used during storage.
[Full Color]	Sends a file in full colors regardless of the mode selected for saving. Select this option to send color files and color photos.
[Gray Scale]	Sends a file in gray scale regardless of the mode selected for saving. Use this option to send an original that has many halftone images such as black and white photos.
[Black]	Sends the file in black or white without using neutral colors between black and white. Use this option to send an original that has clear boundaries between black and white (for example, a line drawing).

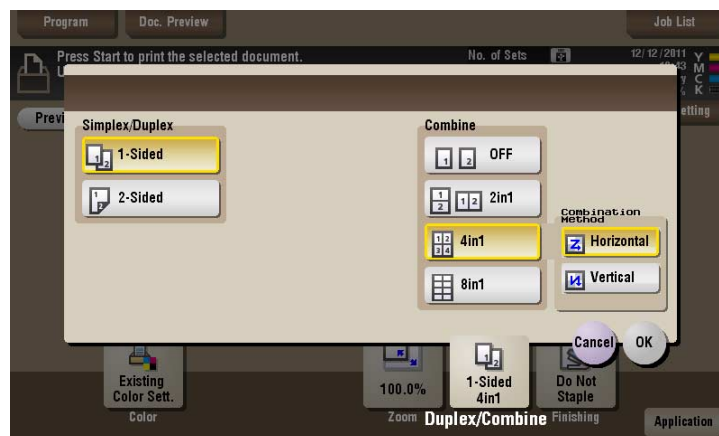# [File Type] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [File Type]

Select a file type to scan and send the file.

Settings	Description
[File Type]	Select a type of file you wish to send as follows. • [PDF]: A type available in most operating systems, which allows you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. • [Compact PDF]: Used to send a file with a smaller file size than the normal PDF type. We recommend this format when you want to reduce file size to enable sending by E-mail etc. • [TIFF]: This is one type of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. • [JPEG]: A file type to save a file commonly used for a digital camera, which is suitable for saving photos. JPEG format does not support the saving of multiple pages as a single file. • [XPS]: A file type supported by Windows Vista and later OSs. • [Compact XPS]: Used to send a file with a smaller file size than the normal XPS type. • [PPTX]: Extension of an XML-base file that is created with PowerPoint of Microsoft Office 2007 or later.
[Page Setting]	Select a filing page unit when an original consists of multiple pages. • [Multi Page]: Used to convert all pages to a single file. However, if [File Type] is set to [JPEG], you cannot select [Multi Page]. • [Page Separation]: Convert the original into files containing the specified number of original pages when sending the saved files using Scan to E-mail, SMB Send, or FTP Send. For example, if you enter "2" and scan 10 original pages, the original is divided into five separate files and sent. When a file in which the Page Separation setting has been applied is sent using Scan to E-mail, SMB Send, or FTP Send, the [Page Separation] state is maintained and the number of pages that was specified when the file was saved is set. The setting can be switched to [Multi Page].
[E-mail Attachment]	You can select the E-mail attachment method when [Page Setting] is set to [Page Separation]. • [Send All as 1 E-mail]: Attaches all files to one E-mail. • [1 File per E-Mail]: Sends one E-mail for each file.
[PDF Detail Setting]	If the file type is set to [PDF] or [Compact PDF], you can set the PDF options. You can enhance security by attaching a digital signature that identifies the author of the file, by file encryption, etc. For details, refer to page 15-58.

[PDF Detail Setting] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [File Type] - [PDF Detail Setting]

If the file type is set to [PDF] or [Compact PDF], you can set the PDF options.

Settings	Description
[Encryption]	Select [ON] to encrypt a file. Enter the password to restrict access to the file. To specify permissions for printing and editing PDFs in more detail, enter an authorization password, then specify [Encryption Level], [Printing Allowed], [Copy Contents], and [Changes Allowed]. For details, refer to page 15-58.
[Digital Signature]	To add the signature (the certificate) of this machine to a PDF file, select [ON] and set the signature encryption level to either [SHA1] or [SHA256]. You can certify the author of a PDF, and prevent forgery or unauthorized modification. This function is enabled when a certification is registered with this machine.
[Stamp Composition]	Specify this option to print date/time, page number, and header/footer on a PDF. Select [Text] if you want to embed the characters to be printed on the PDF as text. If you select [Image], the text will be embedded as an image.
[Outline PDF]	Set this option to send file in compact PDF format. The text is extracted from the file and converted into a vector image.

[Encryption] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [File Type] - [PDF Detail Setting] - [Encryption]

If the file type is set to [PDF] or [Compact PDF], you can encrypt PDF files.

Settings	Description
[Password]	Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.
[Permissions Password]	To specify permissions for printing and editing a PDF file, enter an authorization password.
[Encryption Level]	When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High Level], you can specify permissions in more detail.
[Printing Allowed]	Select whether to allow users to print PDF files. If [Encryption Level] is set to [High Level], you can permit printing of PDF files only in low resolution ([Low Resolution]).
[Copy Contents]	Select whether to allow users to copy text and image from PDF files.
[Changes Allowed]	Select the content of PDF for which modification is permitted. If [Encryption Level] is set to [High Level], you can select the contents to be permitted in more detail.

[E-mail Settings] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [E-mail Settings]

You can change the file name that was set when saved in the User Box.

When sending by E-mail, you can specify the subject and message text of an E-mail and change the sender E-mail address ("From" address).

Settings	Description
[File Name]	You can change the file name that was set when saved in the User Box if necessary.
[Subject]	If necessary, change the subject of the E-mail. If fixed subject phrases are registered, you can select a subject from among those registered.
[From]	If necessary, change the sender E-mail address. Normally, the E-mail address of the administrator is used as sender E-mail address. If user authentication is installed on this machine, the E-mail address of the login user is used as sender E-mail address.
[Body]	If necessary, change the body of the E-mail. If fixed body phases are registered, you can select a body from among those registered.

[Application] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application]

Set the advanced file send options.

Settings	Description
[Stamp/Composition]	Adds a page number and a stamp to the file.
[App]	Sets application options to notify the storage of file data by E-mail, to change the FAX sender information and others.
[Fax Setting]	Configure the fax transmission settings, such as specifying the transmission time and sending via confidential communication line.

[Date/Time] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Stamp/Composition] - [Date/Time]

You can select a print position and format, and add the date and time. The date and time can be printed either on all pages or only on the first page.
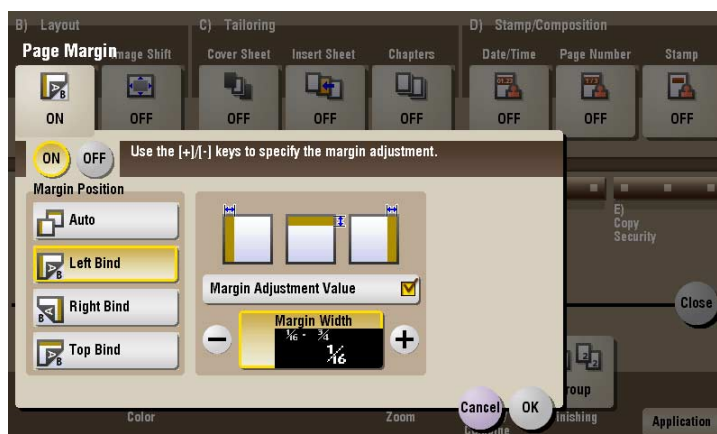

Settings	Description
[ON]/[OFF]	Select [ON] to print the date/time.
[Date Format]	Select the date/time format.
[Time Format]	Select the time format. When you do not want to print the time, select [OFF].
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the print size, font, and text color.

Settings	Description
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more finely.

[Page Number] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Stamp/Composition] - [Page Number]

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

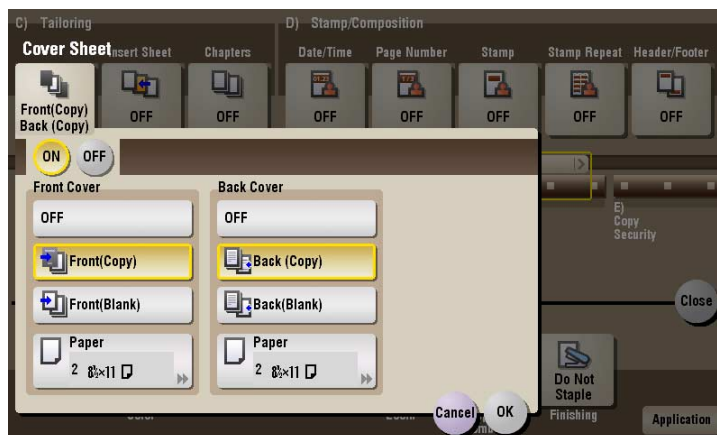| Settings	Description
[ON]/[OFF]	Select [ON] to print page number.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page. For example, to print page numbers from the third page of the file, enter "-1". The first page of the file is counted as "-1", the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the file as "2, 3", etc. in order. "-" (minus sign) changes to + each time you press *****.
[Starting Chapter Number]	Enter the starting chapter number if a file is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify chapter numbers only when you have selected [Chapter Page] in [Page Number Type]. For example, to print chapter numbers from the third chapter, enter "-1". The first chapter of the file is counted as "-1", and the second chapter as "0", and the third chapter is counted as "1". In [Starting Chapter Number], chapter number is printed on the chapters that are count as 1 and later. If "2" is entered, number is printed from the first page of the first chapter of the file as "2-1, 2-2". "-" (minus sign) changes to + each time you press *****.
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more finely.

[Stamp] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Stamp/Composition] - [Stamp]

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

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

[Header/Footer] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Stamp/Composition] - [Header/Footer]

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

Settings	Description
[ON]/[OFF]	Select [ON] to print the header/footer.
[Recall Header/Footer]	Select the header/footer to be printed. Select the header/footer from among those registered in advance.

Settings	Description
[Check/Change Temporarily]	If necessary, check or temporarily change the details of the program that is selected in [Recall Header/Footer]. • [Header Setting]: Change the content of the header. • [Footer Setting]: Change the content of the footer. • [Pages]: Change the range of pages to print. • [Text Details]: Change the print size, font, and text color.

[Save & Print] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [App] - [Save & Print]

You can print data at the same time as you are using Scan or Fax TX.

Settings	Description
[ON]/[OFF]	Select [ON] to send and print simultaneously.
[No. of Sets]	If necessary, enter the number of copies to print.
[Simplex/Duplex]	Select [2-Sided] to print on both sides of sheets of paper.
[Staple]	Select the binding positions for stapling the sheets. • [Corner]: Each set of printed sheets is stapled in a corner (top left or top right) before it is output. • [2 Position]: Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output. • [Position Setting]: Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically.

[URL Dest. Settings] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [App] - [URL Dest. Settings]

When the SMB transmission, FTP transmission, or WebDAV transmission is complete, an e-mail showing the file storage is delivered to the specified address.

[Mail Encryption] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [App] - [Mail Encryption]

You can encrypt an E-mail to be sent from this machine when using S/MIME.

[Digital Signature] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [App] - [Digital Signature]

Add a digital signature to an E-mail when it is sent from this machine using S/MIME.

Tips
● If you cannot change the [ON] or [OFF] status, this indicates whether or not to fix a digital signature has been set by the administrator.

[Fax Header Settings] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [App] - [Fax Header Settings]

Normally, the default sender name is added. However, you can use different sender names depending as necessary.

If you want to use a sender name that is different from the default name, select a new sender name you want to use, then tap [OK].
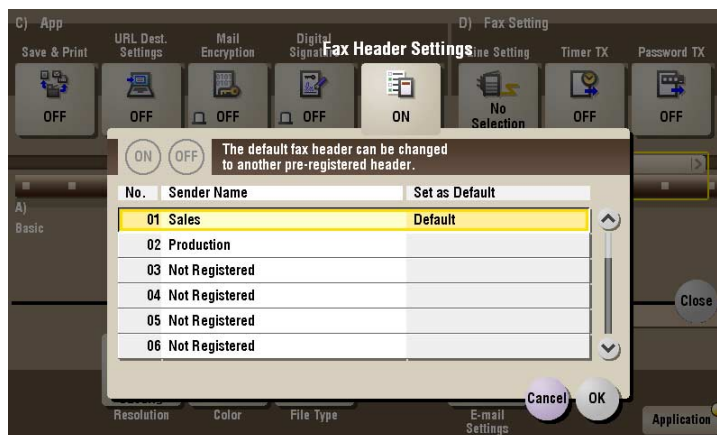
[Line Setting] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Fax Setting] - [Line Setting]

Specify how to send a fax based on the line conditions.

Settings	Description
[TX Method]	Change the communication mode based on the line conditions. • [Overseas TX]: Select this option to send a fax to areas where communication conditions are poor. Faxes are sent at a lower speed. • [ECM]: Generally, faxes are sent while checking that the fax data is free of errors by using ECM (Error Correction Mode). To reduce the time required to send a fax, cancel the setting. • [V.34]: Generally, faxes are sent in the Super G3 mode. If it is not possible to send faxes in the Super G3 mode, cancel the setting.
[Check Dest. and Send]	Select this option to use the Check Dest. and Send function. The fax number specified for fax is checked against the remote fax number (CSI) and the fax is sent only when they match.
[Select Line]	If two lines are used, select the line used to send faxes. If [No Selection] is selected, either line, whichever is not busy, is used for transmission.

[Timer TX] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Fax Setting] - [Timer TX]

Specify when to start fax transmission. The fax is automatically sent at the specified time.
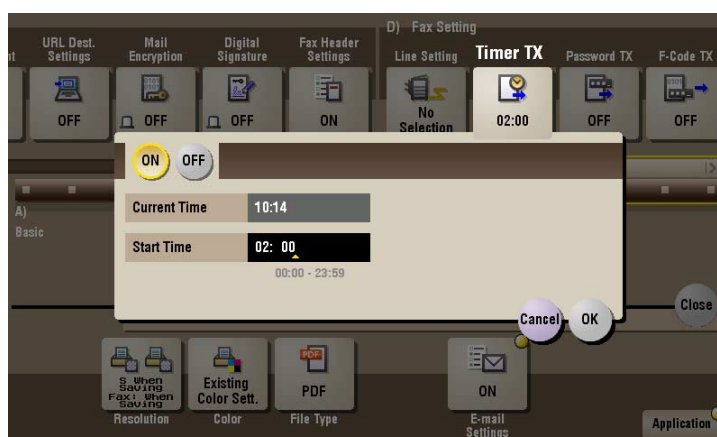
Settings	Description
[ON]/[OFF]	Select [ON] to specify Timer RX.
[Current Time]	Shows the current time.
[Start Time]	Specify when to start fax transmission using the **Keypad**.

[Password TX] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Fax Setting] - [Password TX]

A fax is sent with a password to a device for which fax destinations are restricted by passwords (Closed Network RX enabled).
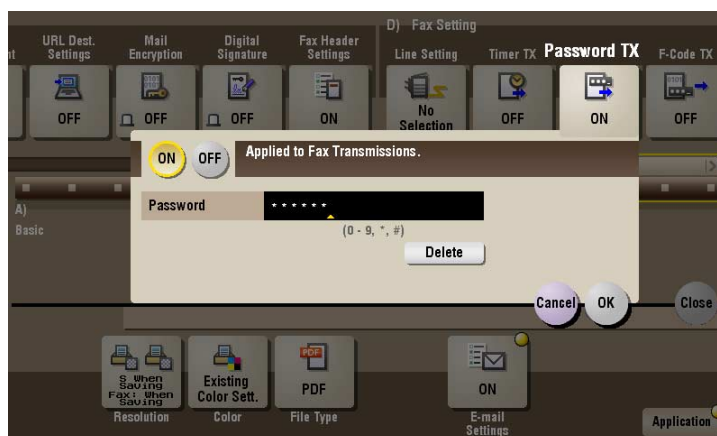
Settings	Description
[ON]/[OFF]	Select [ON] to specify Password TX.
[Password]	Enter the password for Closed area RX programmed for the destination using the **Keypad**.

[F-Code TX] ([Public]/[Personal]/[Group]) ([Send])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Fax Setting] - [F-Code TX]

To use Confidential TX or Relay Distribution, enter an F code (SUB address and sender ID) and send it.

F code is a communication procedure that is standardized by CIAJ (Communications and Information Network Association of Japan). Confidential TX and Relay Distribution are available if a remote machine supports F-code communications.
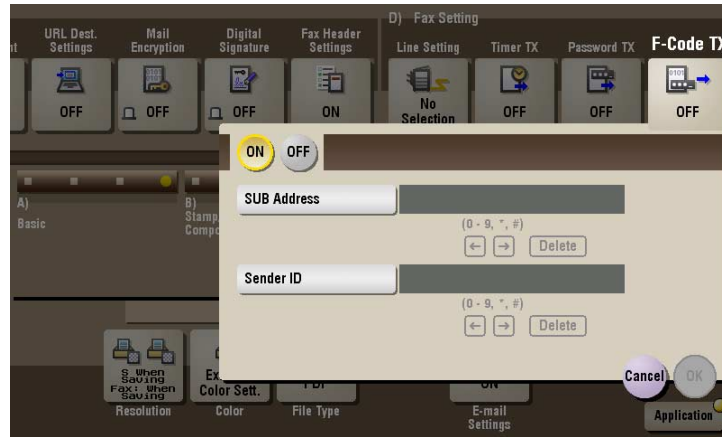
Settings	Description
[ON]/[OFF]	Select [ON] to specify F-Code TX.
[SUB Address]	Enter an SUB address. • To use Confidential TX, enter the Confidential User Box number programmed for the destination. • To use relay distribution, enter the Relay User Box number programmed for the destination.
[Sender ID]	Enter a sender ID. • To use Confidential TX, enter the communication password for Confidential RX that is programmed for the destination. • To use relay distribution, enter the Relay User Box password programmed for the destination.

[Other] ([Public]/[Personal]/[Group])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other]

You can print and send multiple files simultaneously. Also, you can rename and copy files.
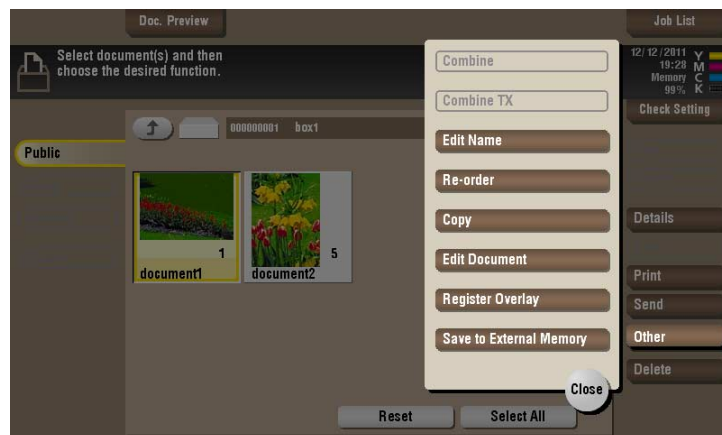
[Combine]

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine]

You can combine multiple files into a single file and print them at the same time.

Set the print sequence (combine) and tap [OK], then the option settings screen for printing will be displayed.

[Color] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Color]

Select a Color mode to use to print files.
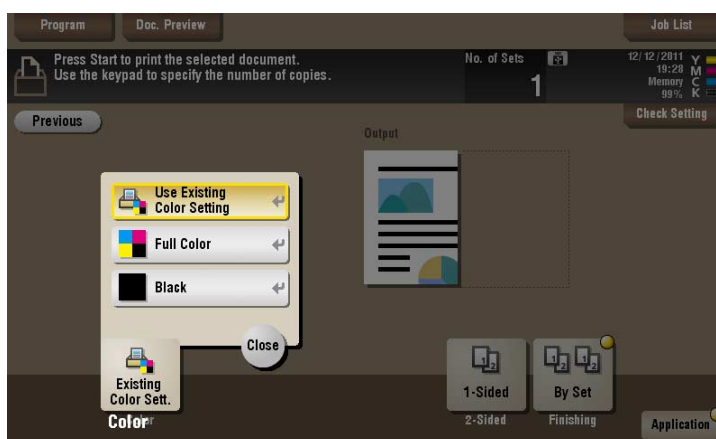
Settings	Description
[Use Existing Color Setting]	Prints a file in the same color mode as used during storage.
[Full Color]	Prints a file in full colors regardless of the mode selected for saving.
[Black]	Prints a file in gray scale regardless of the color mode selected for saving.

[2-Sided] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [2-Sided]

The original is printed on both sides of paper. Also, you can set the 2-sided printing method of multiple files.

Settings	Description
[Simplex/Duplex]	The original is printed either on a single side or on both sides of paper.
[Continuous Print]	This can be set if the [Simplex/Duplex] is set to [2-Sided]. Select this check box to print the next file on the rear side of paper after you have printed out a file consisting of odd-numbered pages.

[Finishing] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Finishing]

Specify how to feed out printed sheets of paper.

Settings	Description
[Offset]	Select this item when sorting by copies or by page to feed out paper. For details, refer to page 15-71.
[Staple]	Select the binding positions for stapling the sheets. For details, refer to page 15-72.
[Punch]	Select binding positions when punching sheets. For details, refer to page 15-72.
[Fold/Bind]	Select how to fold or bind paper. For details, refer to page 15-73.

Tips

- The **Finisher** is required to use the Staple function.
- 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 C554**).
- To use the Half-Fold/Bind 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 C554**).
- To use the Z-Fold function:
- The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Offset] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Finishing] - [Offset]

Select this item when sorting by copies or by page to feed out paper.

If the **Finisher** or **Job Separator JS-506** is installed, the printed sheets are fed out and stacked on top of each other with each copy or page set staggered to separate them.

If the **Finisher** or **Job Separator JS-506** is not installed, the printed sheets are fed out and sorted by copies or page in an alternating crisscross pattern when the following conditions are satisfied.

- 8-1/2 × 11, A4, or B5 paper is used.
- Paper of the same size and type is loaded with the ⬜ orientation in one paper tray and with the ▯ orientation in another tray
- Auto Paper for the paper size setting is set.

[Staple] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Finishing] - [Staple]

Specify how to feed out printed sheets of paper.

Settings	Description
[Corner]	Each set of printed sheets is stapled in a corner (top left or top right) before being output.
[2 Position]	Each set of printed sheets is stapled at two positions (in the top, left, or right) before being output.
[Position Setting]	Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically based on the direction of print file.

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

[Punch] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Finishing] - [Punch]

Select binding positions when punching sheets.

Settings	Description
[Position Setting]	Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically based on the direction of print file.

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 C554**).
- The number of punched holes varies depending on the country you are in.

[Fold/Bind] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Finishing] - [Fold/Bind]

Select how to fold or bind paper.

Settings	Description
[Half-Fold]	Feeds out a printed sheet by folding it in two. For details, refer to page 15-74.
[Center Staple & Fold]	Staples and feeds out a printed sheet by folding it in two. For details, refer to page 15-74.
[Z-Fold]	Z-folds the long side of a printed sheet before feeding it out. For details, refer to page 15-75.

Tips

- To use the Half-Fold/Bind 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 C554**).
- To use the Z-Fold function:
- The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Half-Fold] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Finishing] - [Fold/Bind] - [Half-Fold]

Feeds out a printed sheet by folding it in two. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.

Tips
- To use the Half-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 C554**).

[Center Staple & Fold] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Finishing] - [Fold/Bind] - [Center Staple & Fold]

Staples and feeds out a printed sheet by folding it in two.

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 C554**).

[Z-Fold] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Finishing] - [Fold/Bind] - [Z-Fold]

Z-folds the long side of a printed sheet before feeding it out. This option is available when printing paper of 11 × 17 ⊡, 8-1/2 × 14 ⊡, A3 ⊡, B4 ⊡, or 8K ⊡. Selecting 8-1/2 × 14 ⊡ folds paper in two instead of Z-folding.

Tips
- To use the Z-Fold function, the **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Application] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application]

Set the advanced print options.

Settings	Description
[Layout]	Set a page margin on each print paper and offset the print position.
[Stamp/Composition]	Adds a page number and stamps to each sheet of print paper.
[Copy Security]	Embeds copy protection information on each sheet of print paper.

[Page Margin] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Layout] - [Page Margin]

Set a binding position and a margin of each page.

Settings	Description
[ON]/[OFF]	Select [ON] to set a page margin.
[Margin Position]	Select the paper binding position. • [Auto]: The binding direction is automatically set. When the long side of the file is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of paper. When the long side of the file exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper. • [Left Bind]: Select this option when setting the binding position to the left of paper. • [Right Bind]: Select this option when setting the binding position to the right of paper. • [Top Bind]: Select this option when setting the binding position to the top of paper.
[Margin Adjustment Value]	Adjust page the margin in the range 1/16 inch to 3/4 inch (0.1 mm to 20.0 mm). Adjust it by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.

[Image Shift] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Layout] - [Image Shift]

You can fine tune the print position of the image upward, downward, rightward, and leftward with respect to the paper. When an image is printed on the back side, you can also fine tune its position.

Settings	Description
[ON]/[OFF]	Select [ON] to shift an image.
[Front Side]/[Back Side]	Adjust the image position on the print paper, by shifting the image in the horizontal or vertical direction. • [Shift Left]/[Shift Right]: Shifts the image to the left or right. Adjust shift distances by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area. • [Shift Top]/[Shift Bottom]: Shift the image upward or downward. Adjust shift distances by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.
[Apply on Back]	Set this item to use the same settings as used on the front side for the rear side of the print paper.

[Date/Time] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Stamp/Composition] - [Date/Time]

You can select a print position and format, and add the date and time. The date and time can be printed either on all pages or only on the first page.

Settings	Description
[ON]/[OFF]	Select [ON] to print the date/time.

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

[Page Number] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Stamp/Composition] - [Page Number]

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

Settings	Description
[ON]/[OFF]	Select [ON] to print page numbers.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page. For example, to print page numbers from the third page of the file, enter "-1". The first page of the file is counted as "-1", the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the file as "2, 3", etc. in order. "-" (minus sign) changes to + each time you press **.
[Starting Chapter Number]	Enter the starting chapter number if a file is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify chapter numbers only when you have selected [Chapter Page] in [Page Number Type]. For example, to print chapter numbers from the third chapter, enter "-1". The first chapter of the file is counted as "-1", and the second chapter as "0", and the third chapter is counted as "1". In [Starting Chapter Number], chapter number is printed on the chapters that are count as 1 and later. If "2" is entered, number is printed from the first page of the first chapter of the file as "2-1, 2-2". "-" (minus sign) changes to + each time you press **.
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more finely.

Settings	Description
[Insert Sheet Setting]	When you insert sheets using the Cover Sheet function of Insert Sheet function, specify whether or not to print a page number on the inserted sheet. • [Cover Sheet]: Select whether or not to print a page number on the cover sheet. The number of pages are counted even if [Do not print] is selected. • [Insert Sheet (Copy)]: Select whether or not to print a page number on the inserted copy paper. The number of inserted pages is counted even if [Do Not Print Number] is selected. If [Skip] is set, the page number is not printed and the number of pages is not counted. • [Insert (Blank)]: Counts the inserted blank pages or not. The number of inserted pages are counted if [Do Not Print Number] is selected. If the [Skip] is set, the number of pages is not counted.

[Stamp] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Stamp/Composition] - [Stamp]

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

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

[Stamp Repeat] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Stamp/Composition] - [Stamp Repeat]

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

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

[Header/Footer] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Stamp/Composition] - [Header/Footer]

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

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

[Registered Overlay] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Stamp/Composition] - [Registered Overlay]

You can call a registered overlay image and compose it to the print file image.

The overlay image must first be registered on this machine.

Settings	Description
[ON]/[OFF]	Select [ON] to overlay with a registered image.
[Recall Overlay Image]	Specify which side of the paper to compose the overlay image, and select an overlay image to be composed. Check the density, composition method, color change, and preview of overlay image if necessary. If you set [Apply on Back], the image on the front side is composed on the back side of paper.
[Pages]	Select the range of pages on which an overlay image is composed.

[Copy Protect] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Copy Security] - [Copy Protect]

Text such as "Copy" and "Private" are printed in the background pattern as concealed text.

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

[Copy Guard] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Copy Security] - [Copy Guard]

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

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

Tips
- You can use the Copy Guard function when the **Security Kit** is installed and the Copy Guard function is enabled on this machine.
- The Copy Guard function does not support color paper, envelopes and transparencies.

[Password Copy] ([Public]/[Personal]/[Group]) ([Combine])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine] - [Application] - [Copy Security] - [Password Copy]

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

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

Tips

● You can use the Password Copy function when the **Security Kit** is installed and the Password Copy function is enabled on this machine.

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

[Combine TX]

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX]

You can combine multiple files into a single file and send them at the same time.

Set the sending sequence (combine) and tap [OK], then the option settings screen for file transferring will be displayed.

[Address Book] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Address Book]

Select a destination from the Address Book. You can broadcast files by selecting multiple destinations.

You can also search for a destination using destination type and furigana key.

[Direct Input] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Direct Input]

Enter the recipient information according to the transmission system you use.

Settings	Description
[E-mail]	Enter the destination mail address to send files attached to the E-mail to.
[PC (SMB)]	Enters the destination PC name (host name) or IP address to send files to the shared folder of the network PC.
[FTP]	Enter the host name or IP address of the destination FTP server to send files to the FTP server.
[WebDAV]	Enter the host name or IP address of destination WebDAV server to send files to the WebDAV server.

📖 Reference
You can directly enter a destination and store it in the Address Book. For details, refer to [User's Guide: Scan Operations].

[E-mail] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Direct Input] - [E-mail]

Enter the destination mail address to send files attached to the E-mail to.

When specifying multiple destinations, tap [Next Address] to add destinations.

[PC (SMB)] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Direct Input] - [PC (SMB)]

Enters the destination PC name (host name) or IP address to send files to the shared folder of the network PC.

When specifying multiple destinations, tap [Next Address] to add destinations.

Settings	Description
[Host Name]	Enters the destination PC name (host name) or IP address (up to 253 bytes long). • Example of PC name (host name) entry: "HOME-PC" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the shared folder name of the computer specified in [Host Name] with up to 255 bytes. The shared folder name is generally referred to as a shared name. • Entry example: "scan" When specifying a folder in the shared folder, insert a "\" symbol between the folder names. • Entry example: "share\document"
[User Name]	Enter the name of a user who is authorized to access the folder specified in [File Path], using up to 64 characters. • Entry example: "public user"
[Password]	Enter the password of the user specified in [User Name].
[Reference]	On the **Touch Panel**, search for a computer to send a file to, and select a target shared folder. When the authentication screen appears, enter the name and password of a user who has privileges to access the selected folder. After authentication, [Host Name] or [File Path] is entered automatically. The Reference function may fail in the following conditions. • If 512 or more workgroups or computers are on the network (subnet) connected to this machine, this function may fail. • This function is not available in the IPv6 environment.

[FTP] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Direct Input] - [FTP]

Enter the host name or IP address of the destination FTP server to send files to the FTP server.

When specifying multiple destinations, tap [Next Address] to add destinations.

Settings	Description
[Host Name]	Enters the host name or IP address of the destination FTP server (up to 63 bytes long). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the storage folder name of FTP server specified as the [Host Name] (up to 127 bytes long). • Entry example: "scan"
[User Name]	Enter the login user name (using up to 64 characters) if the authentication is required by the destination FTP server. • Entry example: "public_user"
[Anonymous]	When authentication is not required for the destination FTP server, select this item.
[Password]	Enter the password of the user specified in [User Name].
[Port Number]	If necessary, change the port number. Normally, you can use the original port number.
[Proxy]	When a proxy server is used in your environment, select this item.
[PASV]	When a PASV server is used in your environment, select this item.

[WebDAV] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Direct Input] - [WebDAV]

Enter the host name or IP address of destination WebDAV server to send files to the WebDAV server.

When specifying multiple destinations, tap [Next Address] to add destinations.

Settings	Description
[Host Name]	Enter the host name or IP address of the WebDAV server (up to 253 bytes long). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the storage folder name (up to 142 bytes) of the WebDAV server that you have set in the [Host Name]. • Entry example: "scan"
[User Name]	Enter the name of a user who is authorized to access the folder specified in [File Path], using up to 64 characters. • Entry example: "public_user"
[Password]	Enter the password of the user specified in [User Name].
[Port Number]	If necessary, change the port number. Normally, you can use the original port number.
[Proxy]	When a proxy server is used in your environment, select this item.
[SSL Settings]	When the SSL is used in your environment, select this item.

[Job History] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Job History]

Press [Job History], and you can select a destination from the scan or fax history. The latest jobs (up to five) are displayed for history purposes. You can also select multiple destinations from the history.

Tips
- If you have edited a destination, you have edited a User Box, or you have turned the power supply Off and On again, the history data is deleted or lost.

[Addr. Search] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Addr. Search]

Press [Search] to display the search results. Select a destination from the list.

[Name Search] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Addr. Search] - [Search] - [Name Search]

Performs a prefix search for registered destination name (words that begin with the search word are displayed).

[Address Search] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Addr. Search] - [Search] - [Address Search]

Performs a prefix search by text or numeral in a destination (words that begin with the search word are displayed).

[Address Search (LDAP)] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Addr. Search] - [Search] - [Address Search (LDAP)]

In the LDAP server or Windows Server Active Directory is used, specify a single keyword to search for an E-mail address or fax number.

[Adv. Search (LDAP)] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Addr. Search] - [Search] - [Adv. Search (LDAP)]

Using the LDAP server or Active Directory of Windows Server, combine keywords by category to search for an E-mail address or fax number.

[Address Reg.] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Direct Input] - **Enter Destination** - [Address Reg.]

You can register the destination that you have entered directly into the address book. For details on how to register it, refer to [User's Guide: Scan Operations].

[File Type] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [File Type]

Select a file type to scan and send the file.

Settings	Description
[File Type]	Select a type of file you wish to send as follows. • [PDF]: A type available in most operating systems, which allows you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. • [Compact PDF]: Used to send a file with a smaller file size than the normal PDF type. We recommend this format when you want to reduce file size to enable sending by E-mail etc. • [TIFF]: This is one type of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. • [XPS]: A file type supported by Windows Vista and later OSs. • [Compact XPS]: Used to send a file with a smaller file size than the normal XPS type. • [PPTX]: Extension of an XML-base file that is created with PowerPoint of Microsoft Office 2007 or later.
[Page Setting]	Select a filing page unit when an original consists of multiple pages. • [Multi Page]: Used to convert all pages to a single file.

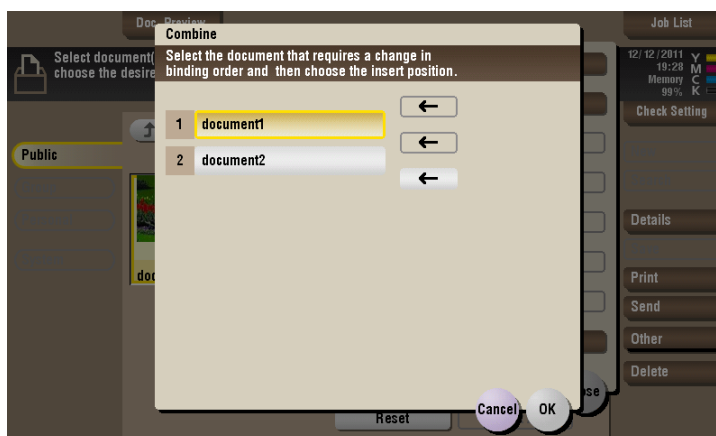| Settings	Description
[PDF Detail Setting]	If the file type is set to [PDF] or [Compact PDF], you can set the PDF options. You can enhance security by attaching a digital signature that identifies the author of the file, by file encryption, etc. For details, refer to page 15-94.

