



KONICA MINOLTA

# **bizhub C554e/C454e/ C364e/C284e/C224e QUICK GUIDE**







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# Introduction



# 1 Introduction

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

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

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

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

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

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine

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

## 1.1 Environmental Information

### Energy Star®



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

### What is an ENERGY STAR® Product?

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

### Environmental benefits of power management

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

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

### Recycled Paper

This product can print on recycled paper and environmental stewardship initiatives certified paper which complies with European standard EN 12281 as well as virgin paper. In addition it can print on lighter paper, 64g/m<sup>2</sup> for example. Using such light paper contributes to resources-saving.

### Duplex printing

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

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

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

## 1.2 Certification for USA, Canada, México and Europe area

### For U.S.A

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

Konica Minolta branded model bizhub C554e, bizhub C454e and C302300 (bizhub C364e, bizhub C284e and bizhub C224e).

### For Canada

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

Konica Minolta branded model bizhub C554e, bizhub C454e and C302300 (bizhub C364e, bizhub C284e and bizhub C224e).

### For México

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

Konica Minolta branded model bizhub C554e, bizhub C454e and C302300 (bizhub C364e, bizhub C284e and bizhub C224e).

### For Europe

This product is certified by the following model name Europe.

Konica Minolta branded model bizhub C554e, bizhub C454e and C302300 (bizhub C364e, bizhub C284e and bizhub C224e).

## 1.3 Safety information

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

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

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

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

KM\_Ver.06OE

Reference

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

### Warning and precaution symbols

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

|   |   |
|---|---|
|  WARNING | Ignoring this warning could cause serious injury or even death. |
|  CAUTION | Ignoring this caution could cause injury or damage to property. |

### Meaning of symbols

-  A triangle indicates a danger against which you should take precaution.
-  This symbol warns against cause burns.
-  A diagonal line indicates a prohibited course of action.
-  This symbol warns against dismantling the device.
-  A solid circle indicates an imperative course of action.
-  This symbol indicates you must unplug the device.

#### Disassemble and modification

 WARNING

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

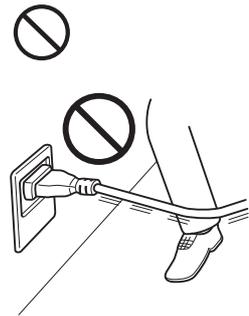
#### Power cord

 WARNING

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 
- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock. 

### Power cord

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



### Power source

#### ⚠ WARNING

- Use only the power source voltage specified on the machine. Failure to do that could result in a fire or electrical shock. 
- Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock. 
- Do not use an extension cord in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. 

#### ⚠ CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs. 

### Power plug

#### ⚠ WARNING

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

#### ⚠ CAUTION

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

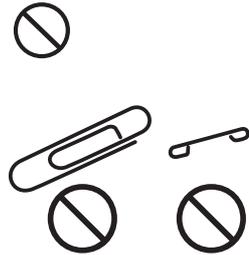
### Grounding

#### ⚠ WARNING

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

**Installation****⚠ WARNING**

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.  
Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



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

**⚠ CAUTION**

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

**Ventilation****⚠ CAUTION**

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

**Actions in response to troubles****⚠ WARNING**

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

**⚠ CAUTION**

### Actions in response to troubles

- The inside of this product has areas subject to high temperature, which may cause burns.  
When checking the inside of the unit for malfunctions such as a paper mis-feed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.



### Consumables

#### WARNING

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



#### CAUTION

- Do not leave toner-related parts (toner units, PC drum units, imaging units or developing units) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
- Do not store toner-related parts (toner units, PC drum units, imaging units or developing units) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.



### When moving the machine

#### CAUTION

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.



### When using the machine

#### CAUTION

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



### Papers

#### CAUTION

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



When the Fax is not installed:

### Before successive holidays

#### CAUTION

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



## 1.4 Regulation notices

### CE Marking (Declaration of Conformity) for users of the European Union (EU)

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

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

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

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

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

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

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#### **⚠ WARNING**

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

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

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

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

### For users in countries not subject to class B regulations

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#### **⚠ WARNING**

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

### GS Certification

Konica Minolta branded model bizhub C554e, bizhub C454e and C302300 (bizhub C364e, bizhub C284e and bizhub C224e).

### Laser safety

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

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

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

## Internal laser radiation

Maximum Average Radiation Power: 11.2  $\mu$ W (bizhub C554e) / 9.4  $\mu$ W (bizhub C454e) / 7.4  $\mu$ W (bizhub C364e) / 6.0  $\mu$ W (bizhub C284e/C224e) at the laser aperture of the print head unit.

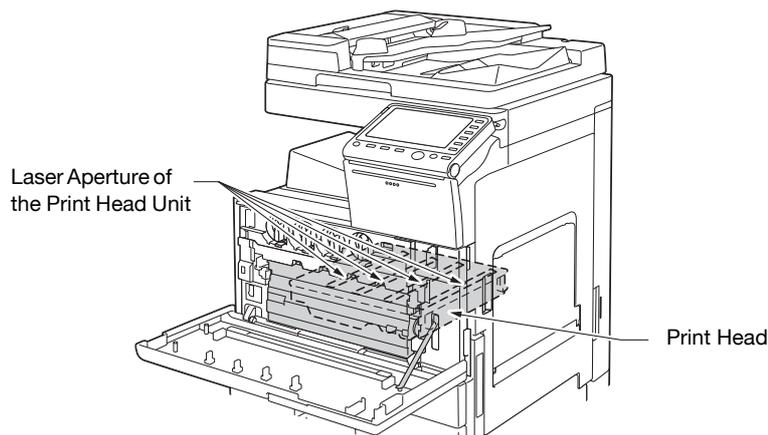
Wavelength: 770-800 nm

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

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

The print head unit is NOT A FIELD SERVICE ITEM:

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



## CDRH regulations

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

The label shown on page 1-12 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

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### **⚠ CAUTION**

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

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

## For European users

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### **⚠ CAUTION**

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

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

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## For Denmark users

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### ADVARSEL

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

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

## For Finland, Sweden users

LOUKAN 1 LASERLAITE

KLASS 1 LASER APPARAT

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### VAROITUS

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

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

### VARNING

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

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

### VAROITUS

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

### VARNING

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

## For Norway users

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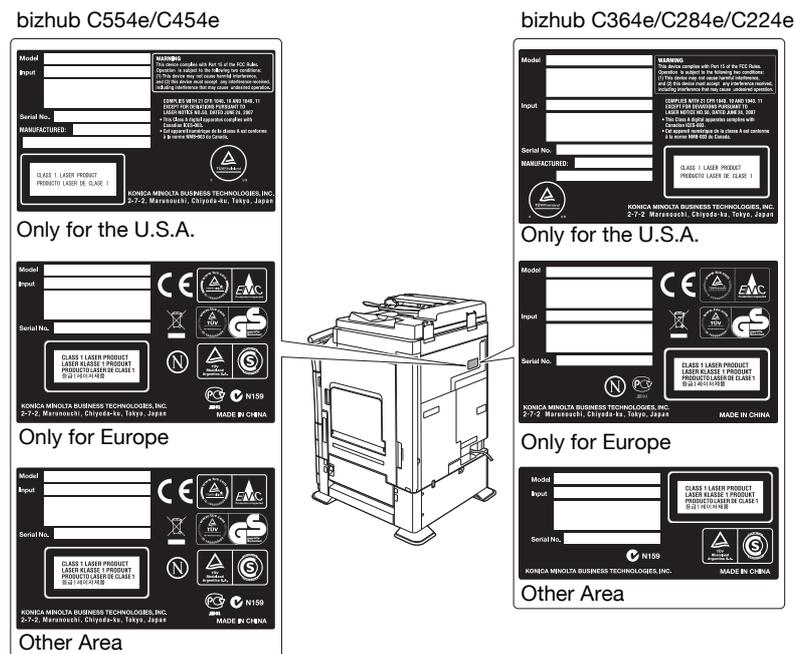
### ADVARSEL!

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

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

## Laser safety label

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



## Ozone release

Locate the Machine in a Well-Ventilated Room

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

Placer l'appareil dans une pièce largement ventilée

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

## Acoustic noise (for European users only)

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

## For EU member states only

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

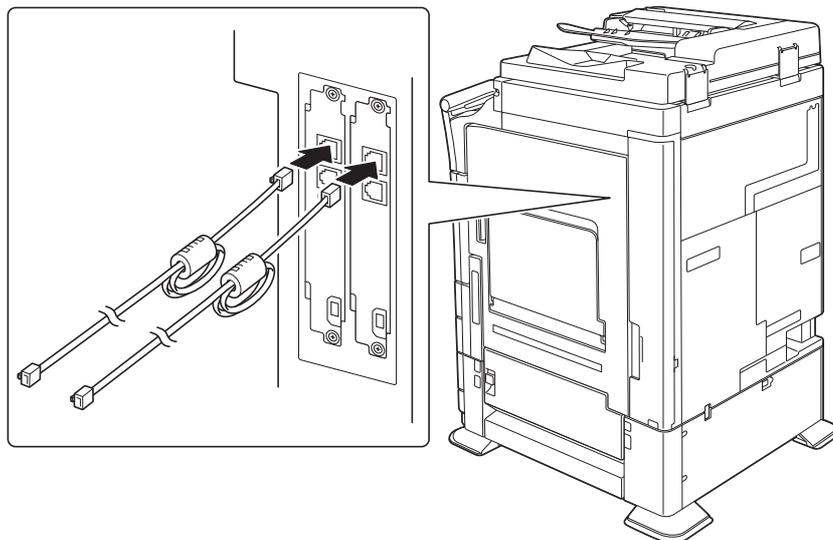
Please refer to the information of your local community or contact our dealers regarding the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health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



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

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

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





## 1.6 Special Notice to User

### For Europe

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

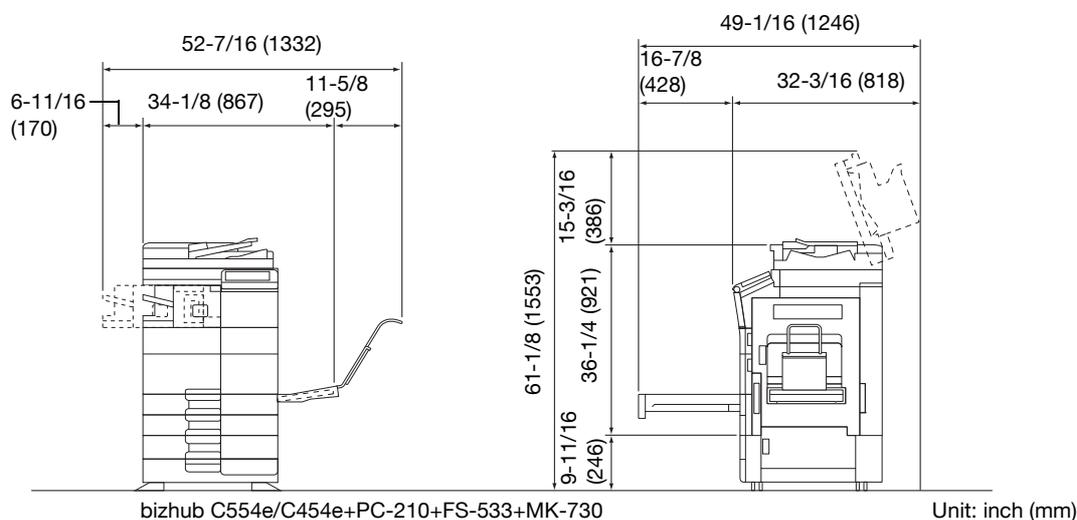
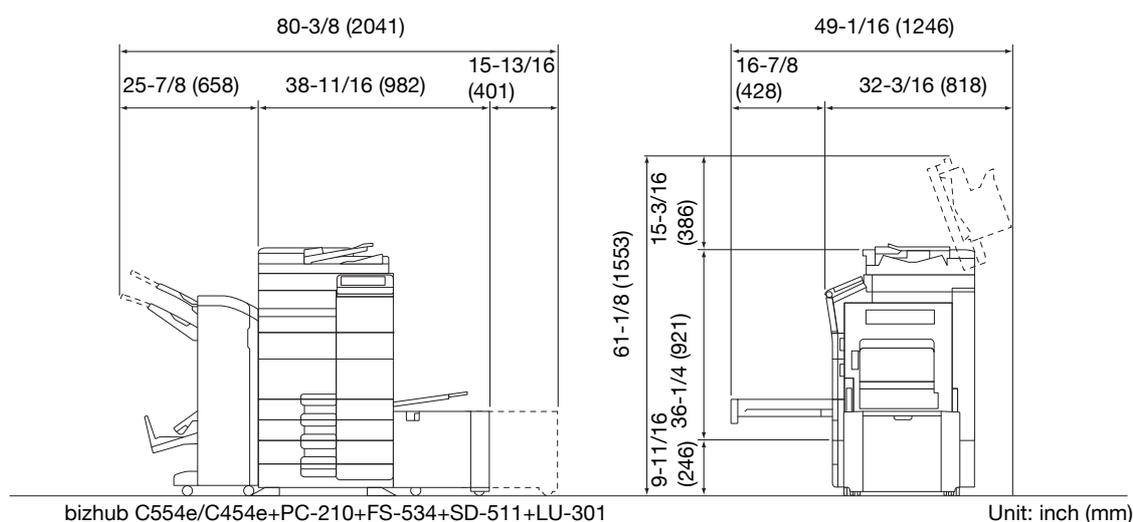
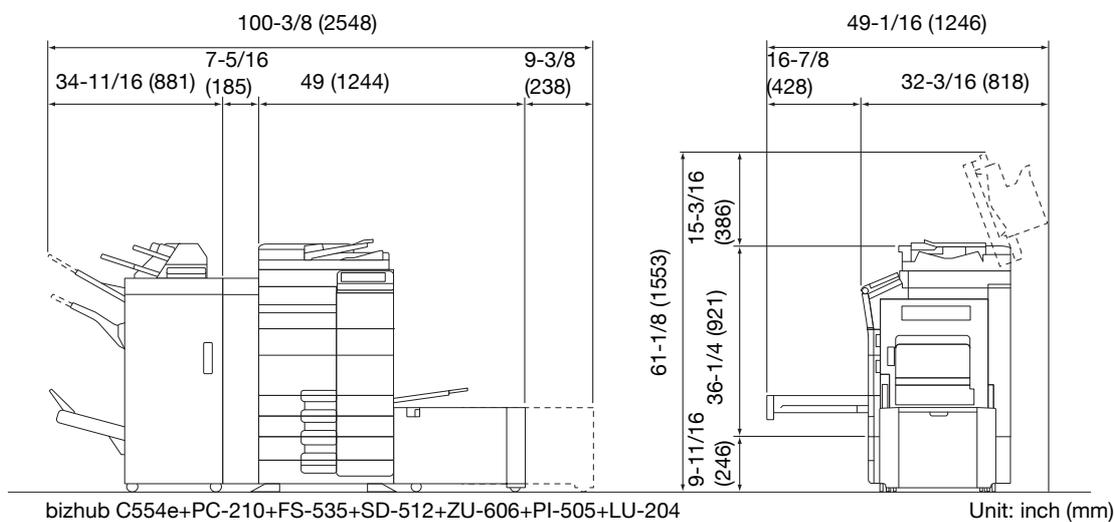
In the event of problems, you should contact your equipment supplier in the first instance.



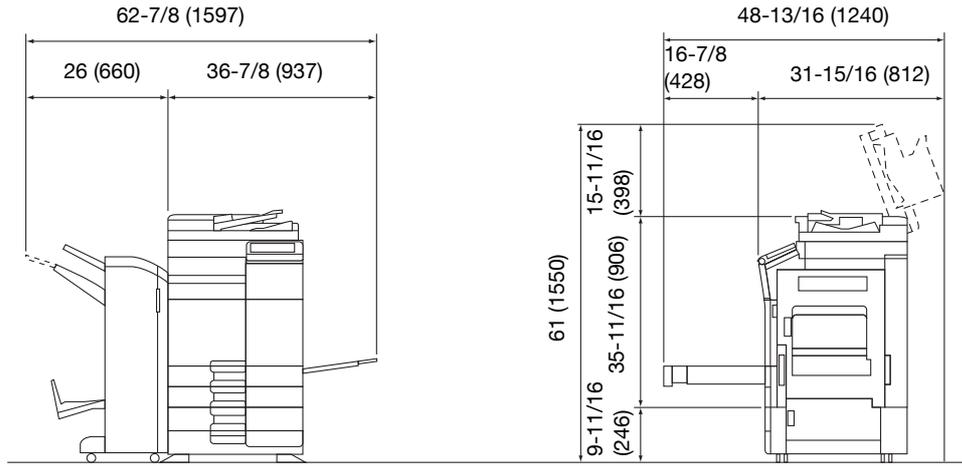
## 1.7 Space requirements

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

### bizhub C554e/C454e

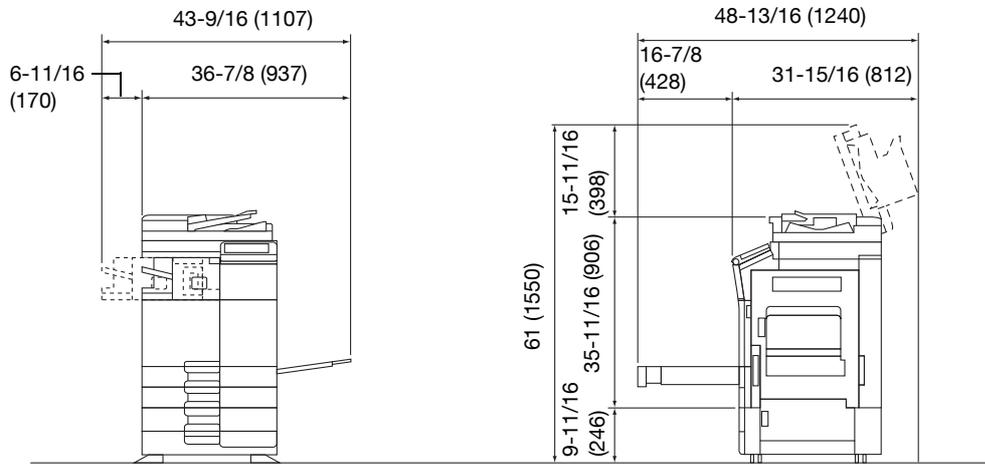


**bizhub C364e/C284e/C224e**



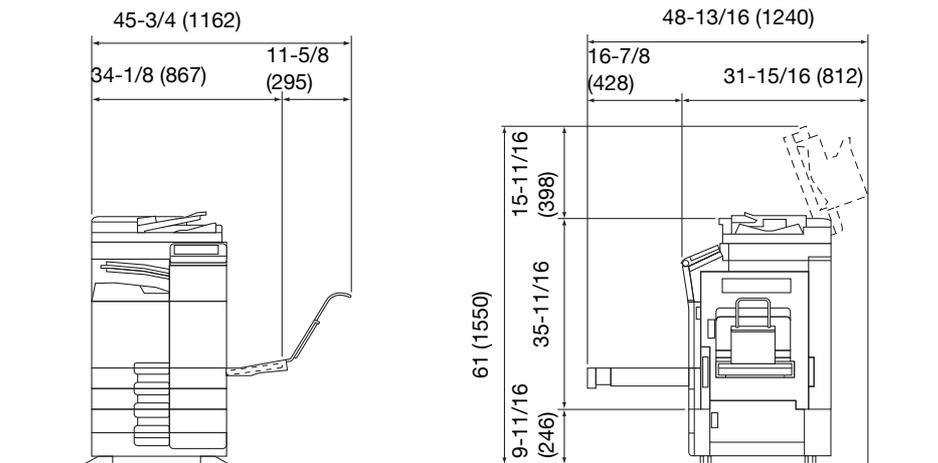
bizhub C364e/C284e/C224e + DF-624 + PC-210 + FS-534 + SD-511

Unit: inch (mm)



bizhub C364e/C284e/C224e + DF-624 + PC-210 + FS-533

Unit: inch (mm)



bizhub C364e/C284e/C224e + DF-624 + PC-210 + JS-506 + MK-730

Unit: inch (mm)

**NOTICE**

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

## 1.8 Operation precautions

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

### Power source

The power source requirements are as follows.

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

### Operating environment

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

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

### Storage of copies

To store copies, follow the recommendation listed below.

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

### Data stored in this machine

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

For details of the overwrite all data function, refer to the DVD. Contact your service representative before deleting data.

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

## 1.9 Legal restrictions on copying

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

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

### <Financial Instruments>

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

### <Legal Originals>

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

### <General>

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

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

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

### **NOTICE**

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

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



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# 2

## About This Machine



## 2 About This Machine

### 2.1 Introduction to User's Guide

The user's guide of this product is provided on a DVD which includes the [Quick Guide] (PDF) and the [User's Guide Online] (HTML).

If you want to learn about more detailed functions or operation methods, refer to the [User's Guide Online].

#### 2.1.1 [Quick Guide] (this manual)

This guide describes basic machine procedures and setting methods used to configure each function. It introduces important functions that make it easier to use this machine.

This guide also contains notes and precautions that should be followed in order to use this machine.

Please be sure to read this manual before using this machine.

#### 2.1.2 [User's Guide Online]

The DVD which includes the User's Guide is provided with this machine.

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

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

#### Layout of top page



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

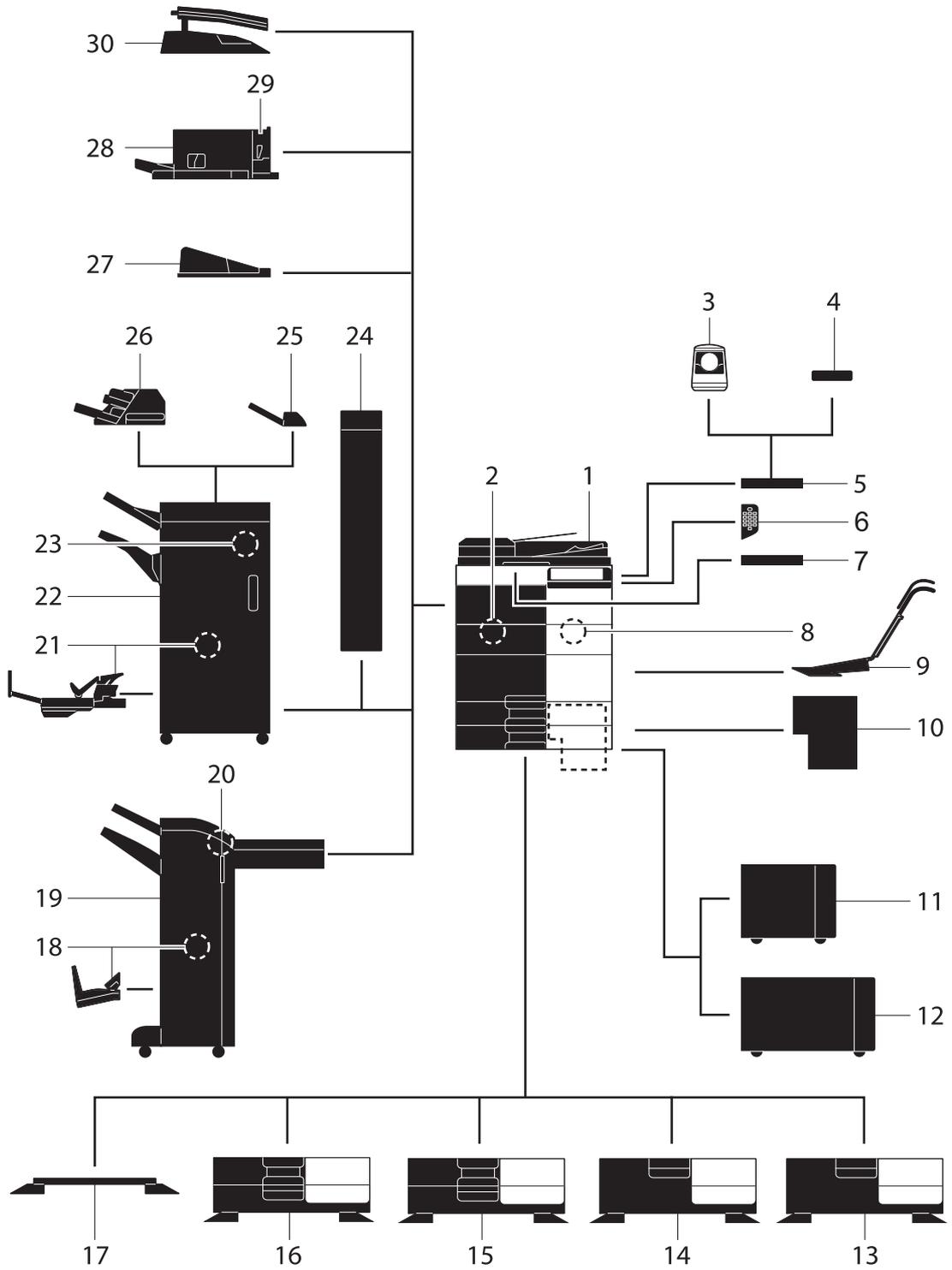
## Operating environment

| Item                        | Specifications  |
|-----------------------------|---|
| Supported Operating Systems | Windows XP (SP3), Windows Vista (SP2), Windows 7 (SP1)<br>Mac OS X10.4/10.5/10.6/10.7   |
| Supported Web browsers      | Windows: Internet Explorer 6.x/7.x/8.x/9.x, Firefox 3.x/4.x/ESR 10.0 or later<br>Mac OS: Safari 3.1 or later /4.x/5.x <ul style="list-style-type: none"> <li>We recommend that you use the latest Web browser that is compatible with your operating system to help you use this machine more conveniently and comfortably.</li> <li>Check that JavaScript in your Web browser is enabled. The User's Guide uses JavaScript for the page display and search functions.</li> <li>In Internet Explorer 6.x/7.x, it may take some time for a page to display after you click a button or a menu in the table of contents.</li> </ul> |
| Display resolution          | 1024 x 768 pixels or more   |