[PDF Detail Setting] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [File Type] - [PDF Detail Setting]

If the file type is set to [PDF] or [Compact PDF], you can set the PDF options.

Settings	Description
[Encryption]	Select [ON] to encrypt a file. Enter the password to restrict access to the file. To specify permissions for printing and editing PDFs in more detail, enter an authorization password, then specify [Encryption Level], [Printing Allowed], [Copy Contents], and [Changes Allowed]. For details, refer to page 15-95.
[Digital Signature]	To add the signature (the certificate) of this machine to a PDF file, select [ON] and set the signature encryption level to either [SHA1] or [SHA256]. You can certify the author of a PDF, and prevent forgery or unauthorized modification. This function is enabled when a certification is registered with this machine.
[Stamp Composition]	Specify this option to print date/time, page number, and header/footer on a PDF. Select [Text] if you want to embed the characters to be printed on the PDF as text. If you select [Image], the text will be embedded as an image.
[Outline PDF]	Set this option to send file in compact PDF format. The text is extracted from the file and converted into a vector image.

[Encryption] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [File Type] - [PDF Detail Setting] - [Encryption]

If the file type is set to [PDF] or [Compact PDF], you can encrypt PDF files.

Settings	Description
[Password]	Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.
[Permissions Password]	To specify permissions for printing and editing a PDF file, enter an authorization password.
[Encryption Level]	When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High Level], you can specify permissions in more detail.
[Printing Allowed]	Select whether to allow users to print PDF files. If [Encryption Level] is set to [High Level], you can permit printing of PDF files only in low resolution ([Low Resolution]).
[Copy Contents]	Select whether to allow users to copy text and image from PDF files.
[Changes Allowed]	Select the content of the PDF for which modification is permitted. If [Encryption Level] is set to [High Level], you can select the contents to be permitted in more detail.

[E-mail Settings] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [E-mail Settings]

You can change the file name that was set when saved in the User Box.

When sending by E-mail, you can specify the subject and message text of an E-mail and change the sender E-mail address ("From" address).

Settings	Description
[File Name]	You can change the file name that was set when saved in the User Box if necessary.
[Subject]	If necessary, change the subject of the E-mail. If fixed subject phrases are registered, you can select a subject from among those registered.
[From]	If necessary, change the sender E-mail address. Normally, the E-mail address of the administrator is used as sender E-mail address. If user authentication is installed on this machine, the E-mail address of the login user is used as sender E-mail address.
[Text]	If necessary, change the body of the E-mail. If fixed body phases are registered, you can select a body from among those registered.

[Application] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Application]

Set the advanced file send options.
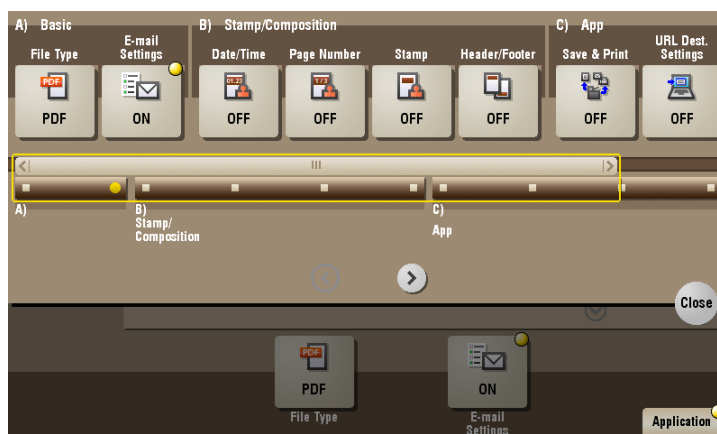
Settings	Description
[Stamp/Composition]	Adds a page number and a stamp to the file.
[Application]	Sets application options to notify the storage of file data by E-mail, to change the FAX sender information and others.

[Date/Time] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Application] - [Date/Time]

You can select a print position and format, and add the date and time. The date and time can be printed either on all pages or only on the first page.

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

[Page Number] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Application] - [Page Number]

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

Settings	Description
[ON]/[OFF]	Select [ON] to print a page number.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page. For example, to print page numbers from the third page of the file, enter "-1". The first page of the file is counted as "-1", the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the file as "2, 3", etc. in order. "-" (minus sign) changes to + each time you press *****.
[Starting Chapter Number]	Enter the starting chapter number if a file is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify chapter numbers only when you have selected [Chapter Page] in [Page Number Type]. For example, to print chapter numbers from the third chapter, enter "-1". The first chapter of the file is counted as "-1", and the second chapter as "0", and the third chapter is counted as "1". In [Starting Chapter Number], chapter number is printed on the chapters that are count as 1 and later. If "2" is entered, number is printed from the first page of the first chapter of the file as "2-1, 2-2". "-" (minus sign) changes to + each time you press *****.
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more finely.

[Stamp] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Application] - [Stamp]

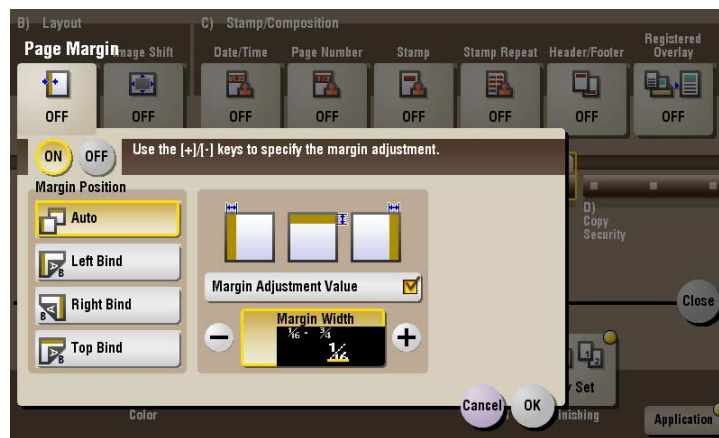Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be printed from the registered fix stamps and arbitrary registered stamps.

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

[Header/Footer] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Application] - [Header/Footer]

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

Settings	Description
[ON]/[OFF]	Select [ON] to print the header/footer.
[Recall Header/Footer]	Select the header/footer to be printed. Select the header/footer from among those registered in advance.

Settings	Description
[Check/Change Temporarily]	If necessary, check or temporarily change the details of the program that is selected in [Recall Header/Footer]. • [Header Setting]: Change the content of the header. • [Footer Setting]: Change the content of the footer. • [Pages]: Change the range of pages to print. • [Text Details]: Change the print size, font, and text color.

[Save & Print] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Application] - [Save & Print]

You can print data at the same time as sending by E-mail or SMB.

Settings	Description
[ON]/[OFF]	Select [ON] to send and print simultaneously.
[No. of Sets]	If necessary, enter the number of copies to print.
[Simplex/Duplex]	Select [2-Sided] to print on both sides of sheets of paper.
[Staple]	Select the binding positions for stapling the sheets. • [Corner]: Each set of printed sheets is stapled in a corner (top left or top right) before it is output. • [2 Position]: Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output. • [Position Setting]: Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically.

[URL Dest. Settings] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Application] - [URL Dest. Settings]

When the SMB transmission, FTP transmission, or WebDAV transmission is complete, an e-mail showing the file storage is delivered to the specified address.
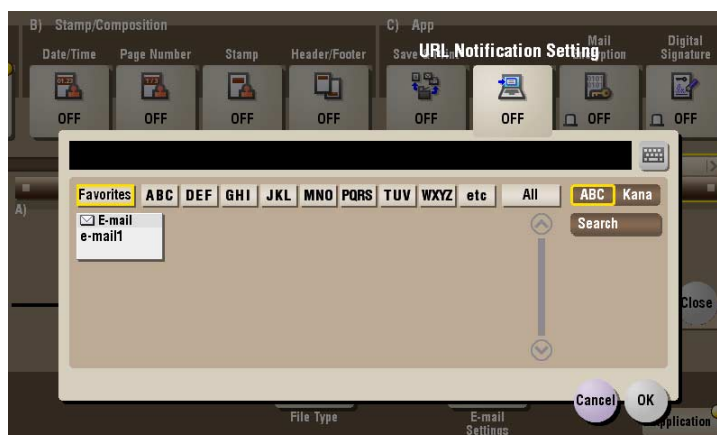
[Mail Encryption] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Application] - [Mail Encryption]

You can encrypt an E-mail to be sent from this machine when using S/MIME.
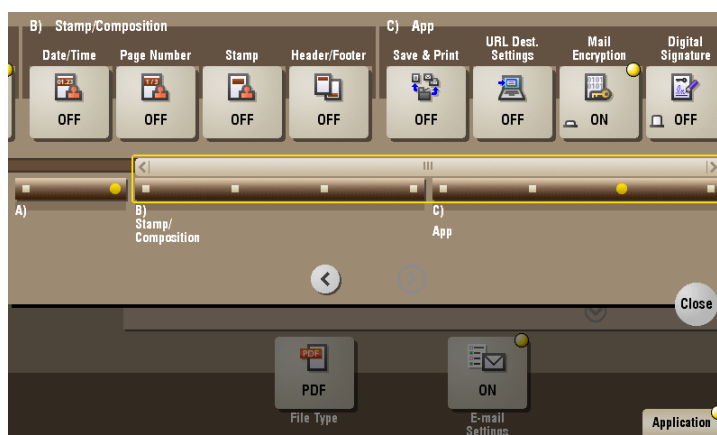
[Digital Signature] ([Public]/[Personal]/[Group]) ([Combine TX])

To display: [Box] - **Select a User Box** - [Open] - **Select multiple files** - [Other] - [Combine TX] - [Application] - [App] - [Digital Signature]

Add a digital signature to an E-mail when it is sent from this machine using S/MIME.

Tips
● If you cannot change the [ON] or [OFF] status, this indicates whether or not to fix a digital signature has been set by the administrator.

[Edit Name] ([Public]/[Personal]/[Group])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Edit Name]

You can rename a file.
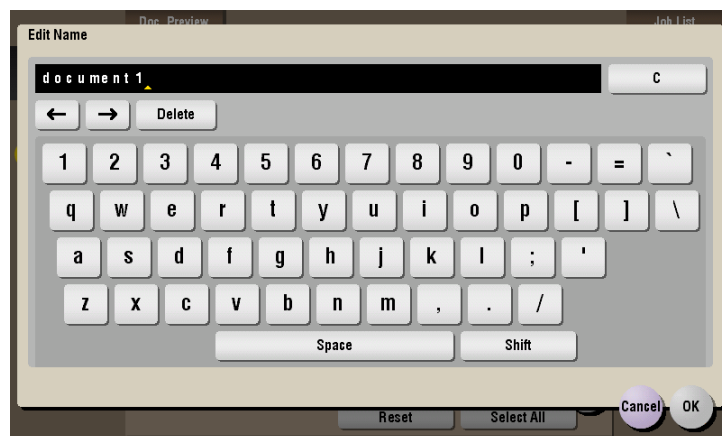
[Re-order]

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Re-order]

You can select a file and move it to another User Box. The destination can be a Public User Box, a Personal User Box, or a Group User Box.
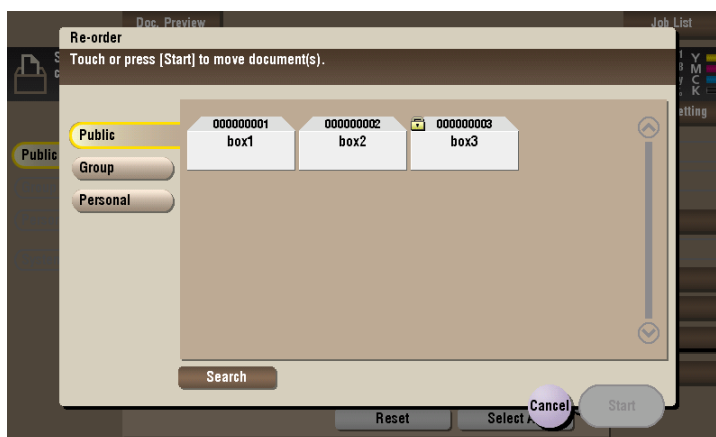
Settings	Description
[Search]	This window is used to search for a User Box. The User Boxes are displayed based on search characters you have specified during box registration. You can also specify a User Box number directly from the **Keypad**.

[Copy]

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Copy]

You can select a file and copy it to another User Box. Select the destination Public, Personal or Group User Box.

Settings	Description
[Search]	This window is used to search for a User Box. The User Boxes are displayed based on search characters you have specified during box registration. You can also specify a User Box number directly from the **Keypad**.

[Edit Document]

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Edit Document]

You can select a file and delete or rotate its pages.

Settings	Description
[Odd Page]	Selects odd-numbered pages only.
[Even Page]	Selects even-numbered pages only.
[All Pages]	Selects all pages.
[Delete Page]	Deletes a selected page or pages.
[Rotate Page]	Rotates a selected page 90 degrees or 180 degrees.
[Move Page]	Reorders pages by moving some of them. Only one page can be moved at a time. Repeat this operation to move two or more pages. • [Preview/Specify by Input]: If a large number of pages are stored, use this option to set the destination to move pages by entering numeric values. Enter a destination page number, and specify to insert the page immediately before or after the destination.
[Preview/Set Range]	Sets a range of pages and displays them as preview image. You can also change the display size.

[Register Overlay] ([Public]/[Personal]/[Group])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Register Overlay]

Store file as an overlay image. Once registered, you can compose an overlay image on the original during copy or printing.

You can register up to 100 overlay images.
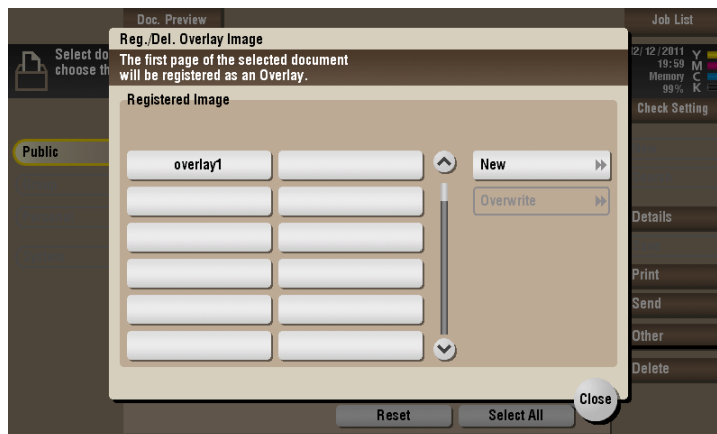
Settings	Description
[New]	Register a new overlay image. To register an overlay image, select an unregistered key and tap [New].
[Overwrite]	Overwrites the registered overlay image. To register an overlay image by overwriting an existing one, select the registered key and tap [Overwrite].

[Save to External Memory]

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Save to External Memory]

You can select a file and save it on an external memory.

[Resolution] ([Public]/[Personal]/[Group]) ([Save to External Memory])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Save to External Memory] - [Resolution]

Select a resolution of document file when it is saved on an external memory.

Settings	Description
[Scan Resolution]	Select a resolution of document file when it is saved on an external memory. • [Settings when saving]: Select this option to save the document in the same resolution as used for saving in the User Box. • [200 × 200 dpi]: Select this option to save the document in the standard resolution. • [300 × 300 dpi]: Select this option to save the document in a higher resolution than the normal resolution. • [400 × 400 dpi]: Select this option to save the document containing small characters and drawings. • [600 × 600 dpi]: Select this option to convert the original to a file of the largest possible size. Use this option to save the file such as a full color photo to have a fine image quality level.
[Fax Resolution]	Select the resolution of the original for sending a fax. To use Fax TX, Internet Fax, or IP Address Fax, send the original in the following resolution. • [Settings when saving]: Select this option to send the document in the same resolution as used for saving. • [Normal]: Select this option to scan an original that does not require a fine image quality level, or to send a large number of originals in a short time. • [Fine]: Select this option to send the document in the normal resolution. • [Super Fine]: Select this option to send a file containing small characters or drawings. • [Ultra Fine]: Select this option to send a file that requires a fine image quality level.

[Color] ([Public]/[Personal]/[Group]) ([Save to External Memory])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Save to External Memory] - [Color]

Select a color mode to save files in an external memory.
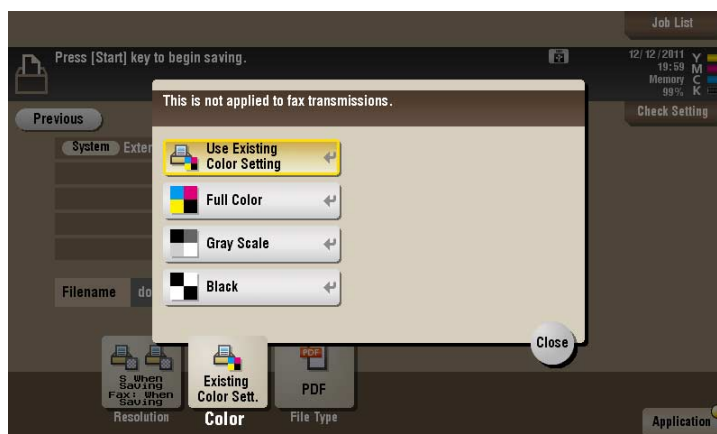
Settings	Description
[Use Existing Color Setting]	Saves the file in the same color mode as used during storage in an external memory.
[Full Color]	Sends a file in full colors to an external memory regardless of the mode selected for saving.
[Gray Scale]	Sends a file in gray scale to an external memory regardless of the mode selected for saving.
[Black]	Sends the file in black or white to an external memory without using neutral colors between black and white.

[File Type] ([Public]/[Personal]/[Group]) ([Save to External Memory])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Save to External Memory] - [File Type]

Select a file type of document file when it is saved on an external memory.

Settings	Description
[File Type]	Select the desired saving file type from the following: • [PDF]: A type available in most operating systems, which allows you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. • [Compact PDF]: Used to save a file with a smaller file size than the normal PDF type. We recommend this format when you want to reduce file size to enable sending by E-mail etc. • [TIFF]: This is one type of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. • [JPEG]: A file type to save a file commonly used for a digital camera, which is suitable for saving photos. JPEG format does not support the saving of multiple pages as a single file. • [XPS]: A file type supported by Windows Vista and later OSs. • [Compact XPS]: Used to save a file with a smaller file size than the normal XPS type. • [PPTX]: Extension of an XML-base file that is created with PowerPoint of Microsoft Office 2007 or later.
[PDF Detail Setting]	If the file type is set to [PDF] or [Compact PDF], you can set the PDF options. You can enhance security by attaching a digital signature that identifies the author of the file, by file encryption, etc. For details, refer to page 15-109.

[PDF Detail Setting] ([Public]/[Personal]/[Group]) ([Save to External Memory])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Save to External Memory] - [File Type] - [PDF Detail Setting]

If the file type is set to [PDF] or [Compact PDF], you can set the PDF options.

Settings	Description
[Encryption]	Select [ON] to encrypt a file. Enter the password to restrict access to the file. To specify permissions for printing and editing PDFs in more detail, enter an authorization password, then specify [Encryption Level], [Printing Allowed], [Copy Contents], and [Changes Allowed]. For details, refer to page 15-110.
[Digital Signature]	To add the signature (the certificate) of this machine to a PDF file, select [ON] and set the signature encryption level to either [SHA1] or [SHA256]. You can certify the author of a PDF, and prevent forgery or unauthorized modification. This function is enabled when a certification is registered with this machine.
[Outline PDF]	Specify this option to save a file in compact PDF format. The text is extracted from the file and converted into a vector image.

[Encryption] ([Public]/[Personal]/[Group]) ([Save to External Memory])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Save to External Memory] - [File Type] - [PDF Detail Setting] - [Encryption]

If the file type is set to [PDF] or [Compact PDF], you can encrypt PDF files.

Settings	Description
[Password]	Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.
[Permissions Password]	To specify permissions for printing and editing a PDF file, enter an authorization password.
[Encryption Level]	When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High Level], you can specify permissions in more detail.
[Printing Allowed]	Select whether to allow users to print PDF files. If [Encryption Level] is set to [High Level], you can permit printing of PDF files only in low resolution ([Low Resolution]).
[Copy Contents]	Select whether to allow users to copy text and image from PDF files.
[Changes Allowed]	Select the content of the PDF for which modification is permitted. If [Encryption Level] is set to [High Level], you can select the contents to be permitted in more detail.

[Delete] ([Public]/[Personal]/[Group])

To display: [Box] - **Select a User Box** - [Open] - **Select the file** - [Delete]

Delete the selected file.
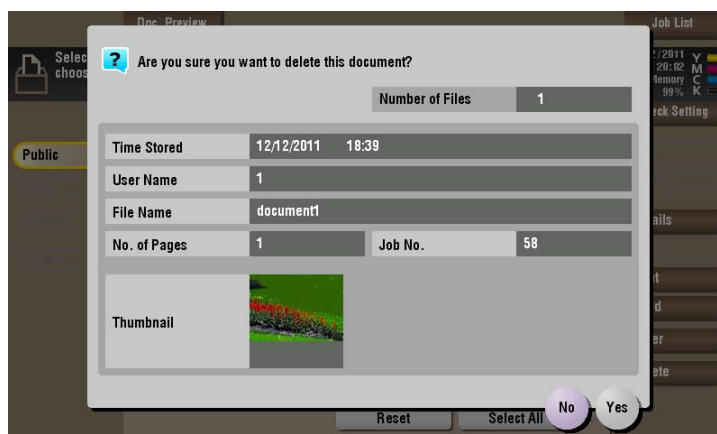
[System]

To display: [Box] - [System]

The System User Box is displayed.

To access a file in a User Box, select the desired User Box.

Type	Description
[Secure Print]	When you print a document from the PC or when you select the Secure Print function using the printer driver, this data file is stored in the Secure Print User Box. Once you have opened the User Box, you can select a file stored in the User Box and preview, print, rename, or delete it. The document ID and password are required to print out the files stored in the Secure Print User Box. After the file has been printed out, it is deleted automatically. This box is used to handle classified documents.
[Memory RX]	When a facsimile is received by the Memory RX function, it is stored in the Memory RX User Box. Once you have opened the User Box, you can select a fax stored in the User Box and preview, print, rename, or delete it. Because the received faxes are forcibly stored in this box, you can print out only the required faxes and subsequently reduce total printing costs. Also, this will prevent important faxes from being stolen or lost and therefore enhance security. The **Fax Kit** is required on this machine to use this function.

Type	Description
[ID & Print]	When you print a document from the PC in the user authentication system environment, the files transferred with the ID & Print function are stored in the ID & Print User Box. When a user who has sent the print data logs in to this machine and opens the User Box, he/she can preview, print out, or delete the stored file. Because user authentication is required in order to use a file, this box is useful for handling documents containing private information.
[Bulletin]	Multiple fax documents required for polling can be stored in the Bulletin Board User Box. You can create and register up to 10 Bulletin Board User Boxes. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it. If announcements and other fax documents are stored in Bulletin Board User Boxes by aim, and if recipients are notified of the related box numbers, users can select the required fax documents and be polled. The **Fax Kit** is required on this machine to use this function.
[Polling TX]	The fax documents required for polling are stored in the Polling Transmission User Box. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it. If the fax documents are stored in the Polling TX User Box, recipients can be polled and receive fax documents from this box when necessary. The **Fax Kit** is required on this machine to use this function.
[Annotation]	When a stored file is printed out or sent to another user, its date, time and any annotations are added to this box automatically. Once you have opened the User Box, you can select a file stored in the User Box and preview, print out, send, rename, or delete it. When a file is read from the Annotation User Box and used for printouts or transmitted to a recipient, the date, time and any annotations (previously determined for management) are automatically added to the header or footer of each image. You can prevent the unauthorized use of documents by creating a document that can identify the creation date and time and serial page number of each document.
[File Re-TX]	When the recipient is busy and if communication cannot be established, undeliverable fax documents are stored in the Fax Retransmit User Box. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, send, or delete it. Fax transmission is attempted for the number of times set by Auto Redialing function. If those attempts have failed, the fax document is stored in the Fax Retransmit User Box. The **Fax Kit** is required on this machine to use this function.
[Password Encrypted PDF]	When a password protected PDF file is printed out or stored in the User Box by using the Direct Print function or from a USB memory or a Bluetooth device, the file is stored in the Password Encrypted PDF User Box. Once you have opened the User Box, you can select a PDF file stored in the User Box to preview and print it out. Also, you can store the file in or delete it from the User Box. When printing or saving a PDF file, you will need to enter a password that was set for the file.
[External Memory]	This window appears when you insert a USB memory device into the USB port of this machine. Once you have opened the User Box, you can print out a file stored on a USB memory. Also, you can read the original data and directly save it as a file in the USB memory. You can also move a file from the USB memory to the External Memory User Box.
[Mobile/PDA]	This User Box is used to save files when this machine is connected to a Bluetooth-compatible mobile phone, smartphone, tablet PC, or other devices. Once you have opened the User Box, you can set the file printing and saving. Because files are transferred from the Bluetooth device to this machine via wireless communication, you can save and print out files even when no PC is available. The **Local Interface Kit EK-607** is required on this machine to use this function.

[Secure Print]

To display: [Box] - [System] - [Secure Print]

When you print a document from the PC or when you select the Secure Print function using the printer driver, this data file is stored in the Secure Print User Box. Once you have opened the User Box, you can select a file stored in the User Box and preview, print, rename, or delete it.

The document ID and password are required to print out the files stored in the Secure Print User Box. After the file has been printed out, it is deleted automatically. This box is used to handle classified documents.

[Details] ([Secure Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Details]

You can check the storage information about the selected file.
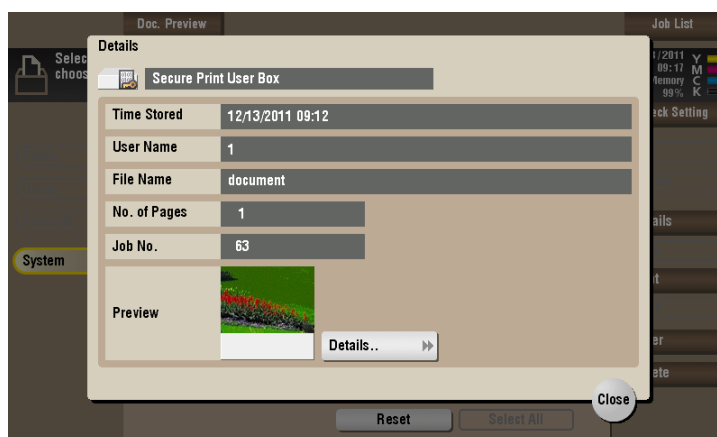
Settings	Description
[Details..]	Previews the file. • [Change Display Size]: Enlarges or reduces the preview image.

[Print] ([Secure Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print]

Set the options to print a file from the User Box.

[Color] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Color]

Select a Color mode to use to print files.
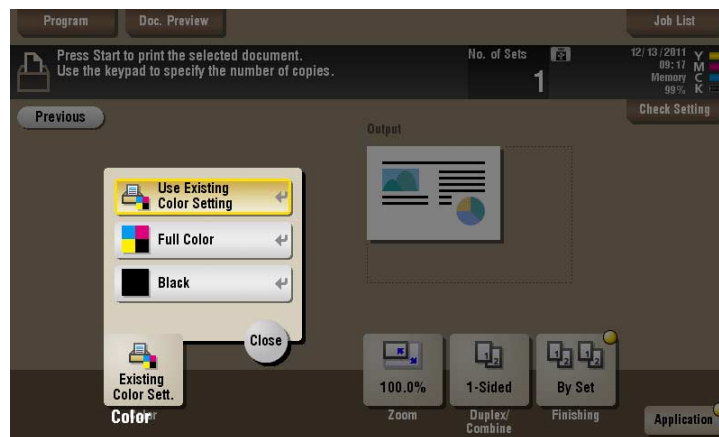
Settings	Description
[Use Existing Color Setting]	Prints a file in the same color mode as used during storage.
[Full Color]	Prints a file in full colors regardless of the mode selected for saving.
[Black]	Prints a file in gray scale regardless of the color mode selected for saving.

[Zoom] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Zoom]

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

Settings	Description
[Settings when saving]	Print an original image in the zoom ratio you have set during image saving.
[+]/[-]	Enter a zoom ratio manually. You can also enter the zoom ratio from the **Keypad**.
Fixed Zoom	Select a fixed zoom ratio to print on the standard-size paper.
[Minimal]	Slightly reduces the size of the original, places the original image at the center position, and prints it out. Use this option to print the entire original image including its edges.
[Zoom Ratio]	Prints the original in the preset scale.

[Duplex/Combine] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Duplex/Combine]

The original is printed on both sides of paper. Also, multiple pages can be reduced and printed on a single sheet of paper.

Settings	Description
[Simplex/Duplex]	The original is printed either on a single side or on both sides of paper.
[Combine]	Reduces multiple pages and print them on a single sheet of paper. Appropriate scale is set automatically during zooming. If [4 in 1] or [8 in 1] is selected, you can set the combined page layout to [Horizontal] or [Vertical].

[Simplex/Duplex] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Duplex/Combine] - [Simplex/Duplex]

The original is printed either on a single side or on both sides of paper.
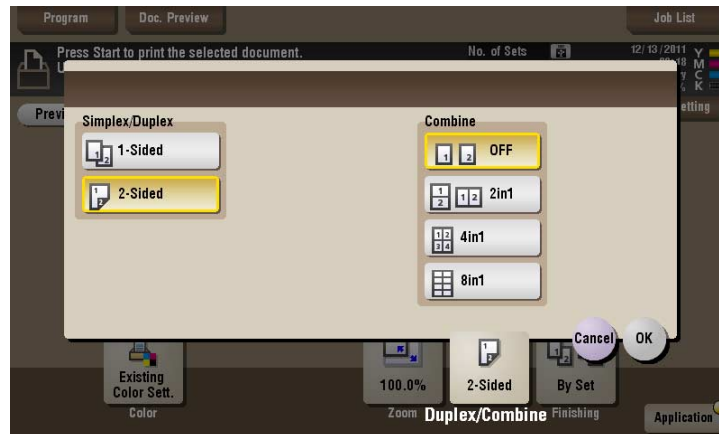
[Combine] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Duplex/Combine] - [Combine]

Reduces multiple pages and print them on a single sheet of paper. Appropriate scale is set automatically during zooming.

If [4 in 1] or [8 in 1] is selected, you can set the combined page layout to [Horizontal] or [Vertical].
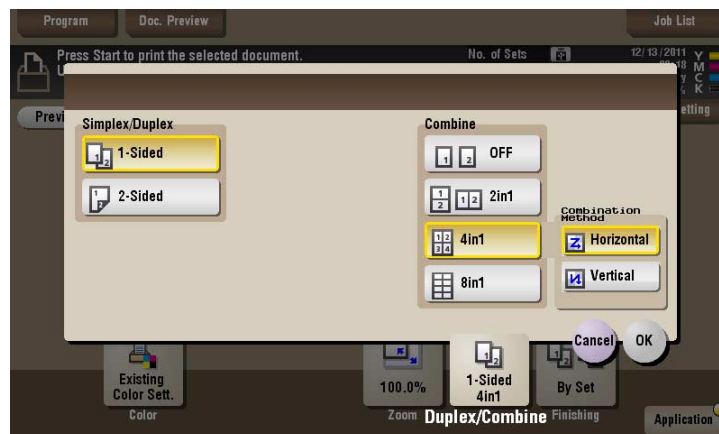
[Finishing] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing]

Specify how to feed out printed sheets of paper.
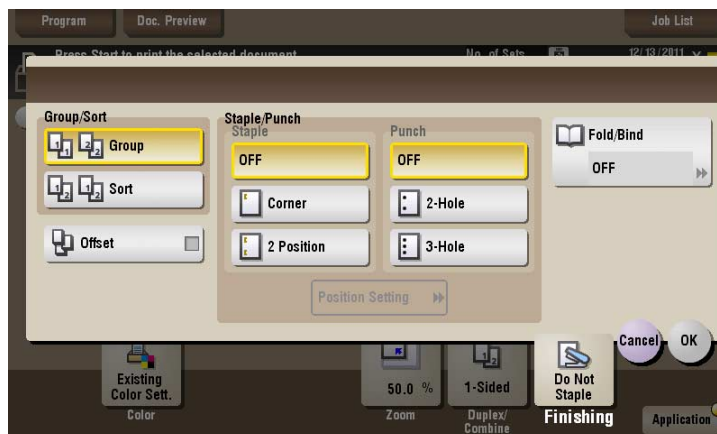
Settings	Description
[Group/Sort]	Select the output method when printing multiple sets of copies. For details, refer to page 15-118.
[Offset]	Select this item when sorting by copies or by page to feed out paper. For details, refer to page 15-118.
[Staple]	Select the binding positions for stapling the sheets. For details, refer to page 15-119.
[Punch]	Select binding positions when punching sheets. For details, refer to page 15-119.
[Fold/Bind]	Select how to fold or bind paper. For details, refer to page 15-120.

Tips
- The **Finisher** is required to use the Staple function.
- 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 C554**).
- To use the Half-Fold/Bind 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 C554**).
- To use the 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 C554**).
- To use the Z-Fold function:
– The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Group/Sort] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing] - [Group/Sort]

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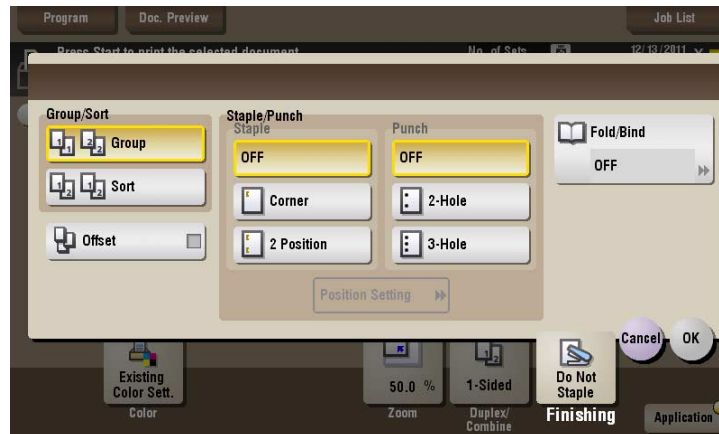
Settings	Description
[Group]	Feeds out copies separately page by page like "111", "222", "333", "444", "555".
[Sort]	Feeds out copies one by one, like: "12345", "12345", "12345".

[Offset] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing] - [Offset]

Select this item when sorting by copies or by page to feed out paper.

If the **Finisher** or **Job Separator JS-506** is installed, the printed sheets are fed out and stacked on top of each other with each copy or page set staggered to separate them.

If the **Finisher** or **Job Separator JS-506** is not installed, the printed sheets are fed out and sorted by copies or page in an alternating crisscross pattern when the following conditions are satisfied.
- 8-1/2 × 11, A4, or B5 paper is used.
- Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray
- Auto Paper for the paper size setting is set.

[Staple] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing] - [Staple]

Select the binding positions for stapling the sheets.

Settings	Description
[Corner]	Each set of printed sheets is stapled in a corner (top left or top right) before being output.
[2 Position]	Each set of printed sheets is stapled at two positions (in the top, left, or right) before being output.
[Position Setting]	Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically based on the direction of print file.

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

[Punch] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing] - [Punch]

Select binding positions when punching sheets.

Settings	Description
[Position Setting]	Select a position to punch. If the punch position is set to [Auto], the position to punch is determined automatically based on the direction of print file.

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 C554**).
- ● The number of punched holes varies depending on the country you are in.

[Fold/Bind] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing] - [Fold/Bind]

Select how to fold or bind paper.

Settings	Description
[Half-Fold]	Feeds out a printed sheet by folding it in two. For details, refer to page 15-121.
[Center Staple & Fold]	Staples and feeds out a printed sheet by folding it in two. For details, refer to page 15-121.
[Tri-Fold]	Feeds out a printed sheet by folding it in three. For details, refer to page 15-122.
[Z-Fold]	Z-folds the long side of a printed sheet before feeding it out. For details, refer to page 15-122.

Tips
- ● To use the Half-Fold/Bind 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 C554**).
- ● To use the 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 C554**).
- ● To use the Z-Fold function:
- – The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Half-Fold] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Half-Fold]

Feeds out a printed sheet by folding it in two. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.
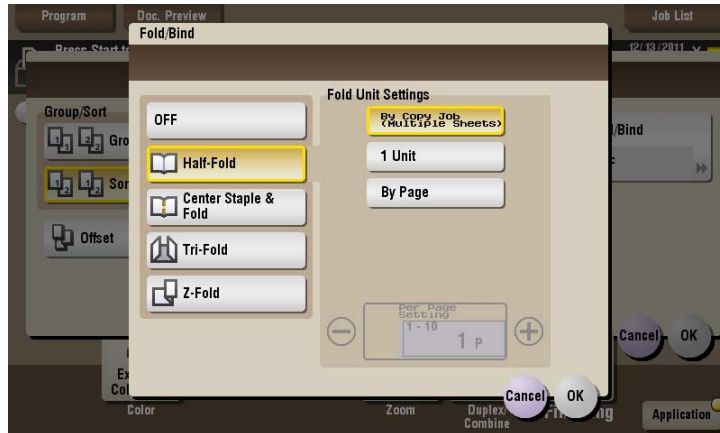
Tips
- To use the Half-Fold function:
– The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
– The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554**).

[Center Staple & Fold] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Center Staple & Fold]

Staples and feeds out a printed sheet by folding it in two.

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 C554**).

[Tri-Fold] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Tri-Fold]

Feeds out a printed sheet by folding it in three. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.

Tips
- ● To use the 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 C554**).

[Z-Fold] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Z-Fold]

Z-folds the long side of a printed sheet before feeding it out. This option is available when printing paper of 11 × 17 ▭, 8-1/2 × 14 ▭, A3 ▭, B4 ▭, or 8K ▭. Selecting 8-1/2 × 14 ▭ folds paper in two instead of Z-folding.

Tips
- ● To use the Z-Fold function, the **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Application] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application]

Set the advanced print options.
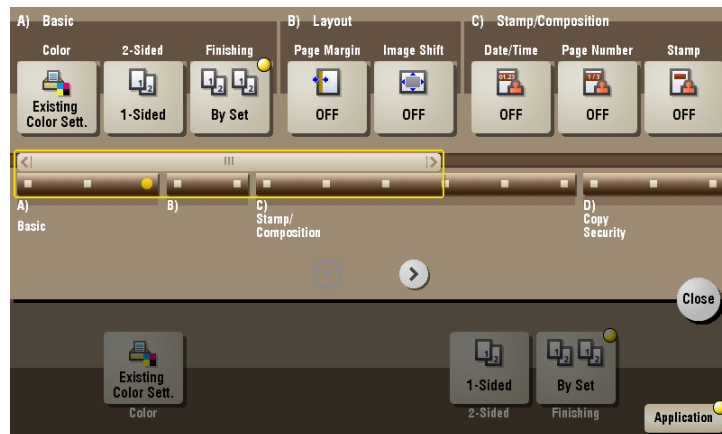
Settings	Description
[Layout]	Set a page margin on each print paper and offset the print position.
[Tailoring]	Adds front and rear covers, and inserts papers.
[Stamp/Composition]	You can add a page number and a stamp during printing.
[Copy Security]	Embeds copy protection information on each sheet of print paper.

[Page Margin] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Layout] - [Page Margin]

Set a binding position and a margin of each page.

Settings	Description
[ON]/[OFF]	Select [ON] to set a page margin.

Settings	Description
[Margin Position]	Select the paper binding position. • [Auto]: The binding direction is automatically set. When the long side of the file is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of paper. When the long side of the file exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper. • [Left Bind]: Select this option when setting the binding position to the left of paper. • [Right Bind]: Select this option when setting the binding position to the right of paper. • [Top Bind]: Select this option when setting the binding position to the top of paper.
[Margin Adjustment Value]	Adjust the page margin in the range 1/16 inch to 3/4 inch (0.1 mm to 20.0 mm). Adjust it by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.

[Image Shift] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Layout] - [Image Shift]

You can fine tune the print position of the image upward, downward, rightward, and leftward with respect to the paper. When an image is printed on the back side, you can also fine tune its position.

Settings	Description
[ON]/[OFF]	Select [ON] to shift an image.
[Front Side]/[Back Side]	Adjust the image position on the print paper, by shifting the image in the horizontal or vertical direction. • [Shift Left]/[Shift Right]: Shifts the image to the left or right. Adjust shift distances by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area. • [Shift Top]/[Shift Bottom]: Shift the image upward or downward. Adjust shift distances by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.
[Apply on Back]	Set this item to use the same settings as used on the front side for the rear side of the print paper.

[Cover Sheet] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Tailoring] - [Cover Sheet]

You can insert and print a cover sheet before the first page or after the last page of document. The front and rear cover sheets can be different from that of the text pages (in paper color and thickness). You can print them at the same time.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Cover Sheet.
[Front Cover]	Inserts a front cover. • [Front (Copy)]: Prints the front page on the front sheet. • [Front (Blank)]: Inserts a blank front sheet. • [Paper]: Select a sheet to use as the cover sheet. Use the same size cover and body sheets, and stack them in the same orientation. • [Paper]: Select a sheet to use as the cover sheet. Use the same size cover and body sheets, and stack them in the same orientation. In **bizhub C554**: You can select the paper tray of the **Post Inserter** when [Front (Blank)] is selected while the **Post Inserter** is installed.
[Back Cover]	Inserts a back cover. • [Back (Copy)]: Prints the last page on the back sheet. • [Back (Blank)]: Inserts a blank back sheet. • [Paper]: Select a sheet to use as the back sheet. Use the same size cover and body sheets, and stack them in the same orientation. In **bizhub C554**: You can select the paper tray of the **Post Inserter** when [Back (Blank)] is selected while the **Post Inserter** is installed.

[Insert Sheet] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Tailoring] - [Insert Sheet]

You can insert a different sheet from text pages (such as color or thick papers) into a specified page.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Insert Sheet.
[Insert Position]	Set a page number where you wish to insert a different sheet. • Enter an insertion page number from the **Keypad** and tap [Add..] to register the insertion page number. • If you have entered an incorrect page number, select this number and tap [Delete]. • If page numbers are entered in random sequence, they are rearranged in ascending order automatically.
[Insert Paper]	Select the paper tray loaded with the paper to be inserted. Use the same size of paper for the insert pages and text pages, and set them in the same direction. • In **bizhub C554**: You can select the paper tray of the **Post Inserter** when [Blank] is selected while the **Post Inserter** is installed.
[Insert Type]	Specify to print a file on the insertion papers or not.

[Chapters] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Tailoring] - [Chapters]

During 2-Side printing, the first page of each chapter is always printed on the front side of the sheet of paper used.

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

Tips
● When you sets the Chapters function, the [Duplex/Combine] option is set to [2-Sided] automatically.

[Date/Time] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Date/Time]

You can select a print position and format, and add the date and time. The date and time can be printed either on all pages or only on the first page.

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

[Page Number] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Page Number]

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

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

[Stamp] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Stamp]

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

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

[Stamp Repeat] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Stamp Repeat]

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

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

[Header/Footer] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Header/Footer]

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

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

[Registered Overlay] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Registered Overlay]

You can call a registered overlay image and compose it to the print file image.

The overlay image must first be registered on this machine.

Settings	Description
[ON]/[OFF]	Select [ON] to overlay with a registered image.
[Recall Overlay Image]	Specify which side of the paper to compose the overlay image, and select an overlay image to be composed. Check the density, composition method, color change, and preview of overlay image if necessary. If you set [Apply on Back], the image on the front side is composed on the back side of paper.
[Pages]	Select the range of pages on which an overlay image is composed.

[Copy Protect] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Copy Security] - [Copy Protect]

Text such as "Copy" and "Private" are printed in the background pattern as concealed text.

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

[Copy Guard] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Copy Security] - [Copy Guard]

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

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

Tips
- You can use the Copy Guard function when the **Security Kit** is installed and the Copy Guard function is enabled on this machine.
- The Copy Guard function does not support color paper, envelopes and transparencies.

## [Password Copy] ([Secure Print]) ([Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Print] - [Application] - [Copy Security] - [Password Copy]

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

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

Tips
● You can use the Password Copy function when the **Security Kit** is installed and the Password Copy function is enabled on this machine.
● The Password Copy function does not support color paper, envelopes and transparencies.

[Other] ([Secure Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Other]

You can enter the password to rename a file and to allow a file operation.
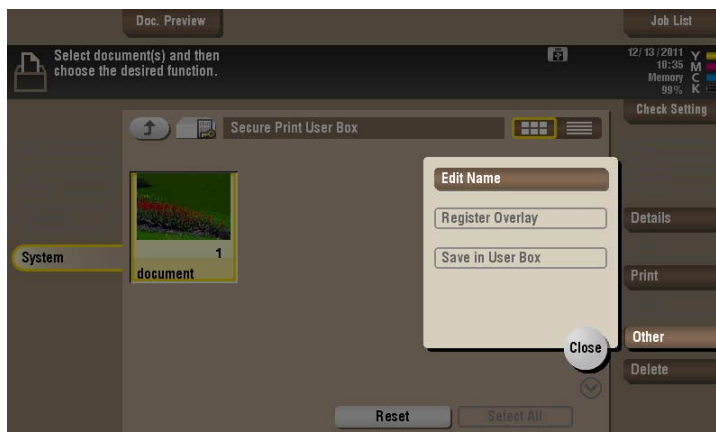
[Edit Name] ([Secure Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Other] - [Edit Name]

You can rename a file.
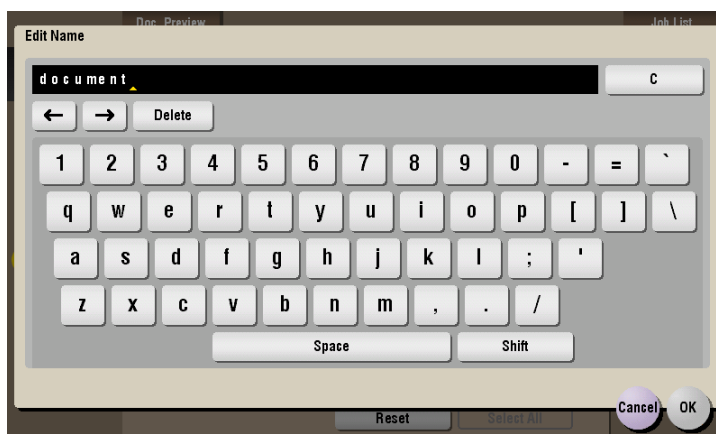
[Enter Password]

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Other] - [Enter Password]

Enter the password for the selected file.
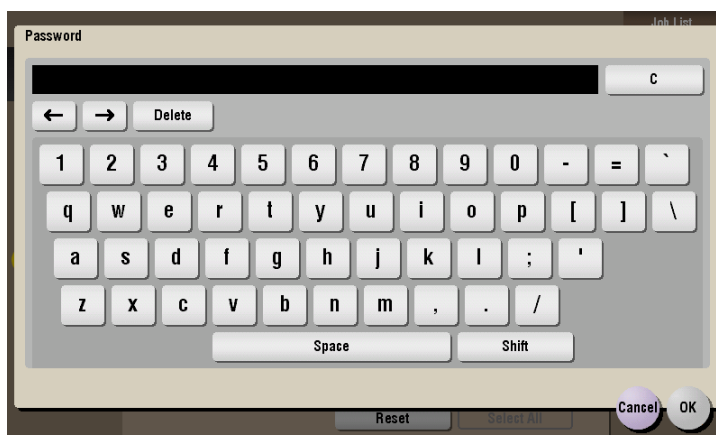
[Delete] ([Secure Print])

To display: [Box] - [System] - [Secure Print] - **Select the file** - [Delete]

Delete the selected file.
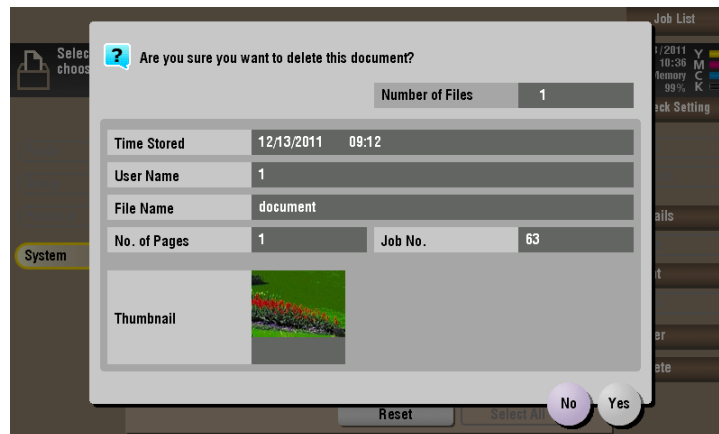
[Memory RX]

To display: [Box] - [System] - [Memory RX]

When a facsimile is received by the Memory RX function, it is stored in the Memory RX User Box. Once you have opened the User Box, you can select a fax stored in the User Box and preview, print, rename, or delete it.

Because the received faxes are forcibly stored in this box, you can print out only the required faxes and subsequently reduce total printing costs. Also, this will prevent important faxes from being stolen or lost and therefore enhance security.
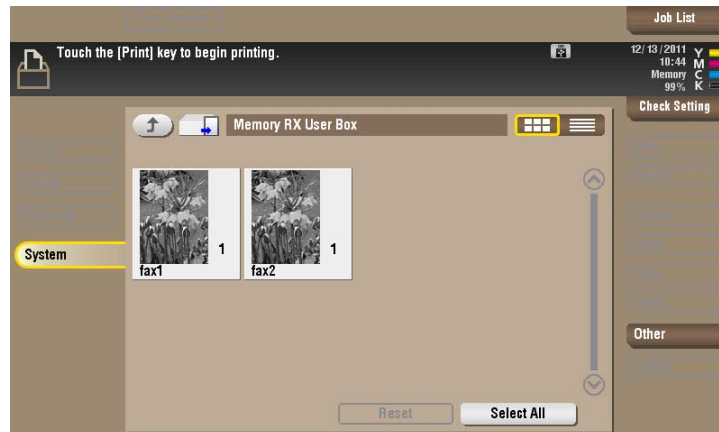
[Details] ([Memory RX])

To display: [Box] - [System] - [Memory RX] - **Select the file** - [Details]

You can check the storage time, page count, and preview image of the selected file.
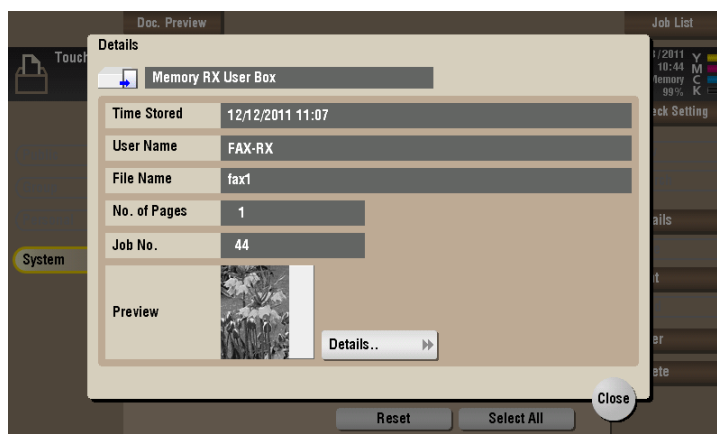
Settings	Description
[Details..]	Previews the file. • [Change Display Size]: Enlarges or reduces the preview image.

[Print] ([Memory RX])

To display: [Box] - [System] - [Memory RX] - **Select the file** - [Print]

Print a file from the User Box.
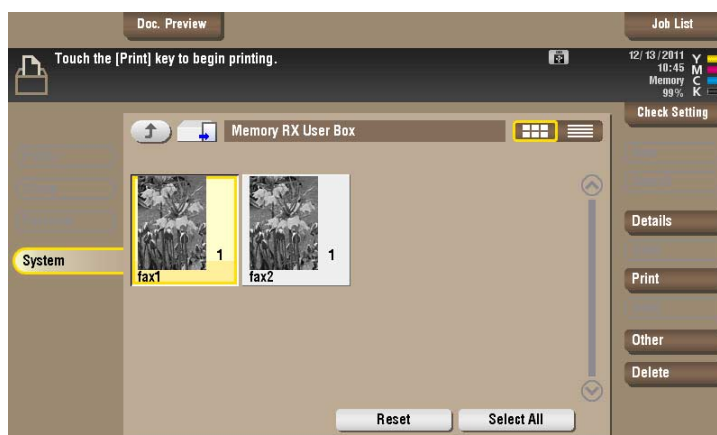
[Other] ([Memory RX])

To display: [Box] - [System] - [Memory RX] - **Select the file** - [Other]

You can rename a file.

[Edit Name] ([Memory RX])

To display: [Box] - [System] - [Memory RX] - **Select the file** - [Other] - [Edit Name]

You can rename a file.
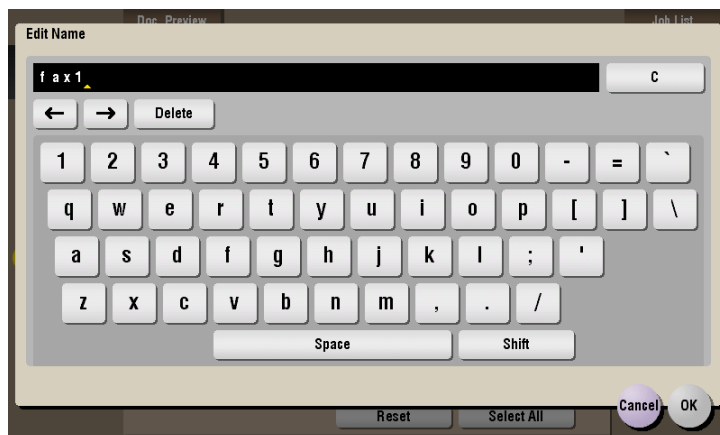
[Delete] ([Memory RX])

To display: [Box] - [System] - [Memory RX] - **Select the file** - [Delete]

Delete the selected file.

[ID & Print]

To display: [Box] - [System] - [ID & Print]

When you print a document from the PC in the user authentication system environment, the files transferred with the ID & Print function are stored in the ID & Print User Box. When a user who has sent the print data logs in to this machine and opens the User Box, he/she can preview, print out, or delete the stored file.

Because user authentication is required in order to use a file, this box is useful for handling documents containing private information.
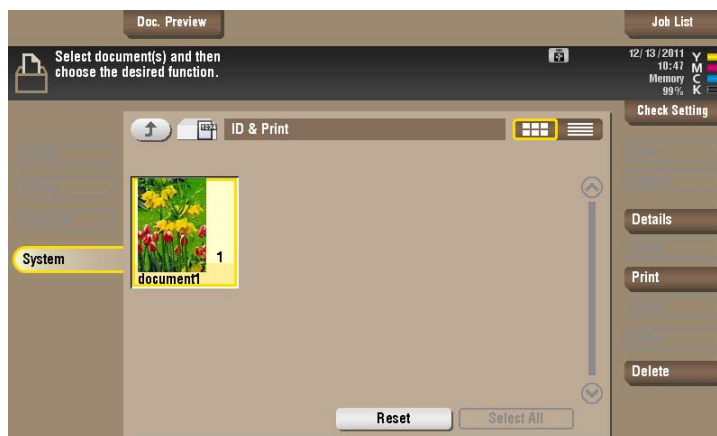
[Details] ([ID & Print])

To display: [Box] - [System] - [ID & Print] - **Select the file** - [Details]

You can check the storage time, page count, and preview image of the selected file.
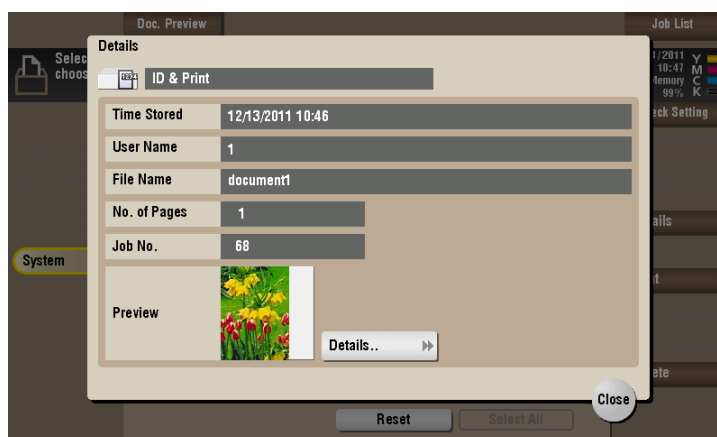
Settings	Description
[Details..]	Previews the file. • [Change Display Size]: Enlarges or reduces the preview image.

Tips
- If files are stored by the My Spool function, you can check the updating history, name, and capacity of these files.

[Print] ([ID & Print])

To display: [Box] - [System] - [ID & Print] - **Select the file** - [Print]

Print a file from the User Box. Specify to leave the file in the User Box or delete the file from the User Box after you have printed it out.
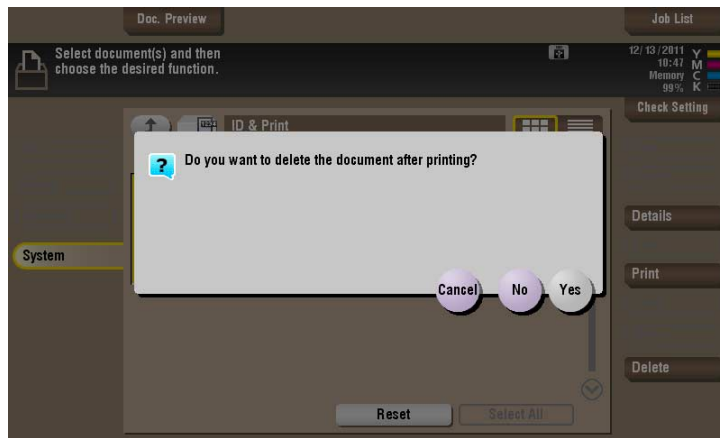
Settings	Description
[Yes]	Prints the file and deletes it from the User Box.
[No]	Prints the file but leaves it in the User Box.
[Cancel]	Stops printing.

[Delete] ([ID & Print])

To display: [Box] - [System] - [ID & Print] - **Select the file** - [Delete]

Delete the selected file.
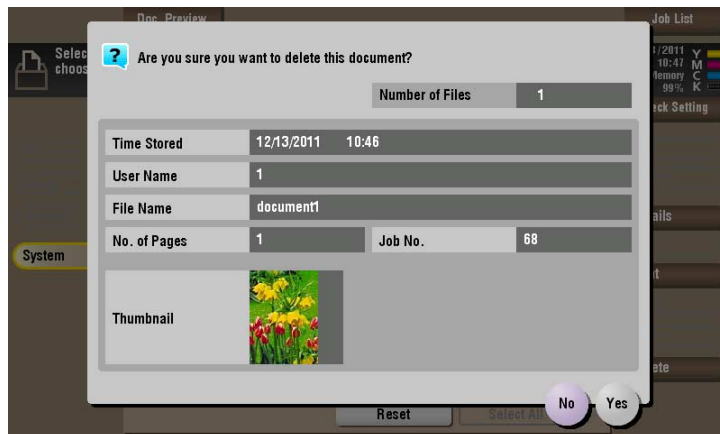
[Bulletin]

To display: [Box] - [System] - [Bulletin]

Multiple fax documents required for polling can be stored in the Bulletin Board User Box.

You can create and register up to 10 Bulletin Board User Boxes. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it.

If announcements and other fax documents are stored in Bulletin Board User Boxes by aim, and if recipients are notified of the related box numbers, users can select the required fax documents and be polled.

To access a file in this User Box, select the desired User Box, then tap [Open].

Tips
- You can also open the desired User Box by tapping it twice.

Settings	Description
[Details..]	Previews the file. • [Change Display Size]: Enlarges or reduces the preview image.
[Print]	Prints the selected file.
[Delete]	Delete the selected file.

[Polling TX]

To display: [Box] - [System] - [Polling TX]

The fax documents required for polling are stored in the Polling Transmission User Box. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, or delete it.

If the fax documents are stored in the Polling TX User Box, recipients can be polled and receive fax documents from this box when necessary.
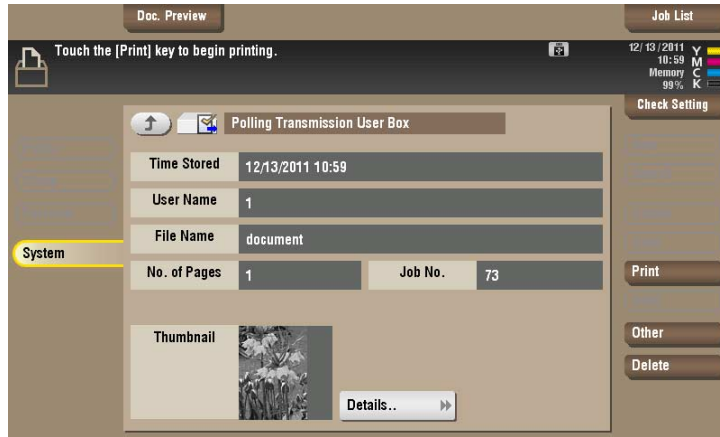
Settings	Description
[Details..]	Previews the file. • [Change Display Size]: Enlarges or reduces the preview image.
[Print]	Prints the selected file.
[Other]	Stores file as an overlay image.
[Delete]	Deletes a file.

[Register Overlay] ([Polling TX])

To display: [Box] - [System] - [Polling TX] - [Other] - [Register Overlay]

Stores file as an overlay image. Once registered, you can compose an overlay image on the original during copy or printing.

You can register up to 100 overlay images.

Settings	Description
[New]	Register a new overlay image. To register an overlay image, select an unregistered key and tap [New].

Settings	Description
[Overwrite]	Overwrites the registered overlay image. To register an overlay image by overwriting an existing one, select the registered key and tap [Overwrite].

[Annotation]

To display: [Box] - [System] - [Annotation]

When a stored file is printed out or sent to another user, its date, time and any annotations are added to this box automatically. Once you have opened the User Box, you can select a file stored in the User Box and preview, print out, send, rename, or delete it.

When a file is read from the Annotation User Box and used for printouts or transmitted to a recipient, the date, time and any annotations (previously determined for management) are automatically added to the header or footer of each image. You can prevent the unauthorized use of documents by creating a document that can identify the creation date and time and serial page number of each document.

To access a file in this User Box, select the desired User Box, then tap [Open].

Tips
- You can also open the desired User Box by tapping it twice.
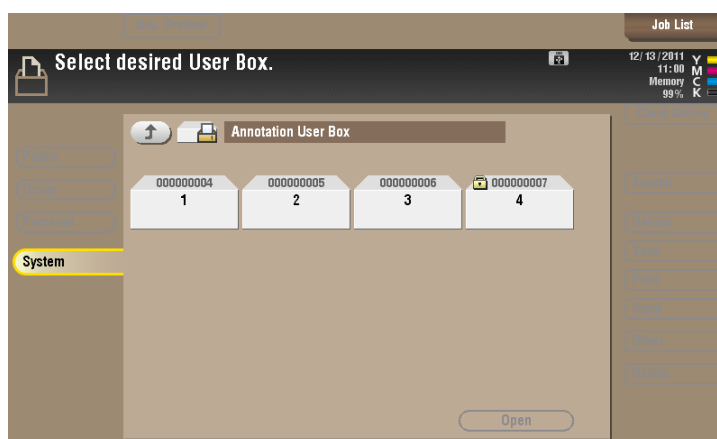
[Save] ([Annotation])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save]

You can select a User Box to store file, rename a file, and set the file read options.

[File Name] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [File Name]

You can name a file to be saved (using up to 30 characters).

[Simplex/Duplex] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Simplex/Duplex]

Select the surface of the original to be scanned.

Settings	Description
[1-Sided]	Scans a single side of original.
[2-Sided]	Scans both sides of the original.
[Cover + 2-sided]	Scans a single side of the first page, and scans both sides of the remaining pages.

[Resolution] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Resolution]

Select a resolution to use to scan the original.

Settings	Description
[Scan Resolution]	Select a resolution of the original to be saved in the User Box. • [200 × 200 dpi]: Select this option to scan the standard original. • [300 × 300 dpi]: Select this option to scan the standard original at a higher resolution level. • [400 × 400 dpi]: Select this option to scan an original that has small characters and figures. • [600 × 600 dpi]: Select this option to convert the original into the maximum size file. Select this option to scan an original such as a full color photo with a fine image quality level.

[Color] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Color]

Select a color mode for scanning originals.

Settings	Description
[Auto Color]	Scan by automatically selecting either [Full Color] or [Gray Scale] according to the original color.
[Full Color]	Scans in full color, regardless of whether the original is color or black and white. Select this option to scan an original that has colors other than black and white or scan a color photo.

Settings	Description
[Gray Scale]	Scans in gray scale, regardless of whether the original is in color or black and white. Use this option to scan the original having many halftone images such as black and white photos.
[Black]	Scans the original in black or white without using neutral colors between black and white. Use this option to scan an original that has clear boundaries between black and white (for example, a line drawing).

[File Type] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [File Type]

Select the file type used for saving the scanned data.

Settings	Description
[File Type]	Select the desired saving file type from the following: • [PDF]: A type available in most operating systems, which allows you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. • [Compact PDF]: Used to save a file with a smaller file size than the normal PDF type. We recommend this format when you want to reduce file size to enable sending by E-mail etc. • [TIFF]: This is one type of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. • [JPEG]: A file type to save a file commonly used for a digital camera, which is suitable for saving photos. JPEG format does not support the saving of multiple pages as a single file. • [XPS]: A file type supported by Windows Vista and later OSs. • [Compact XPS]: Used to save a file with a smaller file size than the normal XPS type. • [PPTX]: Extension of an XML-base file that is created with PowerPoint of Microsoft Office 2007 or later.
[Page Setting]	Press this button to select a filing page unit when an original consists of multiple pages. • [Multi Page]: Used to convert all pages to a single file. However, if [File Type] is set to [JPEG], you cannot select [Multi Page]. • [Page Separation]: Convert the original into files containing the specified number of original pages when sending the saved files using Scan to E-mail, SMB Send, or FTP Send. For example, if you enter "2" and scan 10 original pages, the original is divided into five separate files and sent. When saved, the number of pages specified is stored, and the data is saved as one file (in the [Multi Page] state).
[E-mail Attachment]	You can select the E-mail attachment method when [Page Setting] is set to [Page Separation]. • [Send All as 1 E-mail]: Attaches all files to one E-mail. • [1 File per E-Mail]: Sends one E-mail for each file.

Settings	Description
[PDF Detail Setting]	If the file type is set to [PDF] or [Compact PDF], you can set the PDF options. You can enhance security by attaching a digital signature that identifies the author of the file, by file encryption, etc. For details, refer to page 15-149.

[PDF Detail Setting] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [File Type] - [PDF Detail Setting]

If the file type is set to [PDF] or [Compact PDF], you can set the PDF options.

Settings	Description
[Encryption]	Select [ON] to encrypt a file. Enter the password to restrict access to the file. To specify permissions for printing and editing PDFs in more detail, enter an authorization password, then specify [Encryption Level], [Printing Allowed], [Copy Contents], and [Changes Allowed]. For details, refer to page 15-150.
[Digital Signature]	To add the signature (the certificate) of this machine to a PDF file, select [ON] and set the signature encryption level to either [SHA1] or [SHA256]. You can certify the author of a PDF, and prevent forgery or unauthorized modification. This function is enabled when a certification is registered with this machine.
[Outline PDF]	Specify this option to save a file in compact PDF format. The text is extracted from the original and converted into a vector image.

[Encryption] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [File Type] - [PDF Detail Setting] - [Encryption]

If the file type is set to [PDF] or [Compact PDF], you can encrypt PDF files.

Settings	Description
[Password]	Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.
[Permissions Password]	To specify permissions for printing and editing a PDF file, enter an authorization password.
[Encryption Level]	When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High Level], you can specify permissions in more detail.
[Printing Allowed]	Select whether to allow users to print PDF files. If [Encryption Level] is set to [High Level], you can permit printing of PDF files only in low resolution ([Low Resolution]).
[Copy Contents]	Select whether to allow users to copy text and image from PDF files.
[Changes Allowed]	Select the content of the PDF for which modification is permitted. If [Encryption Level] is set to [High Level], you can select the contents to be permitted in more detail.

[Scan Size] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Scan Size]

Select the size of original to be scanned.

Settings	Description
[Auto]	Selects a scan size automatically according to the original, and scans the original.
[Inches]	Select this option to scan an inch-size original. Tap [Inches], and select a standard inch size.
[Metric Sizes]	Select this option to scan a metric-size original. Tap [Metric Sizes], and select the standard metric size respectively.
[Other]	Select this option to scan a postcard (4 × 6, or A6 Card) or an original other than an inch- or metric- size original. Tapping [Other] allows you to select each standard size.
[Photo Size]	Select this option to scan photos or originals in photo size. Tap [Photo Size], and select a standard size.
[Custom Size]	Select this option to scan originals in custom size. Tap [Change Size], and enter vertical and horizontal values.

[Application] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application]

Set the Application options to store files in a User Box.

Settings	Description
[No. of Originals]	Set the original scan options.
[Quality/Density]	Adjust the image quality and density according to the original.
[App]	Sets application options for clearing an original image outside of the specified frame and for enhancing the edges of an image.

[Original Settings] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings]

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

Settings	Description
[Original Setting]	Set the options to scan originals correctly based on their properties. • [Mixed Original]: Even for an original with pages of different sizes, by using **ADF**, you can scan data while detecting the size for each page. For details, refer to page 15-153. • [Thin Paper Original]: Reduce the original feed speed of the **ADF** to prevent the original from getting caught when scanning an original that is thinner than plain paper. For details, refer to page 15-153. • [Z-Folded Original]: Even folded originals, the size of the original can be detected accurately. For details, refer to page 15-154. • [Long Original]: Select this option when loading a long original that is larger in the feeding direction than the full standard size (11 × 17 or A3). For details, refer to page 15-154.
[Despeckle]	Scan an original using the **ADF** while removing dust from the **Slit Scan Glass**. For details, refer to page 15-155.
[Blank Page Removal]	Blank pages contained in the original loaded on **ADF** are skipped when the original is scanned. For details, refer to page 15-155.
[Binding Position]	When scanning a 2-sided original, select the original binding position to avoid the binding positions be reversed between the front and rear faces. For details, refer to page 15-156.
[Original Direction]	Specify the orientation of the loaded original. For details, refer to page 15-156.