## 2.2 About this machine

### 2.2.1 Optional components (bizhub C554e/C454e)

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

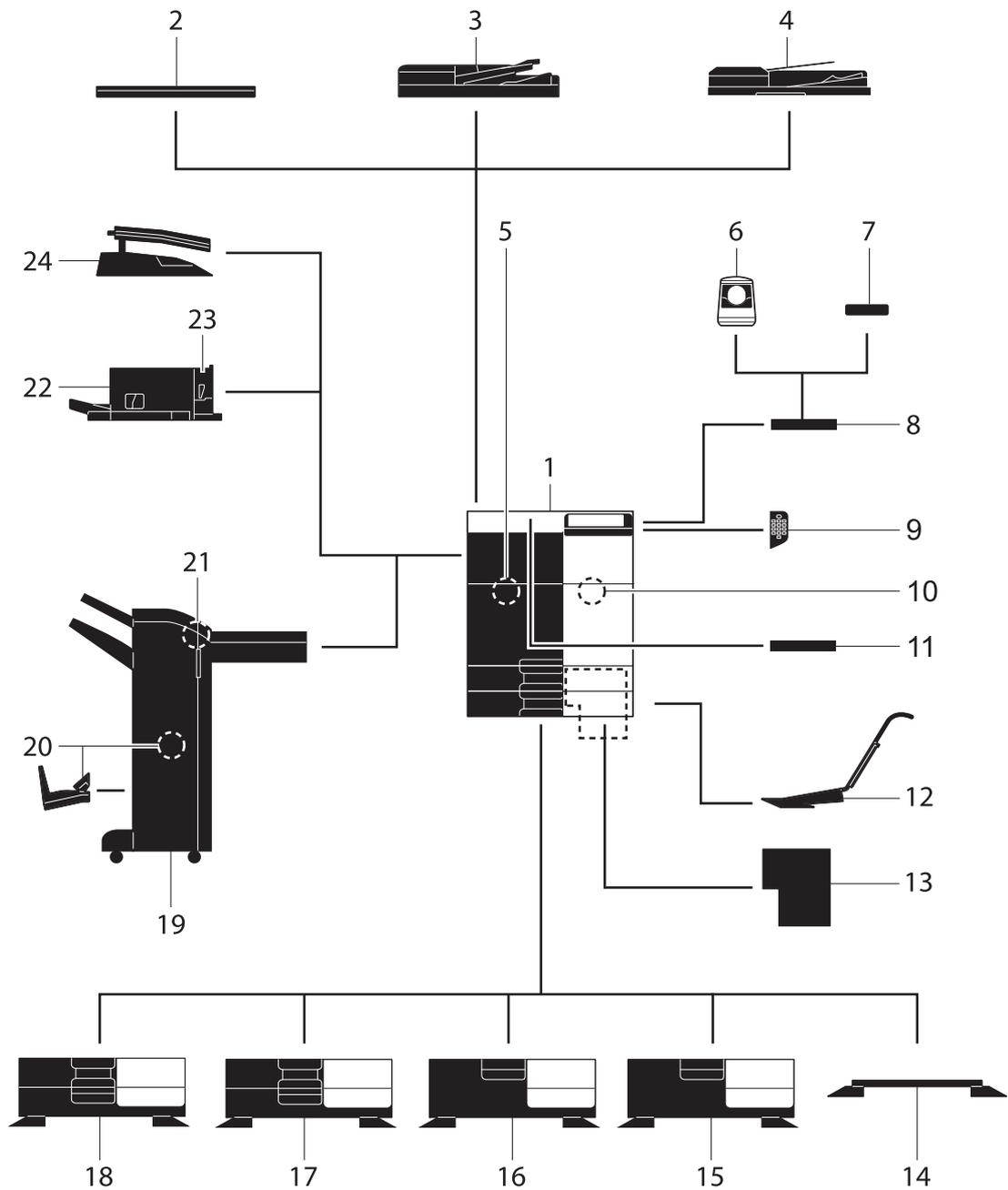


| No.   | Name   | Description   |
|---|--|---|
| 1   | Main unit  | Scans the original in the scanner section, and prints a scanned image in the printer section.   |
| 2   | <b>Fax Kit FK-511</b>                              | Required to use the fax function.   |
| 3   | <b>Authentication Unit AU-102</b> (Biometric Type) | <b>Working Table WT-506</b> is required as a stand.   |
| 4   | <b>Authentication Unit AU-201</b> (IC Card Type)   | <b>Working Table WT-506</b> is required as a stand.   |
| 5   | <b>Working Table WT-506</b>                        | Provides an area to temporarily place an original or other materials. This is also used when the <b>Authentication Unit</b> is installed. |
| 6   | <b>Keypad KP-101</b>                               | It is equipped on the side of the <b>Control Panel</b> . Allows you to enter numbers by using the hardware keypad.                        |
| 7   | <b>Keyboard Holder KH-102</b>                      | Install this holder to use an external keyboard.  |
| 8   | <b>Security Kit SC-508</b>                         | Supports functions such as Copy Guard to prevent unauthorized copying.  |
| 9   | <b>Mount Kit MK-730</b>                            | Used to print on banner paper.  |
| 10  | <b>Image Controller IC-414</b>                     | Built-in <b>Image Controller</b> . Installing this unit provides higher quality printing results.   |
| 11  | <b>Large Capacity Unit LU-301</b>                  | Allows you to load up to 3000 sheets of 8-1/2 × 11 (A4) size paper.   |
| 12  | <b>Large Capacity Unit LU-204</b>                  | Allows you to load up to 2500 sheets of SRA3 or 11 × 17 (A3) size paper.  |
| 13  | <b>Desk DK-510</b>                                 | Used to place this machine on the floor.  |
| 14  | <b>Paper Feed Cabinet PC-410</b>                   | Can load up to 2500 sheets of 8-1/2 × 11 (A4) size paper.   |
| 15  | <b>Paper Feed Cabinet PC-210</b>                   | Can load up to 500 sheets respectively into the top and bottom trays.   |
| 16  | <b>Paper Feed Cabinet PC-110</b>                   | Can load up to 500 sheets into the top tray. (The bottom tray is a storage box.)  |
| 17  | <b>Desk DK-705</b>                                 | Used to place this machine on the floor.  |
| 18  | <b>Saddle Stitcher SD-511</b>                      | Used to add the bind/fold function to the <b>Finisher FS-534</b> .  |
| 19  | <b>Finisher FS-534</b>                             | Sorts, groups, or staples output sheets as required.  |
| 20  | <b>Punch Kit PK-520</b>                            | Used to add the punch function to the <b>Finisher FS-534</b> .  |
| 21  | <b>Saddle Stitcher SD-512</b>                      | Used to add the bind/fold function to the <b>Finisher FS-535</b> (only for <b>bizhub C554e</b> ).   |
| 22  | <b>Finisher FS-535</b>                             | Sorts, groups, or staples output sheets as required (only for <b>bizhub C554e</b> ).  |
| 23  | <b>Punch Kit PK-521</b>                            | Used to add the punch function to the <b>Finisher FS-535</b> (only for <b>bizhub C554e</b> ).   |
| 24  | <b>Z Folding Unit ZU-606</b>                       | Adds the Z-fold or punch function to the <b>Finisher FS-535</b> (only for <b>bizhub C554e</b> ).  |
| 25  | <b>Job Separator JS-602</b>                        | Feeds out printed sheets (only for <b>bizhub C554e</b> ).   |
| 26  | <b>Post Inserter PI-505</b>                        | Inserts a cover sheet into copied or printed sheets (only for <b>bizhub C554e</b> ).  |
| 27  | <b>Output Tray OT-506</b>                          | Collects printed pages.   |
| 28  | <b>Finisher FS-533</b>                             | Sorts, groups, or staples output sheets as required. This unit can be installed in this machine.  |
| 29  | <b>Punch Kit PK-519</b>                            | Used to add the punch function to the <b>Finisher FS-533</b> .  |
| 30  | <b>Job Separator JS-506</b>                        | Used to separate output sheets into two trays in the body of the machine.   |
| <i>The following options are built into this machine and are not shown in the figure above.</i> |  |   |
| 31  | <b>Stamp Unit SP-501</b>                           | Stamps a scanned original when sending a fax.   |

| No.  | Name                              | Description   |
|--|-----------------------------------|---|
| 32   | <b>Spare TX Marker Stamp 2</b>    | A replacement stamp for the <b>Stamp Unit SP-501</b> .  |
| 33   | <b>Local Interface Kit EK-607</b> | Install this unit when using the linkage function with a Bluetooth-compatible device.   |
| 34   | <b>Video Interface Kit VI-506</b> | This unit is required to install <b>Image Controller IC-414</b> .   |
| 35   | <b>i-Option LK-101 v3</b>         | Supports the web browser function that is one of the advanced functions.  |
| 36   | <b>i-Option LK-102 v3</b>         | Supports the PDF processing function that is one of the advanced functions.   |
| 37   | <b>i-Option LK-105 v3</b>         | Supports the searchable PDF function that is one of the advanced functions.   |
| 38   | <b>i-Option LK-106</b>            | Used to add a bar code font that is one of special fonts.   |
| 39   | <b>i-Option LK-107</b>            | Used to add a unicode font that is one of special fonts.  |
| 40   | <b>i-Option LK-108</b>            | Used to add an OCR font that is one of special fonts.   |
| 41   | <b>i-Option LK-110</b>            | Supports advanced functions such as a function that converts a file into a DOCX or XLSX type, a function that generates highly-functional and high quality data, and the E-mail RX Print function. For details on the available functions, refer to the [User's Guide Online] on the DVD. |
| 42   | <b>i-Option LK-111</b>            | Supports the ThinPrint function that is one of the advanced functions.  |
| 43   | <b>Upgrade Kit UK-204</b>         | Required when: <ul style="list-style-type: none"> <li>• Installing <b>i-Option</b>;</li> <li>• Using the My Address function in conjunction with <b>PageScope My Panel Manager</b>; and</li> <li>• Using the Overlay or Registered Overlay function.</li> </ul>                           |
| 44   | <b>Upgrade Kit UK-208</b>         | Used to return this machine from the Power Save mode via the wireless network using an Android tablet terminal.   |
| The following options are not shown in the figure. |                                   |   |
| 45   | <b>Heater HT-509</b>              | Prevents paper in a paper tray from being affected by humidity. <b>Desk DK-510</b> or <b>Paper Feed Cabinet</b> is required to install this unit.   |
| 46   | <b>Power Supply BOX MK-734</b>    | Used to turn <b>Heater</b> operations on or off.  |
| 47   | <b>Mount Kit MK-735</b>           | Required to install <b>Authentication Unit AU-201</b> (IC Card Type).   |

### 2.2.2 Optional components (bizhub C364e/C284e/C224e)

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



| No.   | Name   | Description  |
|---|--|--|
| 1   | Main unit  | Scans the original in the scanner section, and prints a scanned image in the printer section.  |
| 2   | <b>Original Cover OC-511</b>                       | Used to fix the loaded originals.  |
| 3   | <b>Reverse Automatic Document Feeder DF-624</b>    | Automatically feeds and scans originals by page.   |
| 4   | <b>Dual Scan Document Feeder DF-701</b>            | Scans the front and back sides of the sheet at the same time. This enables higher-speed scanning.  |
| 5   | <b>Fax Kit FK-511</b>                              | Required to use the fax function.  |
| 6   | <b>Authentication Unit AU-102</b> (Biometric Type) | The <b>Working Table WT-506</b> is required as a stand.  |
| 7   | <b>Authentication Unit AU-201</b> (IC Card Type)   | The <b>Working Table WT-506</b> is required as a stand.  |
| 8   | <b>Working Table WT-506</b>                        | Provides an area to temporarily place an original or other materials. This is also used when the <b>Authentication Unit</b> is installed.  |
| 9   | <b>Keypad KP-101</b>                               | It is equipped on the side of the <b>Control Panel</b> . Allows you to enter numbers by using the hardware keypad.                         |
| 10  | <b>Security Kit SC-508</b>                         | Supports functions such as Copy Guard to prevent unauthorized copying.   |
| 11  | <b>Keyboard Holder KH-102</b>                      | Install this holder to use an external keyboard.   |
| 12  | <b>Mount Kit MK-730</b>                            | Used to print on banner paper.   |
| 13  | <b>Image Controller IC-414</b>                     | External image controller. Installing this unit provides the higher-quality printing result (only for <b>bizhub C364e/C284e</b> ).         |
| 14  | <b>Desk DK-705</b>                                 | Used to place this machine on the floor.   |
| 15  | <b>Desk DK-510</b>                                 | Used to place this machine on the floor.   |
| 16  | <b>Paper Feed Cabinet PC-410</b>                   | Can load up to 2500 sheets of 8-1/2 × 11 (A4) size paper.  |
| 17  | <b>Paper Feed Cabinet PC-210</b>                   | Can load up to 500 sheets respectively into the top and bottom trays.  |
| 18  | <b>Paper Feed Cabinet PC-110</b>                   | Can load up to 500 sheets into the top tray. (The bottom tray is a storage box.)   |
| 19  | <b>Finisher FS-534</b>                             | Sorts, groups, or staples output sheets as required. The <b>Desk DK-510</b> or <b>Paper Feed Cabinet</b> is required to install this unit. |
| 20  | <b>Saddle Stitcher SD-511</b>                      | Used to add the bind/fold function to the <b>Finisher FS-534</b> .   |
| 21  | <b>Punch Kit PK-520</b>                            | Used to add the punch function to the <b>Finisher FS-534</b> .   |
| 22  | <b>Finisher FS-533</b>                             | Sorts, groups, or staples output sheets as required. This unit can be installed in this machine.   |
| 23  | <b>Punch Kit PK-519</b>                            | Used to add the punch function to the <b>Finisher FS-533</b> .   |
| 24  | <b>Job Separator JS-506</b>                        | Used to separate output sheets into two trays in the body of the machine.  |
| <i>The following options are built into this machine and are not shown in the figure above.</i> |  |  |
| 25  | <b>Stamp Unit SP-501</b>                           | Stamps a scanned original when sending a fax.  |
| 26  | <b>Spare TX Marker Stamp 2</b>                     | A replacement stamp for the <b>Stamp Unit SP-501</b> .   |
| 27  | <b>Local Interface Kit EK-607</b>                  | Install this unit when using the linkage function with a Bluetooth-compatible device.  |
| 28  | <b>Video Interface Kit VI-506</b>                  | This unit is required to install <b>Image Controller IC-414</b> onto <b>bizhub C364e</b> or <b>bizhub C284e</b> .                          |
| 29  | <b>i-Option LK-101 v3</b>                          | Supports the web browser function that is one of the advanced functions.   |
| 30  | <b>i-Option LK-102 v3</b>                          | Supports the PDF processing function that is one of the advanced functions.  |

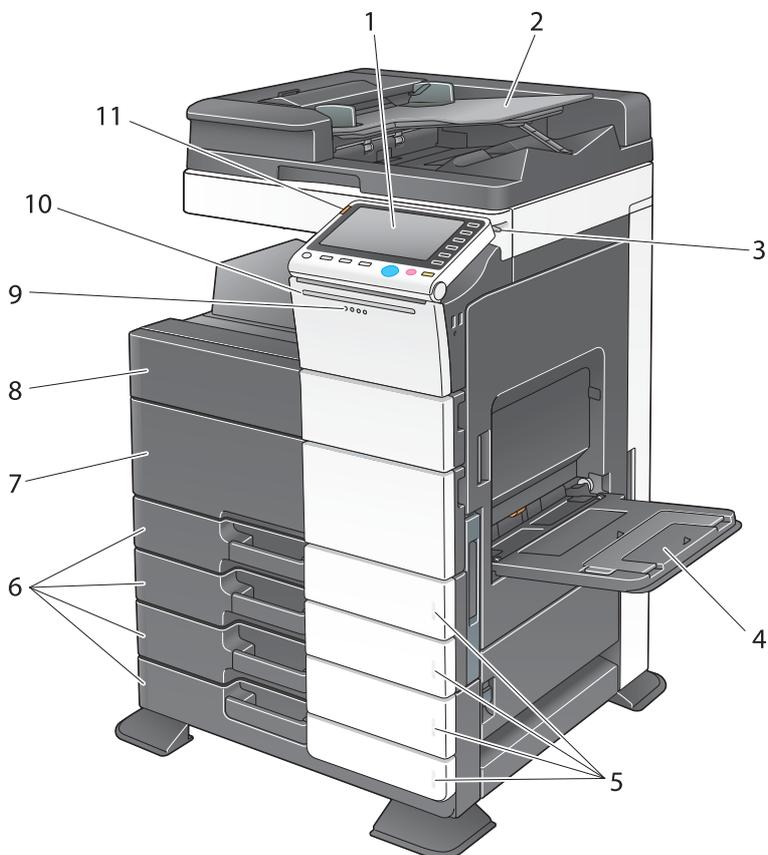
| No. | Name                      | Description  |
|-----|---------------------------|--|
| 31  | <b>i-Option LK-105 v3</b> | Supports the searchable PDF function that is one of the advanced functions.  |
| 32  | <b>i-Option LK-106</b>    | Used to add a bar code font that is one of special fonts.  |
| 33  | <b>i-Option LK-107</b>    | Used to add a unicode font that is one of special fonts.   |
| 34  | <b>i-Option LK-108</b>    | Used to add an OCR font that is one of special fonts.  |
| 35  | <b>i-Option LK-110</b>    | Supports advanced functions such as a function that converts a file into a DOCX or XLSX type, a function that generates highly-functional and high quality data, and the E-mail RX Print function. For details on the available functions, refer to the [User's Guide Online] on the DVD.  |
| 36  | <b>i-Option LK-111</b>    | Supports the ThinPrint function that is one of the advanced functions.   |
| 37  | <b>Upgrade Kit UK-204</b> | Required when: <ul style="list-style-type: none"> <li>• Installing <b>i-Option</b>;</li> <li>• Using the My Address function in conjunction with <b>PageScope My Panel Manager</b>; and</li> <li>• Using the Overlay or Registered Overlay function.</li> </ul>  |
| 38  | <b>Upgrade Kit UK-208</b> | Used to return this machine from the Power Save mode via the wireless network using an Android tablet terminal. <ul style="list-style-type: none"> <li>• If you are using <b>Original Cover</b> or <b>Reverse Automatic Document Feeder</b>, <b>Upgrade Kit UK-209</b> is required to connect an Android tablet terminal to this machine.</li> <li>• If you are using <b>Dual Scan Document Feeder</b>, <b>Upgrade Kit UK-209</b> (dual scan board) is already installed on this machine.</li> </ul> |
| 39  | <b>Upgrade Kit UK-209</b> | Used to connect an Android tablet terminal to this machine and display the <b>Control Panel</b> on the Android tablet terminal, enabling remote-control operations. <ul style="list-style-type: none"> <li>• This unit is required when using <b>Original Cover</b> or <b>Reverse Automatic Document Feeder</b>.</li> <li>• If you are using <b>Dual Scan Document Feeder</b>, <b>Upgrade Kit UK-209</b> (dual scan board) is already installed on this machine.</li> </ul>                          |

The following options are not shown in the figure.

|    |                                |   |
|----|--------------------------------|---|
| 40 | <b>Heater HT-509</b>           | Prevents paper in a paper tray from being affected by humidity. <b>Desk DK-510</b> or <b>Paper Feed Cabinet</b> is required to install this unit. |
| 41 | <b>Power Supply BOX MK-734</b> | Used to turn <b>Heater</b> operations on or off.  |
| 42 | <b>Mount Kit MK-735</b>        | Required to install <b>Authentication Unit AU-201</b> (IC Card Type).   |

## 2.2.3 Name of parts (MFP) (bizhub C554e/C454e)

## Front side



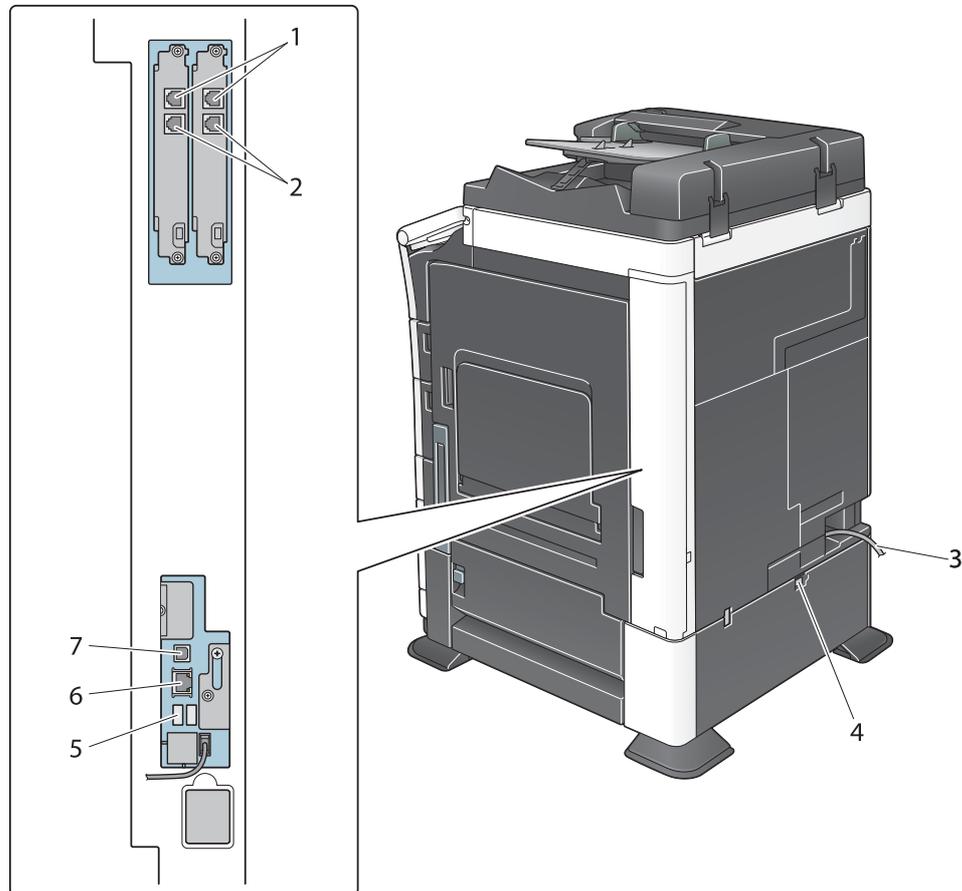
| No. | Name                         | Description   |
|-----|------------------------------|---|
| 1   | <b>Control Panel</b>         | Use the <b>Touch Panel</b> or buttons on this panel to operate this machine.  |
| 2   | <b>Original Tray</b>         | Load the original.  |
| 3   | <b>Stylus Pen</b>            | Used to operate the <b>Touch Panel</b> .  |
| 4   | <b>Bypass Tray</b>           | Used to load custom-size paper or special paper.  |
| 5   | <b>Paper-Empty Indicator</b> | Flashes orange when a tray runs low on paper and lights up orange when the tray runs out of paper.  |
| 6   | <b>Paper Tray</b>            | Used to load standard-size paper.   |
| 7   | <b>Lower Front Door</b>      | Open this door to replace consumables or to maintain this machine.  |
| 8   | <b>Upper Front Door</b>      | Open this door to replace a <b>Toner Cartridge</b> .  |
| 9   | <b>Data Indicator</b>        | Flashes blue while this machine is receiving a job. If a job is currently spooled, this indicator lamp lights up blue.  |
| 10  | <b>Status Indicator</b>      | This indicator lights up white in phases according to the warm-up progress state when this machine has started or returned from the Power Save mode. The indicator lights up in white in a streaming fashion while a print job is normally carried out on this machine. |
| 11  | <b>Warning Indicator</b>     | Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.   |

## Rear side

The illustration shows the main unit that contains the **Heater** and **Fax Kit**.

The shape of the power cord varies depending on the sales region.

The **Heater** is provided as an optional unit depending on the sales areas.