[Mixed Original] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Mixed Original]

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size for each page. If the originals have the same width, select [Same Width]. If the originals have different widths, select [Different Width].

[Thin Paper Original] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Thin Paper Original]

Reduce the original feed speed of the **ADF** to prevent the original from getting caught when scanning an original that is thinner than plain paper.

[Z-Folded Original] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Z-Folded Original]

Even the original sizes of folded originals can be detected accurately.

[Long Original] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Long Original]

Select this option when loading a long original that is larger in the feeding direction than full standard size (11 × 17 or A3).

[Despeckle] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Despeckle]

Scan an original using the **ADF** while removing dust from the **Slit Scan Glass**.

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

[Blank Page Removal] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to Removal** - [Save] - [Application] - [Original Settings] - [Blank Page Removal]

Blank pages contained in the original loaded on **ADF** are skipped when the original is scanned.

Select this check box when scanning an original containing blank pages. Any blank pages that are detected are not counted as original pages.
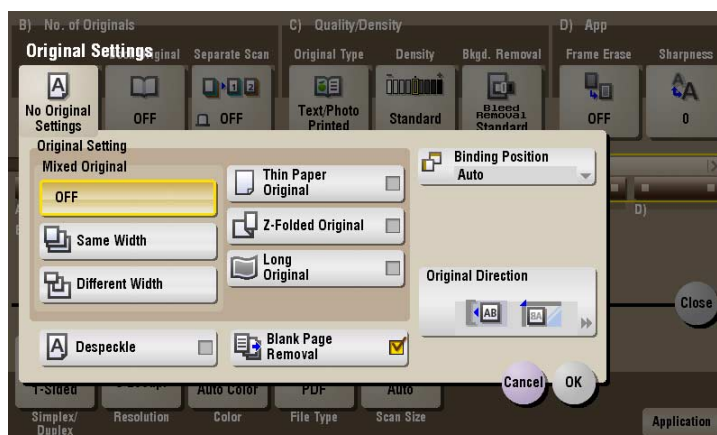
[Binding Position] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Binding Position]

When scanning a 2-sided original, select the original binding position to avoid the binding positions be reversed between the front and rear faces.

Settings	Description
[Auto]	The binding position of the original is automatically set. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.
[Left Bind]	Select this option when the binding position is set to the left of the original.
[Top Bind]	Select this option when the binding position is set to the top of the original.

[Original Direction] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Original Settings] - [Original Direction]

Specify the orientation of the loaded original.

[Book Original] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Book Original]

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

If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Book Original.
[Output Method]	Specify the scanning method for book spread originals. • [Book Spread]: Scans a book spread original as it is. • [Separation]: Scan the right and left pages of two-page spreads separately in the order of the page numbers. • [Front Cover]: Scans the front cover and two-page spreads according to the page order of the original (scans the front cover first then two-page spreads). • [Front & Back Covers]: Scans the front and back covers and two-page spreads according to the page order of the original (scans the front cover first, then the back cover, followed by two-page spreads).
[Binding Position]	If [Separation], [Front Cover] or [Front & Back Covers] is selected for [Output Method], select the spreading direction of the original to be scanned. Select [Left Bind] for two-page spreads of left binding, and [Right Bind] for two-page spreads of right binding. Note that if the binding position is incorrectly specified, the page order of the two-page spread is reversed between the left- and right-hand pages.
[Frame Erase]	Erases the shadow of the surrounding that is created when the original cover cannot be closed properly due to the thickness of the original. You can erase the four sides of the original to the same width. Also, you can erase the four sides of the original to different widths. • [Frame]: Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] for the inch area, or tap [+]/[-] or press the **Keypad** for the centimeter area to specify the width of the area to be erased. • [Individual]: Select this option to erase the four sides of the original to different widths. Select a side ([Top], [Bottom], [Left] or [Right]) and specify the width of the area in [Erase Amount] by tapping [+]/[-] for an inch area and by tapping [+]/[-] or pressing the **Keypad** for a centimeter area. Likewise, specify the width for all the other sides one by one. If you do not want to erase the side, cancel the setting for [Erase].
[Center Erase]	Erases the shadow created in the center when the original cover cannot be closed properly due to the thickness of the original. Specify the width of the area to erase by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.

[Separate Scan] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Separate Scan]

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

You can also scan the original using both the **ADF** and **Original Glass** alternately.

📖 **Reference**
For details on how to operate Separate Scan, refer to page 14-9.

[Original Type] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Original Type]

Select the appropriate image quality level for the original before scanning.

Settings	Description
[Text]	Press this button to scan an original, which consists mostly of text, at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo Printed]	Press this button to scan an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos. Select this option when scanning printed originals such as brochures and catalogs.

Settings	Description
[Text/Photo PhotoPaper]	Press this button to scan an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos. Select this option to scan originals in which photos are printed on photographic paper.
[Photo Printed]	Press this button to scan an original consisting only of photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo PhotoPaper]	Press this button to scan an original consisting only of photos at the optimum image quality level. Select this option to scan originals printed on photographic paper.
[Dot Matrix Original]	Press this button to scan an original, which consists mostly of text such as thin or faint characters, at the optimum level of image quality. This function reproduces text to a high density level to create easy-to-read text.
[Copied Paper]	Press this button to scan an original with the even density, which is printed out by the copier or printer, with the optimum image quality.

[Density] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Density]

Scan originals by adjusting the density according to the original.

[Bkgd. Removal] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Bkgd. Removal]

Adjust the density of original with the colored background (newspaper, recycle paper, etc.) or the background of an original that is so thin that text or images on the back would be scanned.

Settings	Description
[Background Removal]	Press this button to scan a 2-sided original made of thin paper or an original with the colored background, with the optimum image quality. • [Bleed Removal]: Select this option to prevent a back-side bleeding when printing a 2-sided original that is so thin that the contents of the back side would be scanned. • [Paper Discoloration Adjustment]: Select this option to scan an original with the colored background such as a map.
[Background Removal Level]	Press this button to adjust the density of the background color for an original with a colored background. If [Auto] is selected, the density of the background color is determined automatically, and the original is scanned with optimal background density.

[Frame Erase] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application] - [Frame Erase]

Erases the four sides of the original in the same width. You can also erase the four sides of the original to different widths.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.

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

[Sharpness] ([Annotation]) ([Save])

To display: [Box] - [System] - [Annotation] - **Select a User Box to save the file** - [Save] - [Application]-[Sharpness]

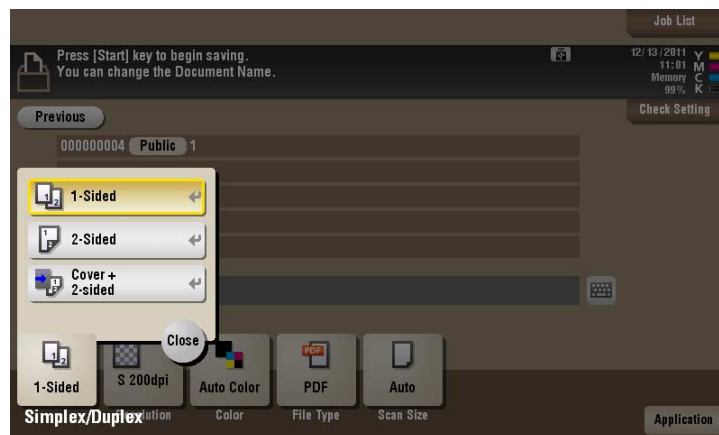Sharpen the edges of images to improve legibility. Smoothen the rough contours of images or sharpen blurred images.
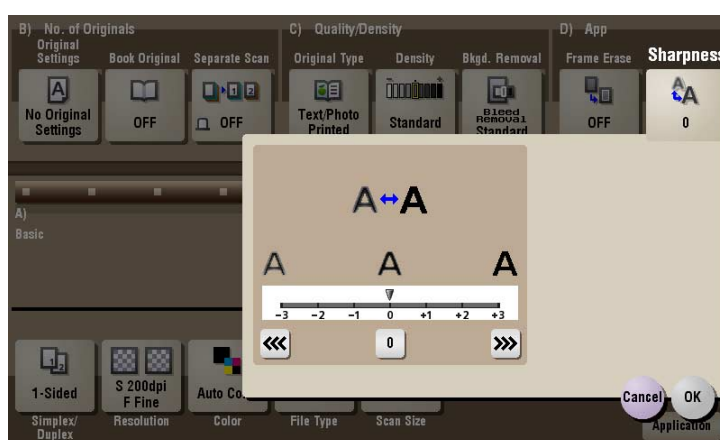
[Details] ([Annotation])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Details]

You can check the storage time, page count, and preview image of the selected file.
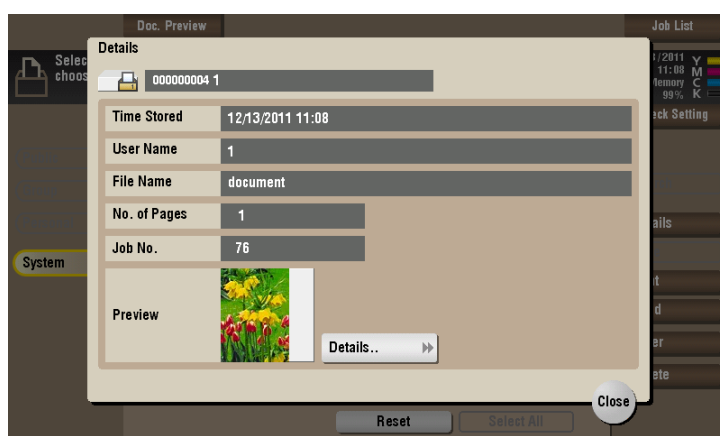
Settings	Description
[Details..]	Previews the file. • [Change Display Size]: Enlarges or reduces the preview image.

[Print] ([Annotation])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print]

Set the options to print a file from the User Box.

[Color] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Color]

Select a Color mode to use to print files.
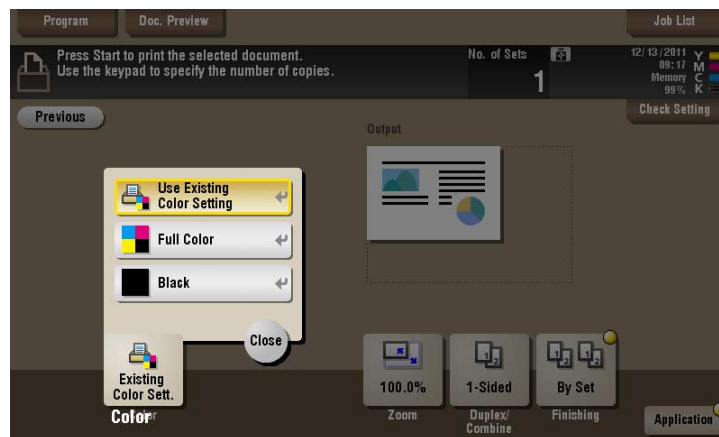
Settings	Description
[Use Existing Color Setting]	Prints a file in the same color mode as used during storage.
[Full Color]	Prints a file in full colors regardless of the mode selected for saving.
[Black]	Prints a file in gray scale regardless of the color mode selected for saving.

[Zoom] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Zoom]

You can zoom a file image and print in the desired scale.

Settings	Description
[Settings when saving]	Print an original image in the zoom ratio you have set during image saving.
[+]/[-]	Enter a zoom ratio manually. You can also enter the zoom ratio from the **Keypad**.
Fixed Zoom	Select a fixed zoom ratio to print on the standard-size paper.
[Minimal]	Slightly reduces the size of the original, places the original image at the center position, and prints it out. Use this option to print the entire original image including its edges.
[Zoom Ratio]	Prints the original in the preset scale.

[Duplex/Combine] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Duplex/Combine]

The original is printed on both sides of paper. A multi-page original can be reduced and printed on the same side of a single sheet of paper.

Settings	Description
[Simplex/Duplex]	The original is printed either on a single side or on both sides of paper.

Settings	Description
[Combine]	Multiple pages can be reduced and printed on the same side of a single sheet of paper. Appropriate scale is set automatically during zooming. If [4 in 1] or [8 in 1] is selected, you can set the combined page layout to [Horizontal] or [Vertical].

[Simplex/Duplex] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Duplex/Combine] - [Simplex/Duplex]

The original is printed either on a single side or on both sides of paper.
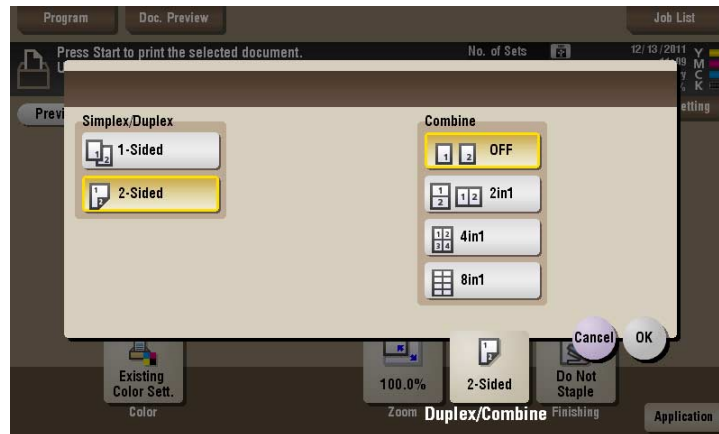
[Combine] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Duplex/Combine] - [Combine]

Multiple pages can be reduced and printed on the same side of a single sheet of paper. Appropriate scale is set automatically during zooming.

If [4 in 1] or [8 in 1] is selected, you can set the combined page layout to [Horizontal] or [Vertical].

[Finishing] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing]

Specify how to feed out printed sheets of paper.

Settings	Description
[Group/Sort]	Select the output method when printing multiple sets of copies. For details, refer to page 15-166.
[Offset]	Select this item when sorting by copies or by page to feed out paper. For details, refer to page 15-166.
[Staple]	Select the binding positions for stapling the sheets. For details, refer to page 15-167.
[Punch]	Select binding positions when punching sheets. For details, refer to page 15-167.
[Fold/Bind]	Select how to fold or bind paper. For details, refer to page 15-168.

Tips
- The **Finisher** is required to use the Staple function.
- 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 C554**).
- To use the Half-Fold/Bind 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 C554**).
- To use the 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 C554**).
- To use the Z-Fold function:
– The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Group/Sort] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Group/Sort]

Select the output method when printing multiple sets of copies.

Settings	Description
[Group]	Feeds out copies separately page by page like "111", "222", "333", "444", "555".
[Sort]	Feeds out copies one by one, like: "12345", "12345", "12345".

[Offset] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Offset]

Select this item when sorting by copies or by page to feed out paper.

If the **Finisher** or **Job Separator JS-506** is installed, the printed sheets are fed out and stacked on top of each other with each copy or page set staggered to separate them.

If the **Finisher** or **Job Separator JS-506** is not installed, the printed sheets are fed out and sorted by copies or page in an alternating crisscross pattern when the following conditions are satisfied.
- 8-1/2 × 11, A4, or B5 paper is used.
- Paper of the same size and type is loaded with the ⬜ orientation in one paper tray and with the ▯ orientation in another tray
- Auto Paper for the paper size setting is set.

[Staple] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Staple]

Select the binding positions for stapling the sheets.

Settings	Description
[Corner]	Each set of printed sheets is stapled in a corner (top left or top right) before being output.
[2 Position]	Each set of printed sheets is stapled at two positions (in the top, left, or right) before being output.
[Position Setting]	Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically based on the direction of print file.

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

[Punch] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Punch]

Select binding positions when punching sheets.

Settings	Description
[Position Setting]	Select a position to punch. If the punch position is set to [Auto], the position to punch is determined automatically based on the direction of print file.

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 C554**).
● The number of punched holes varies depending on the country you are in.

[Fold/Bind] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Fold/Bind]

Select how to fold or bind paper.

Settings	Description
[Half-Fold]	Feeds out a printed sheet by folding it in two. For details, refer to page 15-169.
[Center Staple & Fold]	Staples and feeds out a printed sheet by folding it in two. For details, refer to page 15-169.
[Tri-Fold]	Feeds out a printed sheet by folding it in three. For details, refer to page 15-170.
[Z-Fold]	Z-folds the long side of a printed sheet before feeding it out. For details, refer to page 15-170.

Tips
● To use the Half-Fold/Bind 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 C554**).
● To use the 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 C554**).
● To use the Z-Fold function:
– The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Half-Fold] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Half-Fold]

Feeds out a printed sheet by folding it in two. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.
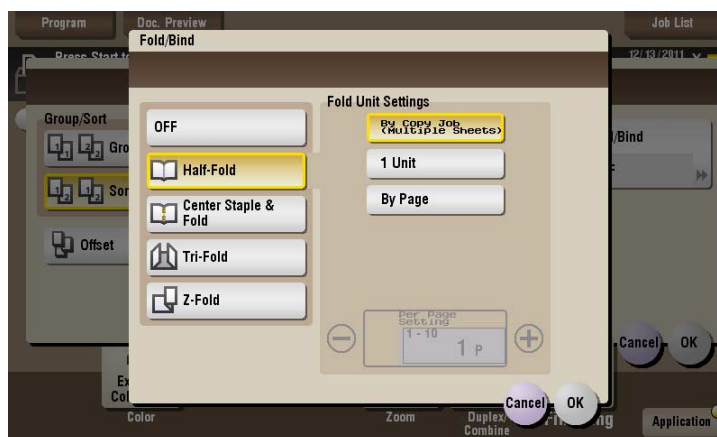
Tips
- To use the Half-Fold function:
- The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
- The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554**).

[Center Staple & Fold] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Center Staple & Fold]

Staples and feeds out a printed sheet by folding it in two.
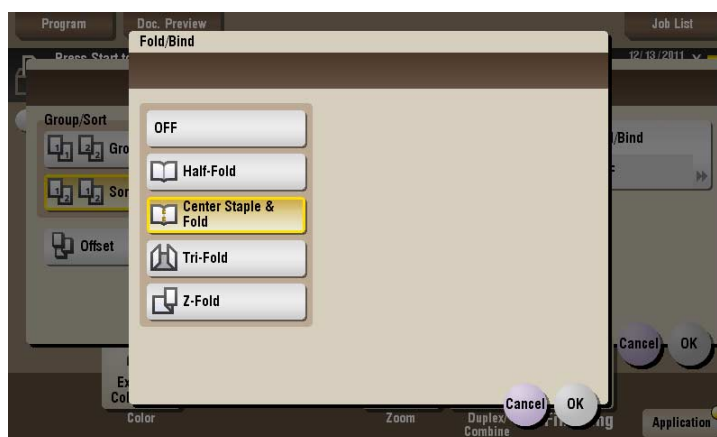
Tips
- To use the Center Staple & Fold function:
- The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
- The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554**).

[Tri-Fold] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing]
- [Fold/Bind] - [Tri-Fold]

Feeds out a printed sheet by folding it in three. Also select the unit by which the paper is folded from [By Copy
Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be
folded at one time.
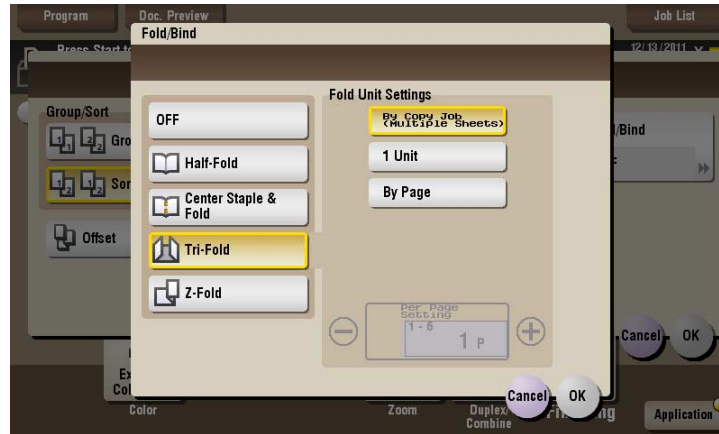
Tips
- To use the Tri-Fold function:
- The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
- The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554**).

[Z-Fold] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Finishing]
- [Fold/Bind] - [Z-Fold]

Z-folds the long side of a printed sheet before feeding it out. This option is available when printing paper of
11 × 17 □, 8-1/2 × 14 □, A3 □, B4 □, or 8K □. Selecting 8-1/2 × 14 □ folds paper in two instead of Z-folding.

Tips
- To use the Z-Fold function, the **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for
bizhub C554).

[Application] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application]

Set the advanced print options.
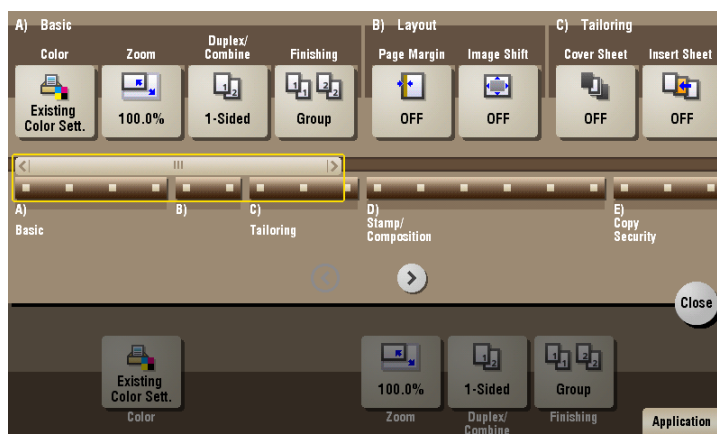
Settings	Description
[Layout]	Set a page margin on each print paper and offset the print position.
[Tailoring]	Adds front and rear covers, and inserts papers.
[Stamp/Composition]	You can add a page number and a stamp during printing.
[Copy Security]	Embeds copy protection information on each sheet of print paper.

[Page Margin] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Layout] - [Page Margin]

Set a binding position and a margin of each page.

Settings	Description
[ON]/[OFF]	Select [ON] to set a page margin.

Settings	Description
[Margin Position]	Select the paper binding position. • [Auto]: The binding direction is automatically set. When the long side of the file is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of paper. When the long side of the file exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of paper. • [Left Bind]: Select this option when setting the binding position to the left of paper. • [Right Bind]: Select this option when setting the binding position to the right of paper. • [Top Bind]: Select this option when setting the binding position to the top of paper.
[Margin Adjustment Value]	Adjust the page margin in the range 1/16 inch to 3/4 inch (0.1 mm to 20.0 mm). Adjust it by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.

[Image Shift] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Layout] - [Image Shift]

You can fine tune the print position of the image upward, downward, rightward, and leftward with respect to the paper. When an image is printed on the back side, you can also fine tune its position.

Settings	Description
[ON]/[OFF]	Select [ON] to shift an image.
[Front Side]/[Back Side]	Adjust the image position on the print paper, by shifting the image in the horizontal or vertical direction. • [Shift Left]/[Shift Right]: Shifts the image to the left or right. Adjust shift distances by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area. • [Shift Top]/[Shift Bottom]: Shift the image upward or downward. Adjust shift distances by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.
[Apply on Back]	Set this item to use the same settings as used on the front side for the rear side of the print paper.

[Cover Sheet] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Tailoring] - [Cover Sheet]

You can insert and print a cover sheet before the first page or after the last page of document.
The front and rear cover sheets can be different from that of the text pages (in paper color and thickness).
You can print them at the same time.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Cover Sheet.
[Front Cover]	Inserts a front cover. • [Front (Copy)]: Prints the front page on the front sheet. • [Front (Blank)]: Inserts a blank front sheet. • [Paper]: Select a sheet to use as the cover sheet. Use the same size cover and body sheets, and stack them in the same orientation. In **bizhub C554**: You can select the paper tray of the **Post Inserter** when [Front (Blank)] is selected while the **Post Inserter** is installed.
[Back Cover]	Inserts a back cover. • [Back (Copy)]: Prints the last page on the back sheet. • [Back (Blank)]: Inserts a blank back sheet. • [Paper]: Select a sheet to use as the back sheet. Use the same size cover and body sheets, and stack them in the same orientation. In **bizhub C554**: You can select the paper tray of the **Post Inserter** when [Back (Blank)] is selected while the **Post Inserter** is installed.

[Insert Sheet] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Tailoring] - [Insert Sheet]

You can insert a different sheet from text pages (such as color or thick papers) into a specified page.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Insert Sheet.
[Insert Position]	Set a page number where you wish to insert a different sheet. • Enter an insertion page number from the **Keypad** and tap [Add..] to register the insertion page number. • If you have entered an incorrect page number, select this number and tap [Delete]. • If page numbers are entered in random sequence, they are rearranged in ascending order automatically.
[Insert Paper]	Select the paper tray loaded with the paper to be inserted. Use the same size of paper for the insert pages and text pages, and set them in the same direction. • In **bizhub C554**: You can select the paper tray of the **Post Inserter** when [Blank] is selected while the **Post Inserter** is installed.
[Insert Type]	Specify to print a file on the insertion papers or not.

[Chapters] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Tailoring] - [Chapters]

During 2-Side printing, the first page of each chapter is always printed on the front side of the sheet of paper used.

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

Tips
● When you sets the Chapters function, the [Duplex/Combine] option is set to [2-Sided] automatically.

[Date/Time] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Date/Time]

You can select a print position and format, and add the date and time. The date and time can be printed either on all pages or only on the first page.

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

[Page Number] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Page Number]

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

Settings	Description
[ON]/[OFF]	Select [ON] to print page numbers.

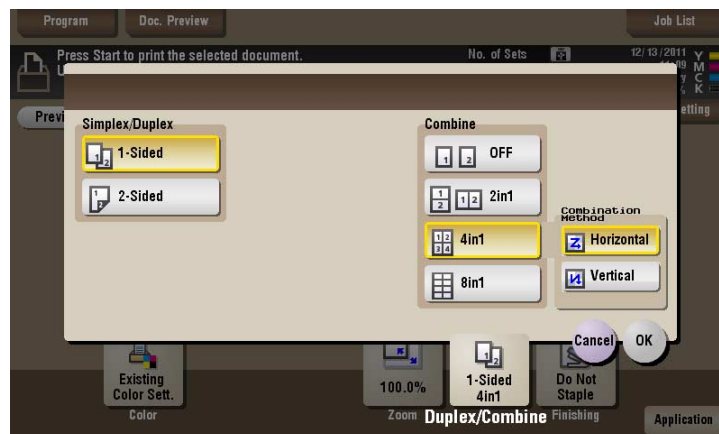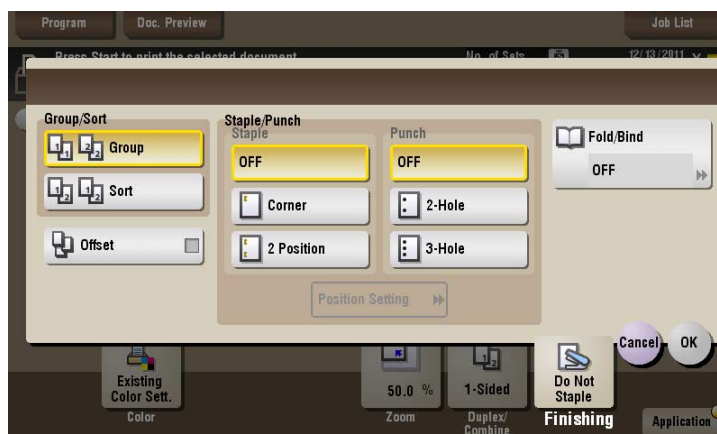| Settings	Description
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page. For example, to print page numbers from the third page of the file, enter "-1". The first page of the file is counted as "-1", the second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

[Stamp] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Stamp]

Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be printed from the registered fix stamps and arbitrary registered stamps.
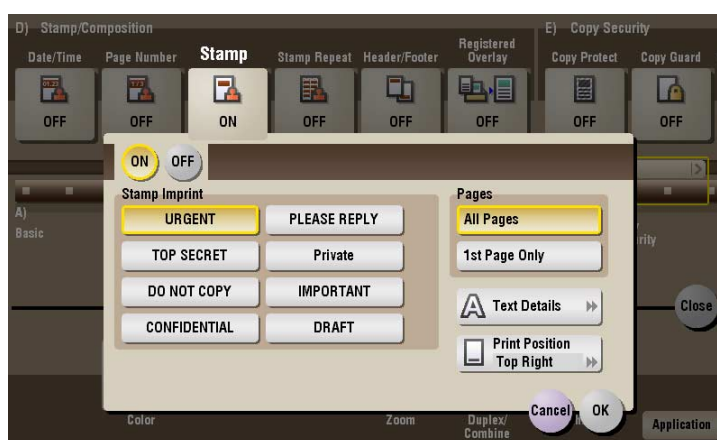
Settings	Description
[ON]/[OFF]	Select [ON] to print a stamp.

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

[Stamp Repeat] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Stamp Repeat]

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

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

[Header/Footer] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Header/Footer]

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

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

[Registered Overlay] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Registered Overlay]

You can call a registered overlay image and compose it to the print file image.

The overlay image must first be registered on this machine.
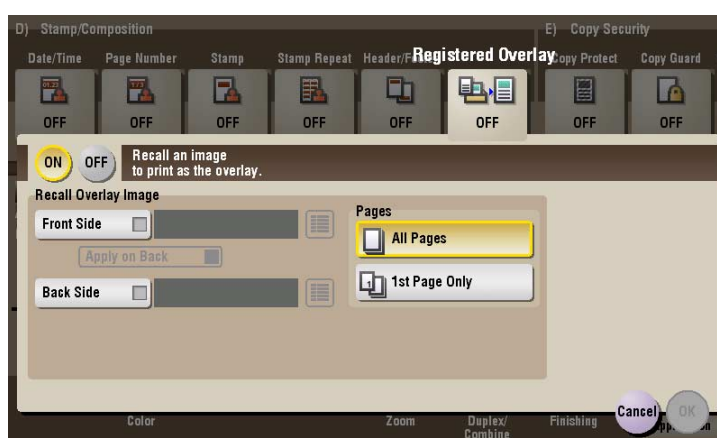
Settings	Description
[ON]/[OFF]	Select [ON] to overlay with a registered image.

Settings	Description
[Recall Overlay Image]	Specify which side of the paper to compose the overlay image, and select an overlay image to be composed. Check the density, composition method, color change, and preview of overlay image if necessary. If you set [Apply on Back], the image on the front side is composed on the back side of paper.
[Pages]	Select the range of pages on which an overlay image is composed.

[Copy Protect] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Copy Security] - [Copy Protect]

Text such as "Copy" and "Private" are printed in the background pattern as concealed text.

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

[Copy Guard] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Copy Security] - [Copy Guard]

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

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

Tips
- You can use the Copy Guard function when the **Security Kit** is installed and the Copy Guard function is enabled on this machine.
- The Copy Guard function does not support color paper, envelopes and transparencies.

[Password Copy] ([Annotation]) ([Print])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Print] - [Application] - [Copy Security] - [Password Copy]
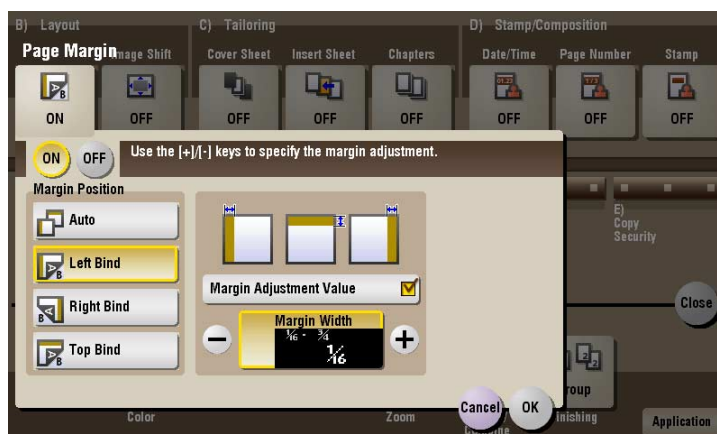
Password Copy is a copy protection function that prints concealed security watermarks such as "FOR IN-TERNAL USE" or a date in the background to prevent unauthorized copying, and embeds a password for the password copy function on all printed sheets.

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

Tips
● You can use the Password Copy function when the **Security Kit** is installed and the Password Copy function is enabled on this machine.
● The Password Copy function does not support color paper, envelopes and transparencies.

[Send] ([Annotation])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send]

Specify the destination and other settings to send a file from the User Box.
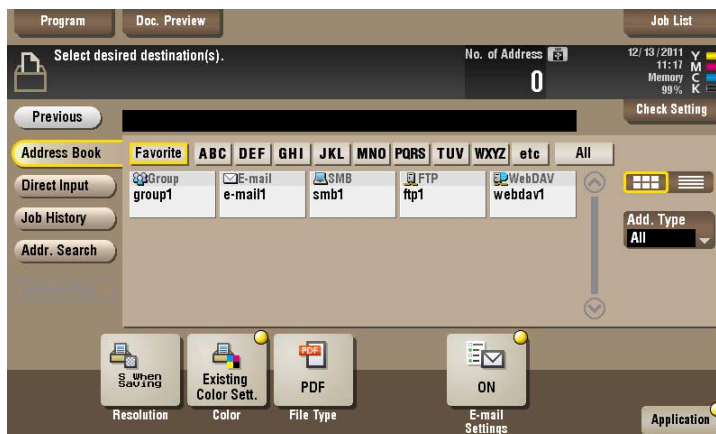
[Address Book] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Address Book]

Select a destination from the Address Book. You can broadcast files by selecting multiple destinations.

You can also search for a destination using destination type and furigana key.

[Direct Input] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input]

Enter the recipient information according to the transmission system you use.

Settings	Description
[E-mail]	Enter the destination mail address to send files attached to the E-mail to.
[PC (SMB)]	Enters the destination PC name (host name) or IP address to send files to the shared folder of the network PC.
[FTP]	Enter the host name or IP address of the destination FTP server to send files to the FTP server.
[WebDAV]	Enter the host name or IP address of destination WebDAV server to send files to the WebDAV server.

📖 Reference

You can directly enter a destination and store it in the Address Book. For details, refer to [User's Guide: Scan Operations].

[E-mail] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [E-mail]

Enter the destination mail address to send files attached to the E-mail to.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

[PC (SMB)] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [PC (SMB)]

Enters the destination PC name (host name) or IP address to send files to the shared folder of the network PC.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

Settings	Description
[Host Name]	Enters the destination PC name (host name) or IP address (up to 253 bytes long). • Example of PC name (host name) entry: "HOME-PC" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the shared folder name of the computer specified in [Host Name] with up to 255 bytes. The shared folder name is generally referred to as a shared name. • Entry example: "scan" When specifying a folder in the shared folder, insert a "\" symbol between the folder names. • Entry example: "share\document"
[User Name]	Enter the name of a user who is authorized to access the folder specified in [File Path], using up to 64 characters. • Entry example: "public user"
[Password]	Enter the password of the user specified in [User Name].
[Reference]	On the **Touch Panel**, search for a computer to send a file to, and select a target shared folder. When the authentication screen appears, enter the name and password of a user who has privileges to access the selected folder. After authentication, [Host Name] or [File Path] is entered automatically. The Reference function may fail in the following conditions. • If 512 or more workgroups or computers are on the network (subnet) connected to this machine, this function may fail. • This function is not available in the IPv6 environment.

[FTP] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [FTP]

Enter the host name or IP address of the destination FTP server to send files to the FTP server.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

Settings	Description
[Host Name]	Enters the host name or IP address of the destination FTP server (up to 63 bytes long). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the storage folder name of FTP server specified as the [Host Name] (up to 127 bytes long). • Entry example: "scan"
[User Name]	Enter the login user name (using up to 64 characters) if the authentication is required by the destination FTP server. • Entry example: "public_user"
[Anonymous]	When authentication is not required for the destination FTP server, select this item.
[Password]	Enter the password of the user specified in [User Name].
[Port Number]	If necessary, change the port number. Normally, you can use the original port number.
[Proxy]	When a proxy server is used in your environment, select this item.
[PASV]	When a PASV server is used in your environment, select this item.

[WebDAV] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - [WebDAV]

Enter the host name or IP address of destination WebDAV server to send files to the WebDAV server.

When specifying multiple destinations, tap [Next Dest.] to add destinations.

Settings	Description
[Host Name]	Enter the host name or IP address of the WebDAV server (up to 253 bytes long). • Example of host name entry: "host.example.com" • Example of IP address (IPv4) entry: "192.168.1.1" • Example of IP address (IPv6) entry: "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the storage folder name (up to 142 bytes) of the WebDAV server that you have set in the [Host Name]. • Entry example: "scan"
[User Name]	Enter the name of a user who is authorized to access the folder specified in [File Path], using up to 64 characters. • Entry example: "public_user"
[Password]	Enter the password of the user specified in [User Name].
[Port Number]	If necessary, change the port number. Normally, you can use the original port number.
[Proxy]	When a proxy server is used in your environment, select this item.
[SSL Settings]	When the SSL is used in your environment, select this item.

[Job History] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Job History]

Press [Job History], and you can select a destination from the scan or fax history. The latest jobs (up to five) are displayed for history purposes. You can also select multiple destinations from the history.
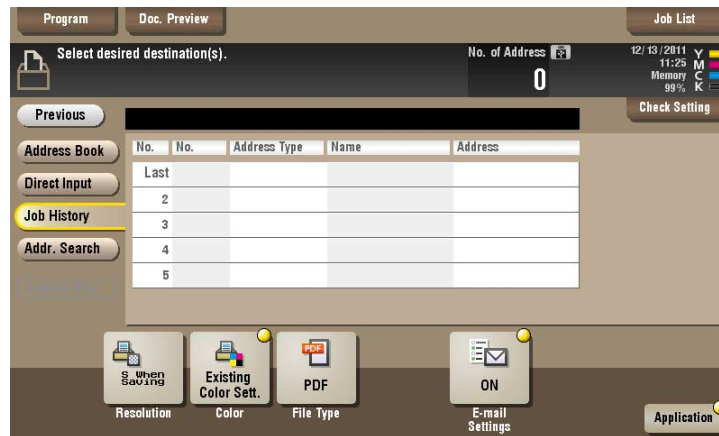
Tips
● If you have edited a destination, you have edited a User Box, or you have turned the power supply Off and On again, the history data is deleted or lost.

[Addr. Search] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search]

Press [Search] to display the search results. Select a destination from the list.
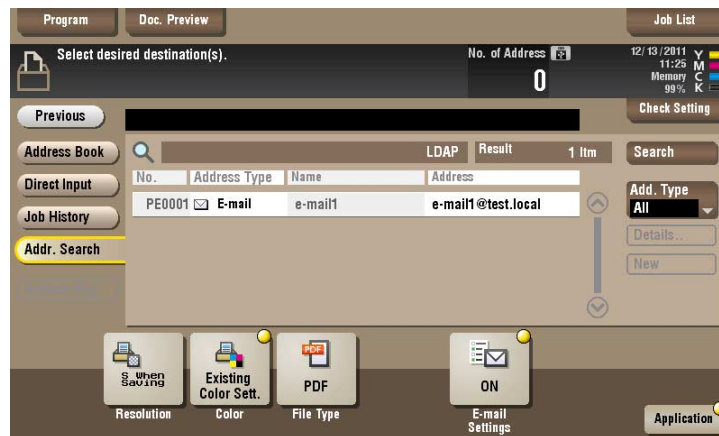
[Name Search] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search] - [Search] - [Name Search]

Performs a prefix search for registered destination name (words that begin with the search word are displayed).

[Address Search] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search] - [Search] - [Address Search]
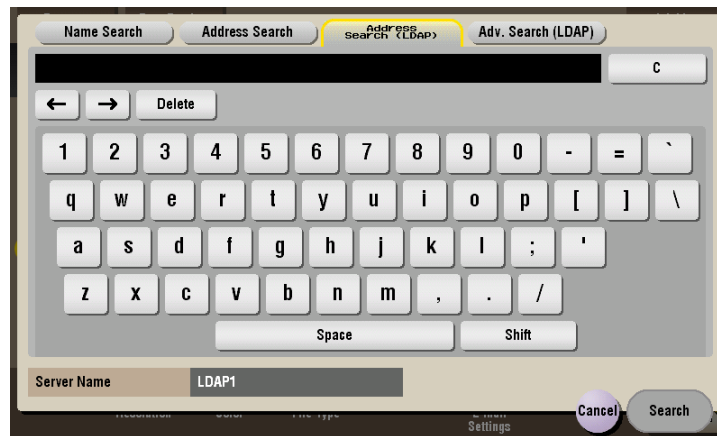
Performs a prefix search by text or numeral in a destination (words that begin with the search word are displayed).

[Address Search (LDAP)] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search] - [Search] - [Address Search (LDAP)]

In the LDAP server or Windows Server Active Directory is used, specify a single keyword to search for an E-mail address or fax number.

[Adv. Search (LDAP)] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Addr. Search] - [Search] - [Adv. Search (LDAP)]

Using the LDAP server or Active Directory of Windows Server, combine keywords by category to search for an E-mail address or fax number.

[Address Reg.] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Direct Input] - **Enter Destination** - [Address Reg.]

You can register the destination that you have entered directly into the address book. For details on how to register it, refer to [User's Guide: Scan Operations].
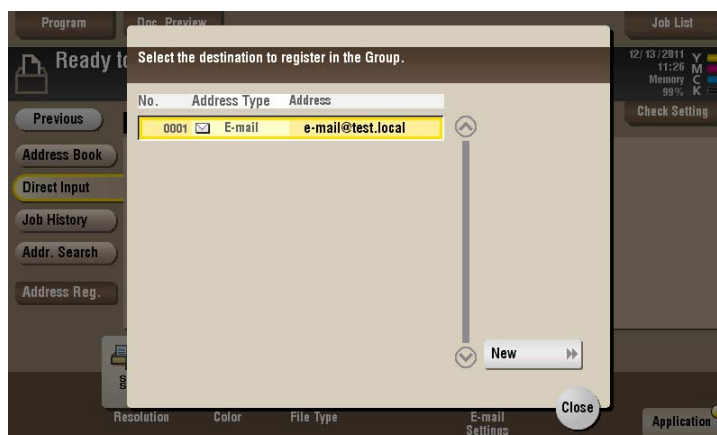
[Resolution] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Resolution]

Select a resolution level to use to send files.

Settings	Description
[Scan Resolution]	Select the resolution to be used for scanning and sending of the original. To use E-mail TX, SMB TX, FTP TX, or WebDAV TX, the following resolution is selected for sending. • [Settings when saving]: Select this option to send the document in the same resolution as used for saving. • [200 × 200 dpi]: Select this option to send the document in the standard resolution. • [300 × 300 dpi]: Select this option to send the document in a higher resolution than the normal resolution. • [400 × 400 dpi]: Select this option to send the document containing small characters and drawings. • [600 × 600 dpi]: Select this option to convert the original to a file of the largest possible size. Use this option to scan a file such as a full color photo to have a fine image quality level.

Tips
- If the resolution is high, a large amount of information is scanned and the transmission time increases. When you are using the E-mail TX, make sure that the data capacity is not restricted.

[Color] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Color]

Select a color mode to send files.

Settings	Description
[Use Existing Color Setting]	Sends a file in the same color mode as used during storage.
[Full Color]	Sends a file in full colors regardless of the mode selected for saving. Select this option to send color files and color photos.
[Gray Scale]	Sends a file in gray scale regardless of the mode selected for saving. Use this option to send an original that has many halftone images such as black and white photos.
[Black]	Sends the file in black or white without using neutral colors between black and white. Use this option to send an original that has clear boundaries between black and white (for example, a line drawing).

[File Type] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [File Type]

Select a file type to scan and send the file.

Settings	Description
[File Type]	Select a type of file you wish to send as follows. • [PDF]: A type available in most operating systems, which allows you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. • [Compact PDF]: Used to send a file with a smaller file size than the normal PDF type. We recommend this format when you want to reduce file size to enable sending by E-mail etc. • [TIFF]: This is one type of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. • [JPEG]: A file type to save a file commonly used for a digital camera, which is suitable for saving photos. JPEG format does not support the saving of multiple pages as a single file. • [XPS]: A file type supported by Windows Vista and later OSs. • [Compact XPS]: Used to send a file with a smaller file size than the normal XPS type. • [PPTX]: Extension of an XML-base file that is created with PowerPoint of Microsoft Office 2007 or later.
[Page Setting]	Select a filing page unit when an original consists of multiple pages. • [Multi Page]: Used to convert all pages to a single file. However, if [File Type] is set to [JPEG], you cannot select [Multi Page]. • [Page Separation]: Convert the original into files containing the specified number of original pages when sending the saved files using Scan to E-mail, SMB Send, or FTP Send. For example, if you enter "2" and scan 10 original pages, the original is divided into five separate files and sent. When a file in which the Page Separation setting has been applied is sent using Scan to E-mail, SMB Send, or FTP Send, the [Page Separation] state is maintained and the number of pages that was specified when the file was saved is set. The setting can be switched to [Multi Page].
[E-mail Attachment]	You can select the E-mail attachment method when [Page Setting] is set to [Page Separation]. • [Send All as 1 E-mail]: Attaches all files to one E-mail. • [1 File per E-Mail]: Sends one E-mail for each file.
[PDF Detail Setting]	If the file type is set to [PDF] or [Compact PDF], you can set the PDF options. You can enhance security by attaching a digital signature that identifies the author of the file, by file encryption, etc. For details, refer to page 15-194.

[PDF Detail Setting] ([Annotation]) ([Send])

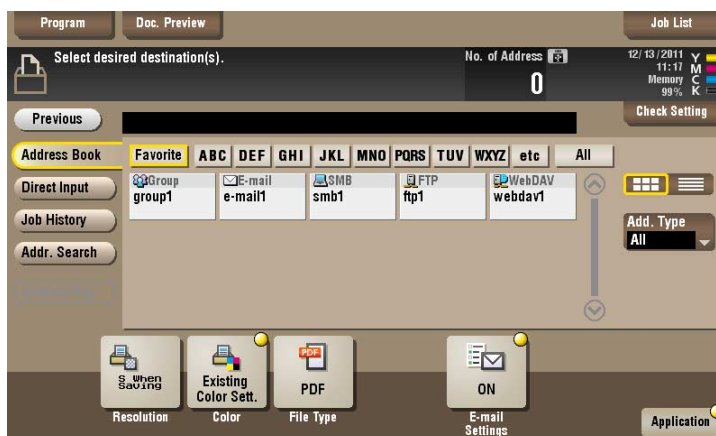To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [File Type] - [PDF Detail Setting]
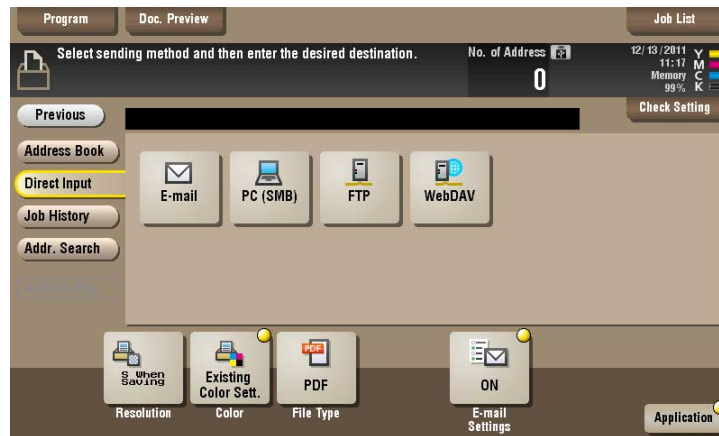
If the file type is set to [PDF] or [Compact PDF], you can set the PDF options.

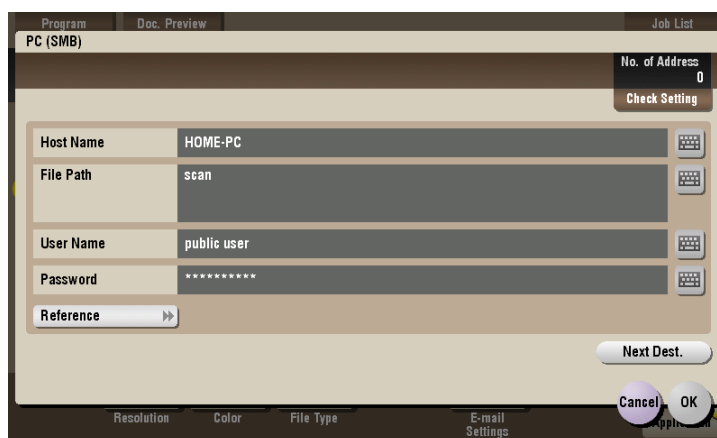| Settings	Description
[Encryption]	Select [ON] to encrypt a file. Enter the password to restrict access to the file. To specify permissions for printing and editing PDFs in more detail, enter an authorization password, then specify [Encryption Level], [Printing Allowed], [Copy Contents], and [Changes Allowed]. For details, refer to page 15-195.
[Digital Signature]	To add the signature (the certificate) of this machine to a PDF file, select [ON] and set the signature encryption level to either [SHA1] or [SHA256]. You can certify the author of a PDF, and prevent forgery or unauthorized modification. This function is enabled when a certification is registered with this machine.
[Stamp Composition]	Specify this option to print date/time, page number, and header/footer on a PDF. Select [Text] if you want to embed the characters to be printed on the PDF as text. If you select [Image], the text will be embedded as an image.
[Outline PDF]	Set this option to send file in compact PDF format. The text is extracted from the file and converted into a vector image.

[Encryption] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [File Type] - [PDF Detail Setting] - [Encryption]

If the file type is set to [PDF] or [Compact PDF], you can encrypt PDF files.

Settings	Description
[Password]	Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.
[Permissions Password]	To specify permissions for printing and editing a PDF file, enter an authorization password.
[Encryption Level]	When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High level], you can specify permissions in more detail.
[Printing Allowed]	Select whether to allow users to print PDF files. If [Encryption Level] is set to [High level], you can permit printing of PDF files only in low resolution ([Low Resolution]).
[Copy Contents]	Select whether to allow users to copy text and image from PDF files.
[Changes Allowed]	Select the content of the PDF for which modification is permitted. If [Encryption Level] is set to [High level], you can select the contents to be permitted in more detail.

[E-mail Settings] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [E-mail Settings]

You can change the file name that was set when saved in the User Box.

When sending by E-mail, you can specify the subject and message text of an E-mail and change the sender E-mail address ("From" address).

Settings	Description
[File Name]	You can change the file name that was set when saved in the User Box if necessary.
[Subject]	If necessary, change the subject of the E-mail. If fixed subject phrases are registered, you can select a subject from among those registered.
[From]	If necessary, change the sender E-mail address. Normally, the E-mail address of the administrator is used as sender E-mail address. If user authentication is installed on this machine, the E-mail address of the login user is used as sender E-mail address.
[Body]	If necessary, change the body of the E-mail. If fixed body phases are registered, you can select a body from among those registered.

[Application] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application]

Set the advanced file send options.

Settings	Description
[Stamp/Composition]	Adds a page number and a stamp to the file.
[App]	Sets application options to notify the storage of file data by E-mail, to change the FAX sender information and others.

[Date/Time] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Stamp/Composition] - [Date/Time]

You can select a print position and format, and add the date and time. The date and time can be printed either on all pages or only on the first page.

Settings	Description
[ON]/[OFF]	Select [ON] to print the date/time.
[Date Format]	Select the date/time format.
[Time Format]	Select the time format. When you do not want to print the time, select [OFF].
[Pages]	Select the range of pages to print.
[Text Details]	If necessary, select the print size, font, and text color.

Settings	Description
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more finely.

[Page Number] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Stamp/Composition] - [Page Number]

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

Settings	Description
[ON]/[OFF]	Select [ON] to print page numbers.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page. For example, to print page numbers from the third page of the file, enter "-1". The first page of the file is counted as "-1", the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the file as "2, 3", etc. in order. "-" (minus sign) changes to + each time you press **∗**.
[Starting Chapter Number]	Enter the starting chapter number if a file is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify chapter numbers only when you have selected [Chapter Page] in [Page Number Type]. For example, to print chapter numbers from the third chapter, enter "-1". The first chapter of the file is counted as "-1", and the second chapter as "0", and the third chapter is counted as "1". In [Starting Chapter Number], chapter number is printed on the chapters that are count as 1 and later. If "2" is entered, number is printed from the first page of the first chapter of the file as "2-1, 2-2". "-" (minus sign) changes to + each time you press **∗**.
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more finely.

[Stamp] ([Annotation]) ([Send])

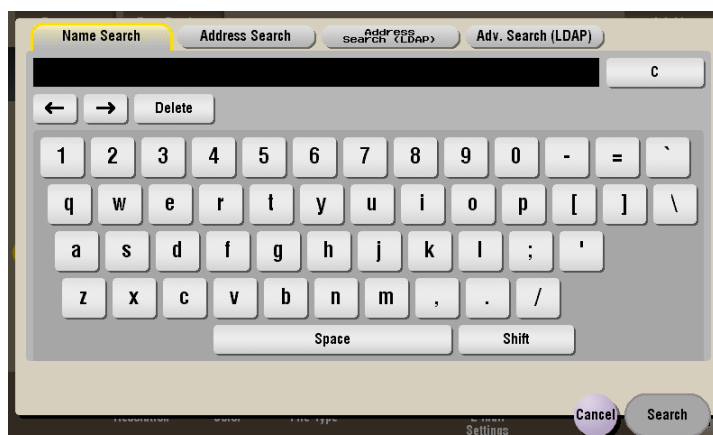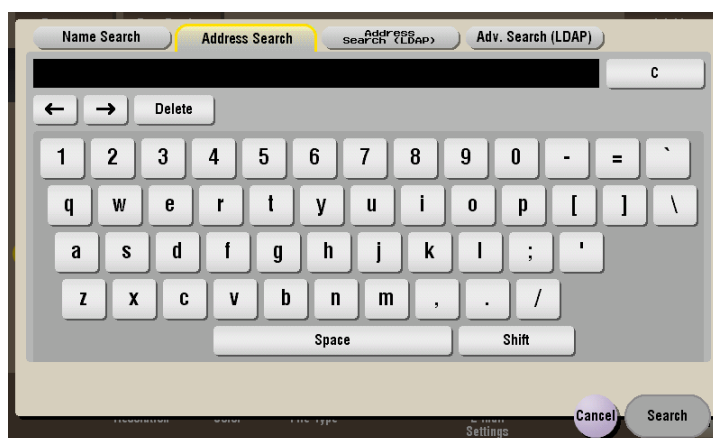To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Stamp/Composition] - [Stamp]

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

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

[Header/Footer] ([Annotation]) ([Send])

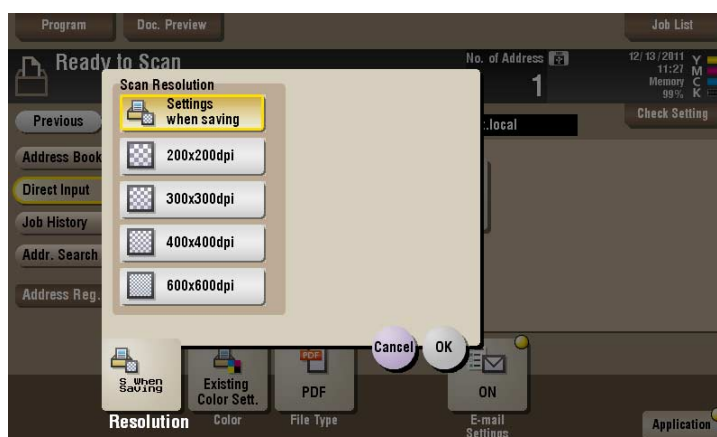To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [Stamp/Composition] - [Header/Footer]

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

Settings	Description
[ON]/[OFF]	Select [ON] to print the header/footer.
[Recall Header/Footer]	Select the header/footer to be printed. Select the header/footer from among those registered in advance.

Settings	Description
[Check/Change Temporarily]	If necessary, check or temporarily change the details of the program that is selected in [Recall Header/Footer]. • [Header Settings]: Change the content of the header. • [Footer Settings]: Change the content of the footer. • [Pages]: Change the range of pages to print. • [Text Details]: Change the print size, font, and text color.

[Save & Print] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [App] - [Save & Print]

You can print data at the same time as you are using the Scan TX.
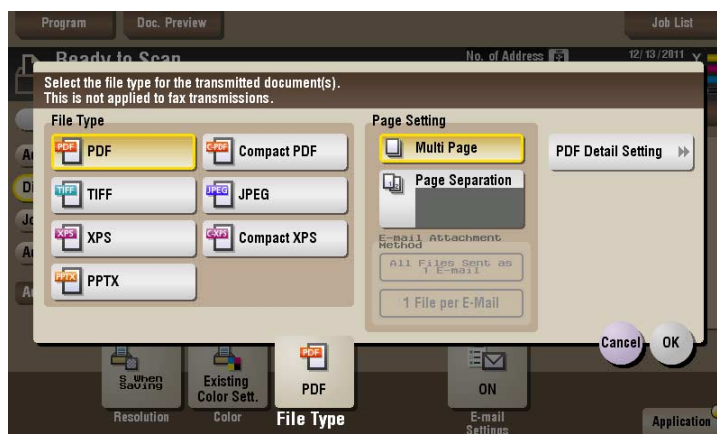

Settings	Description
[ON]/[OFF]	Select [ON] to send and print simultaneously.
[No. of Sets]	If necessary, enter the number of copies to print.
[Simplex/Duplex]	Select [2-Sided] to print on both sides of sheets of paper.
[Staple]	Select the binding positions for stapling the sheets. • [Corner]: Each set of printed sheets is stapled in a corner (top left or top right) before it is output. • [2 Position]: Each set of printed sheets is stapled at two positions (in the top, left, or right) before it is output. • [Position Setting]: Select the binding position. If [Auto] is specified for the binding position, the binding position is determined automatically.

[Stamp Settings]

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [App] - [Stamp Settings]

A print text can be changed.

Settings	Description
[Date/Time]	Select a format for the date and time to be printed. Select the [Date/Time] box and tap the icon on the right side of the screen, then you can select a Date/Time format from the shortcut menu.
[Secondary Field]	Adds text to the number to be printed (using up to 20 characters).
[Density]	Select a density of the text to be printed.
[Number Type]	Select a number of digits of annotation to be printed. • [Number only]: Prints only the number of digits of the total file pages. • [Put zeros in front]: Always prints an 8-digit number regardless of the number of file pages.
[Print Position]	Select a print position.

[URL Dest. Settings] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [App] - [URL Dest. Settings]

When the SMB transmission, FTP transmission, or WebDAV transmission is complete, an e-mail showing the file storage is delivered to the specified address.
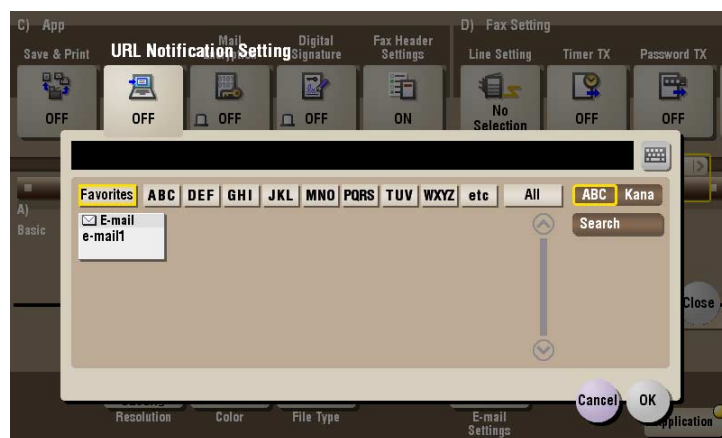
[Mail Encryption] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Application] - [App] - [Mail Encryption]

You can encrypt an E-mail to be sent from this machine when using S/MIME.
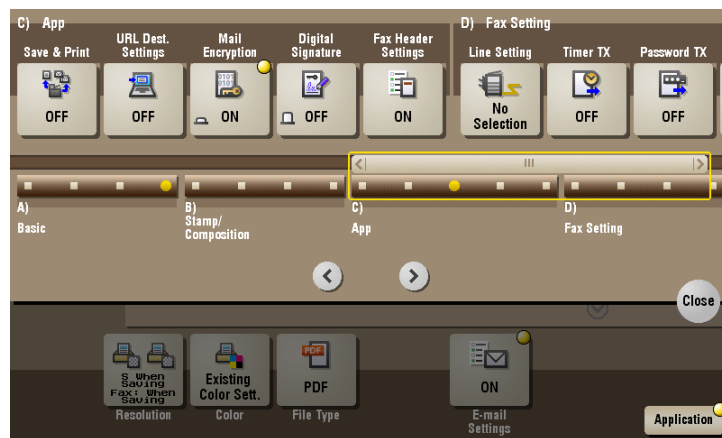
[Digital Signature] ([Annotation]) ([Send])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Send] - [Digital Signature]

Add a digital signature to an E-mail when it is sent from this machine using S/MIME.
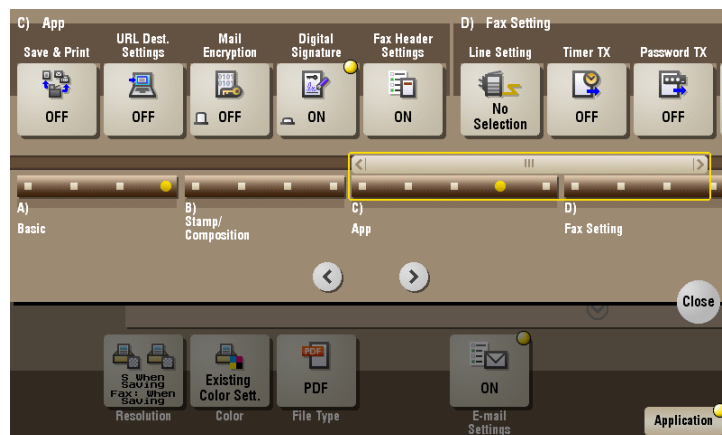
Tips
- If you cannot change the [ON] or [OFF] status, this indicates whether or not to fix a digital signature has been set by the administrator.

[Other] ([Annotation])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Other]

You can rename a file, and register a file as an overlay image.

[Edit Name] ([Annotation])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Edit Name]

You can rename a file.
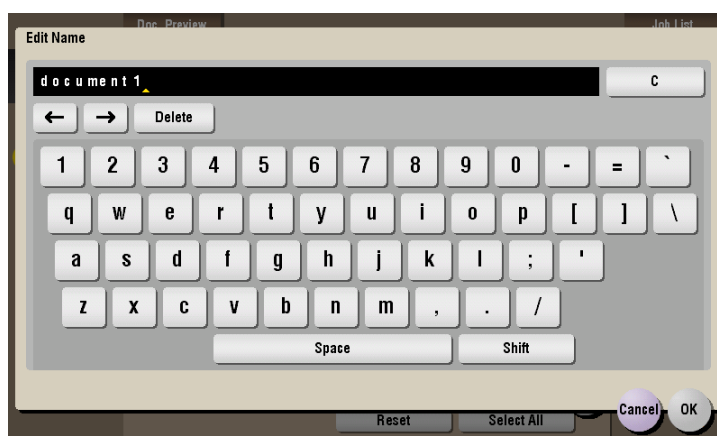
[Register Overlay] ([Annotation])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Other] - [Register Overlay]

Store file as an overlay image. Once registered, you can compose an overlay image on the original during copy or printing.

You can register up to 100 overlay images.

Settings	Description
[New]	Register a new overlay image. To register an overlay image, select an unregistered key and tap [New].
[Overwrite]	Overwrites the registered overlay image. To register an overlay image by overwriting an existing one, select the registered key and tap [Overwrite].

[Delete] ([Annotation])

To display: [Box] - [System] - [Annotation] - **Select a User Box** - [Open] - **Select the file** - [Delete]

Delete the selected file.
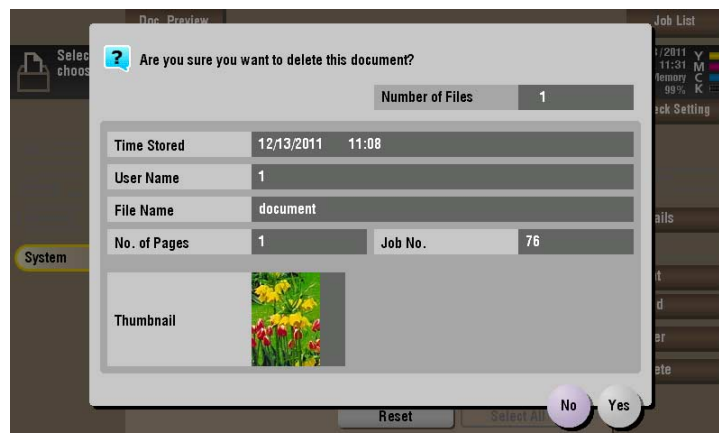
[File Re-TX]

To display: [Box] - [System] - [File Re-TX]

When the recipient is busy and if communication cannot be established, undeliverable fax documents are stored in the Fax Retransmit User Box. Once you have opened the User Box, you can select a fax document stored in the User Box and preview, print out, send, or delete it.

Fax transmission is attempted for the number of times set by Auto Redialing function. If those attempts have failed, the fax document is stored in the Fax Retransmit User Box.
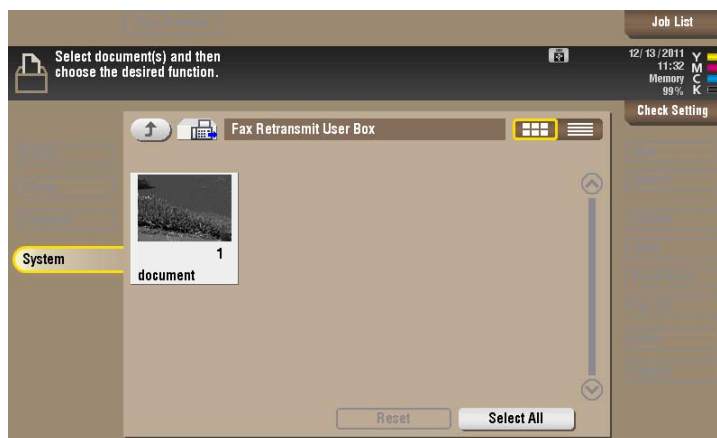
[Details] ([File Re-TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Details]

You can check the storage time, page count, and preview image of the selected file.
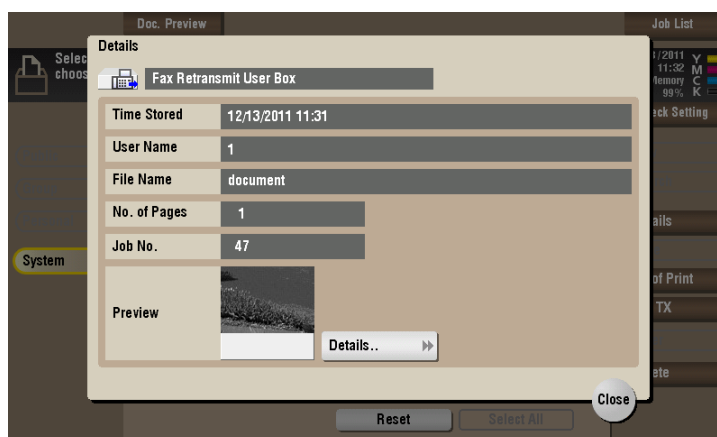
Settings	Description
[Details..]	Previews the file. • [Change Display Size]: Enlarges or reduces the preview image.

[Proof Print]

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Proof Print]

You can print only the first page of selected file for its preview.
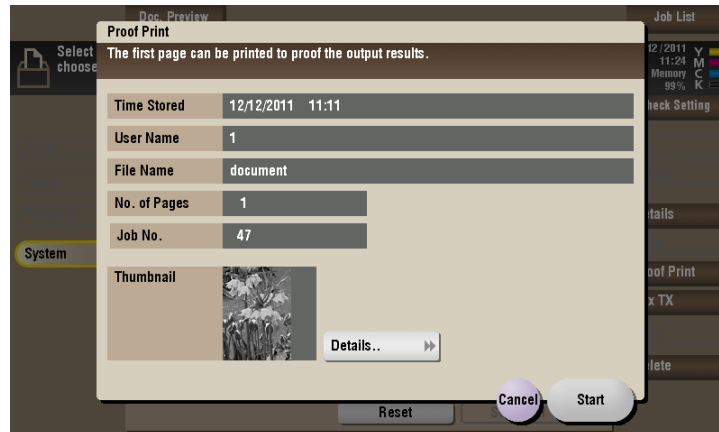
Settings	Description
[Details..]	You can rotate a page or delete a page by checking the file preview.

[Details..]

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Proof Print] - [Details..]

You can rotate a page or delete a page by checking the file preview.
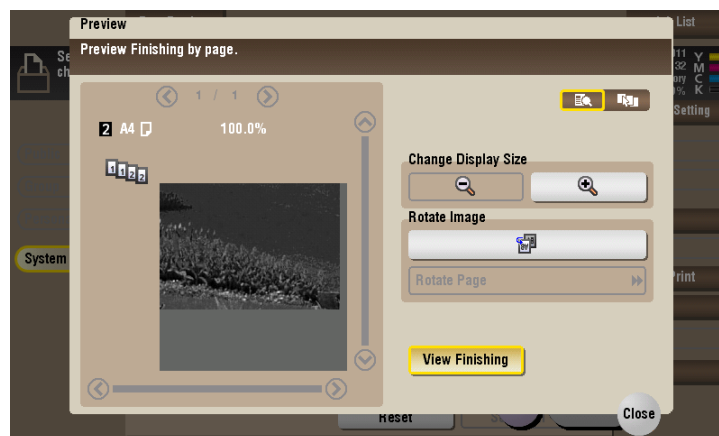
Settings	Description
[Change Display Size]	Enlarges or reduces the preview image.
[Rotate Image]	Rotates a selected page 90 degrees in the counterclockwise direction. • [Rotate Page]: Rotates multiple pages 90 degrees or 180 degrees together. You can select to rotate any page, odd-numbered pages, even-numbered pages, or all pages.
[View Finishing]	Displays the finishing in the preview area.