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

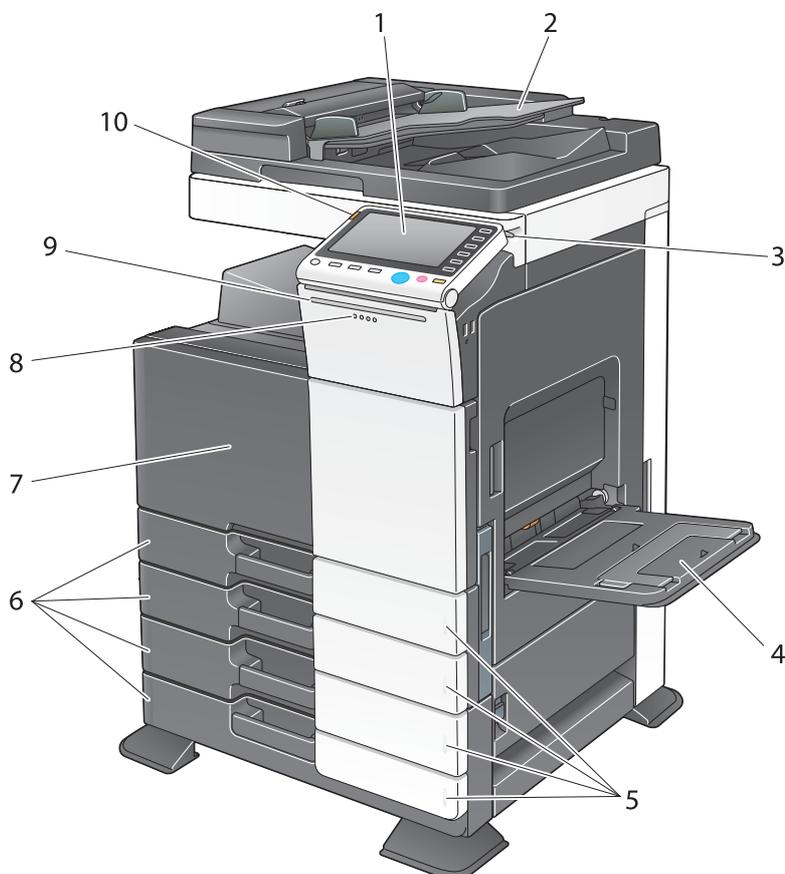


### Reference

For details, refer to the [User's Guide Online] on the DVD.

## 2.2.4 Name of parts (MFP) (bizhub C364e/C284e/C224e)

## Front side



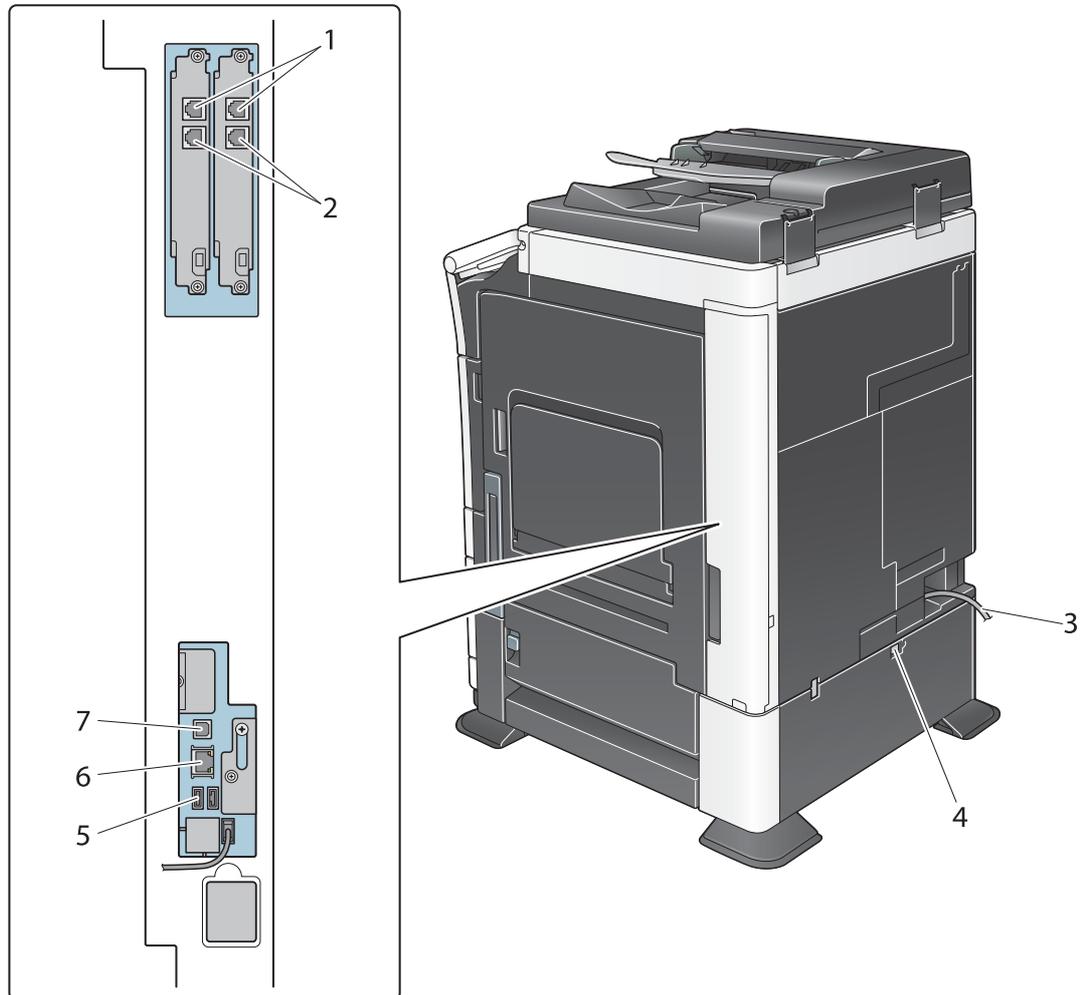
| No. | Name                         | Description   |
|-----|------------------------------|---|
| 1   | <b>Control Panel</b>         | Use the <b>Touch Panel</b> or buttons on this panel to operate this machine.  |
| 2   | <b>Original Tray</b>         | Load the original.  |
| 3   | <b>Stylus Pen</b>            | Used to operate the <b>Touch Panel</b> .  |
| 4   | <b>Bypass Tray</b>           | Used to load custom-size paper or special paper.  |
| 5   | <b>Paper-Empty Indicator</b> | Flashes orange when a tray runs low on paper and lights up orange when the tray runs out of paper.  |
| 6   | <b>Paper Tray</b>            | Used to load standard-size paper.   |
| 7   | <b>Front Door</b>            | Open this door to replace consumables or to maintenance this machine.   |
| 8   | <b>Data Indicator</b>        | Flashes blue while this machine is receiving a job. If a job is currently spooled, this indicator lamp lights up blue.  |
| 9   | <b>Status Indicator</b>      | This indicator lights up white in phases according to the warm-up progress state when this machine has started or returned from the Power Save mode. The indicator lights up in white in a streaming fashion while a print job is normally carried out on this machine. |
| 10  | <b>Warning Indicator</b>     | Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.   |

## Rear side

The illustration shows the main unit that contains the **Heater** and **Fax Kit**.

The shape of the power cord varies depending on the sales region.

The **Heater** is provided as an optional unit depending on the sales areas.



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



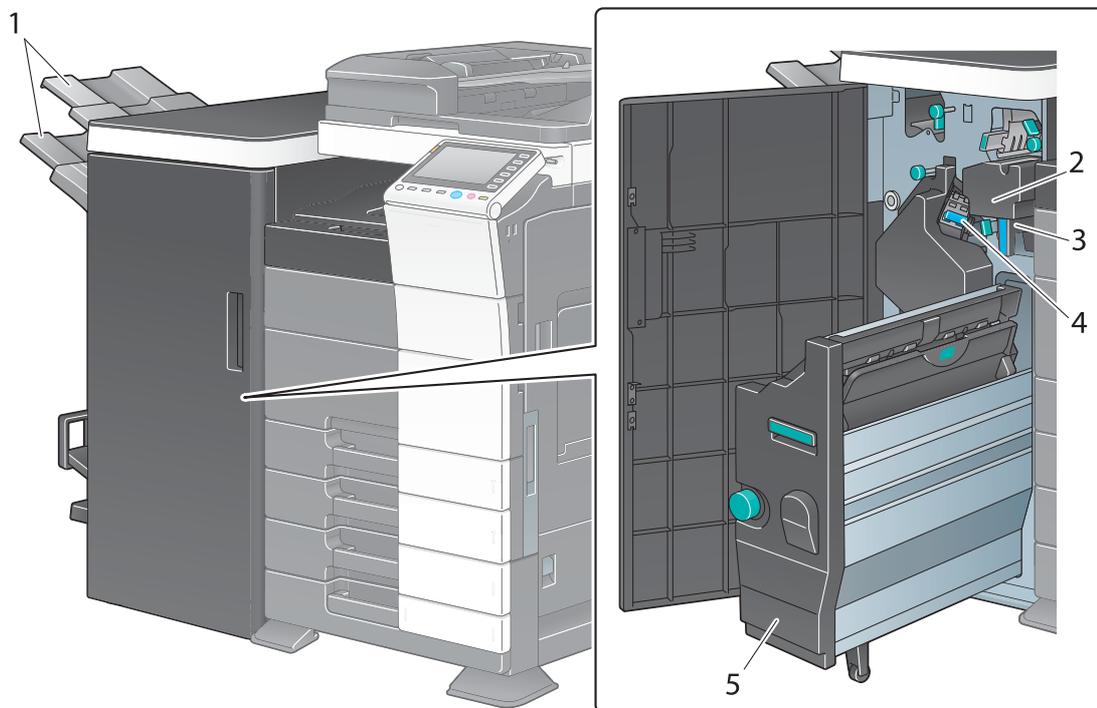
### Reference

For details, refer to the [User's Guide Online] on the DVD.

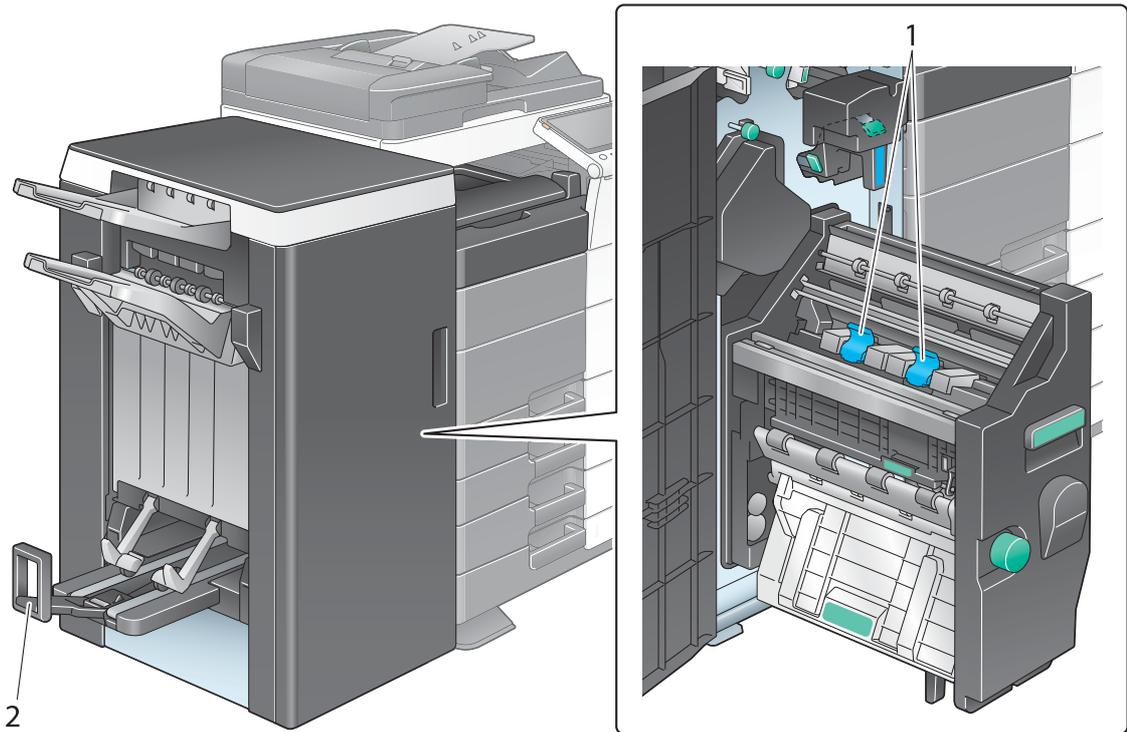
### 2.2.5 Name of parts (Optional units)

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

#### Finisher FS-535, Saddle Stitcher SD-512, Punch Kit PK-521 (bizhub C554e)



| No. | Name             |
|-----|------------------|
| 1   | Output Tray      |
| 2   | Punch Kit        |
| 3   | Punch Scrap Box  |
| 4   | Staple Cartridge |
| 5   | Saddle Stitcher  |

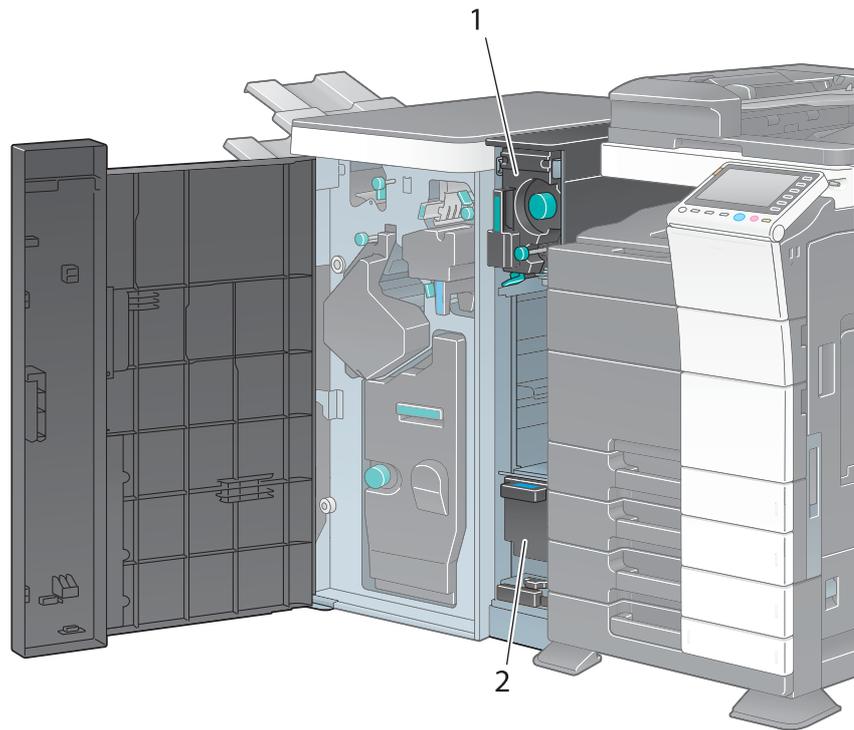


| No. | Name                |
|-----|---------------------|
| 1   | Staple Cartridge    |
| 2   | Folding Output Tray |

**Job Separator JS-602 (bizhub C554e)**

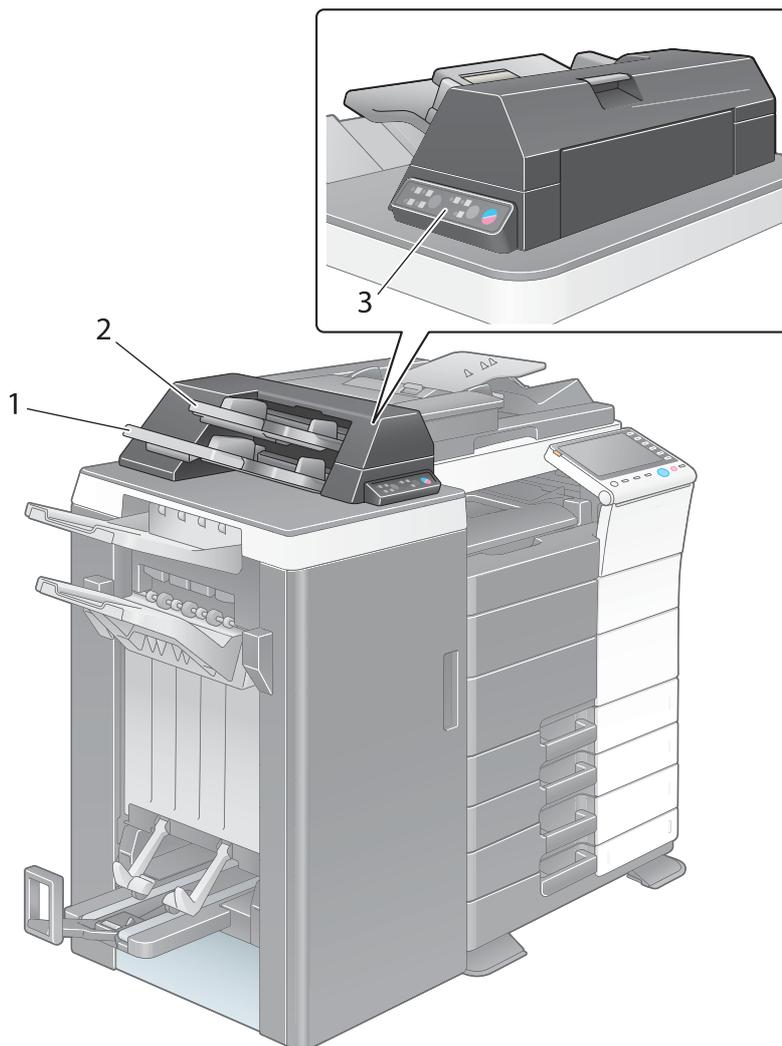
| No. | Name        |
|-----|-------------|
| 1   | Output Tray |

## Z Folding Unit ZU-606 (bizhub C554e)



| No. | Name                             |
|-----|----------------------------------|
| 1   | <b>Z Folding/Conveyance Unit</b> |
| 2   | <b>Punch Scrap Box</b>           |

## Post Inserter PI-505 (bizhub C554e)

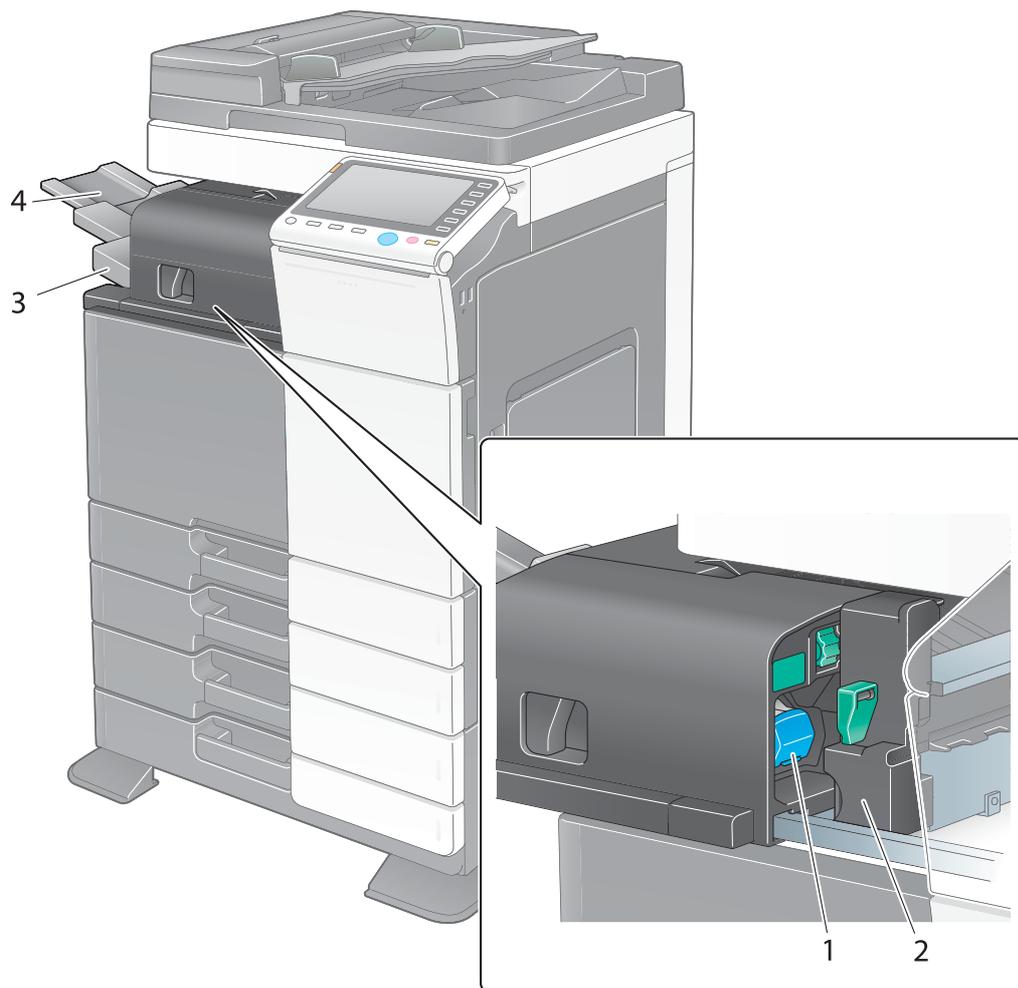


| No. | Name          |
|-----|---------------|
| 1   | Lower Tray    |
| 2   | Upper Tray    |
| 3   | Control Panel |



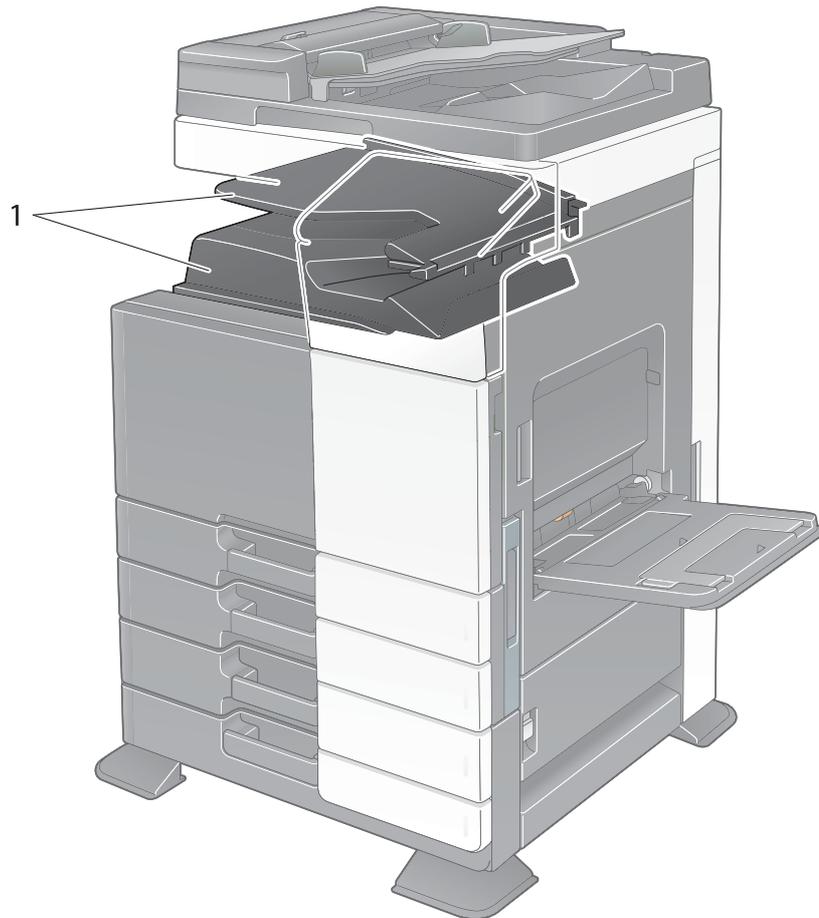
### Reference

For details on how to use the **Control Panel**, refer to the [User's Guide Online] on the DVD.

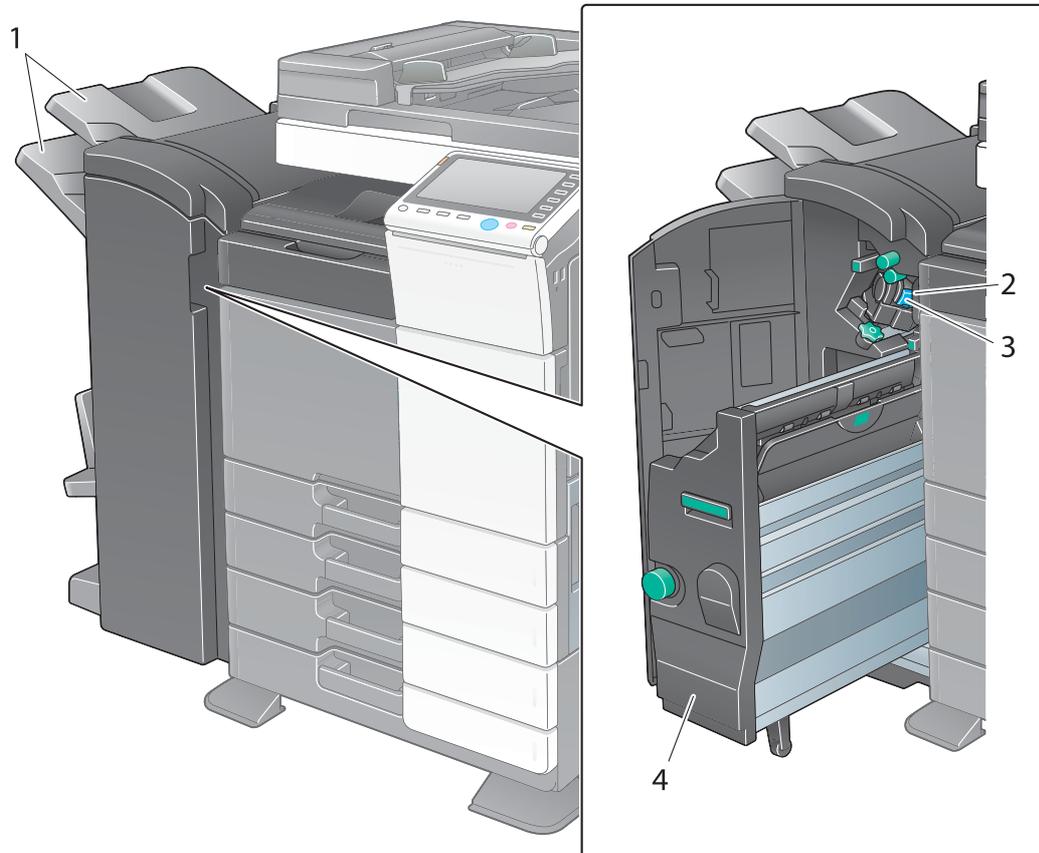
**Finisher FS-533, Punch Kit PK-519**

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

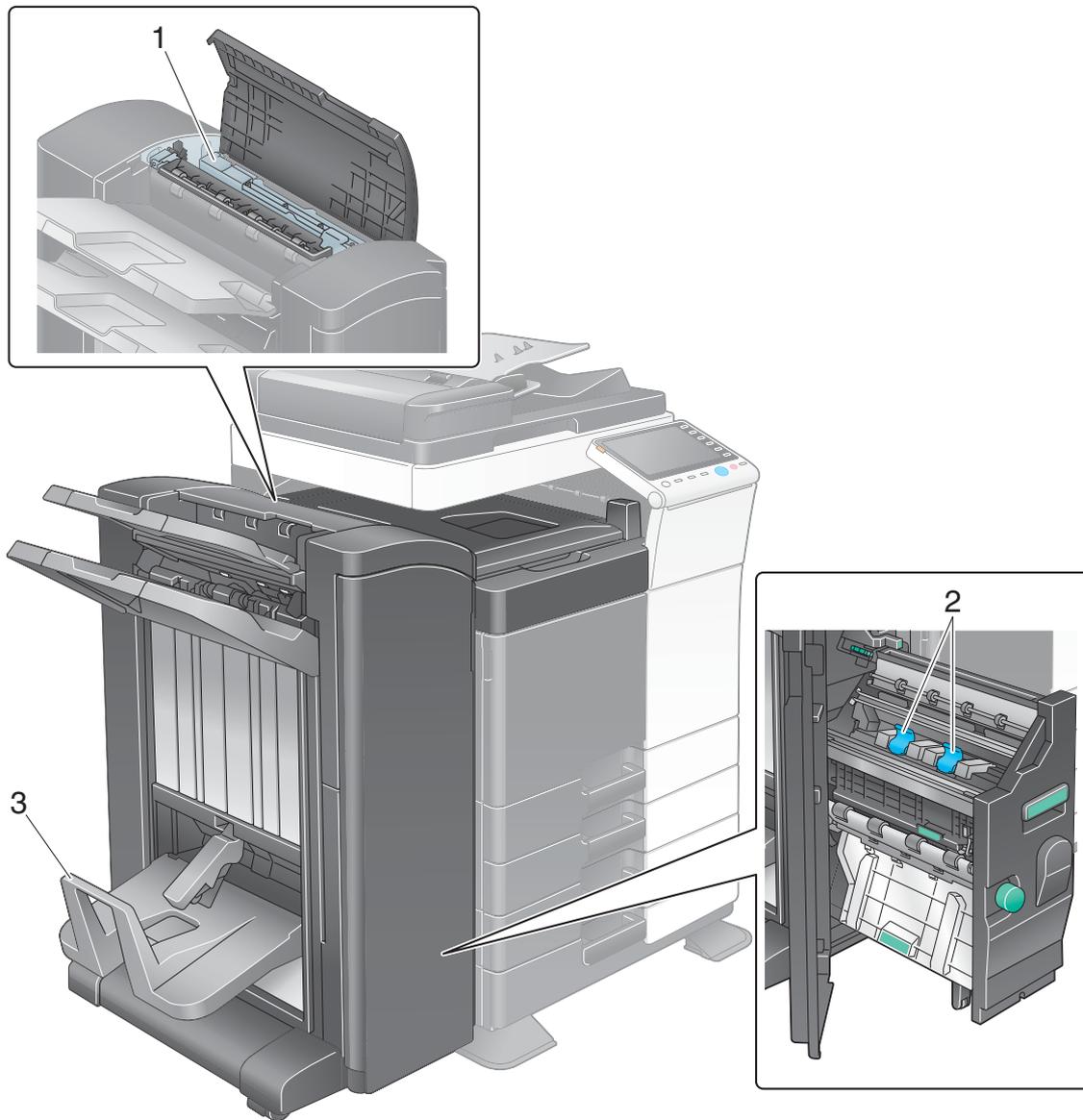
## Job Separator JS-506



| No. | Name        |
|-----|-------------|
| 1   | Output Tray |

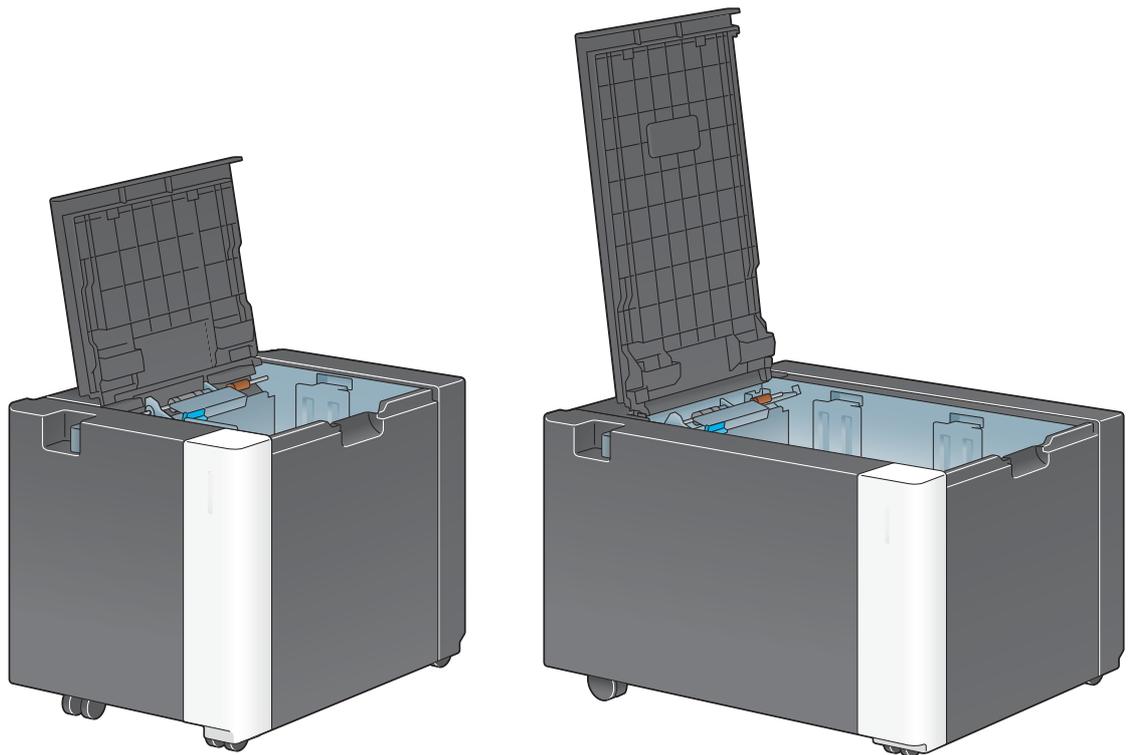
**Finisher FS-534, Saddle Sticher SD-511, Punch Kit PK-520**

| No. | Name             |
|-----|------------------|
| 1   | Output Tray      |
| 2   | Punch Scrap Box  |
| 3   | Staple Cartridge |
| 4   | Saddle Sticher   |



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

## Large Capacity Unit LU-301/LU-204



### Reference

*For details, refer to the [User's Guide Online] on the DVD.*

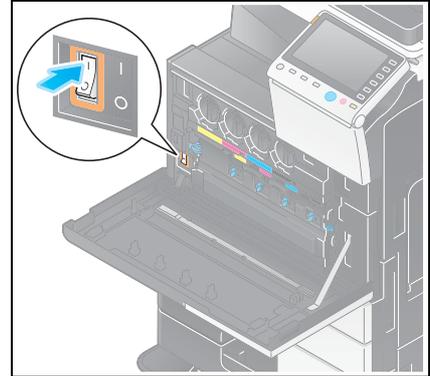
## 2.3 Power supply

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

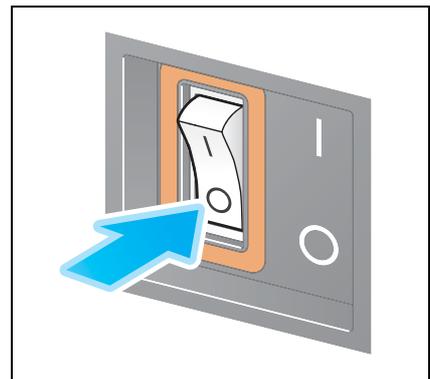
### 2.3.1 Turning the power on and off

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

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



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



#### **NOTICE**

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

### 2.3.2 Operating the Power key

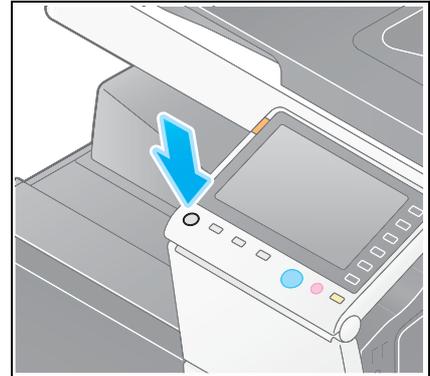
To immediately shift to the power save mode, for example, when work is finished or when not operating this machine for a long period of time, press the **Power** key.

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

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

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

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



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

### 2.3.3 Power save function

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

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



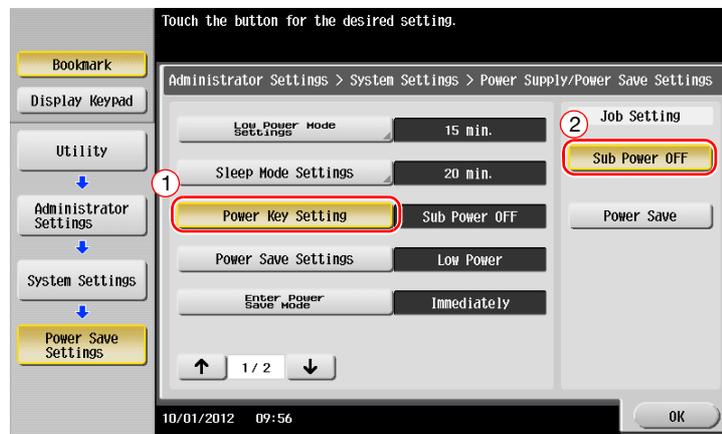
#### Reference

The time required to shift to each mode can be changed in the Administrator Settings. For details, refer to the [User's Guide Online] on the DVD.

### Reducing power consumption

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

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



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

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

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



#### Reference

For details, refer to the [User's Guide Online] on the DVD.

## 2.4 Control Panel

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

### 2.4.1 Name of parts



| No. | Name                | Description  |
|-----|---------------------|--|
| 1   | <b>Touch Panel</b>  | Various screens and messages are displayed. Directly touch the <b>Touch panel</b> to configure each setting.   |
| 2   | [Menu]              | Tap this button to display the main menu.  |
| 3   | [Enlarge Display]   | Enters Enlarge Display mode.   |
| 4   | [Guidance]          | Tap this button to display the Help Menu. You can display descriptions of the functions and operating procedures on the screen.  |
| 5   | [Access]            | If user authentication or account track is enabled, enter the user name and password for user authentication or the account name and password for account track, then tap this button to start the use of this machine. After a target operation is completed, tap this button once again to end the use of this machine.  |
| 6   | [Interrupt]         | Tap this button to enter the Interrupt mode. The indicator lamp lights up blue in the Interrupt mode. To cancel the Interrupt mode, tap [Interrupt] again.   |
| 7   | [Preview]           | Tap this button to print a single proof copy to be checked before printing a large number of copies. This function can also display a finishing image with the current settings on the <b>Touch Panel</b> .  |
| 8   | <b>Reset</b>        | Press this key to reset all settings, excluding the registered ones, that you entered using the <b>Control Panel</b> .   |
| 9   | <b>Stop</b>         | Press this key to temporarily stop an active copy, scan, or print job.   |
| 10  | <b>Start</b>        | Press to start the copy, scan or fax operation.  |
| 11  | <b>Register key</b> | <p>Press each key to switch the display of the <b>Touch Panel</b> to a function assigned to a <b>Register</b> key.</p> <ul style="list-style-type: none"> <li>• <b>1</b> (Scan/Fax): Switches to the scan/fax function.</li> <li>• <b>2</b> (Copy): Switches to the copy function.</li> <li>• <b>10Keypad</b> (10 Keypad): Displays the keypad on the <b>Touch panel</b>.</li> </ul> <p>The <b>Register</b> key can be assigned to any function in the Administrator Settings to be easy to use.</p> |

| No. | Name                     | Description   |
|-----|--------------------------|---|
| 12  | <b>Power</b>             | Press this key to switch to the power save mode.<br>In the normal mode, the key lights up blue. In the power save mode, the key blinks blue or lights up orange.<br>To create a higher power saving effect, you can change the setting in [Power Key Setting] of Administrator Settings. For [Power Key Setting], refer to page 2-27. |
| 13  | <b>Warning Indicator</b> | Flashes orange if a warning occurs.<br>Lights up orange if this machine has stopped due to an error.  |

Equipped with the **Keypad KP-101**



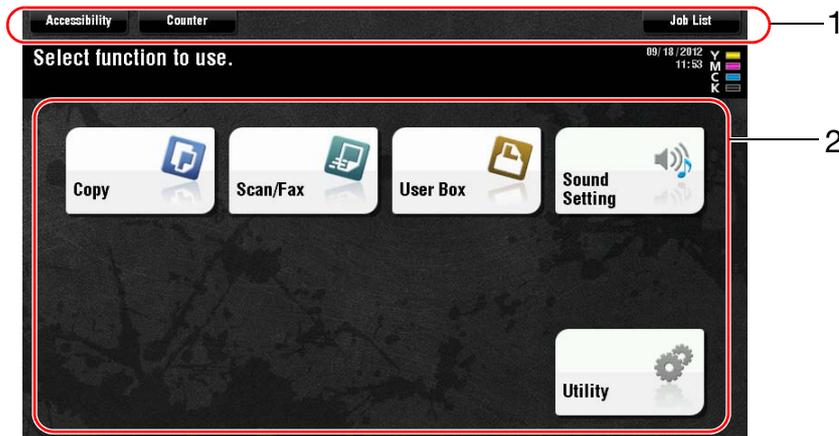
| No. | Name          | Description  |
|-----|---------------|--|
| 1   | <b>Keypad</b> | Use this keypad to enter numeric values such as the number of copies, zoom ratio, and fax number.                        |
| 2   | <b>C</b>      | Press this key to cancel numeric values such as the number of copies, zoom ratio, and size you entered using the keypad. |

## 2.5 Touch Panel

### 2.5.1 Main Menu

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

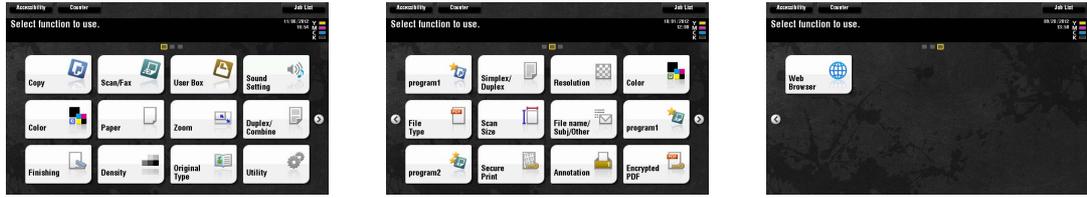
#### Layout of main menu



| No. | Name            | Description  |
|-----|-----------------|--|
| 1   | [Accessibility] | Tap this button to adjust a <b>Touch Panel</b> pressing position, change keying sounds, and configure the operating environment of the <b>Control Panel</b> .                  |
|     | [Counter]       | Tap this button to display the total number of pages printed on this machine on a function or color basis.   |
|     | [Job List]      | Tap this button to display active or standby jobs. If necessary, you can view job logs or print a communication report.  |
| 2   | Main menu keys  | Display shortcut keys assigned to any function.<br>By default, the main menu shows [Copy], [Scan/Fax], [User Box], [Sound Setting], and [Utility].                             |
|     | [Utility]       | Tap this button to configure settings of this machine or view the use status of this machine. <ul style="list-style-type: none"> <li>[Utility] is always displayed.</li> </ul> |

### Customizing the main menu

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



In addition, you can specify your favorite background pattern.



### Reference

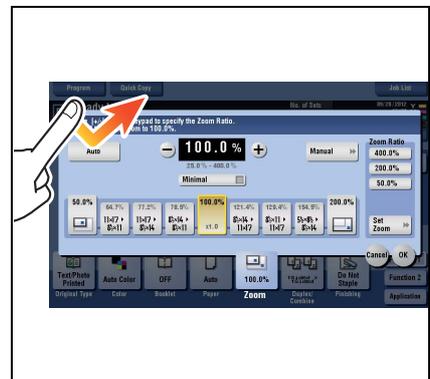
For details, refer to the [User's Guide Online] on the DVD.

### 2.5.2 Operating the Touch Panel

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

#### Tap

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



#### Double-tap

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



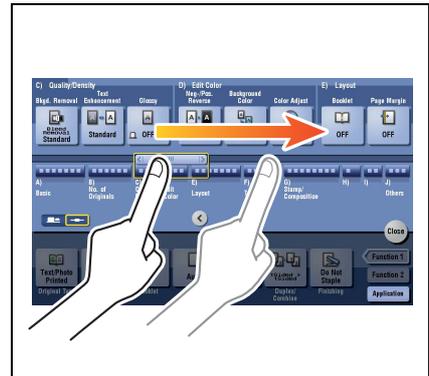
## Flick

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



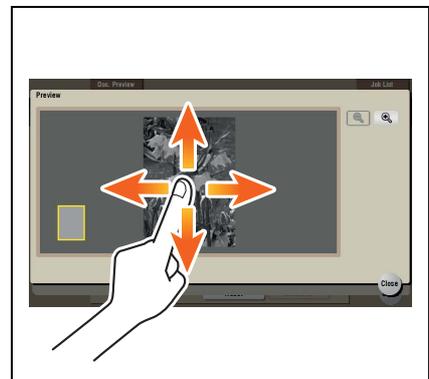
## Drag

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



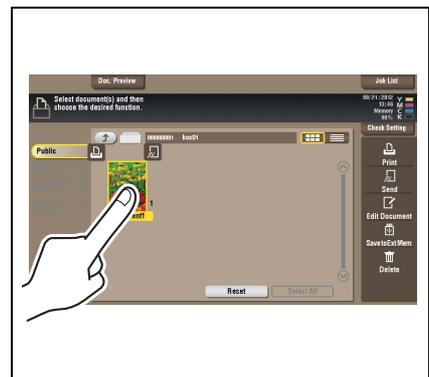
## Pan

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



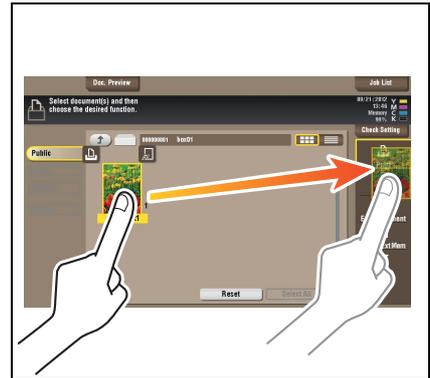
## Long-tap

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



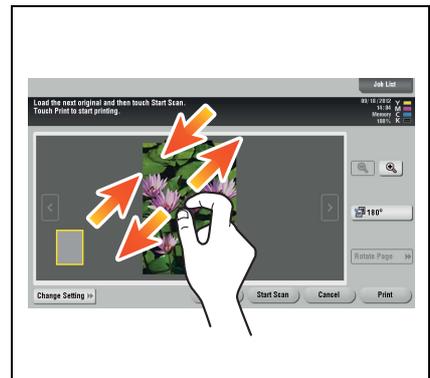
## Drag & Drop

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



## Pinch in/Pinch out

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



## Rotation

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



## Precautions on using the Touch panel

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

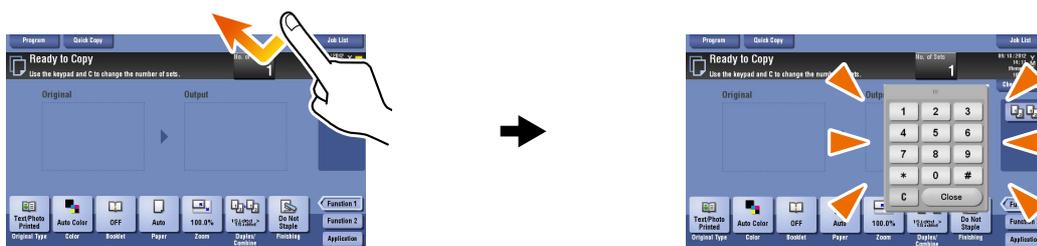
- Use your finger or the **Stylus Pen** supplied with this machine. Note that the **Touch Panel** will not respond appropriately if you operate it using your nail or a pen tip instead of your finger or the **Stylus Pen**.
- Applying a strong force to the **Touch Panel** will damage the **Touch Panel**,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

### 2.5.3 How to display the keypad

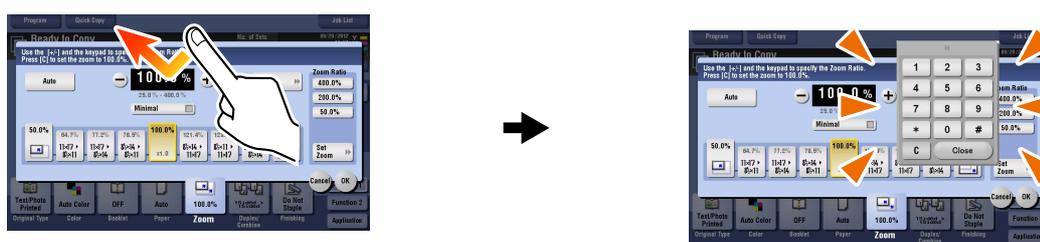
When tapping the input area on the copy screen and etc. for entering the number of copies or entering adjustment values, the keypad will be displayed.

It can also be displayed by pressing the 10keypad provided for the **Register** key.

Input area for entering the number of copies



Input area for entering values



## How to move the keypad

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



## How to close the keypad

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

It can also be closed by pressing the 10keypad provided for the **Register** key.



## To display the keypad all the time

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



### Reference

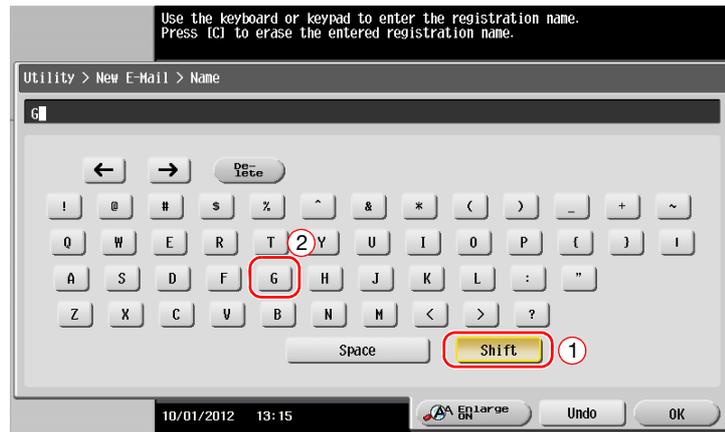
For details, refer to the [User's Guide Online] on the DVD.

## 2.5.4 Entering characters

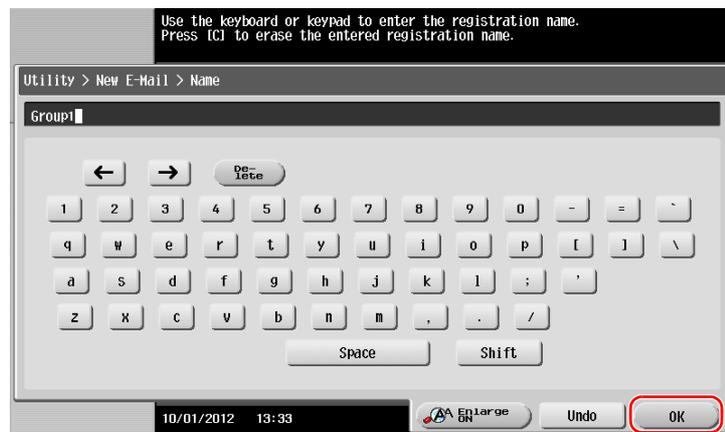
When entering characters to register an address or program, use the keyboard screen displayed on the Touch Panel.