[Fax TX]

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX]

Set the destination and other settings to retransmit the selected file.

[Address Book] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Address Book]

From the Address Book, select a destination registered on this machine. You can broadcast files by selecting multiple destinations.

You can also search for a destination using destination type and furigana key.

[Direct Input] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Direct Input]

Enter a destination fax number.

📖 **Reference**
You can directly enter a destination and store it in the Address Book. For details, refer to [User's Guide: Scan Operations].

[Fax] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Direct Input] - [Fax]

Enter the recipient fax number to send a fax to. When specifying multiple destinations, tap [Next Address] to add destinations.

Tapping [Reg. No.] allows you to specify a fax destination with a registered number.

[Job History] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Job History]

Select a destination from the Job History. The latest jobs (up to five) are displayed for history purposes. You can also select multiple destinations from the history.
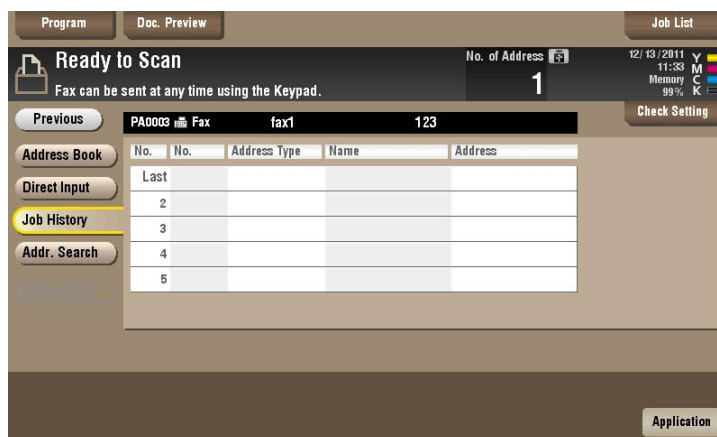
Tips
● If you have edited a destination, you have edited a User Box, or you have turned the power supply Off and On again, the history data is deleted or lost.

[Addr. Search] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Addr. Search]

Press [Addr. Search] to display the search results. Select a destination from the list.
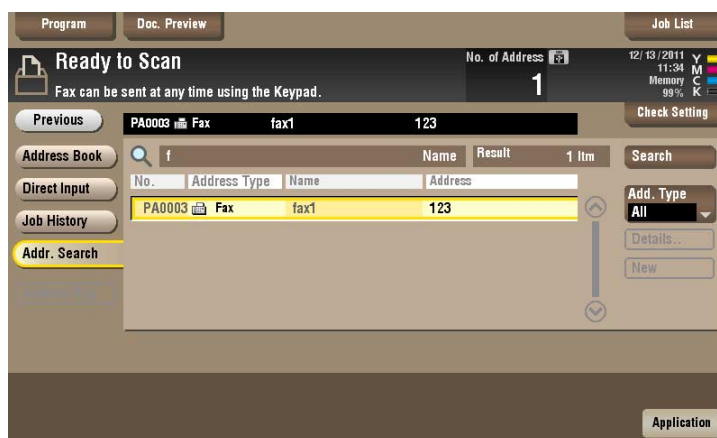
[Name Search] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Addr. Search] - [Search] - [Name Search]

Performs a prefix search for registered destination name (words that begin with the search word are displayed).
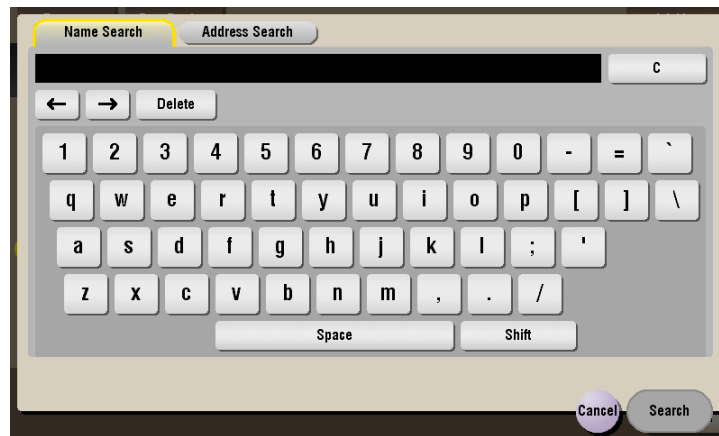
[Address Search] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Addr. Search] - [Search] - [Address Search]

Performs a prefix search by text or numeral in a destination (words that begin with the search word are displayed).

[Address Reg.] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Direct Input] - **Enter Destination** - [Address Reg.]

You can register the destination that you have entered directly into the address book. For details on how to register it, refer to [User's Guide: Scan Operations].
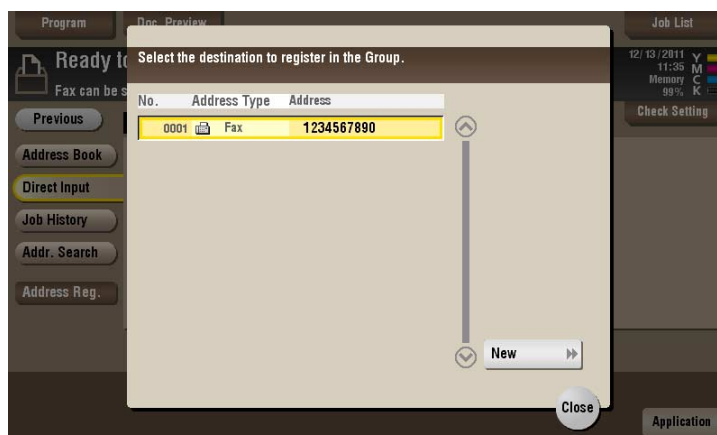
[Application] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Application]

Set the advanced file send options.
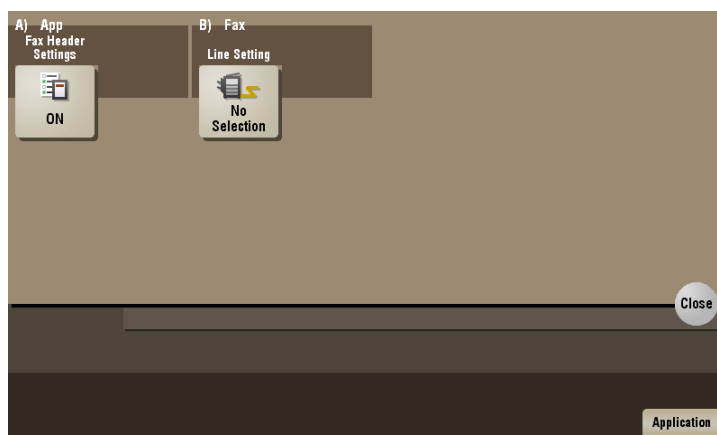
Settings	Description
[App]	Changes the fax header information.
[Fax Setting]	Specify how to send a fax based on the line conditions.

[Fax Header Settings] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Application] - [Fax Header Settings]

Normally, the default sender name is added. However, you can use different sender names depending as necessary.

If you want to use a sender name that is different from the default name, select a new sender name you want to use, then tap [OK].
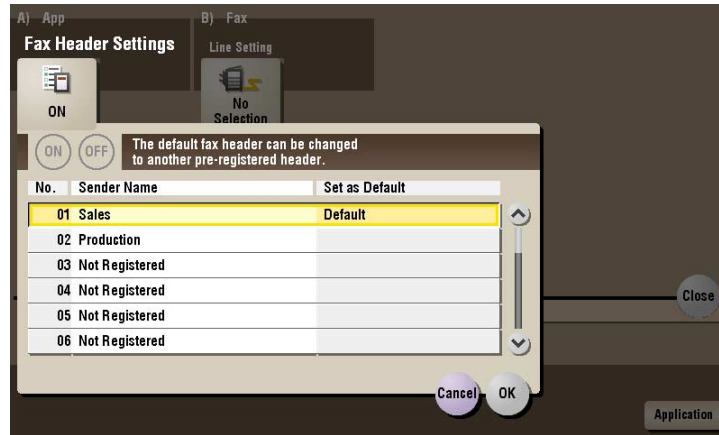
[Line Setting] ([File Re-TX]) ([Fax TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Fax TX] - [Application] - [Line Setting]

Specify how to send a fax based on the line conditions.

Settings	Description
[TX Method]	Change the communication mode based on the line conditions. • [Overseas TX]: Select this option to send a fax to areas where communication conditions are poor. Faxes are sent at a lower speed. • [ECM]: Generally, faxes are sent while checking that the fax data is free of errors by using ECM (Error Correction Mode). To reduce the time required to send a fax, cancel the setting. • [V.34]: Generally, faxes are sent in the Super G3 mode. If it is not possible to send faxes in the Super G3 mode, cancel the setting.
[Check Dest. and Send]	Select this option to use the Check Dest. And Send function. The fax number specified for fax is checked against the remote fax number (CSI) and the fax is sent only when they match.
[Select Line]	If two lines are used, select the line used to send faxes. If [No Selection] is selected, either line, whichever is not busy, is used for transmission.

[Delete] ([File Re-TX])

To display: [Box] - [System] - [File Re-TX] - **Select the file** - [Delete]

Delete the selected file.
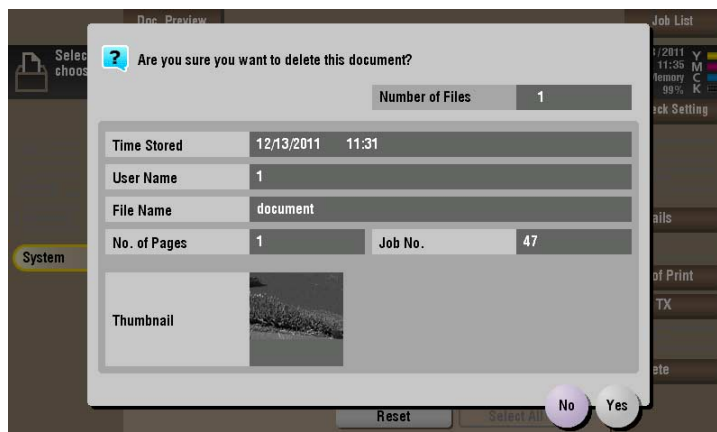
[Password Encrypted PDF]

To display: [Box] - [System] - [Password Encrypted PDF]

When a password protected PDF file is printed out or stored in the User Box by using the Direct Print function or from a USB memory or a Bluetooth device, the file is stored in the Password Encrypted PDF User Box. Once you have opened the User Box, you can select a PDF file stored in the User Box to preview and print it out. Also, you can store the file in or delete it from the User Box.

When printing or saving a PDF file, you will need to enter a password that was set for the file.
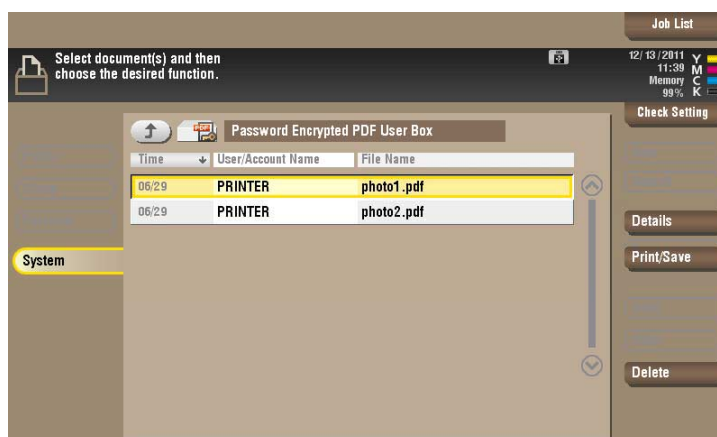
Settings	Description
[Details]	You can check the file registration information.
[Print/Save]	You can enter the password for the PDF file, and print the file or save it in a User Box.
[Delete]	Deletes a file.

[External Memory]

To display: [Box] - [System] - [External Memory]

This window appears when you insert a USB memory device into the USB port of this machine.

Once you have opened the User Box, you can print out a file stored on a USB memory. Also, you can read the original data and directly save it as a file in the USB memory. You can also move a file from the USB memory to the External Memory User Box.
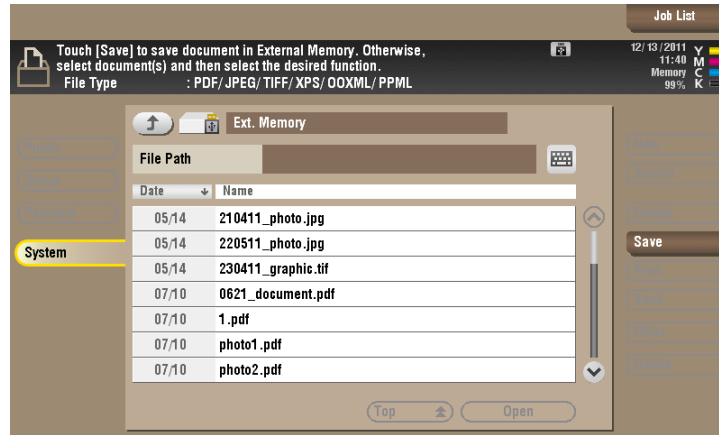
Settings	Description
[File Path]	You can directly enter a file path of the folder where the file is stored (using up to 250 characters).

[Details] ([External Memory])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Details]

You can check the storage information about the selected file.
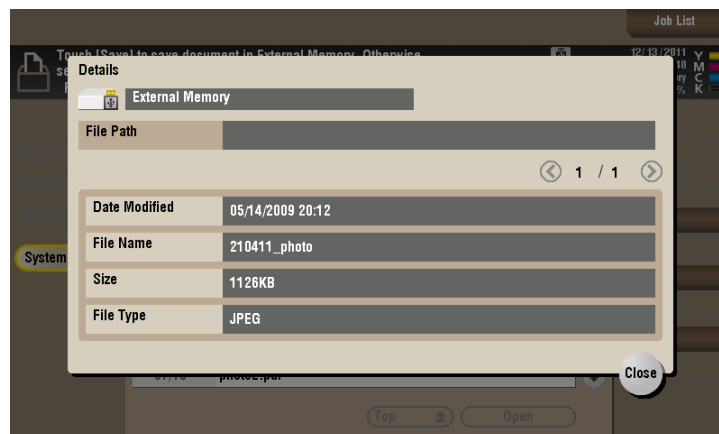
[Save] ([External Memory])

To display: [Box] - [System] - [External Memory] - [Save]

You can set a file name and the storage options when saving the scanned data of an original on an external memory.
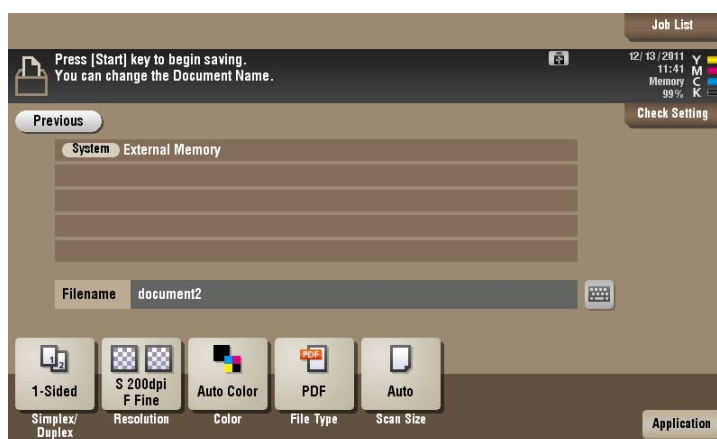
[File Name] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [File Name]

You can set a file name (using up to 30 characters) and the storage options when saving the scanned data of an original on an external memory.

[Simplex/Duplex] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Simplex/Duplex]
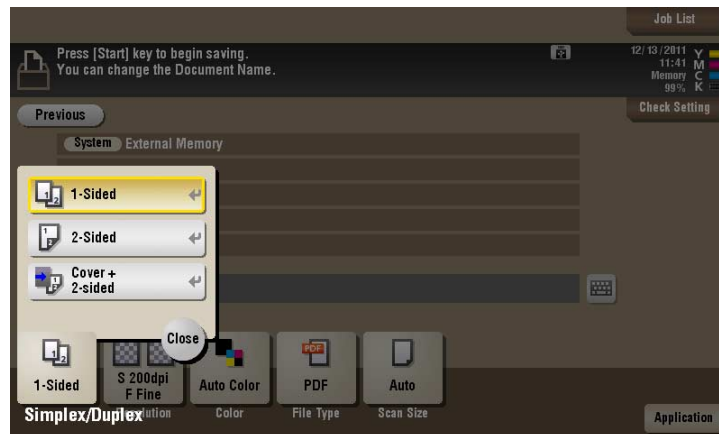
Select the surface of the original to be scanned.

Settings	Description
[1-Sided]	Scans a single side of original.
[2-Sided]	Scans both sides of the original.
[Cover + 2-sided]	Scans a single side of the first page, and scans both sides of the remaining pages.

[Resolution] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Resolution]

Select a resolution to use to scan the original.

Settings	Description
[Scan Resolution]	Select a resolution for the original when it is saved on an external memory. • [200 × 200 dpi]: Select this option to scan the standard original. • [300 × 300 dpi]: Select this option to scan the standard original at a higher resolution level. • [400 × 400 dpi]: Select this option to scan an original that has small characters and figures. • [600 × 600 dpi]: Select this option to convert the original into the maximum size file. Select this option to scan an original such as a full color photo with a fine image quality level.

Settings	Description
[Fax Resolution]	Select a resolution to use to scan the original for fax transmission. To use Fax TX, Internet Fax, or IP Address Fax, scan the original in the following resolution. • [Normal]: Select this option to scan originals that does not require a fine level of image quality, or when you want to send a large number of originals quickly. • [Fine]: Select this option to scan a standard original. • [Super Fine]: Select this option to scan an original that has small characters or drawings. • [Ultra Fine]: Select this option to scan an original that requires a fine image quality level.

[Color] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Color]

Select a color mode for scanning originals.

Settings	Description
[Auto Color]	Scan by automatically selecting either [Full Color] or [Gray Scale] according to the original color.
[Full Color]	Scans in full color, regardless of whether the original is in color or black and white. Select this option to scan an original that has colors other than black and white or scan a color photo.
[Gray Scale]	Scans in gray scale, regardless of whether the original is in color or black and white. Use this option to scan the original having many halftone images such as black and white photos.
[Black]	Scans the original in black or white without using neutral colors between black and white. Use this option to scan an original that has clear boundaries between black and white (for example, a line drawing).

[File Type] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [File Type]

Select the file type used for saving the scanned data.

Settings	Description
[File Type]	Select the desired saving file type from the following: • [PDF]: A type available in most operating systems, which allows you to assign a password to a file or encrypt a file. Important original data should be saved as a PDF file. • [Compact PDF]: Used to save a file with a smaller file size than the normal PDF type. We recommend this format when you want to reduce file size to enable sending by E-mail etc. • [TIFF]: This is one type of versatile image formats. TIFF format supports multiple pages, in which multi-page documents can be saved as single file. • [JPEG]: A file type to save a file commonly used for a digital camera, which is suitable for saving photos. JPEG format does not support the saving of multiple pages as a single file. • [XPS]: A file type supported by Windows Vista and later OSs. • [Compact XPS]: Used to save a file with a smaller file size than the normal XPS type. • [PPTX]: Extension of an XML-base file that is created with PowerPoint of Microsoft Office 2007 or later.
[Page Setting]	Selects a page filing unit when multiple pages of original data are filed. • [Multi Page]: Used to convert all pages to a single file. However, if [File Type] is set to [JPEG], you cannot select [Multi Page]. • [Page Separation]: Convert the original into files containing the specified number of original pages when sending the saved files using Scan to E-mail, SMB Send, or FTP Send. For example, if you enter "2" and scan 10 original pages, the original is divided into five separate files and sent. When saved, the number of pages specified is stored, and the data is saved as one file (in the [Multi Page] state).
[E-mail Attachment]	You can select the E-mail attachment method when [Page Setting] is set to [Page Separation]. • [Send All as 1 E-mail]: Attaches all files to one E-mail. • [1 File per E-Mail]: Sends one E-mail for each file.
[PDF Detail Setting]	If the file type is set to [PDF] or [Compact PDF], you can set the PDF options. You can enhance security by attaching a digital signature that identifies the author of the file, by file encryption, etc. For details, refer to page 15-219.

[PDF Detail Setting] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [File Type] - [PDF Detail Setting]

If the file type is set to [PDF] or [Compact PDF], you can set the PDF options.

Settings	Description
[Encryption]	Select [ON] to encrypt a file. Enter the password to restrict access to the file. To specify permissions for printing and editing PDFs in more detail, enter an authorization password, then specify [Encryption Level], [Printing Allowed], [Copy Contents], and [Changes Allowed]. For details, refer to page 15-220.
[Digital Signature]	To add the signature (the certificate) of this machine to a PDF file, select [ON] and set the signature encryption level to either [SHA1] or [SHA256]. You can certify the author of a PDF, and prevent forgery or unauthorized modification. This function is enabled when a certification is registered with this machine.
[Outline PDF]	Specify this option to save a file in compact PDF format. The text is extracted from the original and converted into a vector image.

[Encryption] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [File Type] - [PDF Detail Setting] - [Encryption]

If the file type is set to [PDF] or [Compact PDF], you can encrypt PDF files.

Settings	Description
[Password]	Enter the password to restrict access to the file. Create a PDF file that is accessible by specific users who know the password.
[Permissions Password]	To specify permissions for printing and editing a PDF file, enter an authorization password.
[Encryption Level]	When specifying permissions for a PDF file, select an encryption level according to the security level that you want to specify. If you select [High Level], you can specify permissions in more detail.
[Printing Allowed]	Select whether to allow users to print PDF files. If [Encryption Level] is set to [High Level], you can permit printing of PDF files only in low resolution ([Low Resolution]).
[Copy Contents]	Select whether to allow users to copy text and image from PDF files.
[Changes Allowed]	Select the content of the PDF for which modification is permitted. If [Encryption Level] is set to [High Level], you can select the contents to be permitted in more detail.

[Scan Size] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Scan Size]

Select the size of original to be scanned.
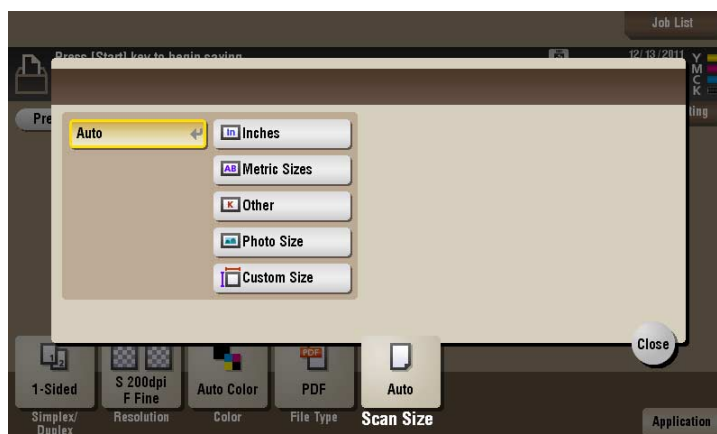
Settings	Description
[Auto]	Selects a scan size automatically according to the original, and scans the original.
[Inches]	Select this option to scan a file in inch size. Tap [Inches], and select a standard inch size.
[Metric Sizes]	Select this option to scan a metric-size file. Tap [Metric Sizes], and select the standard metric size respectively.
[Other]	Select this option to scan a postcard (4 × 6, or A6 Card) or an original other than an inch- or metric- size file. Tapping [Other] allows you to select each standard size.
[Photo Size]	Select this option to scan photos or photo-size file. Tap [Photo Size], and select a standard size.
[Custom Size]	Select this option to scan a file in nonstandard size. Tap [Change Size], and enter vertical and horizontal values.

[Application] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application]

Set the Application options to store files in a User Box.

Settings	Description
[No. of Originals]	Set the original scan options.
[Quality/Density]	Adjust the image quality and density according to the original.
[App]	Sets application options for clearing an original image outside of the specified frame and for enhancing the edges of an image.

[Original Settings] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Original Settings]

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

Settings	Description
[Original Setting]	Set the options to scan originals correctly based on their properties. • [Mixed Original]: Even for an original with pages of different sizes, by using **ADF**, you can scan data while detecting the size for each page. For details, refer to page 15-223. • [Thin Paper Original]: Reduce the original feed speed of the **ADF** to prevent the original from getting caught when scanning an original that is thinner than plain paper. For details, refer to page 15-223. • [Z-Folded Original]: Even folded originals, the size of the original can be detected accurately. For details, refer to page 15-224. • [Long Original]: Select this option when loading a long original that is larger in the feeding direction than the full standard size (11 × 17 or A3). For details, refer to page 15-224.

Settings	Description
[Despeckle]	Scan an original using the **ADF** while removing dust from the **Slit Scan Glass**. For details, refer to page 15-225.
[Blank Page Removal]	Blank pages contained in the original loaded on **ADF** are skipped when the original is scanned. For details, refer to page 15-225.
[Binding Position]	When scanning a 2-sided original, select the original binding position to avoid the binding positions be reversed between the front and rear faces. For details, refer to page 15-226.
[Original Direction]	Specify the orientation of the loaded original. For details, refer to page 15-226.

[Mixed Original] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Original Settings] - [Mixed Original]

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size for each page. If the originals have the same width, select [Same Width]. If the originals have different widths, select [Different Width].

[Thin Paper Original] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Original Settings] - [Thin Paper Original]

Reduce the original feed speed of the **ADF** to prevent the original from getting caught when scanning an original that is thinner than plain paper.

[Z-Folded Original] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Original Settings] - [Z-Folded Original]

Even the original sizes of folded originals can be detected accurately.

[Long Original] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Original Settings] - [Long Original]

Select this option when loading a long original that is larger in the feeding direction than full standard size (11 × 17 or A3).

[Despeckle] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Original Settings] - [Despeckle]

Scan an original using the **ADF** while removing dust from the **Slit Scan Glass**.

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

[Blank Page Removal] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Original Settings] - [Blank Page Removal]

Blank pages contained in the original loaded on **ADF** are skipped when the original is scanned.

Select this check box when scanning an original containing blank pages. Any blank pages that are detected are not counted as original pages.

[Binding Position] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Original Settings] - [Binding Position]

When scanning a 2-sided original, select the original binding position to avoid the binding positions be reversed between the front and rear faces.

Settings	Description
[Auto]	The binding position of the original is automatically set. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.
[Left Bind]	Select this option when the binding position is set to the left of the original.
[Top Bind]	Select this option when the binding position is set to the top of the original.

[Original Direction] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Original Settings] - [Original Direction]

Specify the orientation of the loaded original.
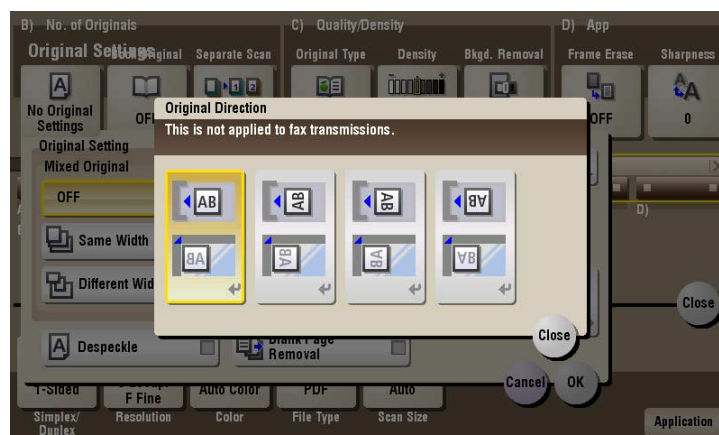
[Book Original] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Book Original]

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

If you place a book or catalog on the **Original Glass**, you do not need to close the **ADF** to scan it.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Book Original.
[Output Method]	Specify the scanning method for book spread originals. • [Book Spread]: Scans a book spread original as it is. • [Separation]: Scan the right and left pages of two-page spreads separately in the order of the page numbers. • [Front Cover]: Scans the front cover and two-page spreads according to the page order of the original (scans the front cover first then two-page spreads). • [Front & Back Covers]: Scans the front and back covers and two-page spreads according to the page order of the original (scans the front cover first, then the back cover, followed by two-page spreads).
[Binding Position]	If [Separation], [Front Cover] or [Front & Back Covers] is selected for [Output Method], select the spreading direction of the original to be scanned. Select [Left Bind] for two-page spreads of left binding, and [Right Bind] for two-page spreads of right binding. Note that if the binding position is incorrectly specified, the page order of the two-page spread is reversed between the left- and right-hand pages.
[Frame Erase]	Erases the shadow of the surrounding that is created when the original cover cannot be closed properly due to the thickness of the original. You can erase the four sides of the original to the same width. Also, you can erase the four sides of the original to different widths. • [Frame]: Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] for the inch area, or tap [+]/[-] or press the **keypad** for the centimeter area to specify the width of the area to be erased. • [Individual]: Select this option to erase the four sides of the original to different widths. Select a side ([Top], [Bottom], [Left] or [Right]) and specify the width of the area to be deleted for each side in [Erase Amount] by tapping [+]/[-] for an inch area and by tapping [+]/[-] or pressing the **Keypad** for a centimeter area. Likewise, specify the width for all the other sides one by one. If you do not want to erase the side, cancel the setting for [Erase].
[Center Erase]	Erases the shadow created in the center when the original cover cannot be closed properly due to the thickness of the original. Specify the width of the area to erase by tapping [+]/[-] for the inch area, or by tapping [+]/[-] or pressing the **Keypad** for the centimeter area.

[Separate Scan] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [No. of Originals] - [Separate Scan]

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

You can also scan the original using both the **ADF** and **Original Glass** alternately.
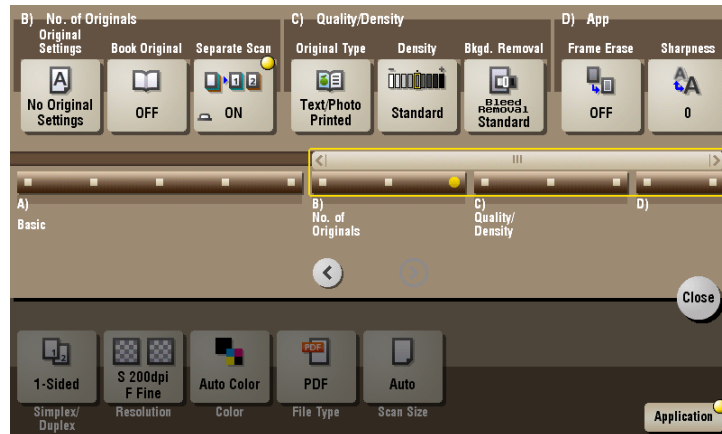
📖 **Reference**
For details on how to operate Separate Scan, refer to page 14-9.

[Original Type] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [Quality/Density] - [Original Type]

Select the appropriate image quality level for the original before scanning.

Settings	Description
[Text]	Press this button to scan an original, which consists mostly of text, at the optimum level of image quality. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo Printed]	Press this button to scan an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos. Select this option when scanning printed originals such as brochures and catalogs.

Settings	Description
[Text/Photo PhotoPaper]	Press this button to scan an original consisting primarily of text and photos at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos. Select this option to scan originals in which photos are printed on photographic paper.
[Photo Printed]	Press this button to scan an original consisting only of photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo PhotoPaper]	Press this button to scan an original consisting only of photos at the optimum image quality level. Select this option to scan originals printed on photographic paper.
[Dot Matrix Original]	Press this button to scan an original, which consists mostly of text such as thin or faint characters, at the optimum level of image quality. This function reproduces text to a high density level to create easy-to-read text.
[Copied Paper]	Press this button to scan an original with the even density, which is printed out by the copier or printer, with the optimum image quality.

[Density] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [Quality/Density] - [Density]

Scan originals by adjusting the density according to the original.

[Bkgd. Removal] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [Quality/Density] - [Bkgd. Removal]

Adjust the density of original with the colored background (newspaper, recycle paper, etc.) or the background of an original that is so thin that text or images on the back would be scanned.

Settings	Description
[Background Removal]	Press this button to scan a 2-sided original made of thin paper or an original with the colored background, with the optimum image quality. • [Bleed Removal]: Select this option to prevent a back-side bleeding when printing a 2-sided original that is so thin that the contents of the back side would be scanned. • [Paper Discoloration Adjustment]: Select this option to scan an original with the colored background such as a map.
[Background Removal Level]	Press this button to adjust the density of the background color for an original with a colored background. If [Auto] is selected, the density of the background color is determined automatically, and the original is scanned with optimal background density.

[Frame Erase] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [App] - [Frame Erase]

Erases the four sides of the original in the same width. You can also erase the four sides of the original to different widths.

Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.

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

[Sharpness] ([External Memory]) ([Save])

To display: [Box] - [System] - [External Memory] - [Save] - [Application] - [App] - [Sharpness]

Sharpen the edges of images to improve legibility. Smoothen the rough contours of images or sharpen blurred images.
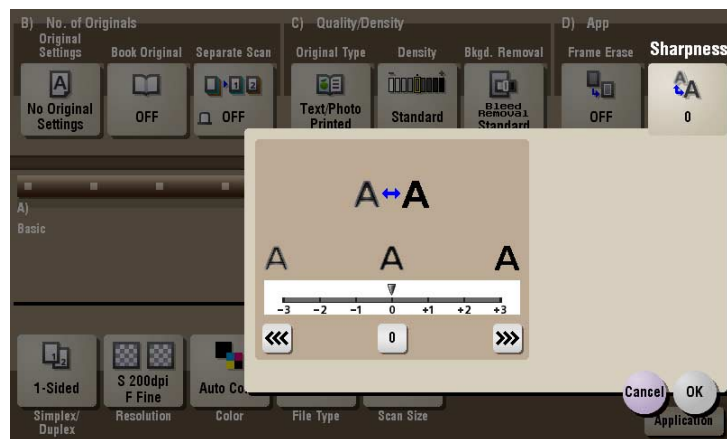
[Print] ([External Memory])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print]

Print a file from an external memory.
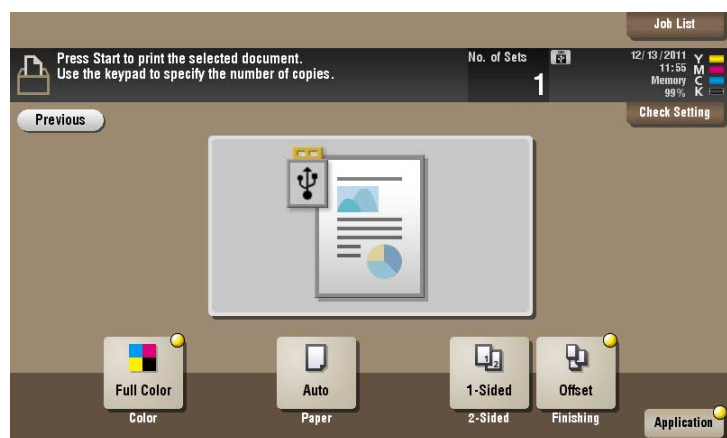
[Color] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Color]

Select a Color mode to use to print files.
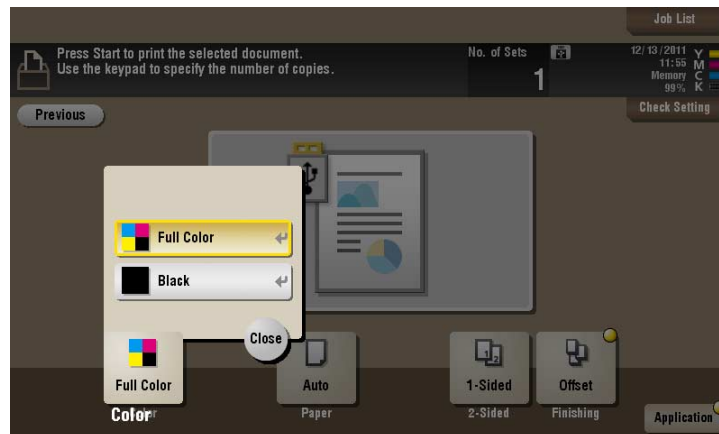
Settings	Description
[Full Color]	Select this option to print in full colors.
[Black]	Select this option to print in gray scale colors.