### When typing in "Group1":

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



- 2 After typing completes, tap [OK].



## 2.6 Jobs

### 2.6.1 Job screen

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

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

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

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



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

### 2.6.2 Multi-job function

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

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

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

#### Reference

- These values may vary depending on conditions.
- For details, refer to the [User's Guide Online] on the DVD.

## 2.7 Loading Paper

### 2.7.1 Loading paper in Tray 1 to Tray 4

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

#### Applicable paper types

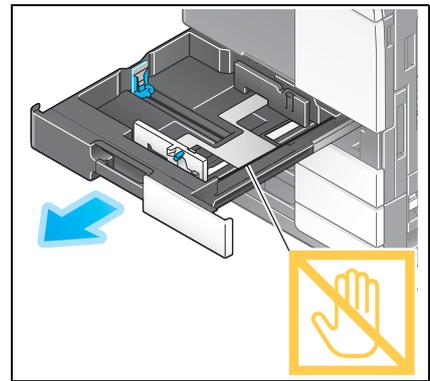
Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, and recycled paper

#### How to load paper

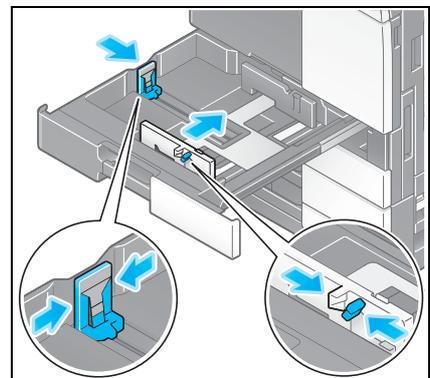
- 1 Pull out the tray.

**NOTICE**

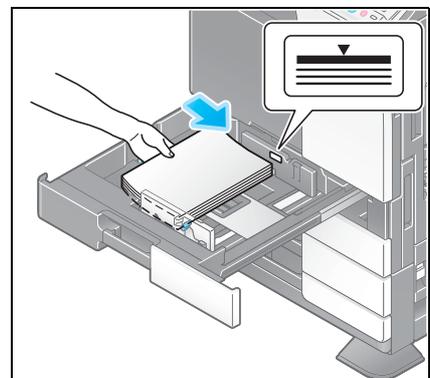
*Be careful not to touch the **Film**.*



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



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



- 4 When loading paper other than plain paper, specify the paper type. For details, refer to page 2-41.

## 2.7.2 LCT (built-in)

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

### Applicable paper types

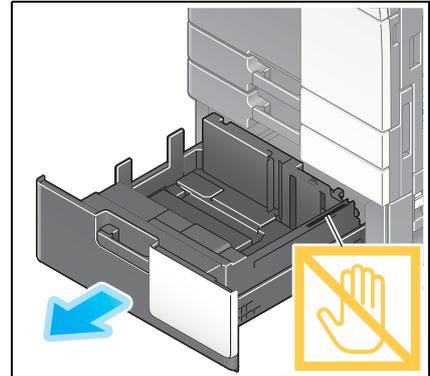
Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, and recycled paper

### How to load paper

- 1 Pull out the tray.

**NOTICE**

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

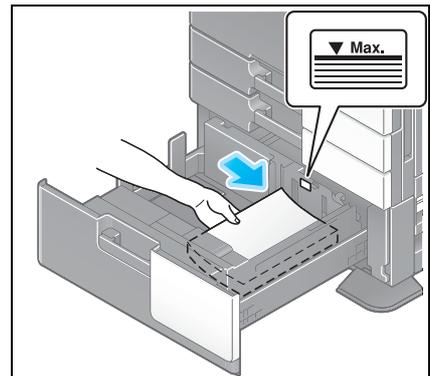


- 2 Load paper into the right tray.

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

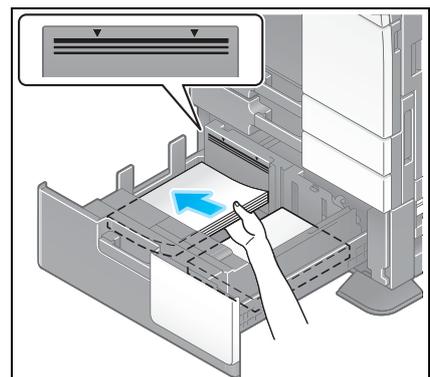
**NOTICE**

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



- 3 Load paper into the left tray.

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



- 4 When loading paper other than plain paper, specify the paper type. For details, refer to page 2-41.

### 2.7.3 Loading paper into the Large Capacity Unit

Up to 3000 sheets of plain paper can be loaded into **Large Capacity Unit LU-301**, and up to 2500 sheets of plain paper into **Large Capacity Unit LU-204**.

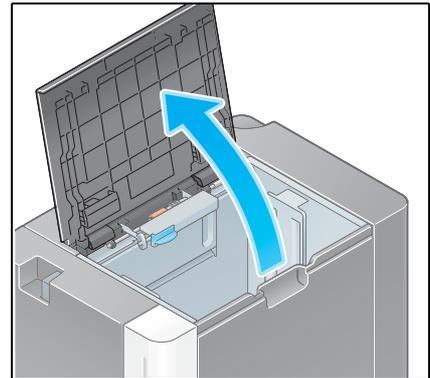
The **Large Capacity Unit** is an option.

#### Applicable paper types

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

#### How to load paper

- 1 Open the door.

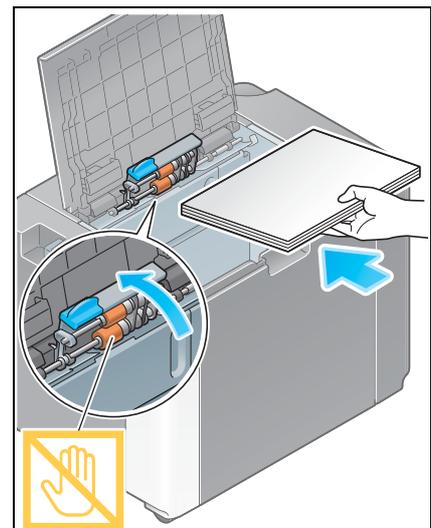


- 2 Lift the **Paper Feed Roller**, and load paper into the unit.  
→ Load paper into the tray with the print side facing down.

**NOTICE**

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

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



- 3 When loading paper other than plain paper, specify the paper type. For details, refer to page 2-41.

## 2.7.4 Bypass Tray

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

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

### Applicable paper types

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

### Applicable paper sizes

| Type                | Size   |
|---------------------|--|
| Standard-size paper | 12 × 18  to 5-1/2 × 8-1/2  , 4 × 6  , SRA3  , A3  to A6  , B4  to B6  , A6 card  , 8 × 13  , 16K  , 8K  , banner paper |
| Custom-size paper   | Paper width: 3-9/16 to 12-5/8 inches (90 mm to 320 mm)<br>Paper length: 5-1/2 to 47-1/4 inches (139.7 mm to 1,200 mm)  |

### How to load paper

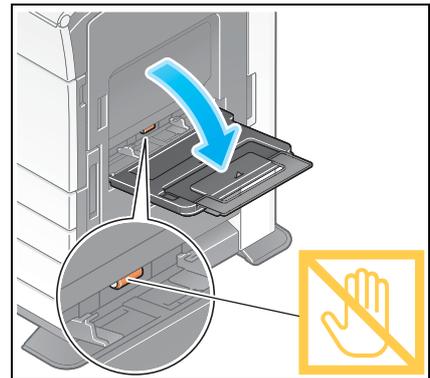
#### NOTICE

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

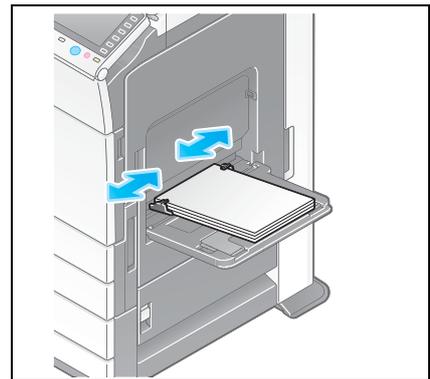
- 1 Open the tray.
  - To load large-sized paper, pull out the **Tray Extension**.
  - To load banner paper, install the **Mount Kit MK-730** for banner paper.

#### NOTICE

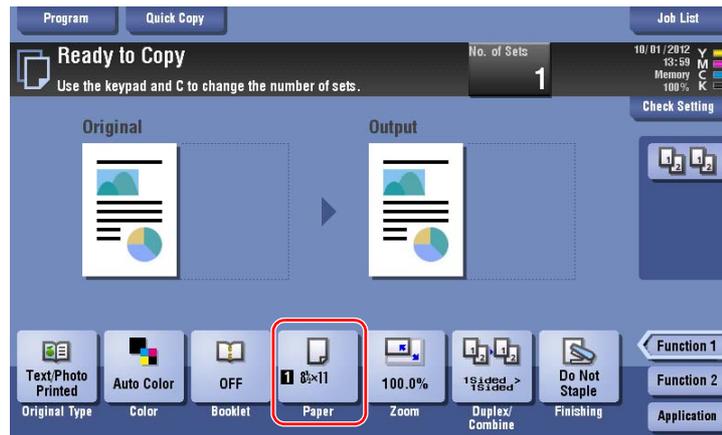
*Exercise care not to touch the surface of the **Paper Feed Roller** with your hands.*



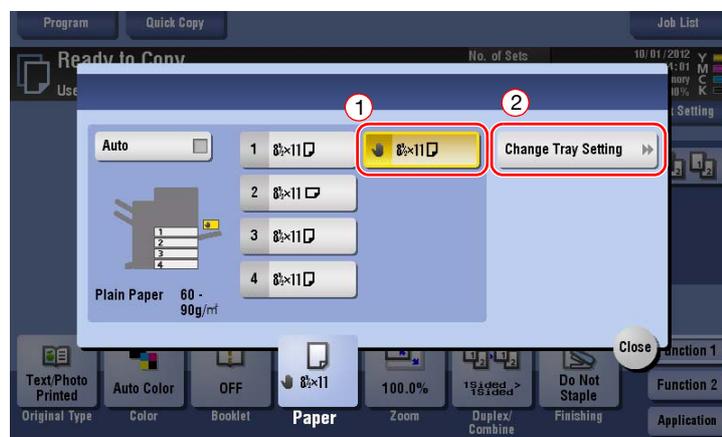
- 2 After loading paper, adjust the **Lateral Guide**.
  - Load paper into the tray with the print side facing down.



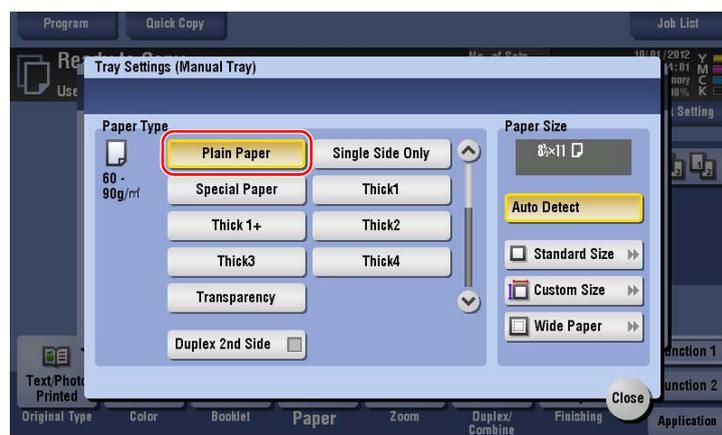
- 3 Specify the paper type. Tap [Paper].



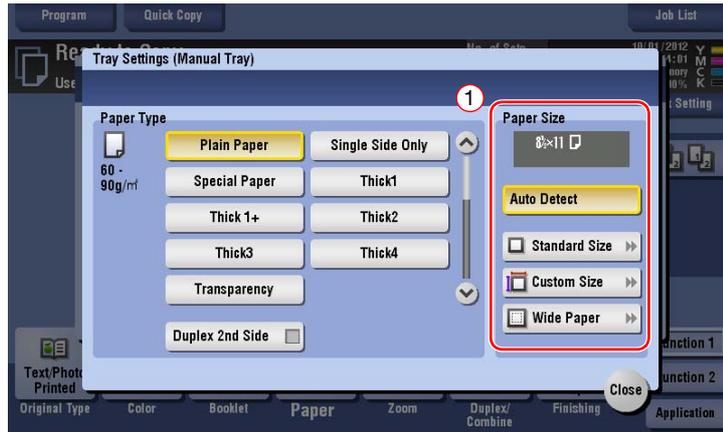
- 4 Select [↓], then tap [Change Tray Setting].



- 5 Select the paper type.



## 6 Specify the paper size.



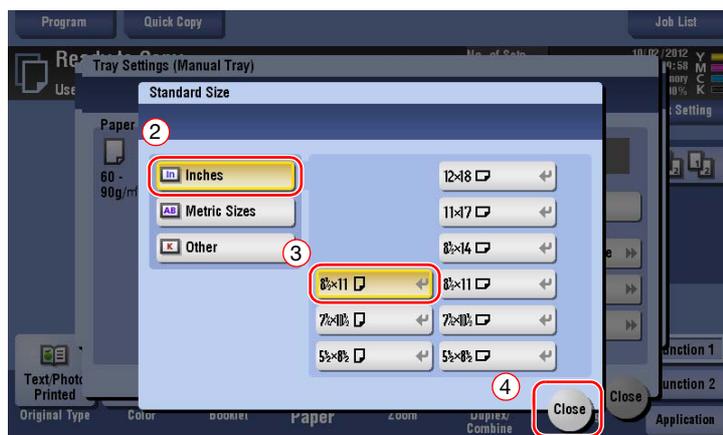
→ For Auto Detect

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

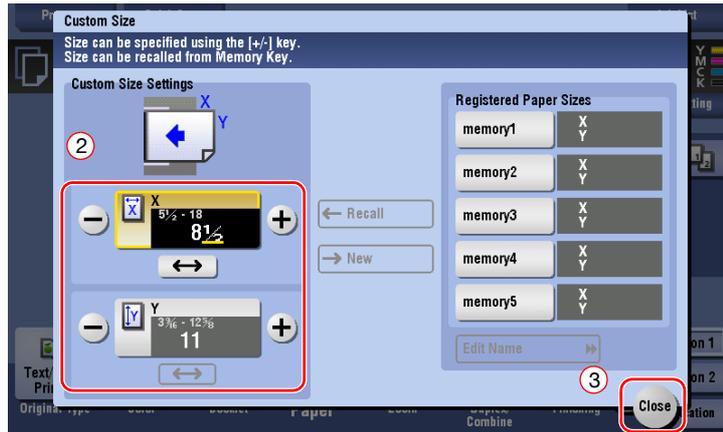


→ For Standard Size

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



→ For Custom Size



→ For Wide Paper



---



## **Basic Settings and Operations**



## 3 Basic Settings and Operations

### 3.1 Print Function

#### 3.1.1 Required settings and basic operations (For Windows OS)

Print data created on your computer via the network.

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



#### Preparation flow

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

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

- 1 Checking the cable connection (Administrator)
  - Check that this machine is correctly connected to the network cable. For details, refer to page 3-4.
- 2 Checking network settings of this machine (Administrator)
  - Check the network settings of this machine. For details, refer to page 3-4.
  - The network can be used with the default settings unless otherwise requested.
- 3 Installing the printer driver
  - Install the printer driver on the computer. For details, refer to page 3-5.

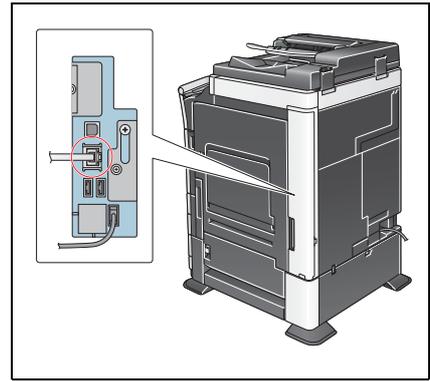
#### Operation flow

The following describes a flow to print data from your computer. For details, refer to page 3-5.

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

## Checking the cable connection

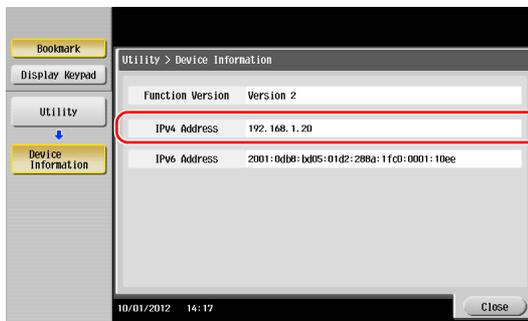
Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



## Checking network settings of this machine

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

- For IPv4 environment
- For IPv6 environment



If no IP address is displayed, you need to configure the network.

- Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the [User's Guide Online] on the DVD.



## Reference

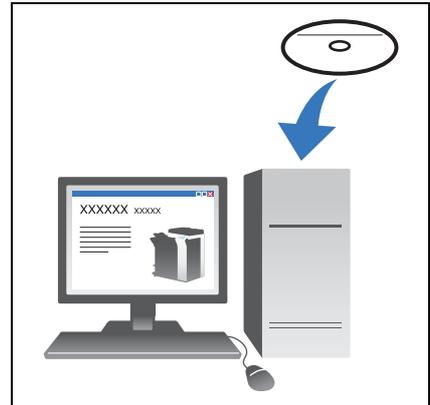
*In general, the default settings are available for network connection; however, some network environments require a change on network settings. For details, refer to the [User's Guide Online] on the DVD.*

## Installing the printer driver

Use the installer to install the printer driver.

- ✓ This operation requires administrator privileges for your computer.

- 1 Insert the DVD-ROM which includes the printer driver into the DVD-ROM drive of the computer.



- 2 Click [Printer Install].

- 3 Proceed with the procedure according to the on-screen instructions.

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

- 4 Select this machine from the list.

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

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

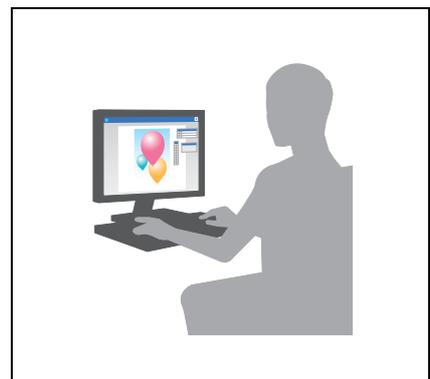
- 6 Click [Install].

- 7 Click [Finish].

## Printing data

- 1 Open the data you want to print using the application software.

- 2 In the [File] menu, click [Print].



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

### Tips

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

## Types of printer drivers

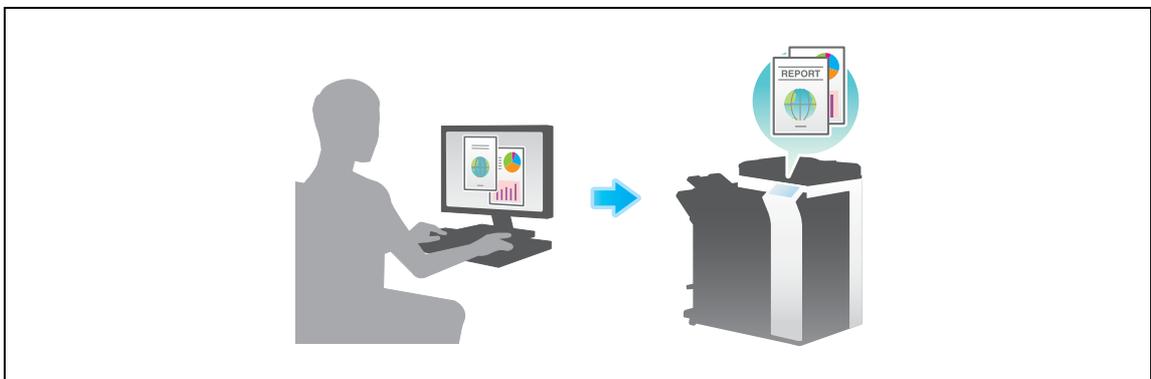
Select a printer driver that will meet your printing requirements.

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

### 3.1.2 Required settings and basic operations (For Mac OS)

Print data created on your computer via the network.

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



#### Preparation flow

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

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

- 1 Checking the cable connection (Administrator)
  - Check that this machine is correctly connected to the network cable. For details, refer to page 3-7.
- 2 Checking network settings of this machine (Administrator)
  - Check the network settings of this machine. For details, refer to page 3-7.
  - The network can be used with the default settings unless otherwise requested.
- 3 Installing the printer driver
  - Install the printer driver on the computer. For details, refer to page 3-9.
- 4 Adding and configuring a printer driver
  - Set up your computer so that data can be printed using the installed printer driver. For details, refer to page 3-10.

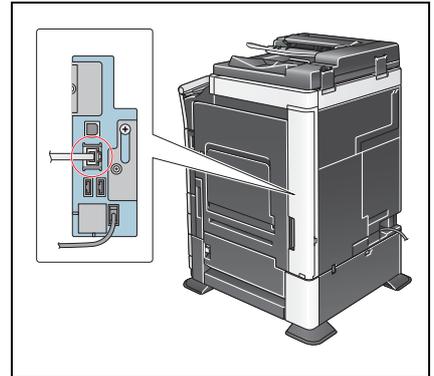
## Operation flow

The following describes a flow to print data from your computer. For details, refer to page 3-10.

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

## Checking the cable connection

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



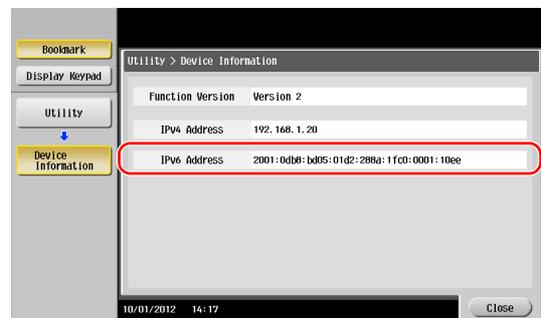
## Checking network settings of this machine

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

- For IPv4 environment



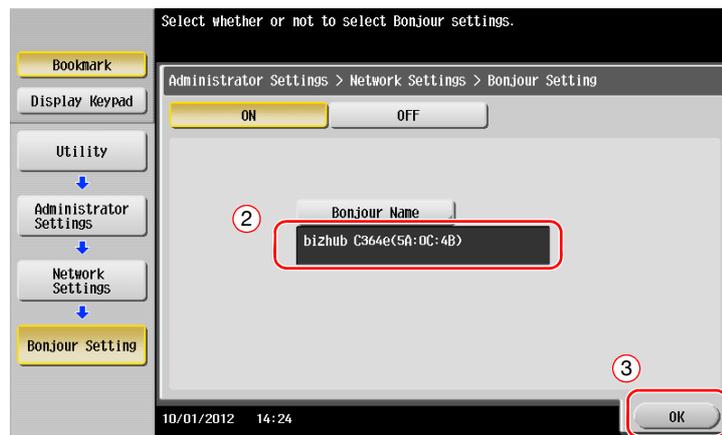
- For IPv6 environment



- 2 Specify the Bonjour name. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [Bonjour Setting] - [ON].



- The Bonjour name is displayed on the printer driver as a connected device name. For "bizhub C364e (5A:0C:4B)", "bizhub C364e" indicates the product name, and "(5A:0C:4B)" indicates the last three bytes of the MAC address.

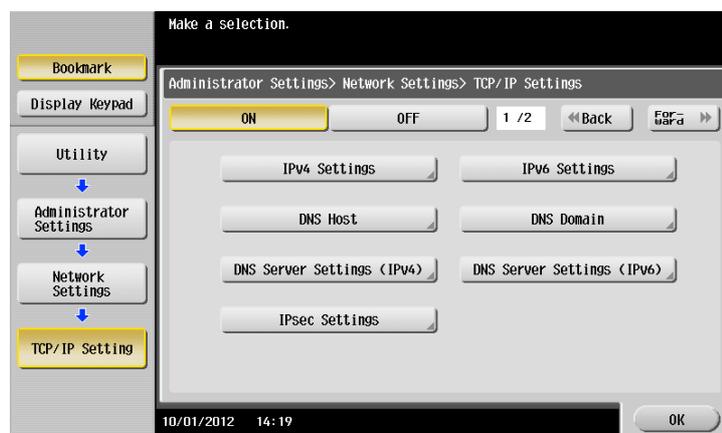


- To change the Bonjour name, tap [Bonjour Name], and enter the name using the displayed keyboard.



If no IP address is displayed in Step 1, you need to set up the network.

- Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the [User's Guide Online] on the DVD.

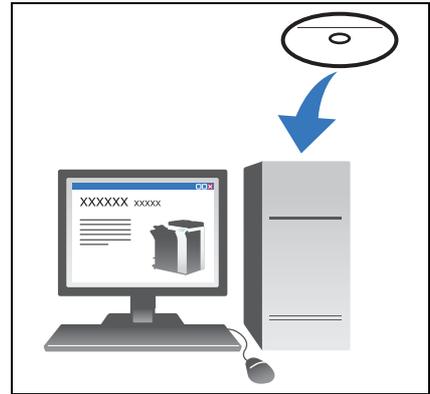


## Installing the printer driver

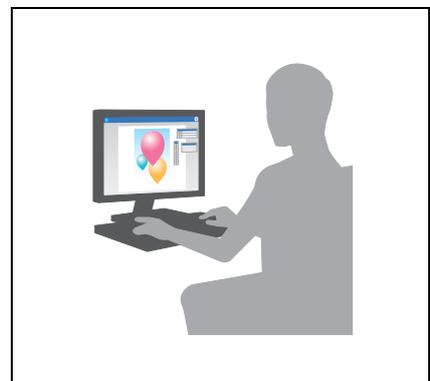
Use the installer to install the printer driver.

- ✓ This operation requires administrator privileges for your computer.

- 1 Insert the DVD-ROM which includes the printer driver into the DVD-ROM drive of the computer.



- 2 Select the target printer driver, and copy it to the desktop.  
Example: /Driver/OS\_10\_6\_x/Letter/bizhub\_C364\_106.pkg  
(Printer driver for OS X 10.6)
  - When ordinarily using metric-sized paper, select a printer driver in the "A4" directory.
  - The last three digits of the printer driver name indicate the version of the operating system.



- 3 Double-click the file copied onto the desktop.
- 4 Proceed with the procedure according to the on-screen instructions until the installation screen appears.
- 5 Click [Install].
- 6 When a prompt message appears to ask you to enter the name and password, type in the name and password of the user with administrator privileges.
- 7 Click [Close].

## Adding and configuring a printer driver

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

- ✓ This operation requires administrator privileges for your computer.

**1** In the Apple Menu, click [System Preferences] - [Print & Fax].

**2** Click [+].

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

**3** Select a printer for the Bonjour connection. Search for this machine from the list of printers for which [Kind] is set to [Bonjour], and click it.

→ If you cannot identify the connected machine because multiple same product names are listed, check with the administrator.

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

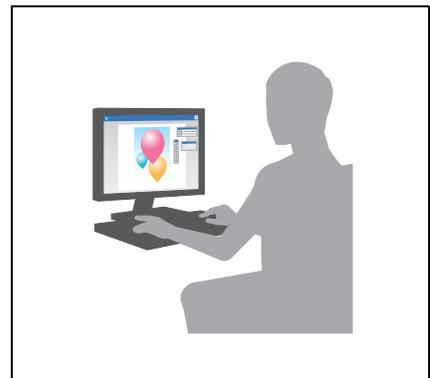
**4** Check that the printer driver is displayed.

**5** Select the installed optional units.

## Printing data

**1** Open the data you want to print using the application software.

**2** From the [File] menu, select [Print].



**3** Select the Bonjour name of this machine.

### Tips

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

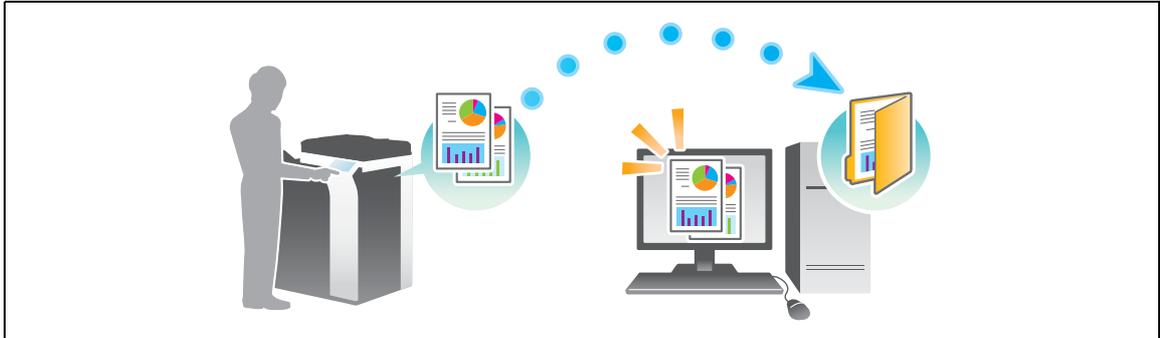
## 3.2 Scan-to-Send function

### 3.2.1 Various transmission methods

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

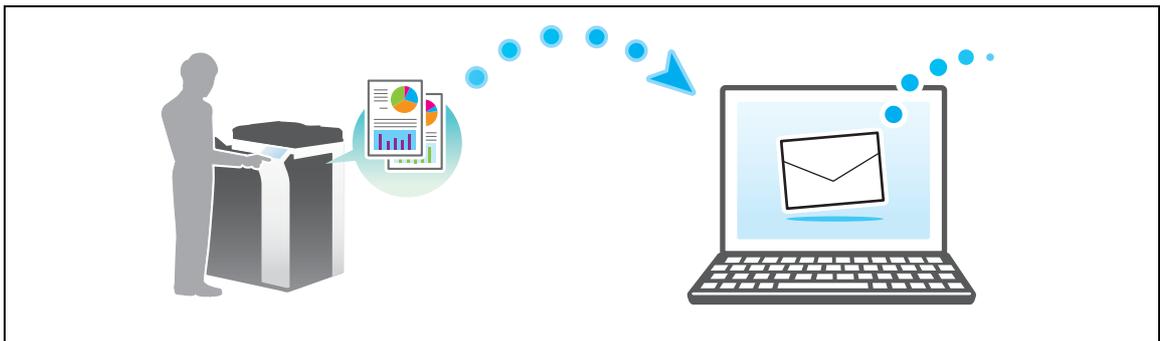
#### Sending data to your computer (SMB Send)

Send scanned data to a computer on the network. Once settings are configured, you can send data easily. For details, refer to page 3-12 and page 3-20.



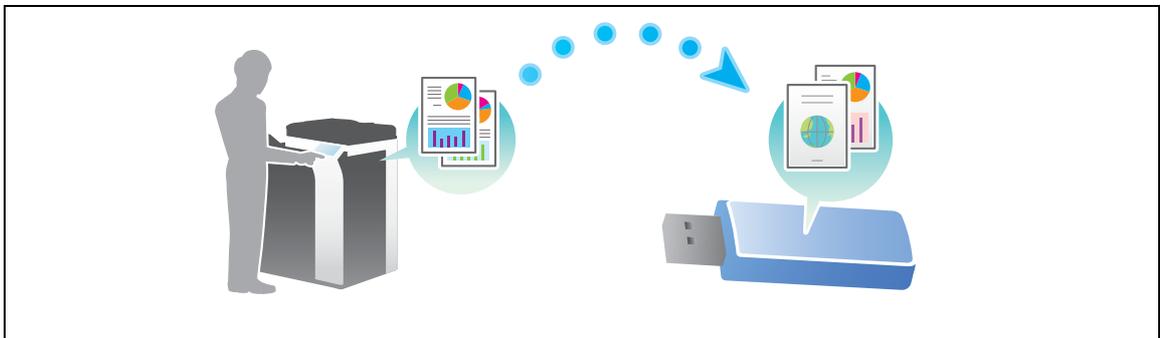
#### Transmitting data as E-mail attachment (E-mail TX)

Send scanned data as an E-mail attachment. This function is useful when you want to forward data to an outside location. For details, refer to page 3-28.



#### Saving data to the USB memory device (External memory)

Directly save scanned data on the USB memory device connected to this machine. For details, refer to page 3-59.



## Various methods for transmitting and saving data

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

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



### Reference

For details, refer to the [User's Guide Online] on the DVD.

## 3.2.2 Sending data to your Windows computer (SMB Send)

Send scanned data to a computer on the network.

Once settings are configured, you can send data easily.



## Preparation flow

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

- 1 Checking the cable connection (Administrator)
  - Check that this machine is correctly connected to the network cable. For details, refer to page 3-13.
- 2 Checking network settings of this machine (Administrator)
  - Check the network settings of this machine. For details, refer to page 3-14. The network can be used with the default settings unless otherwise requested.
- 3 Checking computer information
  - Check the information required for Store Address, and fill out the checklist. For details, refer to page 3-15.
- 4 Configuring your computer
  - Configure settings to share a computer, or create a dedicated folder to receive files. For details, refer to page 3-15.
- 5 Registering destinations
  - Register destinations to which files are sent while checking the checklist. For details, refer to page 3-16.

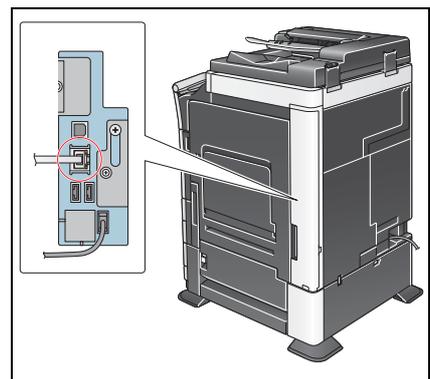
## Operation flow

The following describes a transmission flow. For details, refer to page 3-18.

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

## Checking the cable connection

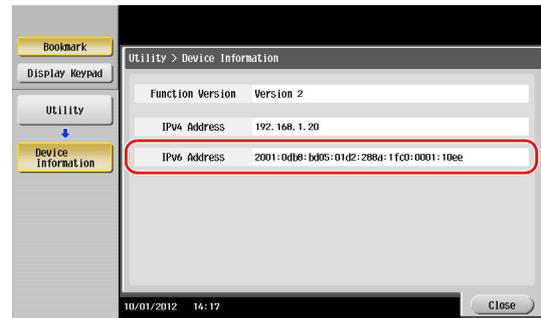
Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



## Checking network settings of this machine

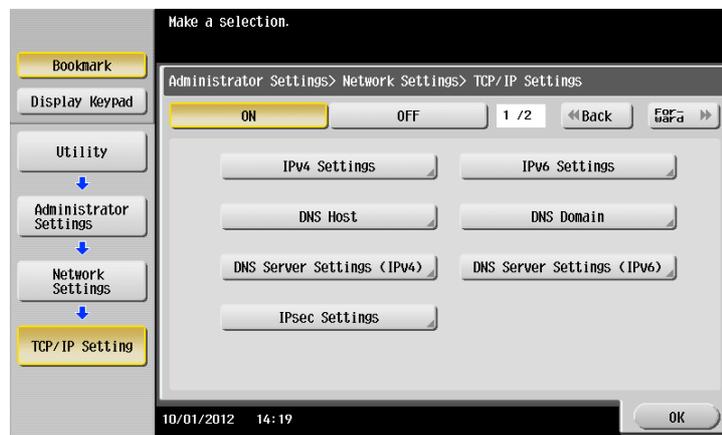
Tap [Utility], and select [Device Information]. Then, check that the IP address is displayed.

- For IPv4 environment
- For IPv6 environment



If no IP address is displayed, you need to configure the network.

- Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the [User's Guide Online] on the DVD.



### Reference

In general, the default settings are available for network connection; however, some network environments require a change on network settings. For details, refer to the [User's Guide Online] on the DVD.

## Checklist

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

| Name         | Entry column   | Detail                             |
|--------------|--|------------------------------------|
| Host Address | Host name or IP address to which the scanned data is sent  | page 3-15                          |
| File Path    | Name of the dedicated folder to receive the scanned data   | page 3-15                          |
| User ID      | User name required to log in to the computer   | page 3-15                          |
| Password     | Password required to log in to the computer <ul style="list-style-type: none"> <li>• You should not enter this column for security reasons.</li> </ul> | Contact your system administrator. |

## Checking computer information

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

- 1 Display the Properties window of the computer.
  - In Windows 8, right-click on the Start window, then select [All apps] - [Computer]. On the toolbar, select [Computer] - [System properties].
  - In Windows Vista/7, from the Start menu, select [Computer] - [System properties].
  - In Windows XP, open the Start menu, and right-click on [My Computer], and select [Properties].
- 2 Check the computer name, and write it down in the Host address column of the checklist.
- 3 Open the command prompt.
  - In Windows 8, right-click on the Start window, then select [All apps] - [Command Prompt].
  - In Windows Vista/7, from the Start menu, select [All Programs] - [Accessories] - [Command Prompt].
  - In Windows XP, open the Start menu, and select [Programs] - [Accessories] - [Command Prompt].
- 4 Check the user name, and write it down in the User ID column of the checklist.

## Configuring your computer

Create a new folder, and enable the sharing settings.

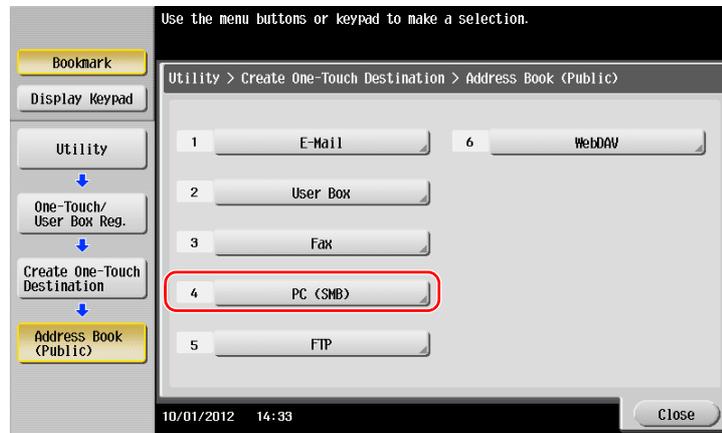
- ✓ This operation requires administrator privileges for your computer.

- 1 Display the Network and Sharing Center window to configure a sharing setting.
  - In Windows 8, right-click on the Start window, select [All apps] - [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Change advanced sharing settings], then select the [Turn on file and printer sharing] check box.
  - In Windows 7, from the Start menu, select [Control Panel] - [Network and Internet] - [Network and Sharing Center] - [Change advanced sharing settings] then select the [Turn on file and printer sharing] check box.
  - In Windows Vista, open the Start menu, select [Control Panel] - [Network and Sharing Center], then turn on [File sharing].
  - For Windows XP, the control panel setting is not required.
- 2 Create a new folder, and write down the folder name in the File path column of the checklist.
- 3 Only for Windows XP, check the folder options.
  - Double-click the folder, select [Tools] - [Folder Options...] then click the [View] tab.
  - Clear the [Use simple file sharing (Recommended)] check box.
- 4 Configure the setting to share the folder created in Step 2. Right-click on the folder, then click [Properties].
  - For Windows XP, right-click on the folder, then click [Sharing and Security].
- 5 Click the [Sharing] tab, then click [Advanced Sharing].
  - For Windows XP, [Advanced Sharing] does not appear.
- 6 Select the [Share this folder] check box, then click [Permissions].
- 7 Select [Everyone] from the [Group or user names:] list, then select all of the [Allow] check boxes.

## Registering destinations

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

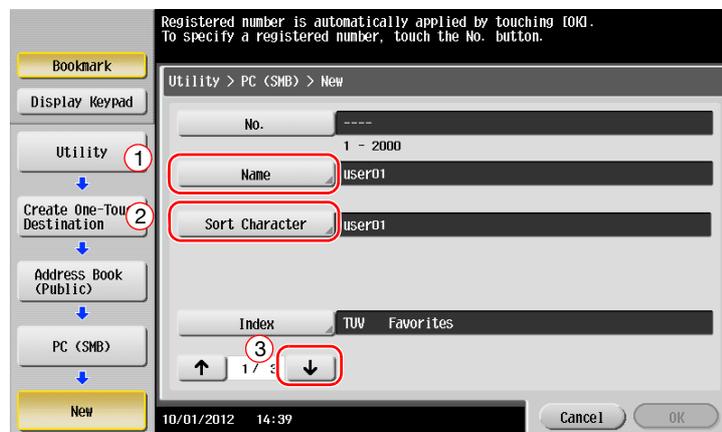
- 1 Tap [Utility], and select [One-Touch/ User Box Reg.] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)].



- 2 Tap [New].

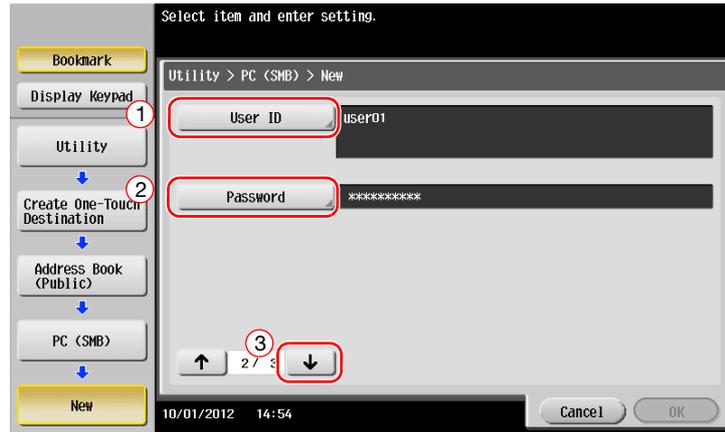


- 3 For [Name], specify the name to be displayed on the assigned key.  
For [Sort Character], enter the same name as [Name].



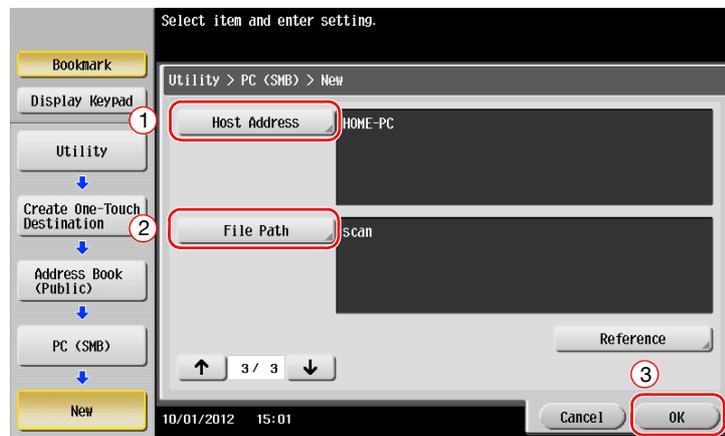
→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

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

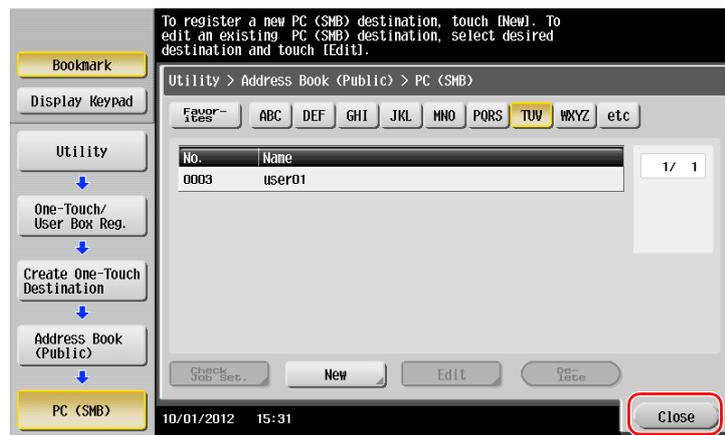


- 5 While checking the checklist, enter the host address and file path you wrote down.

→ When not specifying a folder, enter a slash "/" for the file path. When specifying a folder, enter only the folder name without slash "/".

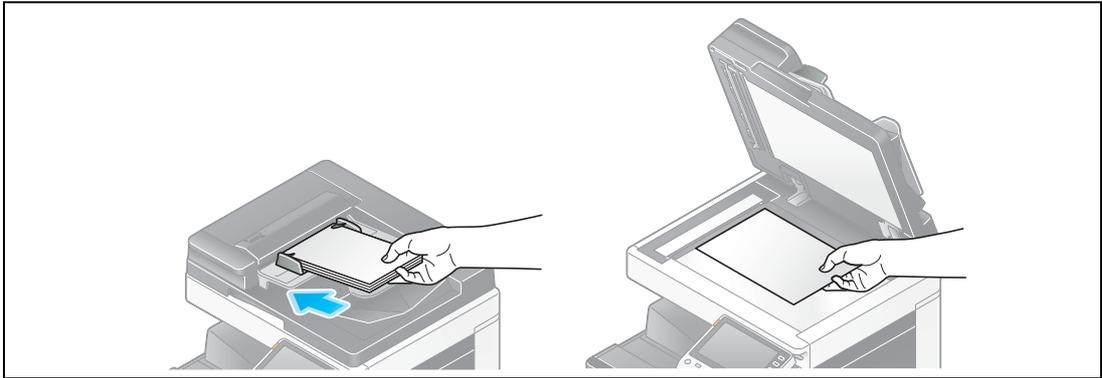


- 6 Tap [Close].

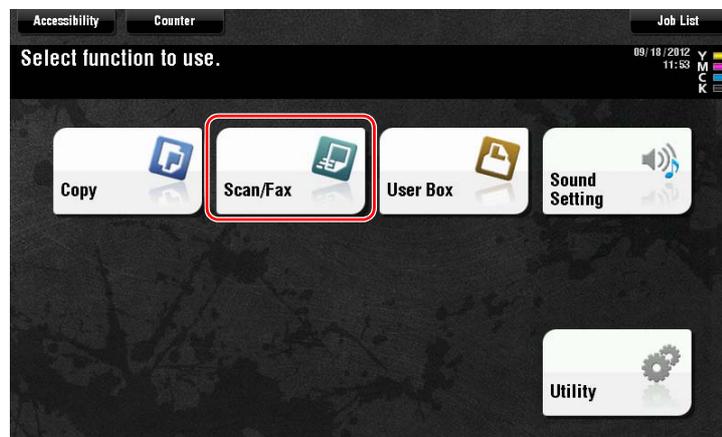


## Sending the original

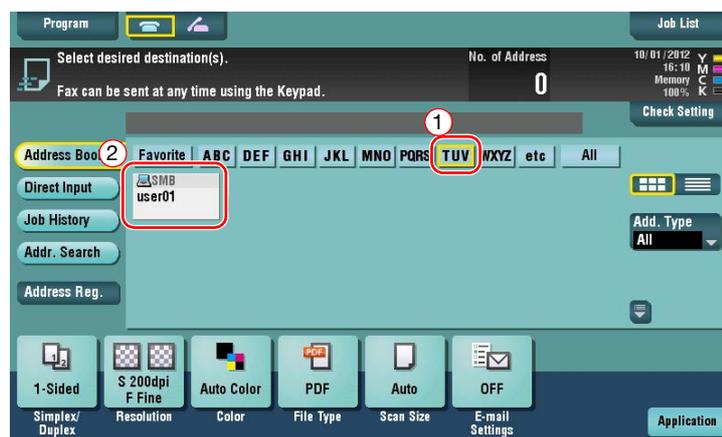
- 1 Load the original.



- 2 Tap [Scan/Fax].



- 3 Select a destination.



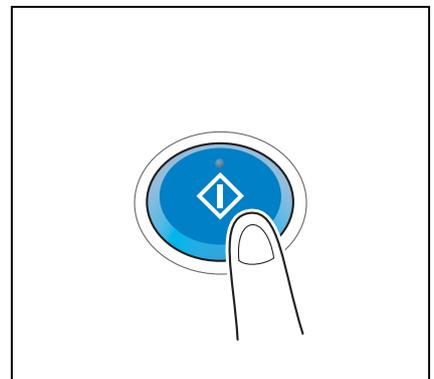
- 4 Check the setting if necessary.  
 → Tap [Check Setting] to check the setting.



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

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

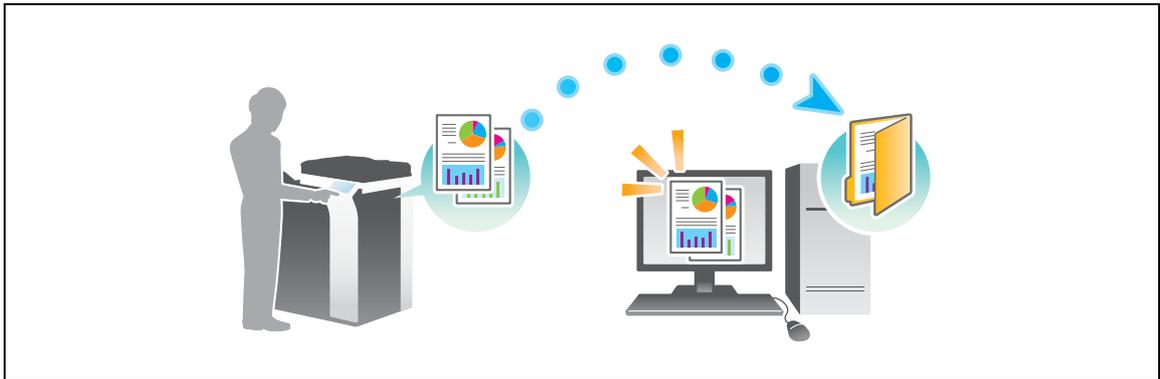
- 5 Press the **Start** key.



### 3.2.3 Sending data to your Mac computer (SMB Send)

Send scanned data to a computer on the network.

Once settings are configured, you can send data easily.