[Paper]

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Paper]

Select a paper size and type and print a file.

Settings	Description
[Auto]	Press this button to automatically select optimum sized paper for the original before printing.
[1] to [4]	Specify paper for printing.
[L]	Press this button to copy onto the paper loaded into the **Large Capacity Unit** that is installed in **bizhub C554/C454**.
[🖑]	Press this button to print onto the paper loaded into the **Bypass Tray**.

[2-Sided] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [2-Sided]

The original is printed either on a single side or on both sides of paper. Select the binding position when using the 2-sided printing.
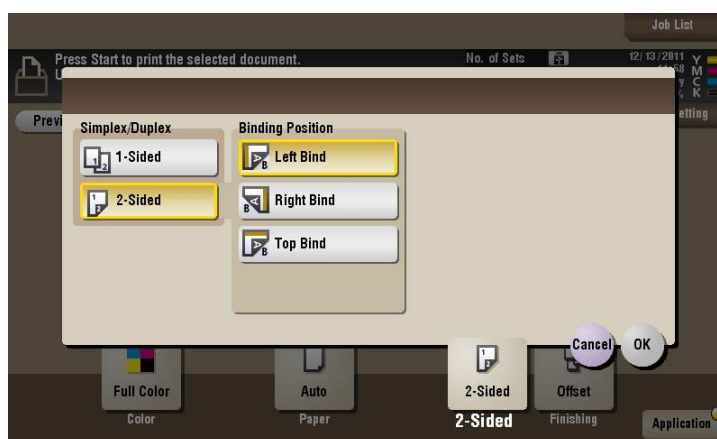
Settings	Description
[Simplex/Duplex]	The original is printed either on a single side or on both sides of paper.
[Binding Position]	Select the binding position if [Simplex/Duplex] is set to [2-Sided].

[Finishing] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing]

Specify how to feed out printed sheets of paper.
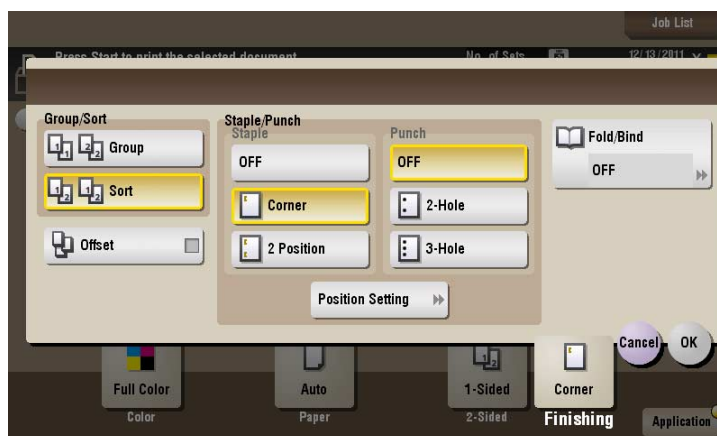
Settings	Description
[Group/Sort]	Select the output method when printing multiple sets of copies. For details, refer to page 15-234.
[Offset]	Select this item when sorting by copies or by page to feed out paper. For details, refer to page 15-235.
[Staple]	Select the binding positions for stapling the sheets. For details, refer to page 15-235.
[Punch]	Select binding positions when punching sheets. For details, refer to page 15-236.
[Fold/Bind]	Select how to fold or bind paper. For details, refer to page 15-236.

Tips
- The **Finisher** is required to use the Staple function.
- 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 C554**).
- To use the Half-Fold/Bind 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 C554**).
- To use the 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 C554**).
- To use the Z-Fold function:
- The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Group/Sort] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing] - [Group/Sort]

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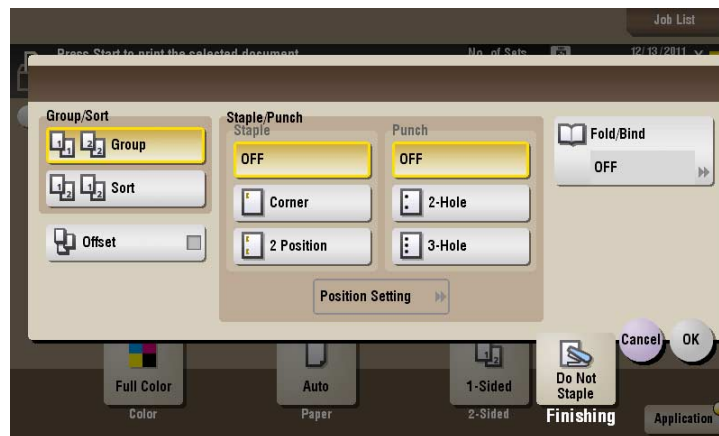
Settings	Description
[Group]	Feeds out copies separately page by page like "111", "222", "333", "444", "555".
[Sort]	Feeds out copies one by one, like: "12345", "12345", "12345".

[Offset] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing] - [Offset]

Select this item when sorting by copies or by page to feed out paper.

If the **Finisher** or **Job Separator JS-506** is installed, the printed sheets are fed out and stacked on top of each other with each copy or page set staggered to separate them.

If the **Finisher** or **Job Separator JS-506** is not installed, the printed sheets are fed out and sorted by copies or page in an alternating crisscross pattern when the following conditions are satisfied.

- 8-1/2 × 11, A4, or B5 paper is used.
- Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray
- Auto Paper for the paper size setting is set.

[Staple] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing] - [Staple]

Select the binding positions for stapling the sheets.

Settings	Description
[Corner]	Each set of printed sheets is stapled in a corner (top left or top right) before being output.
[2 Position]	Each set of printed sheets is stapled at two positions (in the top, left, or right) before being output.
[Position Setting]	Select the binding position.

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

[Punch] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing] - [Punch]

Select binding positions when punching sheets.
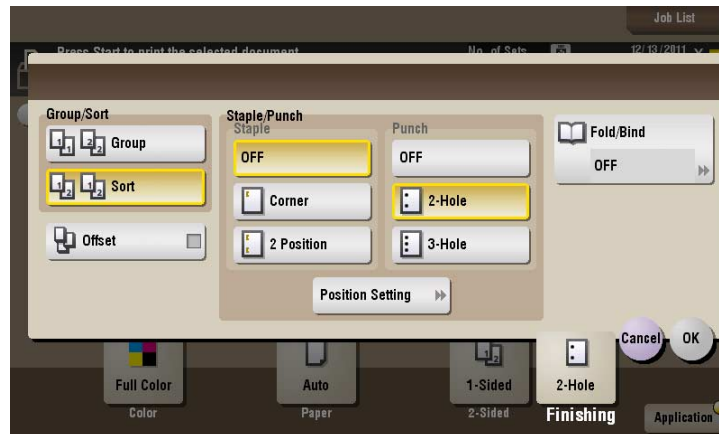
Settings	Description
[Position Setting]	Select a position to punch.

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 C554**).
- The number of punched holes varies depending on the country you are in.

[Fold/Bind] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing] - [Fold/Bind]

Select how to fold or bind paper.

Settings	Description
[Half-Fold]	Feeds out a printed sheet by folding it in two. For details, refer to page 15-237.
[Center Staple & Fold]	Staples and feeds out a printed sheet by folding it in two. For details, refer to page 15-238.

Settings	Description
[Tri-Fold]	Feeds out a printed sheet by folding it in three. For details, refer to page 15-238.
[Z-Fold]	Z-folds the long side of a printed sheet before feeding it out. For details, refer to page 15-239.

Tips
- To use the Half-Fold/Bind 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 C554**).
- To use the 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 C554**).
- To use the Z-Fold function:
– The **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Half-Fold] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Half-Fold]

Feeds out a printed sheet by folding it in two. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.
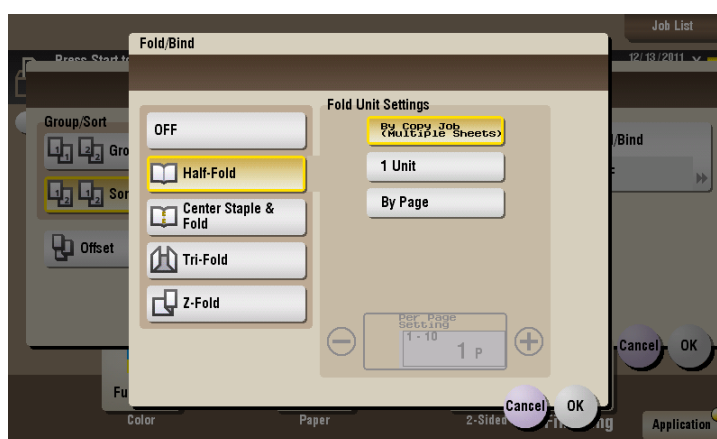
Tips
- To use the Half-Fold function:
– The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
– The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554**).

[Center Staple & Fold] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Center Staple & Fold]

Staples and feeds out a printed sheet by folding it in two.
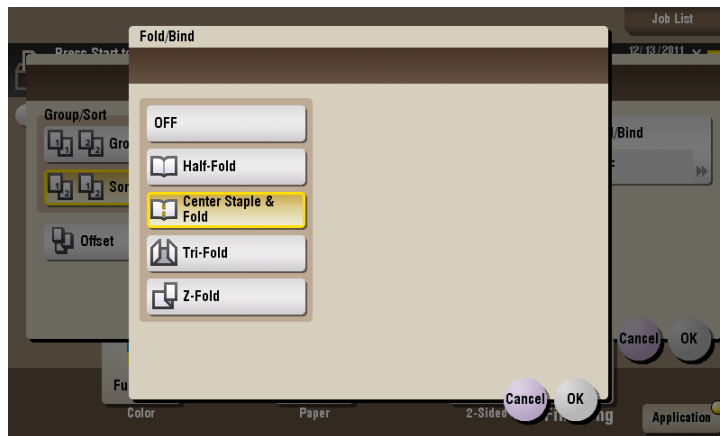
Tips
- To use the Center Staple & Fold function:
– The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
– The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554**).

[Tri-Fold] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Tri-Fold]

Feeds out a printed sheet by folding it in three. Also select the unit by which the paper is folded from [By Copy Job (Multiple Sheets)], [1 Unit], and [By Page]. When you set [By Page], specify the number of pages to be folded at one time.
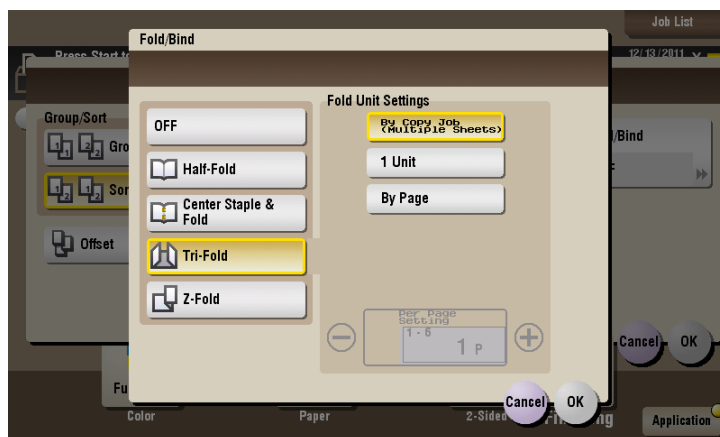
Tips
- To use the Tri-Fold function:
– The **Finisher FS-534** and **Saddle Stitcher SD-511** are required.
– The **Finisher FS-535** and **Saddle Stitcher SD-512** are required (only for **bizhub C554**).

[Z-Fold] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Finishing] - [Fold/Bind] - [Z-Fold]

Z-folds the long side of a printed sheet before feeding it out. This option is available when printing paper of 11 × 17 ▭, 8-1/2 × 14 ▭, A3 ▭, B4 ▭, or 8K ▭. Selecting 8-1/2 × 14 ▭ folds paper in two instead of Z-folding.

Tips
- To use the Z-Fold function, the **Finisher FS-535** and **Z Folding Unit ZU-606** are required (only for **bizhub C554**).

[Application] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application]

Set the advanced print options.

Settings	Description
[Basic]	You can set the print options and page combination method when printing an OpenXML format (.xlsx) file.
[Stamp/Composition]	You can add a page number and a stamp during printing.
[Copy Security]	Embeds copy protection information on each sheet of print paper.

[Sheet/Book Print] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application] - [Basic] - [Sheet/Book Print]

Select whether to print the currently selected sheet or the entire book when printing an OpenXML format (.xlsx) file.
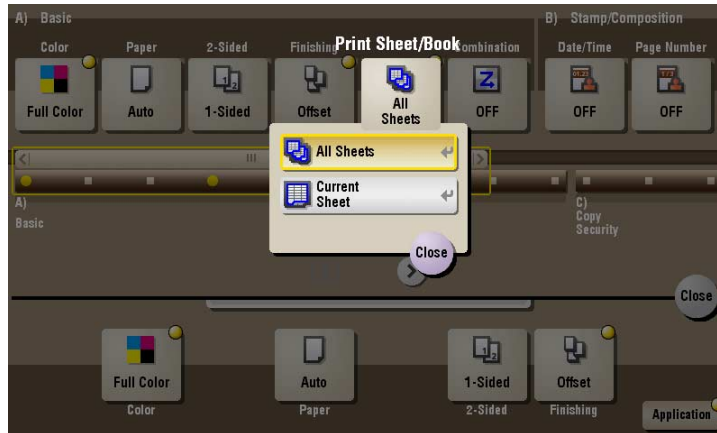
Settings	Description
[All Sheets]	Prints all sheets of the book.
[Current Sheet]	Prints the currently selected sheet only.

[Combination] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application] - [Basic] - [Combination]

Set the print options to combine multiple pages of a PDF file, XPS file, or OpenXML file into a single page and to print it out.

Settings	Description
[ON]/[OFF]	Select [ON] to combine pages.
[No. of Page Combinations]	Specify the number of lines and columns (using p to 5 lines × 5 columns) of the original images to be placed on a single page.
[Direction]	Select the page layout of either [Horizontal] or [Vertical] layout.
[Direction]	Set the layout of original images to be placed.
[Layout Settings]	Set a space between images, a zoom ratio of images, and page margin. • [Print Page Border]: Select this check box to add a frame around the page.

[Date/Time] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Date/Time]

You can select a print position and format, and add the date and time. The date and time can be printed either on all pages or only on the first page.

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

[Page Number] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Page Number]

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

Settings	Description
[ON]/[OFF]	Select [ON] to print page numbers.

Settings	Description
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page. For example, to print page numbers from the third page of the file, enter "-1". The first page of the file is counted as "-1", the second page as "0", and the third page is counted as "1". In [Starting Page Number], a page number is printed on pages 1 and later. If "2" is entered, page numbers are printed from the first page of the file as "2, 3", etc. in order. "-" (minus sign) changes to + each time you press *****.
[Starting Chapter Number]	Enter the starting chapter number if a file is divided into chapters, and you want to print chapter numbers from the second chapter. You can specify chapter numbers only when you have selected [Chapter Page] in [Page Number Type]. For example, to print chapter numbers from the third chapter, enter "-1". The first chapter of the file is counted as "-1", and the second chapter as "0", and the third chapter is counted as "1". In [Starting Chapter Number], chapter number is printed on the chapters that are count as 1 and later. If "2" is entered, number is printed from the first page of the first chapter of the file as "2-1, 2-2". "-" (minus sign) changes to + each time you press *****.
[Text Details]	If necessary, select the print size, font, and text color.
[Print Position]	If necessary, select the print position of the text. You can adjust the print position in [Adjust Position] more finely.

[Stamp] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Stamp]

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

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

[Stamp Repeat] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application] - [Stamp/Composition] - [Stamp Repeat]

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

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

[Copy Protect] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application] - [Copy Security] - [Copy Protect]

Text such as "Copy" and "Private" are printed in the background pattern as concealed text.

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

[Copy Guard] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application] - [Copy Security] - [Copy Guard]

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

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

Tips
- You can use the Copy Guard function when the **Security Kit** is installed and the Copy Guard function is enabled on this machine.
- The Copy Guard function does not support color paper, envelopes and transparencies.

[Password Copy] ([External Memory]) ([Print])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Print] - [Application] - [Copy Security] - [Password Copy]

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

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

Tips
- You can use the Password Copy function when the **Security Kit** is installed and the Password Copy function is enabled on this machine.
- The Password Copy function does not support color paper, envelopes and transparencies.

[Other] ([External Memory])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Other]

You can save file in another User Box.
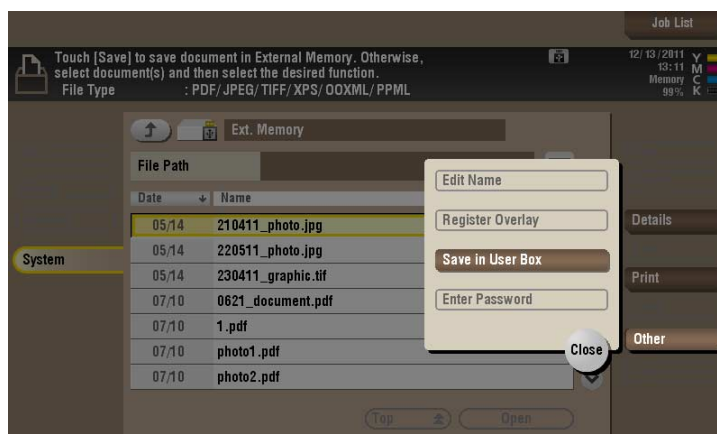
[Save in User Box] ([External Memory])

To display: [Box] - [System] - [External Memory] - **Select the file** - [Other] - [Save in User Box]

You can select a file and copy it to another User Box. Select the destination Public, Personal or Group User Box.

Settings	Description
[Search]	This window is used to search for a User Box. The User Boxes are displayed based on search characters you have specified during box registration. You can also specify a User Box number directly from the **Keypad**.
[New]	A User Box is created. From the **Keypad**, enter a number of the User Box you wish to register and tap [OK]. The location where a User Box is created may vary depending on the login status of the user. • If the user logs in with user authentication: [Personal] • If the user logs in with the account track only: [Group] • If the user authentication or account track is not installed or if the user logs in with the public authentication: [Public]

[Mobile/PDA]

To display: [Box] - [System] - [Mobile/PDA]

This User Box is used to save files when this machine is connected to a Bluetooth-compatible mobile phone, smartphone, tablet PC, or other devices.

Once you have opened the User Box, you can set the file printing and saving. Because files are transferred from the Bluetooth device to this machine via wireless communication, you can save and print out files even when no PC is available.

Settings	Description
[Print]	Print a file being stored on a Bluetooth device.
[Save in User Box]	Save a file being stored on a Bluetooth device into another User Box.

[Print] ([Mobile/PDA])

To display: [Box] - [System] - [Mobile/PDA] - [Print]

Print a file being stored on a Bluetooth device.

When you enter a PIN code of Bluetooth device, a file of this device is printed out.
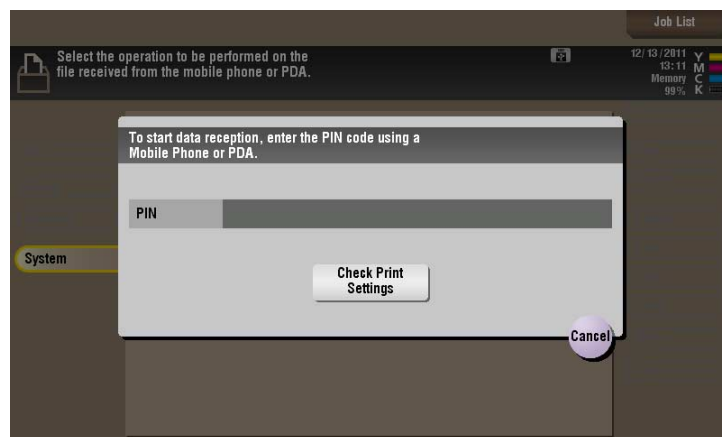
Settings	Description
[Check Print Settings]	Checks the file print options.

Related setting
- The print options must be set on this machine in advance. For details on how to configure the settings, refer to page 16-8.

[Save in User Box] ([Mobile/PDA])

To display: [Box] - [System] - [Mobile/PDA] - [Save in User Box]

Save a file being stored on a Bluetooth device into another User Box.

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

Settings	Description
[New]	A User Box is created. From the **Keypad**, enter a number of the User Box you wish to register and tap [OK]. The location where a User Box is created may vary depending on the login status of the user. • If the user logs in with user authentication: [Personal] • If the user logs in with the account track only: [Group] • If the user authentication or account track is not installed or if the user logs in with the public authentication: [Public]
[Search]	This window is used to search for a User Box. The User Boxes are displayed based on search characters you have specified during box registration. You can also specify a User Box number directly from the **Keypad**.
[Save]	Saves file in the selected User Box. When you enter a PIN code of Bluetooth device, a file is stored on the device.

16 Description of Setup Buttons (User Settings)

16 Description of Setup Buttons (User Settings)

[Utility]

To display: [Utility]

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

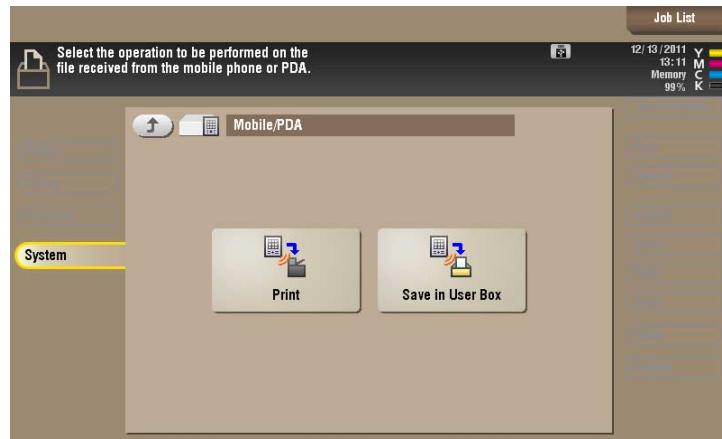| Settings	Description
[One-Touch/User Box Registration]	Register destinations or User Boxes.
[User Settings]	Press this button to enable users to change settings. You can change the defaults or screen displays of the copy, scan/fax, or print function in a user-friendly manner to suit your environment.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

[One-Touch/User Box Registration]

To display: [Utility] - [One-Touch/User Box Registration]

Register destinations or User Boxes.

Settings	Description
[Create One-Touch Destination]	Register frequently used destinations and fixed subject and message text phrase of the E-mail. You can select registered information before sending.
[Create User Box]	Register various user boxes such as shared user box and exclusive user box.
[Limiting Access to Destinations]	Limit the access to destinations for each user.

[Create One-Touch Destination]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination]

Register frequently used destinations and fixed subject and message text phrase of the E-mail. You can select registered information before sending.

Settings	Description
[Address Book (Public)]	Register destinations for each transmission mode, such as Scan to E-Mail and Fax TX.
[Group]	Register multiple destinations as a group. You can register different types of destinations for a group, such as Scan to E-Mail, SMB Send and Fax TX.
[E-Mail Settings]	Register fixed subject and message text phrase of the E-mail. You can select a registered subject and message text before sending.

[Group]

To display: [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New]

Register multiple destinations as a group. You can register different types of destinations for a group, such as E-mail, SMB and fax.

Settings	Description
[Name]	Enter the group name to be displayed on the **Touch Panel** (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched with registration name. • If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. • For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[Select Group]	Select destinations to be included in a group. You can narrow down destinations by tapping [Index] or [Registration Number] and entering a search text or registration number. You can register up to 500 destinations for a group. You can also register different types of destinations, such as E-mail address and fax number, in a group.
[Check Program Settings]	If necessary, check the destinations registered for the group.

Tips
- To check the settings for a registered group, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered group, select its registered name, then tap [Edit].
- To delete a registered group, select its registered name, then tap [Delete].

[Create User Box]

To display: [Utility] - [One-Touch/User Box Registration] - [Create User Box]

Register various user boxes such as shared user box and exclusive user box.

Settings	Description
[Public/Personal User Box]	Register a Public User Box. If user authentication or account track is installed on this machine, you can register Personal and Group User Boxes. For details on settings, refer to page 16-5.
[Bulletin Board User Box]	Register a Bulletin Board User Box to be used for polling in each application. For details on settings, refer to page 16-6.
[Relay User Box]	Register a User Box to relay fax. For details on settings, refer to page 16-6.

[Public/Personal User Box]

To display: [Utility] - [One-Touch/User Box Registration] - [Create User Box] - [Public/Personal User Box] - [New]

Register a Public User Box. If user authentication or account track is installed on this machine, you can register Personal and Group User Boxes.

Settings	Description
[User Box No.]	Registration number of the User Box. [User Box No.] is automatically registered from a lower number that is not used. When specifying a number, tap [User Box No.], and enter the value between 1 and 999999999.
[User Box Name]	Enter the User Box name that appears on the **Touch Panel** (using up to 20 characters). Assign a name that helps you easily identify the User Box.
[Password]	To use a password to restrict usage of the User Box, enter the password (using up to 64 characters).
[Index]	Select a corresponding character so that a User Box can be index-searched with [User Box Name]. • If an alphabet character is specified for the initial of a User Box name, an index is specified automatically. If other than alphabet character is specified for the initial of a User Box name, [etc] is specified by default.
[Type]	Select [Public], [Personal], or [Group] depending on User Authentication or Account Track settings. • If [Personal] is selected, you can change the owner user if necessary. Tap [Change Owner], and select the user you wish to change. • If [Group] is selected, you can change the account name if necessary. Tap [Change Account Name], and select the account name you wish to change.
[Auto Document Delete Time]	Specify the period from the date/time when a file was saved in, last printed, or sent form a User Box to the date/time when it is to be deleted automatically. • When specifying the time in units of days, select [1 day], [2 days], [3 days], [7 days], or [30 days]. • When specifying the time, tap [Time] and enter a value between five minutes and 12 hours (in increments of one minute). • To keep the files in the box, select [Save]. If the administrator has determined the delete time, you cannot set this option. [1 day] is selected by default.
[Confidential RX]	This item is available when the **Fax Kit** is installed. Select whether to add the confidential RX function to the User Box. To add the confidential RX function, tap [Confidential RX] and enter the password for confidential fax reception (using up to eight characters). Enter the password twice for confirmation. The entered password is required for sending a fax using Confidential RX to this machine. Inform the sender of the password you entered here.

Tips

- To change the User Box settings you have registered, select the User Box name and tap [Edit].
- To delete an existing User Box, select the User Box name and tap [Delete].

[Bulletin Board User Box]

To display: [Utility] - [One-Touch/User Box Registration] - [Create User Box] - [Bulletin Board User Box] - [New]

Register a Bulletin Board User Box to be used for polling in each application.

Settings	Description
[User Box No.]	Registration number of the User Box. [User Box No.] is automatically registered from a lower number that is not used. When specifying a number, tap [User Box No.], and enter the value between 1 and 999999999.
[User Box Name]	Enter the User Box name that appears on the **Touch Panel** (using up to 20 characters). Assign a name that helps you easily identify the User Box.
[Password]	To use a password to restrict usage of the User Box, enter the password (using up to 64 characters).
[Type]	Select [Public], [Personal], or [Group] depending on User Authentication or Account Track settings. • If [Personal] is selected, you can change the owner user if necessary. Tap [Change Owner], and select the user you wish to change. • If [Group] is selected, you can change the account name if necessary. Tap [Change Account Name], and select the account name you wish to change.
[Auto Document Delete Time]	Specify the period from the date/time when a file was saved in, last printed, or sent form a User Box to the date/time when it is to be deleted automatically. • When specifying the time in units of days, select [1 day], [2 days], [3 days], [7 days], or [30 days]. • When specifying the time, tap [Time] and enter a value between five minutes and 12 hours (in increments of one minute). • To keep the files in the box, select [Save]. [1 day] is selected by default.

Tips

- To change the Bulletin Board settings you have registered, select the User Box name and tap [Edit].
- To delete an existing Bulletin Board User Box, select the User Box name and tap [Delete].

[Relay User Box]

To display: [Utility] - [One-Touch/User Box Registration] - [Create User Box] - [Relay User Box] - [New]

Register a User Box to relay fax.

Settings	Description
[User Box No.]	Registration number of the User Box. [User Box No.] is automatically registered from a lower number that is not used. When specifying a number, tap [User Box No.], and enter the value between 1 and 999999999.
[User Box Name]	Enter the User Box name that appears on the **Touch Panel** (using up to 20 characters). Assign a name that helps you easily identify the User Box.
[Relay Destination]	Selects a group that has fax destinations. When registering a group destination as a relay destination, be sure to set the fax address in the group destination in advance.
[Relay TX Password]	To use a password to restrict usage of the User Box using password, enter the password (using up to eight characters). The entered password is required when sending a relay request to this machine. Inform the sender who want to use this machine as a relay machine of the password you entered here.

Tips
- To change the Relay User Box settings you have registered, select the User Box name and tap [Edit].
- To delete an existing Relay User Box, select the User Box name and tap [Delete].

[User Settings]

To display: [Utility] - [User Settings]

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

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

[Custom Display Settings]

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

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

Settings	Description
[Copier Settings]	Change the default main screen in the copy mode. For details on settings, refer to [User's Guide: Copy Operations].
[Scan/Fax Settings]	Change the default main screen in the fax/scan mode. For details on settings, refer to [User's Guide: Scan Operations].
[User Box Settings]	Change the default main screen in the user box mode. For details on settings, refer to page 16-8.
[Function Display Key(Copy/Print)]	Change the function key to be displayed in the main screen in copy mode and the print settings screen in the User Box mode. For details on settings, refer to [User's Guide: Copy Operations].
[Function Display Key(Send/Save)]	Change the function key to be displayed in the main screen in fax/scan mode and the send and save settings screens in User Box mode. For details on settings, refer to [User's Guide: Scan Operations].
[Copy Screen]	Configure settings for the screen displayed in copy operations. For details on settings, refer to [User's Guide: Copy Operations].
[FAX Active Screen]	Select whether to display the screen indicating the machine status during fax transmission. For details on settings, refer to [User's Guide: Fax Operations].
[Search Option Settings]	Configure the contents of the search screen when performing an detail search for registered destinations. For details on settings, refer to [User's Guide: Scan Operations].

[User Box Settings] ([Custom Display Settings])

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

Change the default main screen in the user box mode.

Settings	Description
[Default Tab]	Select the Main Screen for the [Public], [Personal], [System], or [Group]User Box. For details on settings, refer to page 16-8.
[Shortcut Key 1]/[Shortcut Key 2]	Displays a shortcut key to the System User Box on the Main Screen. For details on settings, refer to page 16-8.

[Default Tab] ([User Box Settings])

To display: [Utility] - [User Settings] - [Custom Display Settings] - [User Box Settings] - [Default Tab]

Select the Main Screen for the [Public], [Personal], [System], or [Group]User Box.

The [Public] is selected by default.

[Shortcut Key]

To display: [Utility] - [User Settings] - [Custom Display Settings] - [User Box Settings] - [Shortcut Key]

Displays a shortcut key to the System User Box on the Main Screen.

To display the shortcut key, tap [ON] and select a System User Box to be assigned the shortcut key. You can display up to two System User Boxes that you use frequently.

[OFF] is selected by default.

[Cellular Phone/PDA Setting]

To display: [Utility] - [User Settings] - [Cellular Phone/PDA Setting]

Set the print options for files stored in a mobile phone, Smartphone, and tablet PC that support Bluetooth.

Settings	Description
[Link File Error Notification]	Selects whether or not to print an XHTML-format link file that cannot be accessed. • [ON]: Prints a link file part in a black frame. • [OFF]: Aborts the job. [ON] is specified by default.
[Proxy Server Use]	Uses the proxy server to print an XHTML-format file. [OFF] is specified by default.
[Print Setting]	Sets the print options from Bluetooth devices. • [Print]:Select whether to print one side or both sides of sheets of paper. • [Color]:Select a Color mode to use to print files. • [Paper]:Selects a print paper size if the file sent from the Bluetooth device does not have the paper size information. • [Finishing]:Sets the print ejection and binding options. • [Page Margin]:Select a margin position on each sheet of paper. • [Stamp/Composition]:Adds a page number and a stamp to each paper.

17 Description of Setup Buttons (Administrator Settings)

17 Description of Setup Buttons (Administrator Settings)

[Administrator Settings]

To display: [Utility] - [Administrator Settings]

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

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

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

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

[System Settings]

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

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

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

Settings	Description
[Set Paper Name by User]	Select whether to use custom paper with which a given paper name and type have been registered. To use custom paper, register paper name and type to be assigned to it.
[Custom Display Settings]	Change the view of the main screen for the main menu and each mode in a user-friendly manner.

[User Box Settings]

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

Specify the user box settings, such as deletion of unnecessary user boxes and files, and the time until the file saved in each user box is automatically deleted.

Settings	Description
[Delete Unused User Box]	A User Box in which no files are saved is recognized as an unnecessary User Box and deleted. For details on settings, refer to page 17-5.
[Delete Secure Print Documents]	All files saved in the Secure Print User Box are deleted. For details on settings, refer to page 17-6.
[Auto Delete Secure Document]	Specify the time to automatically delete files from the Secure Print User Box, as the time from the date/time the file was saved. For details on settings, refer to page 17-6.
[Encrypted PDF Delete Time]	Specify the time to automatically delete files from the Password Encrypted PDF User Box, as the time from the date/time the file was saved. For details on settings, refer to page 17-6.
[ID & Print Delete Time]	Specify the time to automatically delete documents from the ID & Print User BOX, as the time from the date/time the document was saved or the date/time it was last printed. For details on settings, refer to page 17-6.
[Document Hold Setting]	Specify whether to keep the file in the Public User Box, Personal User Box, Group User Box, or Annotation User Box after it is printed or sent. For details on settings, refer to page 17-7.
[External Memory Function Settings]	Specify whether to allow users to print and read files from a USB memory device and to save files to a USB memory device. For details on settings, refer to page 17-7.
[Allow/Restrict User Box]	You can enable or disable each user from creating, editing, and deleting user boxes. For details on settings, refer to page 17-8.
[ID & Print Delete after Print Setting]	Select whether to ask the user if they want to delete the file from the ID & Print User Box after it is printed or to always delete the file without asking for advance confirmation. For details on settings, refer to page 17-8.
[Document Delete Time Setting]	For all the Public User Boxes, Personal User Boxes, and Group User Boxes, the administrator specifies the time to automatically delete files as the time from the date/time the file was last printed or sent. For details on settings, refer to page 17-8.