#### Preparation flow

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

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

- 1 Checking the cable connection (Administrator)
  - Check that this machine is correctly connected to the network cable. For details, refer to page 3-21.
- 2 Checking network settings of this machine (Administrator)
  - Check the network settings of this machine. For details, refer to page 3-21.
- 3 Checking computer information
  - Check the information required for Store Address, and fill out the checklist. For details, refer to page 3-23.
- 4 Configuring your computer
  - Configure settings to share a computer, or create a dedicated folder to receive files. For details, refer to page 3-23.
- 5 Registering destinations
  - Register destinations to which files are sent while checking the checklist. For details, refer to page 3-24.

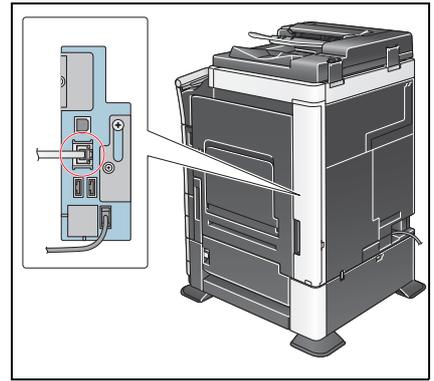
#### Operation flow

The following describes a transmission flow. For details, refer to page 3-26.

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

## Checking the cable connection

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

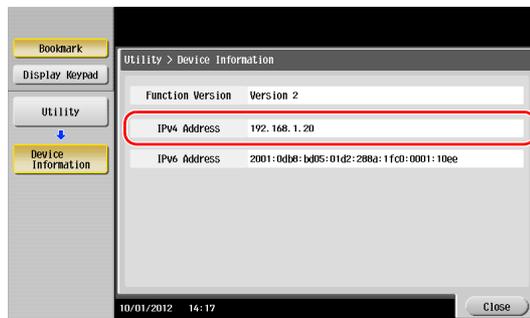


## Checking network settings of this machine

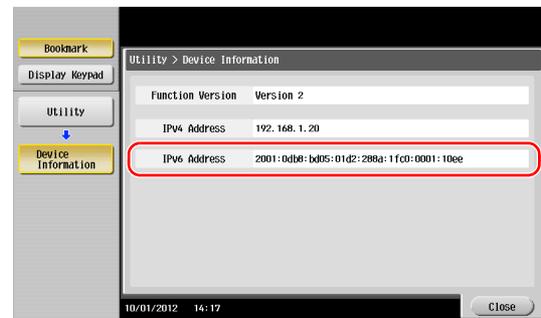
Tap [Utility], and select [Device Information].

Check that the IP address is displayed.

- For IPv4 environment

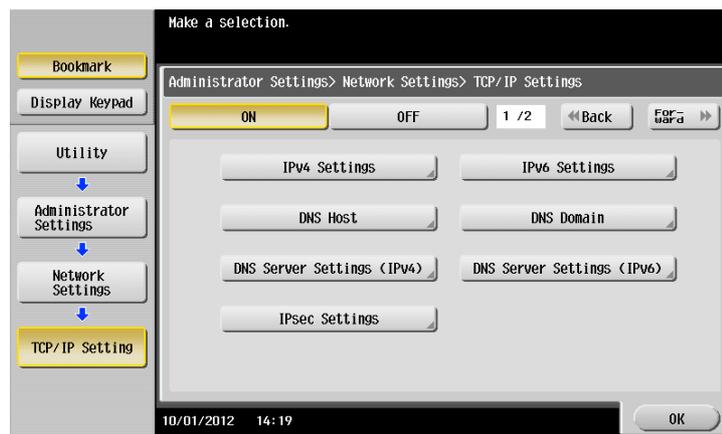


- For IPv6 environment



If no IP address is displayed, you need to configure the network.

- Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the [User's Guide Online] on the DVD.



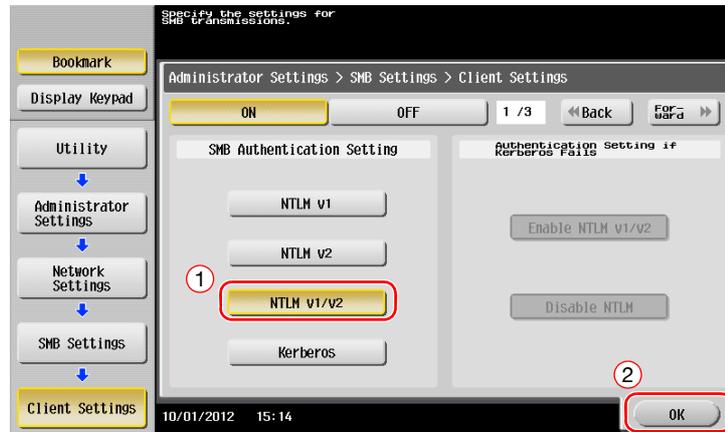
## Reference

*In Mac OS X10.6 or earlier, the default settings are available during general use, but you need to change settings depending on your network environment. For details, refer to the [User's Guide Online] on the DVD.*

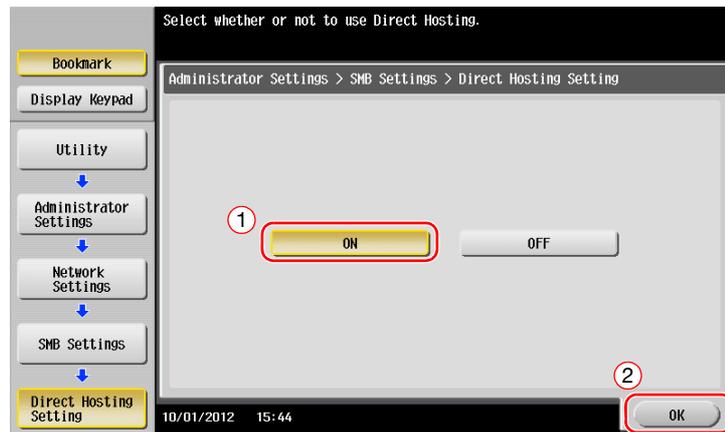
## Configuring this machine (Mac OS X 10.7 or later)

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

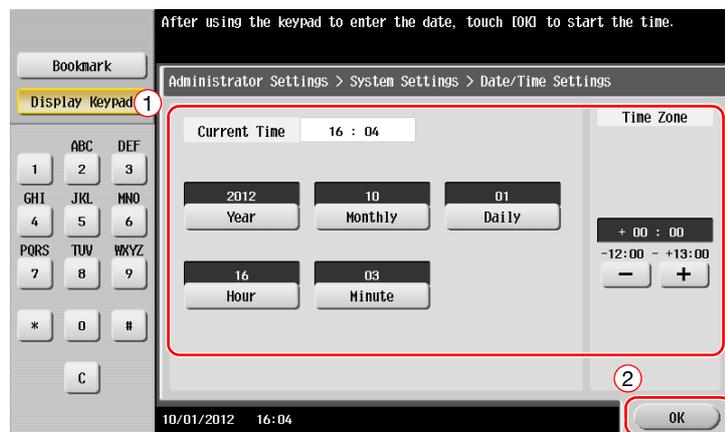
- Select [NTLM v1/v2] in [Utility] - [Administrator Settings] - [Network Settings] - [SMB Settings] - [Client Settings], then tap [OK].



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



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



## Checklist

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

| Name         | Entry column  | Detail                             |
|--------------|---|------------------------------------|
| Host Address | IP address to which the scanned data is sent  | page 3-23                          |
| File Path    | Name of the dedicated folder to receive the scanned data  | page 3-23                          |
| User ID      | User name required to log in to the computer  | page 3-23                          |
| Password     | Password required to log in to the computer <ul style="list-style-type: none"> <li>Entering the password here is not recommended for security reasons.</li> </ul> | Contact your system administrator. |

## Checking computer information

Check the host address and user ID.

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

## Configuring your computer

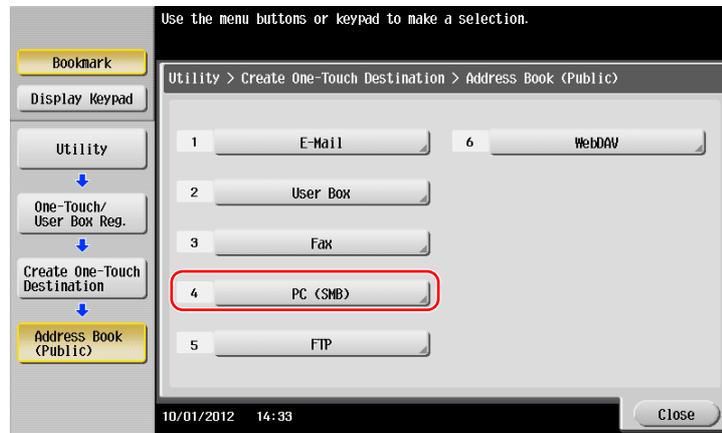
Create a new folder, and enable the sharing settings.

- ✓ This operation requires administrator privileges for your computer.
- 1 Create a new folder, and write down the folder name in the File path column of the checklist.
- 2 Enable the folder sharing settings. In the Apple menu, select [System Preferences] - [Sharing].
- 3 Select the [File Sharing] check box, then click [Options...].
- 4 Select the [Share files and folders using SMB (Windows)] and user name check boxes, then click [Done].
- 5 Under [Shared Folders:], click [+].
- 6 Select a new folder.
- 7 Click the new folder to check the access right.  
If the access right is changed to [Read & Write], the setting is completed.

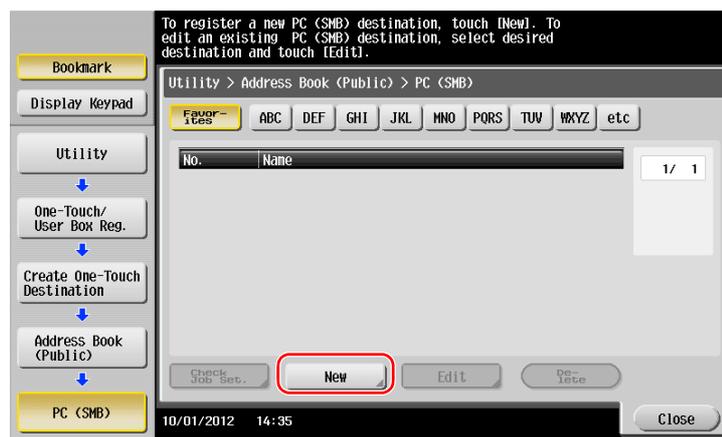
## Registering destinations

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

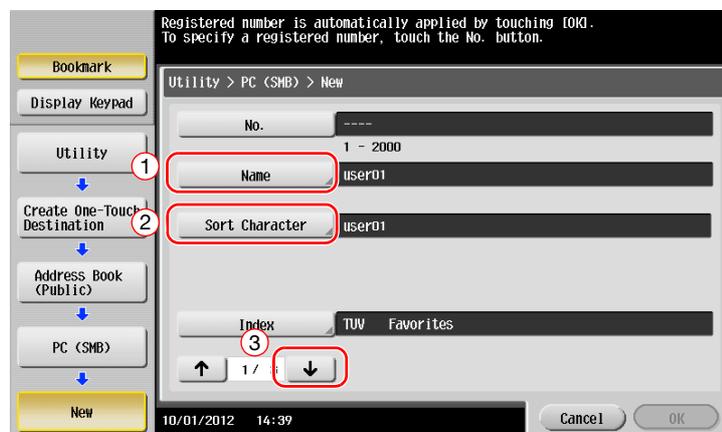
- 1 Tap [Utility], and select [One-Touch/ User Box Reg.] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)].



- 2 Tap [New].

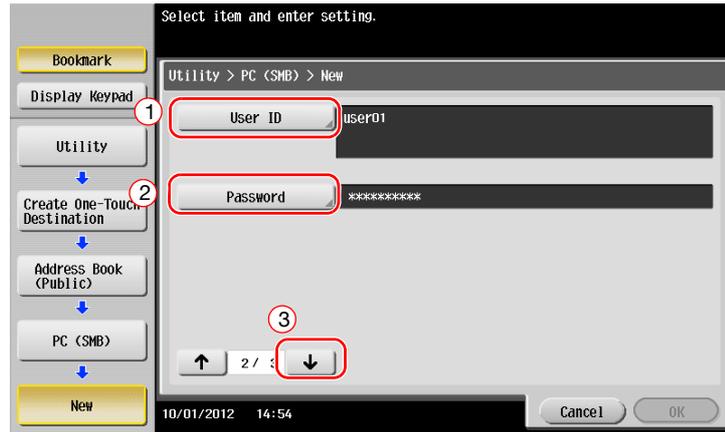


- 3 For [Name], specify the name to be displayed on the assigned key.  
→ For [Sort Character], enter the same name as [Name].

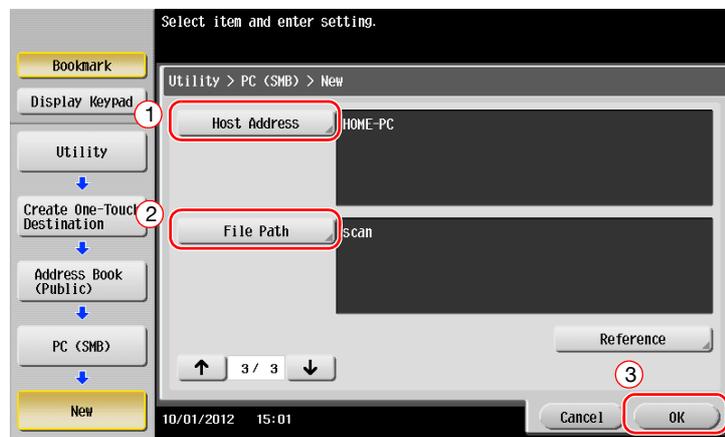


- This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

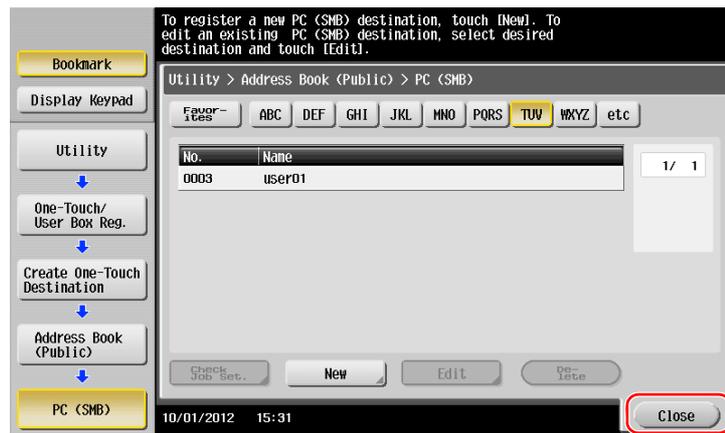
- 4 While checking the checklist, enter the user ID and password you wrote down.



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

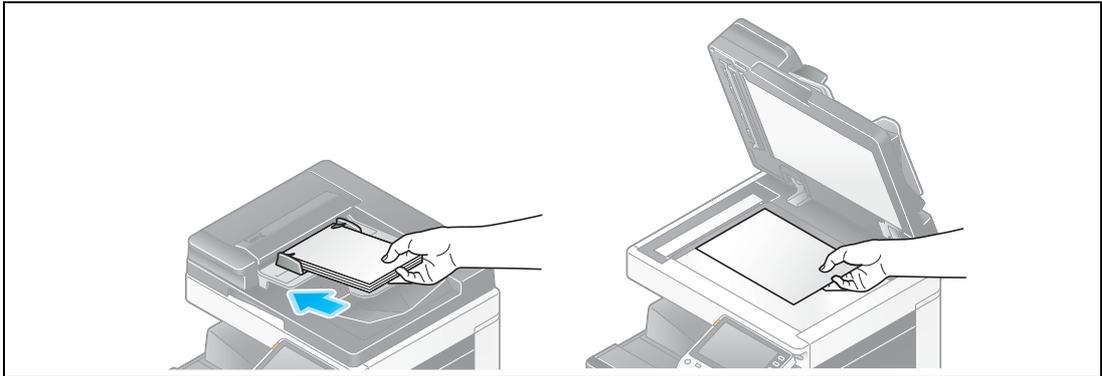


- 6 Tap [Close].

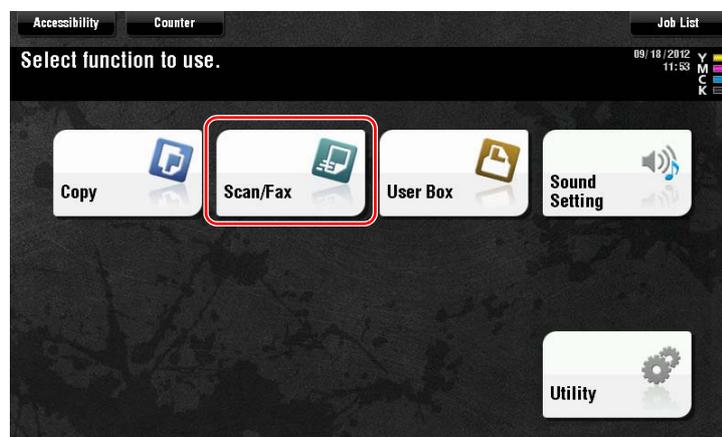


## Sending the original

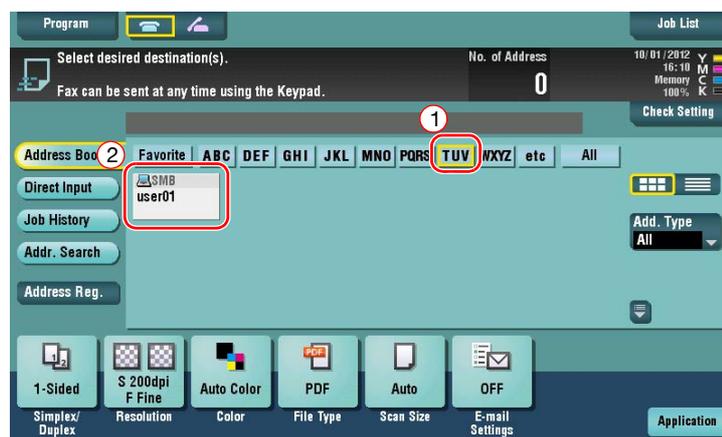
- 1 Load the original.



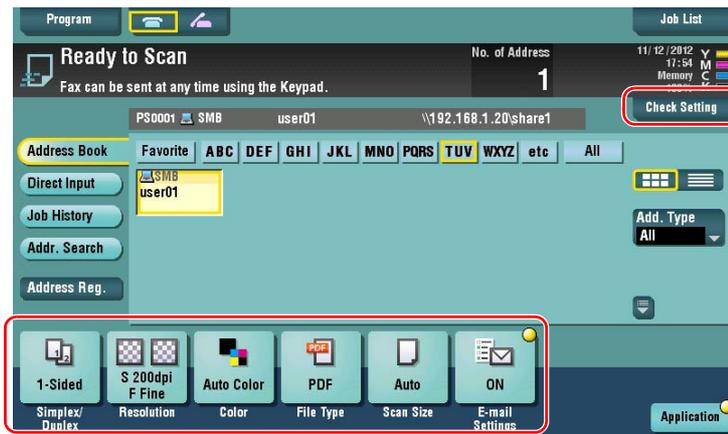
- 2 Tap [Scan/Fax].



- 3 Select a destination.



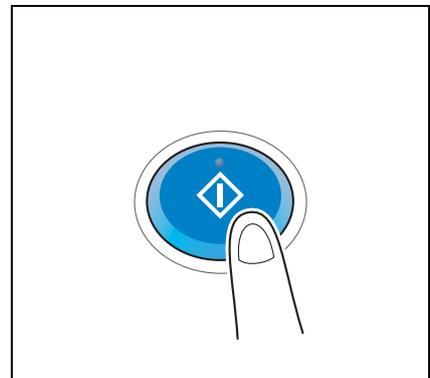
- 4 Check the setting if necessary.  
 → Tap [Check Setting] to check the setting.



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

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

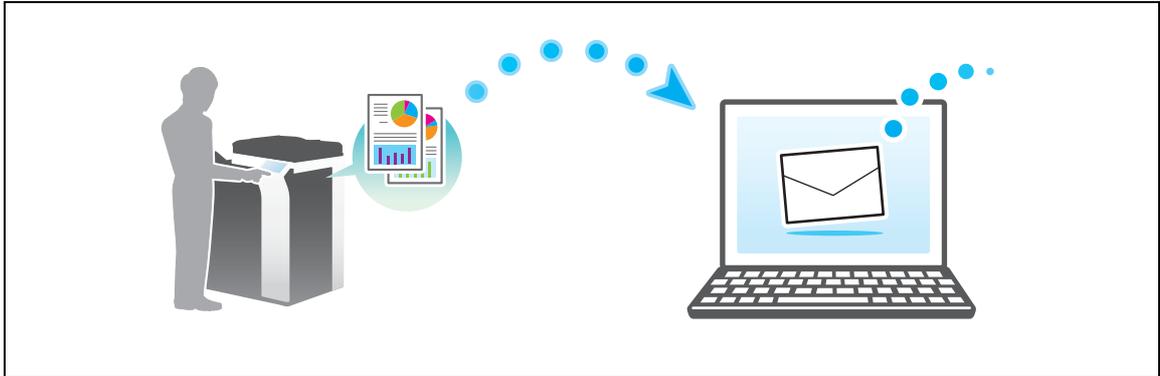
- 5 Press the **Start** key.



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

Send scanned data as an E-mail attachment.

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



#### Preparation flow

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

- 1 Checking the cable connection (Administrator)
  - Check that this machine is correctly connected to the network cable. For details, refer to page 3-29.
- 2 Checking network settings of this machine (Administrator)
  - Check the network settings of this machine. For details, refer to page 3-29.
- 3 Configuring the E-mail transmission environment (Administrator)
  - Configure a server for E-mail TX. For details, refer to page 3-30.
- 4 Configuring administrator information (Administrator)
  - Register the administrator name and E-mail address used as the sender's address of an E-mail to be sent. For details, refer to page 3-31.

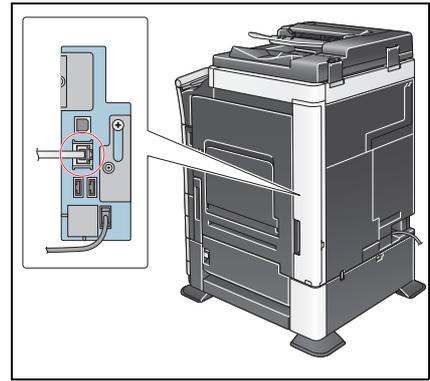
#### Operation flow

The following describes a transmission flow. For details, refer to page 3-32.

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

## Checking the cable connection

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

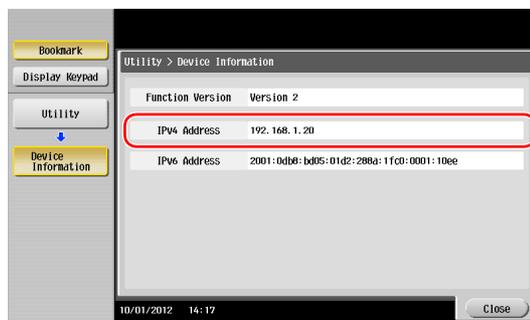


## Checking network settings of this machine

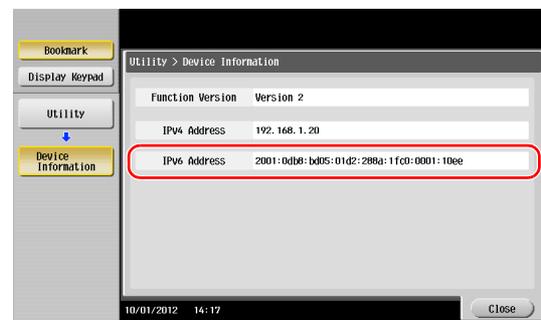
Tap [Utility], and select [Device Information].

Check that the IP address is displayed.

- For IPv4 environment

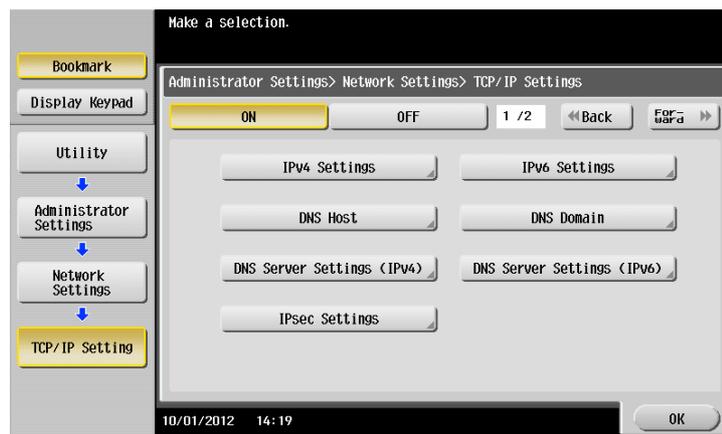


- For IPv6 environment



If no IP address is displayed, you need to configure the network.

- Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the [User's Guide Online] on the DVD.