[Delete Unused User Box]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [Delete Unused User Box]

A User Box in which no files are saved is recognized as an unnecessary User Box and deleted.

To delete a User Box, select [Yes] and tap [OK].

[Delete Secure Print Documents]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [Delete Secure Print Documents]

All files saved in the Secure Print User Box are deleted.

To delete the files, select [Yes] and tap [OK].

[Auto Delete Secure Document]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [Auto Delete Secure Document]

Specify the time to automatically delete files from the Secure Print User Box, as the time from the date/time the file was saved.
- When specifying the time in units of days, select [1 day], [2 days], [3 days], [7 days], or [30 days].
- When specifying the time, tap [Time] and enter a value between five minutes and 12 hours (in increments of one minute).
- To keep the files in the box, select [Save].

[1 day] is selected by default.

[Encrypted PDF Delete Time]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [Encrypted PDF Delete Time]

Specify the time to automatically delete files from the Password Encrypted PDF User Box, as the time from the date/time the file was saved.
- When specifying the time in units of days, select [1 day], [2 days], [3 days], [7 days], or [30 days].
- When specifying the time, tap [Time] and enter a value between five minutes and 12 hours (in increments of one minute).
- To keep the files in the box, select [Save].

[1 day] is selected by default.

[ID & Print Delete Time]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [ID & Print Delete Time]

Specify the time to automatically delete documents from the ID & Print User BOX, as the time from the date/time the document was saved or the date/time it was last printed.
- When specifying the time in units of days, select [1 day], [2 days], [3 days], [7 days], or [30 days].
- When specifying the time, tap [Time] and enter a value between five minutes and 12 hours (in increments of one minute).
- To keep the files in the box, select [Save].

[1 day] is selected by default.

Related setting (for the administrator)
- You can let the user select whether to delete the file from the ID & Print User Box after the file is printed. For details, refer to page 17-8.

[Document Hold Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [Document Hold Setting]

Specify whether to keep the file in the Public User Box, Personal User Box, Group User Box, or Annotation User Box after it is printed or sent.

Settings	Description
[Yes]/[No]	You can specify to hold or clear a file from the box after the file has been printed or sent. [Yes] is specified by default.
[Delete confirmation screen.]	Select whether or not to display the delete confirmation screen when the file is left in the User Box. If [ON] is set, the user can select whether or not to leave or not the file in the User Box after the file has been printed or sent. [OFF] is specified by default.

[External Memory Function Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [External Memory Function Settings]

Specify whether to allow users to print and read files from a USB memory device and to save files to a USB memory device.

Settings	Description
[Save Document]	Select whether to allow users to save files on a USB memory. For details on settings, refer to page 17-7.
[Print Document]	Select whether to allow users to print files from a USB memory. For details on settings, refer to page 17-7.
[External Memory Document Scan]	Select whether to allow users to save files from a USB memory into a User Box. For details on settings, refer to page 17-7.

[Save Document]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [External Memory Function Settings] - [Save Document]

Select whether to allow users to save files on a USB memory.

[OFF] (Disable) is specified by default.

[Print Document]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [External Memory Function Settings] - [Print Document]

Select whether to allow users to print files from a USB memory.

[ON] (Allow) is specified by default.

[External Memory Document Scan]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [External Memory Function Settings] - [External Memory Document Scan]

Select whether to allow users to save files from a USB memory into a User Box.

[OFF] (Disable) is specified by default.

[Allow/Restrict User Box]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [Allow/Restrict User Box]

You can enable or disable each user from creating, editing, and deleting user boxes.

If only the administrator creates, edits, and deletes User Boxes, select [Restrict].

[Allow] is specified by default.

[ID & Print Delete after Print Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [ID & Print Delete after Print Setting]

Select whether to ask the user if they want to delete the file from the ID & Print User Box after it is printed or to always delete the file without asking for advance confirmation.

[Confirm with User] is selected by default.

[Document Delete Time Setting]

To display: [Utility] - [Administrator Settings] - [System Settings] - [User Box Settings] - [Document Delete Time Setting]

For all the Public User Boxes, Personal User Boxes, and Group User Boxes, the administrator specifies the time to automatically delete files as the time from the date/time the file was last printed or sent.

This delete time is used as the time to delete files from an existing User Box and from a User Box you will create.

Settings	Description
[Yes]/[No]	Allows the administrator to set the time to delete files from User Boxes automatically. If set to [Yes], you cannot set a file delete time for each User Box when the box is created by [User Settings]. [No] is specified by default.
Delete Time	Sets a time to automatically delete files from a User Box. • When specifying the time in units of days, select [1 day], [2 days], [3 days], [7 days], or [30 days]. • When specifying the time, tap [Time] and enter a value between five minutes and 12 hours (in increments of one minute). • To keep the files in the box, select [Save].

[Scan File Name Settings]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Scan File Name Settings]

Press this button to change the default file name of scanned original data when saving it.

The file name is:"initial of the function" + "text to be added" + "date" + "sequential number" + "page number" + "file extension".

Settings	Description
[Function Mode Initial]	Select whether to use an initial of the relevant function as a prefix for the file name. For details on settings, refer to page 17-9.
[Supplementary File Name]	Select whether to add a device name or desired text to the file name. To add desired text, enter it. For details on settings, refer to page 17-9.

[Function Mode Initial]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Scan File Name Settings] - [Function Mode Initial]

Select whether to use an initial of the relevant function as a prefix for the file name. The following letters are used as a prefix for the file name.

C: Copy

S: Fax/scan or User Box

P: Print

[Attach] is specified by default.

[Supplementary File Name]

To display: [Utility] - [Administrator Settings] - [System Settings] - [Scan File Name Settings] - [Supplementary File Name]

Select whether to add a device name or desired text to the file name. To add desired text, enter it.

For the device name, use the name you specified by selecting [Administrator/ Machine Settings] - [Input Machine Address] - [Device Name].

[Device Name] is specified by default.

[One-Touch/User Box Registration]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration]

Register destinations or User Boxes. Also, print an address list, or specify the maximum number of User Boxes that can be created.

Settings	Description
[Create One-Touch Destination]	Register frequently used destinations and fixed subject and body phrases of the E-mail message. You can select registered information before sending.
[Create User Box]	Register various user boxes such as shared user box and exclusive user box.
[Address Registration List]	Print the list of destination registration information.
[Maximum Number of User Boxes]	Specify the maximum number of user boxes that can be created for each user.

[Create One-Touch Destination]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination]

Register frequently used destinations and fixed subject and body phrases of the E-mail message. You can select registered information before sending.

Settings	Description
[Address Book (Public)]	Register destinations for each transmission mode, such as Scan to E-Mail and Fax TX.
[Group]	Register multiple destinations as a group. You can register different types of destinations for a group, such as E-mail, SMB and fax.
[E-Mail Settings]	Register fixed subject and message text phrase of the E-mail. You can select a registered subject and message text before sending.

[Group]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New]

Register multiple destinations as a group. You can register different types of destinations for a group, such as E-mail, SMB and fax.

Settings	Description
[Name]	Enter the group name to be displayed on the **Touch Panel** (using up to 24 characters). Assign a name that helps you easily identify the destination.
[Sort Character]	Enter the same name as the registered name (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched with registration name. • If an alphabet character is specified for the initial of a registration name, search text is automatically specified with the alphabet character. If other than alphabet character is specified for the initial of a registration name, [etc] is specified by default. • For a frequently used destination, also select [Favorites]. If [Favorites] is selected, the destination will appear in the main screen in fax/scan mode, enabling the user to easily select a destination.
[Select Group]	Select destinations to be included in a group. You can narrow down destinations by tapping [Index] or [Registration Number] and entering a search text or registration number. You can register up to 500 destinations for a group. You can also register different types of destinations, such as E-mail address and fax number, in a group.
[Check Job Set.]	If necessary, check the destinations registered for the group.

Tips
- To check the settings for a registered group, select its registered name, then tap [Check Job Set.].
- To change the settings for a registered group, select its registered name, then tap [Edit].
- To delete a registered group, select its registered name, then tap [Delete].

[Create User Box]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create User Box]

Register various user boxes such as shared user box and exclusive user box.

Settings	Description
[Public/Personal User Box]	Register a Public User Box. If user authentication or account track is installed on this machine, you can register Personal and Group User Boxes. For details on settings, refer to page 17-11.
[Bulletin Board User Box]	Register a Bulletin Board User Box to be used for polling in each application. For details on settings, refer to page 17-12.
[Relay User Box]	Register a User Box to relay fax. For details on settings, refer to page 17-12.
[Annotation User Box]	Creates a User Box to automatically add the Date/Time and Annotation to files during printing or sending. For details on settings, refer to page 17-13.

[Public/Personal User Box]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create User Box] - [Public/Personal User Box] - [New]

Register a Public User Box. If user authentication or account track is installed on this machine, you can register Personal and Group User Boxes.

Settings	Description
[User Box No.]	Registration number of the User Box. [User Box No.] is automatically registered from a lower number that is not used. When specifying a number, tap [User Box No.], and enter the value between 1 and 999999999.
[User Box Name]	Enter the User Box name that appears on the **Touch Panel** (using up to 20 characters). Assign a name that helps you easily identify the User Box.
[Password]	To use a password to restrict usage of the User Box, enter the password (using up to 64 characters).
[Index]	Select a corresponding character so that a User Box can be index-searched with [User Box Name]. • If an alphabet character is specified for the initial of a User Box name, an index is specified automatically. If other than alphabet character is specified for the initial of a User Box name, [etc] is specified by default.
[Type]	Select [Public], [Personal], or [Group] depending on User Authentication or Account Track settings. • If [Personal] is selected, you can change the owner user if necessary. Tap [Change Owner], and select the user you wish to change. • If [Group] is selected, you can change the account name if necessary. Tap [Change Account Name], and select the account name you wish to change.
[Auto Document Delete Time]	Specify the period from the date/time when a file was saved in, last printed, or sent form a User Box to the date/time when it is to be deleted automatically. • When specifying the time in units of days, select [1 day], [2 days], [3 days], [7 days], or [30 days]. • When specifying the time, tap [Time] and enter a value between five minutes and 12 hours (in increments of one minute). • To keep the files in the box, select [Save]. [1 day] is selected by default.
[Confidential RX]	This item is available when the **Fax Kit** is installed. Select whether to add the confidential RX function to the User Box. To add the confidential RX function, tap [Confidential Rx] and enter the password for confidential fax reception (using up to eight characters). Enter the password twice for confirmation. The entered password is required for sending a fax using Confidential RX to this machine. Inform the sender of the password you entered here.

Tips
- To change the User Box settings you have registered, select the User Box name and tap [Edit].
- To delete an existing User Box, select the User Box name and tap [Delete].
- To delete all User Boxes that have no files, tap [Delete Empty User Box(es)].

[Bulletin Board User Box]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create User Box] - [Bulletin Board User Box] - [New]

Register a Bulletin Board User Box to be used for polling in each application.

Settings	Description
[User Box No.]	Registration number of the User Box. [User Box No.] is automatically registered from a lower number that is not used. When specifying a number, tap [User Box No.], and enter the value between 1 and 999999999.
[User Box Name]	Enter the User Box name that appears on the **Touch Panel** (using up to 20 characters). Assign a name that helps you easily identify the User Box.
[Password]	To use a password to restrict usage of the User Box, enter the password (using up to 64 characters).
[Type]	Select [Public], [Personal], or [Group] depending on User Authentication or Account Track settings. • If [Personal] is selected, you can change the owner user if necessary. Tap [Change Owner], and select the user you wish to change. • If [Group] is selected, you can change the account name if necessary. Tap [Change Account Name], and select the account name you wish to change.
[Auto Document Delete Time]	Specify the period from the date/time when a file was saved in, last printed, or sent form a User Box to the date/time when it is to be deleted automatically. • When specifying the time in units of days, select [1 day], [2 days], [3 days], [7 days], or [30 days]. • When specifying the time, tap [Time] and enter a value between five minutes and 12 hours (in increments of one minute). • To keep the files in the box, select [Save]. [1 day] is selected by default.

Tips
- To change the Bulletin Board settings you have registered, select the User Box name and tap [Edit].
- To delete an existing Bulletin Board User Box, select the User Box name and tap [Delete].

[Relay User Box]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create User Box] - [Relay User Box] - [New]

Register a User Box to relay fax.

Settings	Description
[User Box No.]	Registration number of the User Box. [User Box No.] is automatically registered from a lower number that is not used. When specifying a number, tap [User Box No.], and enter the value between 1 and 999999999.
[User Box Name]	Enter the User Box name that appears on the **Touch Panel** (using up to 20 characters). Assign a name that helps you easily identify the User Box.
[Relay Destination]	Selects a group that has fax destinations. When registering a group destination as a relay destination, be sure to set the fax address in the group destination in advance.
[Relay TX Password]	To use a password to restrict usage of the User Box using password, enter the password (using up to 8 characters). The entered password is required when sending a relay request to this machine. Inform the sender who want to use this machine as a relay machine of the password you entered here.

Tips
- To change the Relay User Box settings you have registered, select the User Box name and tap [Edit].
- To delete an existing Relay User Box, select the User Box name and tap [Delete].

[Annotation User Box]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Create User Box] - [Annotation User Box] - [New]

Creates a User Box to automatically add the Date/Time and Annotation to files during printing or sending.

Settings	Description
[User Box No.]	Registration number of the User Box. [User Box No.] is automatically registered from a lower number that is not used. When specifying a number, tap [User Box No.], and enter the value between 1 and 999999999.
[User Box Name]	Enter the User Box name that appears on the **Touch Panel** (using up to 20 characters). Assign a name that helps you easily identify the User Box.
[Password]	To use a password to restrict usage of the User Box, enter the password (using up to 64 characters).
[Count Up]	Select the unit for adding a number to a file, By Job or By Page. • [By Job]: Adds a number per file. Even if a file has multiple pages, a same number is added to the file as one job. • [By Page]: Adds a number per page. [By Job] is specified by default.
[Stamp Elements]	As necessary, specify the fixed text, date and time, print position to be added to a file. • [Secondary Field]: Add any text at the beginning of the annotation (using up to 20 characters). • [Date/Time]: Select the format for the date and time. • [Density]: Select the density of characters of the date and time and annotation to be printed. • [Number Type]: Select the digit number of annotation. • [Print Position]: Select a position in which the annotation is printed. • [Primary Field]: Add any text (using up to 40 characters).
[Auto Document Delete Time]	Specify the period from the date/time when a file was saved in, last printed, or sent form a User Box to the date/time when it is to be deleted automatically. • When specifying the time in units of days, select [1 day], [2 days], [3 days], [7 days], or [30 days]. • When specifying the time, tap [Time] and enter a value between five minutes and 12 hours (in increments of one minute). • To keep the files in the box, select [Save]. • If you add an annotation for copy but do not need to store or reuse the file, select [Do Not Keep]. [1 day] is selected by default.

Tips
● To change the Annotation User Box settings you have registered, select the User Box name and tap [Edit].
● To delete an existing Annotation User Box, select the User Box name then tap [Delete].

[Maximum Number of User Boxes]

To display: [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [Maximum Number of User Boxes]

Specify the maximum number of user boxes that can be created for each user.

Settings	Description
[Max. No. of Use Boxes]	Set the maximum number of User Boxes that can be created for each user or not. A User Box type ([Public]/[Personal]/[Group]) can be selected according to the user authentication and account settings. To set an upper limit of User Boxes, select a User Box type, select the user name or account name, then tap [ON].
[Maximum Number of User Boxes]	[Max. No. of User Boxes] is set to [ON], enter the maximum number of User Boxes to create. Tap [Apply] to apply the upper limit. The allowable range of the maximum number of User Boxes is 0 to 1000.

Tips
- If the maximum number of User Boxes is set to "0", you cannot create new ones.
- If the selected user has already created three User Boxes, for example, you can set the maximum number of User Boxes within the range of 3 to 1000.

[User Authentication/Account Track]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track]

Configure user authentication and account track.

This function allows you to restrict users who can use this machine or manage the use status of this machine. Specify the authentication method, or register user information or account track information.

Settings	Description
[General Settings]	Configure the methods of user authentication and account track authentication and other settings for the authentication function of this machine.
[User Authentication Settings]	When employing user authentication, enter the user information. In addition, configure function permission for each user and confirm the use status.
[Account Track Settings]	When employing account track, register the account information. In addition, configure function permission for each account and confirm the use status.
[Print without Authentication]	Select whether to allow users to start print jobs without authentication information (jobs for which the print command is executed though user authentication or account track is not correctly configured in the printer driver).
[Print Counter List]	A print counter list is printed.
[External Server Settings]	When employing external server authentication, register the authentication server. When registering multiple authentication servers, register the one you want to normally use as the default value.
[Limiting Access to Destinations]	Limit the access to destinations for each user.
[Authentication Device Settings]	When using an **Authentication Unit**, configure the authentication method and logout procedure.
[User/Account Common Setting]	Configure settings common to user authentication and account track, such as the display of confirmation window at logout and the method of managing single-color/2-color printing.
[Scan to Home Settings]	Select whether to enable the Scan to Home function. This item can be configured when Active Directory is used as an authentication server.
[Scan to Authorized Folder Settings]	Specify whether to limit the transmission destinations. The authentication information of the users who have logged in to this machine is used for accessing a shared folder on the network.

Settings	Description
[Print Simple Auth.]	Select whether to allow authentication that is based only on the user name (quick authentication for printing) when the printer driver is used for printing in an environment where user authentication is employed. When employing external server authentication, register the authentication server for quick authentication for printing.

[User Authentication Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings]

When employing user authentication, enter the user information. In addition, configure function permission for each user and confirm the use status.

Settings	Description
[Administrative Settings]	Configure the display of the user name list, the function permission applied to external server authentication, and the ID & Print function. For details on settings, refer to page 17-15.
[User Registration]	Register the user information. In addition, configure function permission and the upper limit of the number of printable sheets for each user. For details on settings, refer to page 17-17.
[User Counter]	Use this option to check the number of pages for each user and to reset the counter. For details on settings, refer to [User's Guide: Copy Operations].

[Administrative Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings]

Configure the display of the user name list, the function permission applied to external server authentication, and the ID & Print function.

Settings	Description
[User Name List]	Select whether to display the [User Name List] icon in the login screen. For details on settings, refer to page 17-15.
[Default Function Permission]	Specify the default function permission applied to users when an external authentication server is used. For details on settings, refer to page 17-16.
[ID & Print Settings]	Specify the operations of the ID & Print function. For details on settings, refer to page 17-16.
[ID & Print Operation Settings]	When using the ID & Print function on an **Authentication Unit**, select whether to request user authentication for printing each job or to allow the user to print all jobs once the user is authenticated. For details on settings, refer to page 17-16.
[Default Operation Selection]	Select the default value for the operation that is performed after the authentication process is carried out in the login screen. For details on settings, refer to page 17-16.

[User Name List]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [User Name List]

Select whether to display the [User Name List] icon in the login screen.

Selecting [ON] enables you to select the login user from the list of user names registered in this machine.

[OFF] is specified by default.

[Default Function Permission]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [Default Function Permission]

Specify the default function permission applied to users when an external authentication server is used.

Functions available to users who log in to this machine for the first time are limited according to the settings configured here.

[ID & Print Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [ID & Print Settings]

Specify the operations of the ID & Print function.

Settings	Description
[ID & Print]	Select whether to handle jobs normally printed from the printer driver as ID & Print jobs. • [ON]: Jobs that are normally printed are handled as ID & Print jobs. • [OFF]: Only jobs for which ID & Print is set are handled as print jobs. [OFF] is selected by default.
[Public User]	Select the process performed when a public user job or a job without user authentication information is received. • [Print Immediately]: Prints the job without saving it in the ID & Print User Box. • [Save]: Saves the job in the ID & Print User Box. [Print Immediately] is specified by default.

[ID & Print Operation Settings]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [ID & Print Operation Settings]

When using the ID & Print function on an **Authentication Unit**, select whether to request user authentication for printing each job or to allow the user to print all jobs once the user is authenticated.

Settings	Description
[Print All Jobs]	One successful authentication session allows the user to print all jobs. [Print All Jobs] is specified by default.
[Print Each Job]	One successful authentication session allows the user to print a single job.

[Default Operation Selection]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [Administrative Settings] - [Default Operation Selection]

Select the default value for the operation that is performed after the authentication process is carried out in the login screen.

Settings	Description
[Print & Access Basic Screen]	The ID & Print job is executed and the user logs in to this machine. [Print & Access Basic Screen] is specified by default.
[Access]	The user logs in to this machine. The ID & Print job is not executed.

[User Registration]

To display: [Utility] - [Administrator Settings] - [User Authentication/Account Track] - [User Authentication Settings] - [User Registration] - [Edit]

Register the user information. In addition, configure function permission and the upper limit of the number of printable sheets for each user.

Select a number and tap [Edit], and the user registration or editing screen is displayed.

To change the public user function permission, tap [↑] on the number selection screen. Then, select [Public] and tap [Edit].

Settings	Description
[User Name]	Enter the user name to log in to this machine (using up to 64 characters). You cannot configure the same user name as an the one which has already been assigned to a registered user. Once a user name is registered, it cannot be changed.
[Password]	Enter the password to log in to this machine (using up to 64 characters).
[E-Mail Address]	Enter the user's E-mail address (using up to 320 characters) if necessary. If the E-mail address is registered, the Scan to Me function is available to the user.
[Max. Allowance Set]	Set the maximum number of pages that the user can print. • [Total Allowance]: Specify the total number of pages that can be printed. When not specifying the upper limit, select [No Limit]. • [Individual Allowance]: Specify the number of pages that can be printed separately for [Color] and [Black]. When not specifying the upper limit, select [No Limit]. Tap [All Users] to apply the Maximum Allowance Set to all users. [No Limit] is specified by default.
[Register Auth. Info.]	If an **Authentication Unit** is used to adopt the user authentication, tap [Edit] to register authentication information. To delete authentication information, tap [Delete].
[Function Permission]	Restricts functions available to users. Specify whether to allow the following functions: • [Copy]: [Full Color/Black] is specified by default. • [Scan]: [Full Color/Black] is specified by default. • [Fax]: [Full Color/Black] is specified by default. • [Print]: [Full Color/Black] is specified by default. • [User Box]: [Allow] is specified by default. • [Print Scan/Fax TX]: [Full Color/Black] is specified by default. • [Save to External Memory]: [Restrict] is specified by default. • [External Memory Document Scan]: [Restrict] is specified by default. • [Manual Destination Input]: [Allow] is specified by default. • [Cellular Phone/PDA]: [Cellular Phone/PDA] is specified by default. • [Web Browser]: [Allow] is specified by default. Tap [All Users] to apply the Function Permission to all users.
[Pause]	Disables registered users temporarily if necessary. If [Stop Job] is set, the users cannot log into this machine any longer. Tap [All Users] to suspend the use of this machine for all users. [Continue Job] is specified by default.
[Custom Pattern Function]	Sets a display pattern of function keys in Copy Mode and Fax/Scan Mode for each user. • [Full Functions]: Displays all function keys. • [Standard Functions]: Displays the standard function keys. • [Basic Functions]: Displays the minimum basic function keys. They are much more simple than [Standard Functions]. • [Disable]: User-specific pattern is not configured. The settings of this machines are applied. You can set this option by selecting in [Administrator Settings] - [System Settings] - [Custom Display Settings] - [User/Admin Function Permissions] and set [Allow] for it. [Disable] is specified by default.

Settings	Description
[Synchronize Account Track]	When user authentication and account track are both employed, specify whether to synchronize user authentication and account track or not. Tap [All Users] to apply the synchronized user authentication and account track to all users. You can set this option by selecting [Administrator Settings] - [User Authentication/ Account Track] - [General Settings] - [Synchronize User Authentication & Account Track] and select [Synchronize by User] for it.
[Account Name]	If user authentication and account track are both employed and if they are synchronized with each other, select the account the user belongs to. The account must be registered in advance.

Tips
- To change the registered user information, select the information number and tap [Edit].
- To delete an existing user, select the registration number and tap [Delete].
- When using a combination of User Authentication and the Account Track, first select [Administrator Settings] - [User Authentication/ Account Track] - [Account Track Settings] - [Account Track Registration] and register the account information.
- The user information already authenticated by the external authentication server is also registered. You can change the settings of [Max. Allowance Set], [Function Permission], [Custom Pattern Function], [Synchronize Account Track], and [Account Name] of the user who has been authenticated by the external authentication server if necessary.

[Network Settings]

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

Configure the network function of this machine such as TCP/IP settings or Scan function operating environment settings.

Settings	Description
[TCP/IP Settings]	Configure the settings to use this machine in a TCP/IP environment.
[NetWare Settings]	Configure the settings for using this machine in a NetWare environment.
[HTTP Server Settings]	Select whether to restrict the use of **Web Connection**, and configure your environment for IPP printing.
[FTP Settings]	Configure the FTP transmission environment and the FTP server function setting of this machine.
[SMB Settings]	Set the SMB (Server Message Block) operating environment.
[LDAP Settings]	Configure the settings to search for destinations from the LDAP server or Active Directory.
[E-Mail Settings]	Configure the settings for sending and receiving E-mail with this machine.
[SNMP Settings]	Configure the settings to obtain information of this machine or to monitor the machine using Simple Network Management Protocol (SNMP).
[AppleTalk Settings]	Configure the AppleTalk operating environment if the machine is running under Mac OS control.
[Bonjour Setting]	Configure the Bonjour operating environment if the machine is running under Mac OS control.
[TCP Socket Settings]	Configure the TCP Socket operating environment.
[Network Fax Settings]	Select whether to use Internet fax and IP address fax respectively. To use IP address fax, configure the SMTP transmission environment.
[WebDAV Settings]	Configure the WebDAV transmission environment and the WebDAV server function setting of this machine.
[DPWS Settings]	Configure the settings for print and scan using the Web services (such as Devices Profile for Web Services (DPWS)).
[Distributed Scan Settings]	Select whether or not to use the Distributed Scan Management on this machine.

Settings	Description
[SSDP Settings]	Select whether to use the SSDP (Simple Service Discovery Protocol) or not. To use SSDP, change the multicast TTL as necessary.
[Detail Setting]	Configure the detailed network settings.
[IEEE802.1x Authentication Settings]	Select whether to use IEEE802.1x authentication. To use IEEE802.1x authentication, check the authentication status and configure the certification verification items.
[Web Browser Setting]	Select whether to enable a Web Browser.
[Bluetooth Setting]	Select whether to enable Bluetooth.
[Single Sign-On Setting]	Join the machine to the Active Directory domain and establish the Single Sing-on environment.
[IWS Settings]	Set the operating environment of IWS (Internal Web Server) function.
[Remote Panel Settings]	Configure settings for remotely controlling the **Control Panel** of this machine from another computer.
[Internet ISW Settings]	Configure the settings to download the machine firmware via the Internet and update the existing firmware.

[Bluetooth Setting]

To display: [Utility] - [Administrator Settings] - [Network Settings] - [Bluetooth Setting]

Select whether to enable Bluetooth.

[Invalid] is selected by default.

Tips
- The **Local Interface Kit EK-607** is required to use the Bluetooth devices.
- An interface setup by the service representative is required to use Bluetooth devices. For details, contact your service representative.

[System Connection]

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

Configure settings to establish the association of this machine with other systems.

Settings	Description
[OpenAPI Settings]	To use application software that communicates with this machine via OpenAPI, configure the OpenAPI settings of this machine. For details on settings, refer to [User's Guide: Copy Operations].
[Prefix/Suffix Automatic Setting]	When using a fax server that communicates in the E-mail format, select whether to automatically add a prefix and a suffix to the destination number or not. For details on settings, refer to [User's Guide: Copy Operations].
[Printer Information]	Register the name, installation location, and other information on this machine that are notified to the connected system. For details on settings, refer to [User's Guide: Copy Operations].
[Cellular Phone/PDA Setting]	Select whether to allow users to print files from a mobile phone, smartphone, or tablet PC that support Blue-tooth or to save files in a box. For details on settings, refer to page 17-20.

[Cellular Phone/PDA Setting]

To display: [Utility] - [Administrator Settings] - [System Connection] - [Cellular Phone/PDA Setting]

Select whether to allow users to print files from a mobile phone, smartphone, or tablet PC that support Bluetooth or to save files in a box.

This can be set if the Bluetooth interface is enabled.

[Restrict] is specified by default.

Tips
- The **Local Interface Kit EK-607** is required to use the Bluetooth devices.
- An interface setup by the service representative is required to use Bluetooth devices. For details, contact your service representative.

[Security Settings]

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

Configure the security settings of this machine, such as password and data management method.

Settings	Description
[Administrator Password]	If necessary, change the administrator password of this machine.
[User Box Administrator Setting]	If necessary, assign a user box administrator if the user authentication has been adopted into this machine. The user box administrator can create or delete a user box for all users as well as can use files in the boxes. If the administrator of this machine wishes to delegate only the management of files in the boxes to someone, assign a user box administrator.
[Administrator Security Levels]	From those items that are set up by the administrator, select levels at which users are authorized to change settings.
[Security Details]	Restricts functions that are related to authentication operations and data management in order to enhance security.
[Enhanced Security Mode]	Select whether to enable the Enhanced Security Mode. If you enable the Enhanced Security Mode, various security functions will be configured associated with the mode. This allows you to ensure higher-level security of data management. For details, contact your service representative.
[HDD Settings]	Manages the hard disk of this machine. Prevents the leakage of personal and corporate information by protecting data in the hard disk against erasure and protecting the hard disk with password and encryption.
[Function Management Settings]	Select whether to use network functions that are difficult to count.
[Stamp Settings]	Specify whether to force application of stamps to original data when printing and sending a fax. It is also used to delete registered stamps.
[Driver Password Encryption Setting]	Used to change the encryption passphrase to encrypt authentication passwords (such as user and account passwords) when printing data using a printer driver. The same encryption passphrase must be set for the machine and the printer driver.
[FIPS Settings]	Select whether to enable the FIPS (Federal Information Processing Standardization) mode. FIPS defines security requirements for cryptographic modules. These standards are adopted by many organizations, including U.S. federal government agencies. Enabling the FIPS Mode makes the functions of the machine conforms to the FIPS.

[User Box Administrator Setting]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [User Box Administrator Setting]

If necessary, assign a user box administrator if the user authentication has been adopted into this machine.

The user box administrator can create or delete a user box for all users as well as can use files in the boxes.

If the administrator of this machine wishes to delegate only the management of files in the boxes to someone, assign a user box administrator.

Settings	Description
[Allow]/[Restrict]	Allows the User Box administrator to control User Box files or not. [Restrict] is specified by default.
[Password Setting]	Enters the password of User Box Administrator (using up to 64 characters).

[Security Details]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details]

Restricts functions that are related to authentication operations and data management in order to enhance security.

Settings	Description
[Password Rules]	Configure whether to enable the password rules. Once you enable it, the number of characters and text types that are available for passwords are restricted. Change the minimum number of password characters if necessary. For details on settings, refer to [User's Guide: Copy Operations].
[Prohibited Functions When Authentication Error]	Define the severity of penalties to be applied if an incorrect password is entered in the authentication process. For details on settings, refer to page 17-22.
[Confidential Document Access Method]	Specify how to enter an ID and a password when accessing a file in the Secure Print User Box. This function is forced in conjunction with [Prohibited Functions When Authentication Error]. For details on settings, refer to page 17-22.
[Manual Destination Input]	Select whether to allow users to directly enter destinations. For details on settings, refer to [User's Guide: Scan Operations].
[Print Data Capture]	Select weather or not to allow the print data that is received by this machine to be captured in order to analyze the printer-related failure. For details on settings, refer to [User's Guide: Print Operations].
[Job Log Settings]	Select whether to obtain the job log or not. If you change these settings, the job log is obtained after this machine has been restarted. The job log allows you to check usage, paper usage, operations and job history for each user or account. For details on viewing the output job logs, contact your service representative. For details on settings, refer to [User's Guide: Copy Operations].
[Restrict Fax TX]	Select whether to restrict fax transmissions. For details on settings, refer to [User's Guide: Fax Operations].
[Personal Data Security Settings]	Specify whether to hide personal information, such as destination and file name, in [Running] and [Log] on the [Job List] screen. For details on settings, refer to [User's Guide: Copy Operations].
[Hide Personal Information (MIB)]	Specify whether to display the file name, destination, and User Box name and number of the MIB information. For details on settings, refer to [User's Guide: Copy Operations].
[Display Activity Log]	Select whether to show the activity log on Scan, Fax TX and RX. For details on settings, refer to [User's Guide: Copy Operations].
[Initialize]	Initializes the settings in [Job History], [Copy Program], [Network Settings], and [Address Registration]. For details on settings, refer to [User's Guide: Copy Operations].
[Secure Print Only]	Specify whether the printing from the computer should be limited only to the secure documents. For details on settings, refer to [User's Guide: Print Operations].

Settings	Description
[Copy Guard]	Select whether to use Copy Guard. To use Copy Guard, the **Security Kit** is required. For details on settings, refer to [User's Guide: Copy Operations].
[Password Copy]	Select whether to use Password Copy. To use Password Copy, the **Security Kit** is required. For details on settings, refer to [User's Guide: Copy Operations].
[Web browser contents access]	Select whether or not to allow an access to the Web page contents being saved on the hard disk of this machine. For details on settings, refer to [User's Guide: Copy Operations].
[TX Operation Log]	Select whether to obtain an operation log on the **Control Panel** when scanning or sending a fax as a send operation log. This helps to analyze any security issues that occur. For details on settings, refer to [User's Guide: Copy Operations].

[Prohibited Functions When Authentication Error]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Prohibited Functions When Authentication Error]

Define the severity of penalties to be applied if an incorrect password is entered in the authentication process.

Settings	Description
[Functions When Error]	Select the severity of penalties applied if a wrong password is entered in the authentication process. • [Mode 1]: If authentication fails, the authentication operation (password entry) is prohibited for five seconds. • [Mode 2]: If authentication fails, the authentication operation (password entry) is prohibited for five seconds. The number of times, in which authentication fails, is also counted and, when the failure count reaches a predetermined value, the authentication operation is prohibited and the machine enters an access lock state. [Mode 1] is selected by default.
[Release]	Select an item to be released from Access Lock due to authentication failure.
[Release Time Settings]	If necessary, change the time that elapses before an access lock state in the Administrator Setting mode is canceled. If a predetermined time has elapsed after the machine was restarted, an access lock state is canceled. [5] minutes is specified by default.

[Confidential Document Access Method]

To display: [Utility] - [Administrator Settings] - [Security Settings] - [Security Details] - [Confidential Document Access Method]

Specify how to enter an ID and a password when accessing a file in the Secure Print User Box. The method is forcibly determined in conjunction with [Prohibited Functions When Authentication Error].

Settings	Description
[Mode 1]	Displays all files when the ID and password specified in the printer driver are entered. Select a desired file and print it. [Mode 1] is selected by default.
[Mode 2]	Displays all files when the ID specified in the printer driver are entered. To print, select your desired file, and enter the appropriate password for each file.

18 Index

18   Index

18.1   Index by item

18.2   Index by button