## Reference

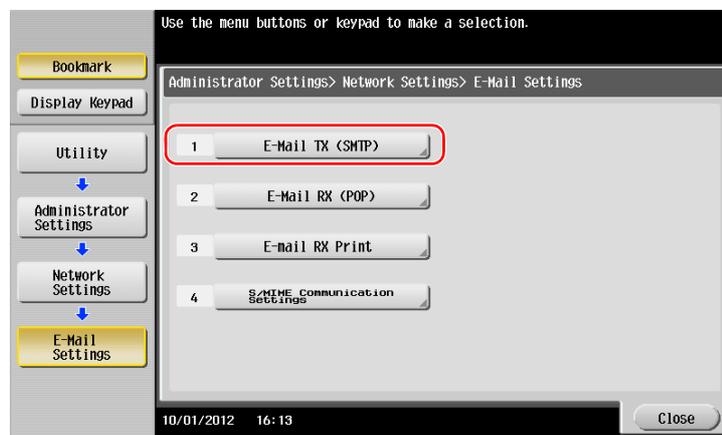
*In general, the default settings are available for network connection; however, some network environments require a change on network settings. For details, refer to the [User's Guide Online] on the DVD.*

## Configuring the E-mail transmission environment

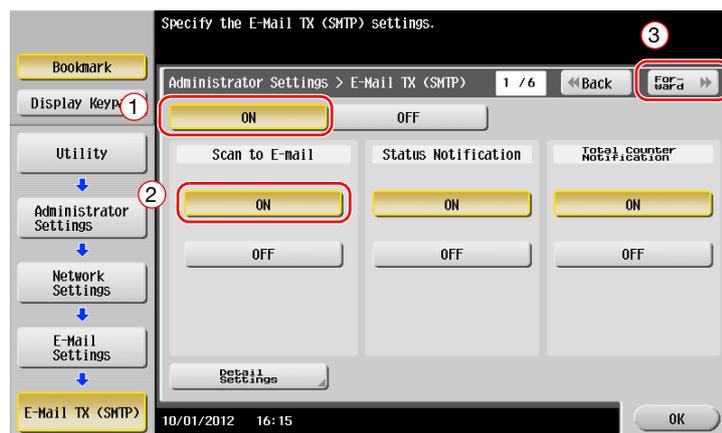
- 1 Tap [Utility], and select [Administrator Settings] - [Network Settings] - [E-Mail Settings].



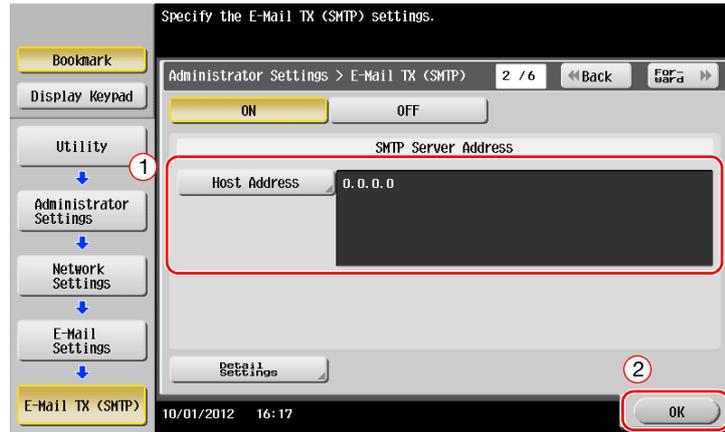
- 2 Tap [E-Mail TX (SMTP)].



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

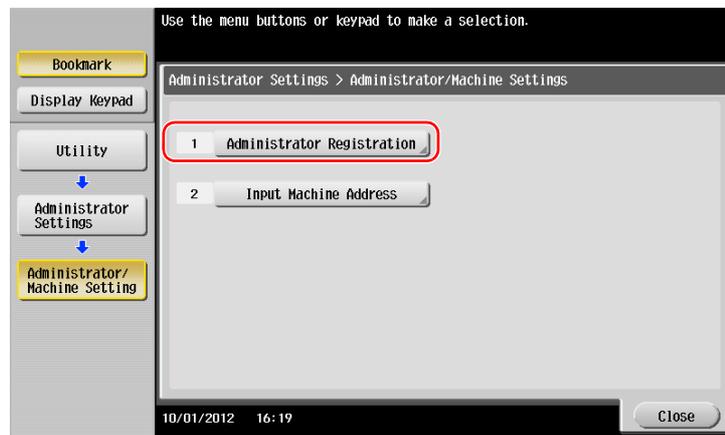


- 4 Enter the SMTP server address.

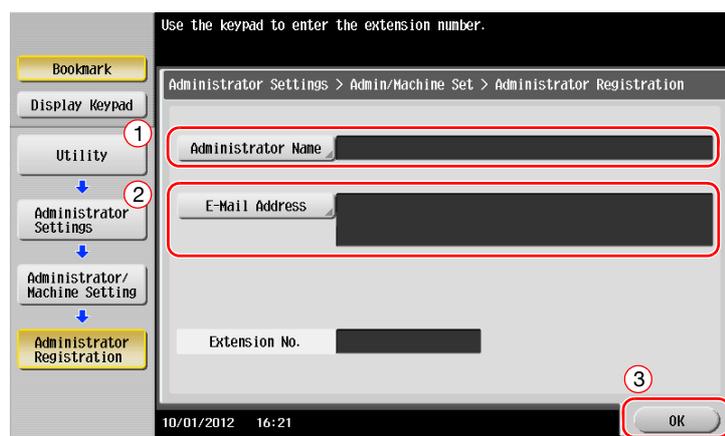


## Configuring administrator information

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

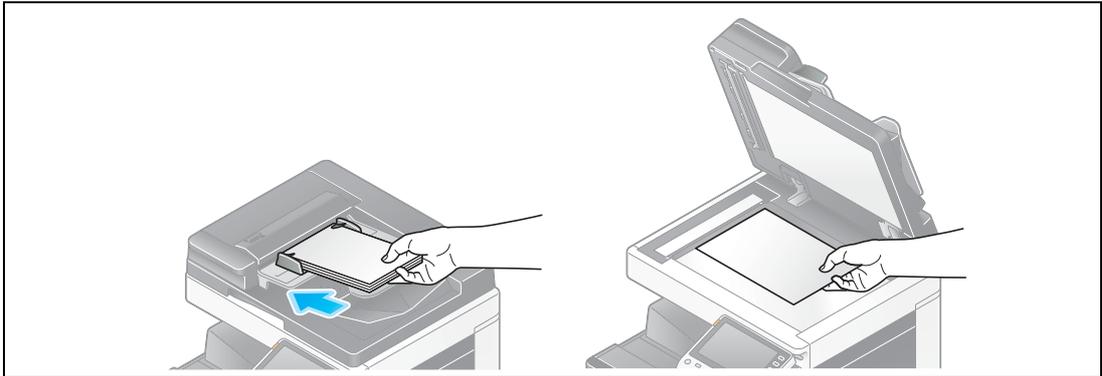


- 2 Enter the required information, then tap [OK].

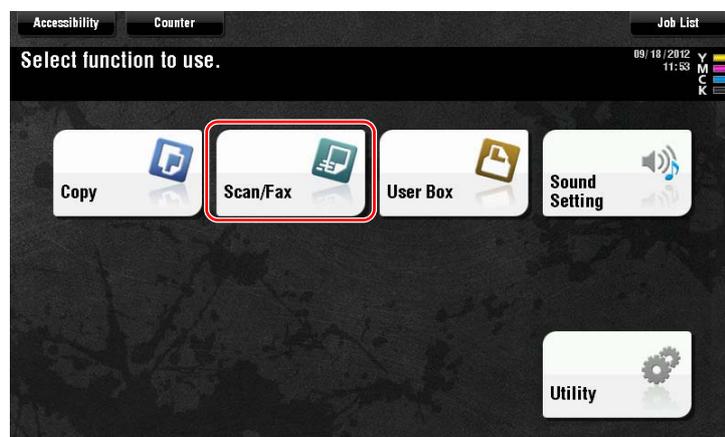


## Sending the original

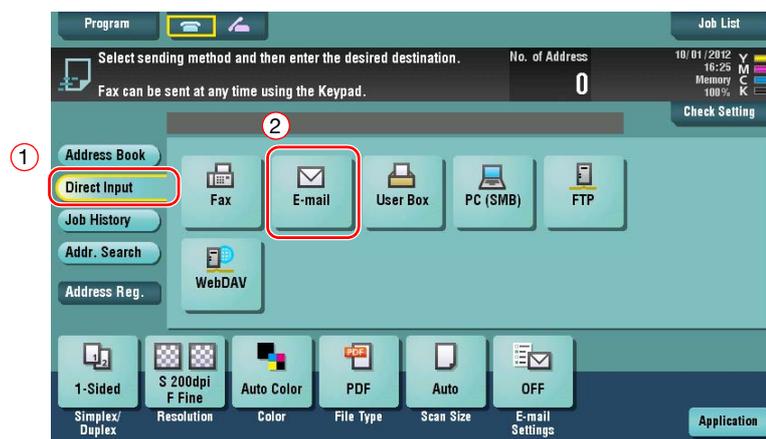
- 1 Load the original.

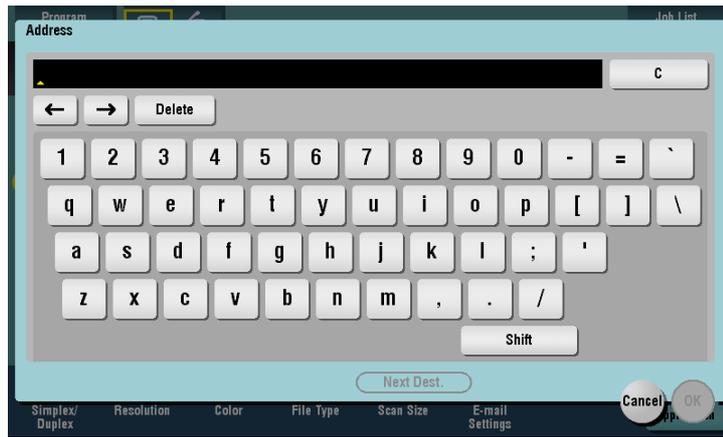


- 2 Tap [Scan/Fax].

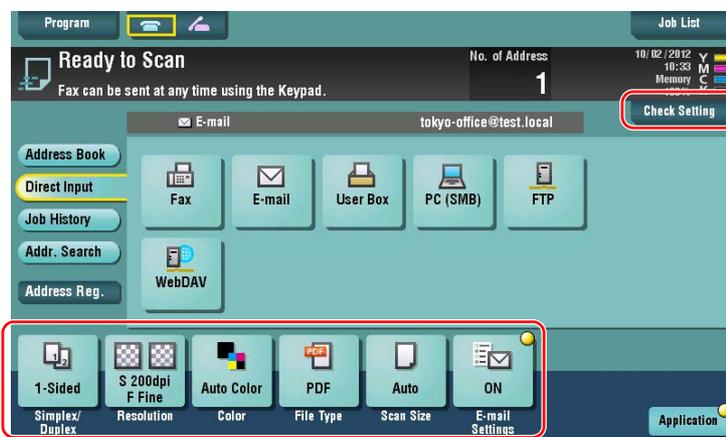


- 3 Enter a destination.





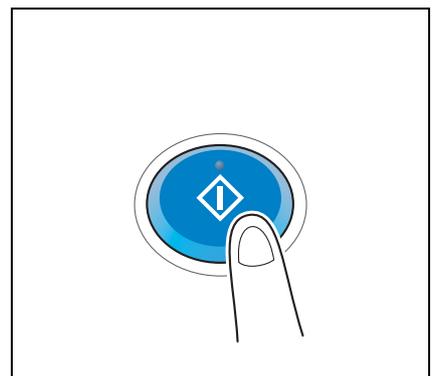
- 4 Check the setting if necessary.  
 → Tap [Check Setting] to check the setting.



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

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

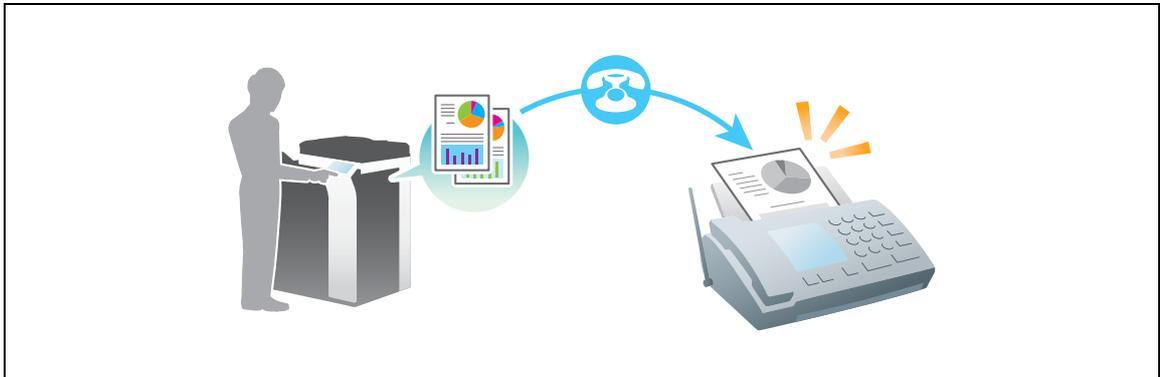
- 5 Press the **Start** key.



## 3.3 Fax Function

### 3.3.1 Required settings and basic operations

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



#### Preparation flow

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

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

- 1** Checking the cable connection (Administrator)
  - Check that this machine is correctly connected to the telephone line. For details, refer to page 3-35.
- 2** Registering transmission information (Administrator)
  - Specify the name and fax number to be displayed as a sender when sending a fax from this machine. For details, refer to page 3-35.
- 3** Selecting the dialing method (Administrator)
  - Select the dialing method to suit your environment. For details, refer to page 3-36.

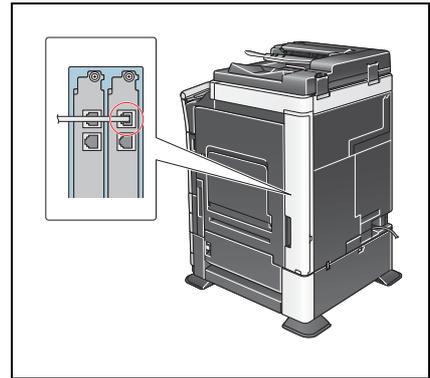
#### Operation flow

The following describes a flow to send a fax. For details, refer to page 3-37.

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

## Checking the cable connection

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



## Registering transmission information

- 1 Tap [Utility], and select [Administrator Settings] - [Fax Settings] - [Header Information].

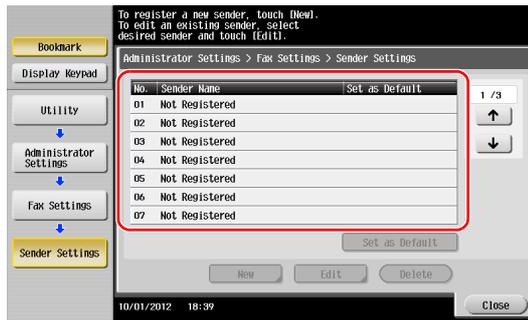


- 2 Enter the sender information, then tap [OK].



- Sender settings

Enter the name to be displayed as a sender.



- Sender Fax No. Settings

Enter the fax number to be displayed as a sender.

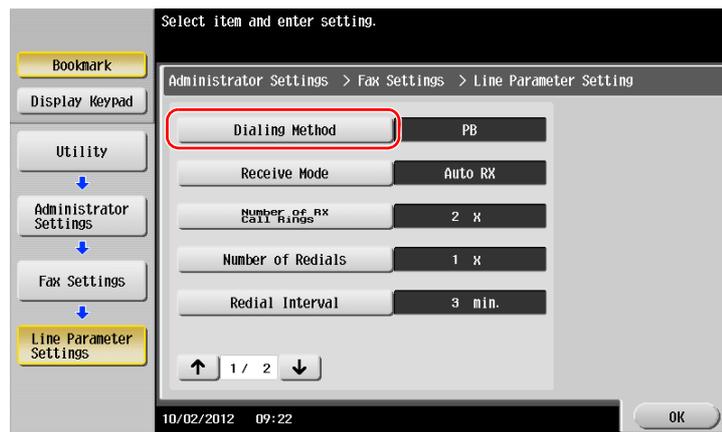


## Selecting the dialing method

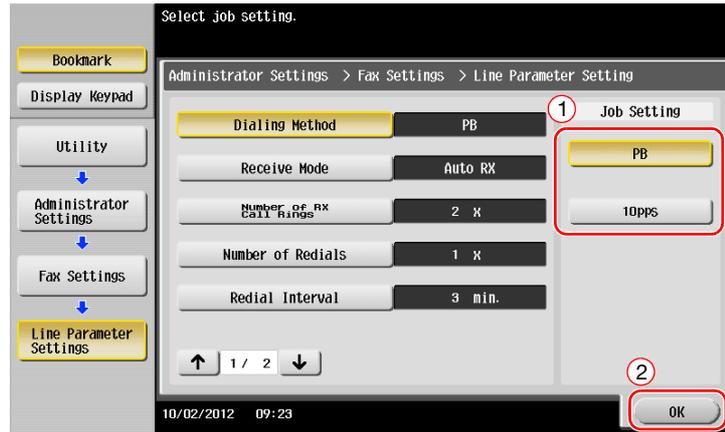
- 1 Tap [Utility], and select [Administrator Settings] - [Fax Settings] - [Line Parameter Setting].



- 2 Tap [Dialing Method].



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

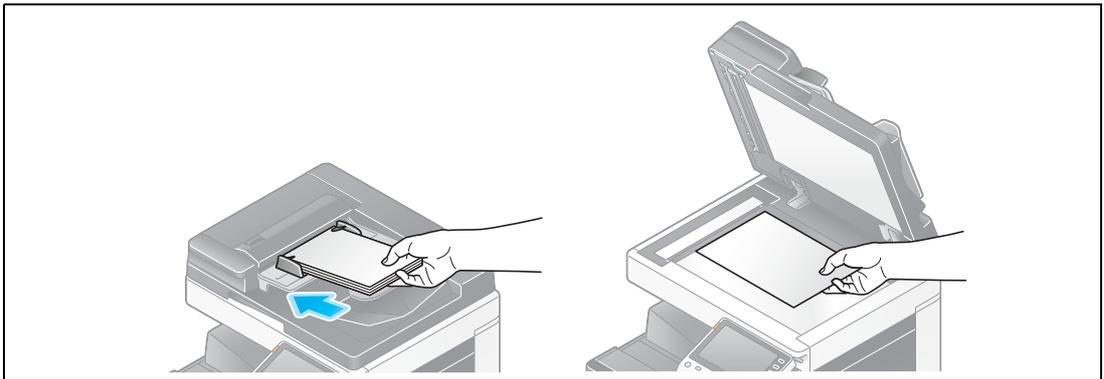


If you do not know the type of the dialing method:

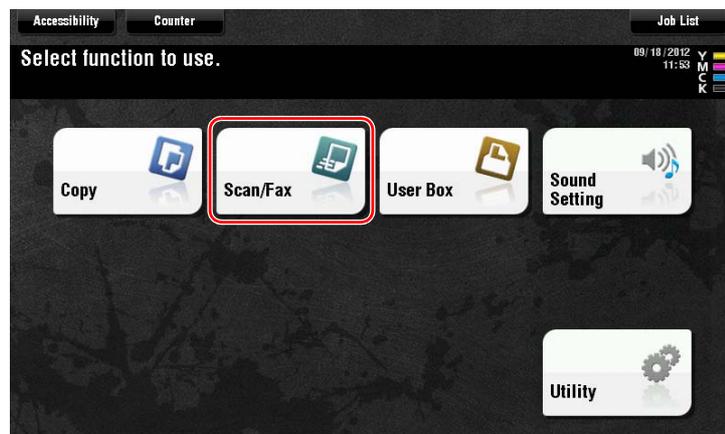
- If you do not know the type of the dialing method, operate push buttons of your phone. When you hear "beep boop beep", set [Dialing Method] to [PB].
- If you do not hear "beep boop beep" after operating push buttons, select [10pps].

## Sending the original

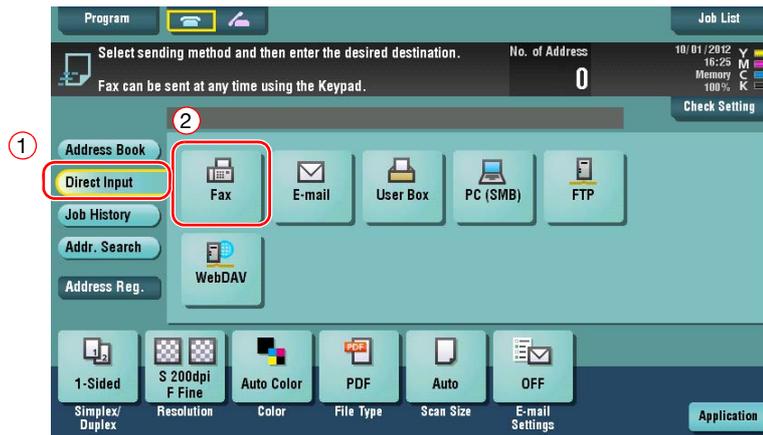
- 1 Load the original.



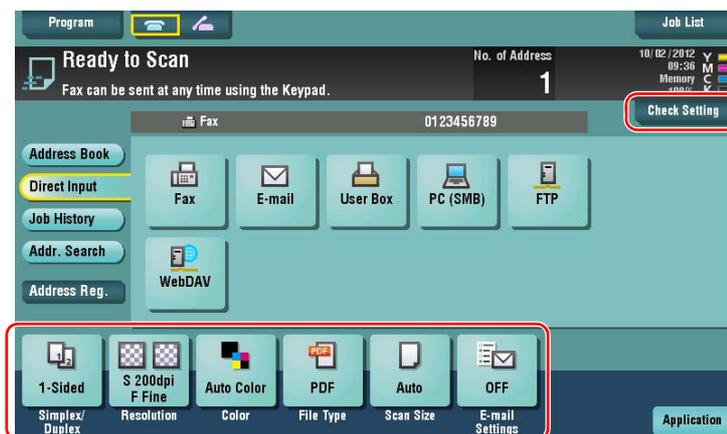
- 2 Tap [Scan/Fax].



### 3 Enter a destination.



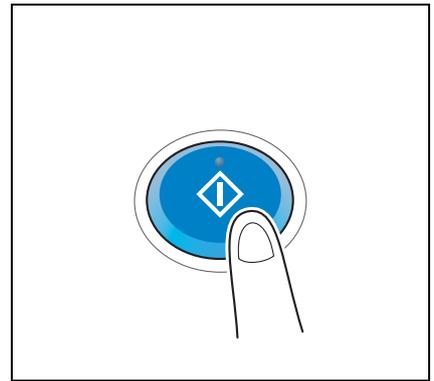
### 4 Check the setting if necessary. → Tap [Check Setting] to check the setting.



- You can also check the setting using the keys displayed on the **Touch Panel**.
  - To change the setting, tap the desired key on the **Touch Panel**.
- [Color], [File Type], and [E-mail Settings] are not available when sending to a fax number.

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

- 5 Press the **Start** key.

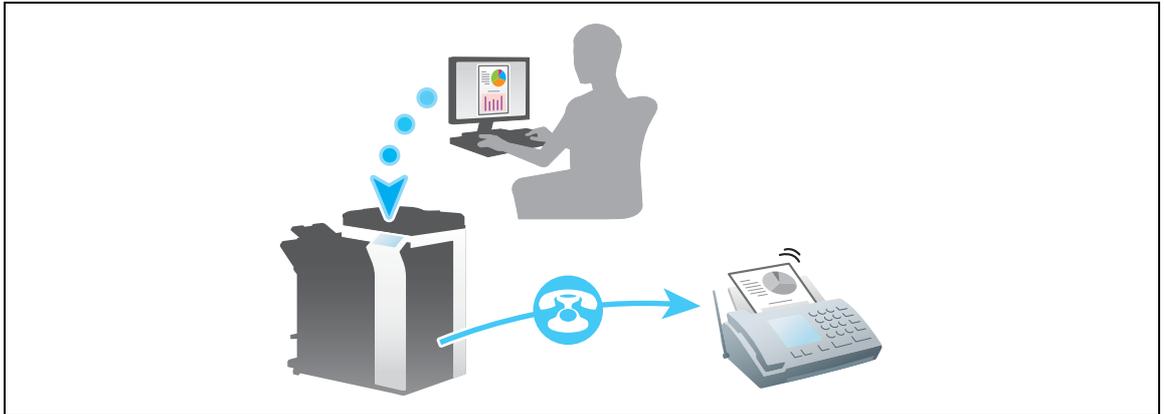


### 3.3.2 Sending a fax directly from a PC (PC-FAX TX)

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

Advantages to send a fax directly from a computer

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



#### **NOTICE**

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

#### **Preparation flow**

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

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

- 1 Checking the cable connection (Administrator)
  - Check that this machine is correctly connected to the telephone line and network cable. For details, refer to page 3-40.
- 2 Checking network settings of this machine (Administrator)
  - Check the network settings of this machine. For details, refer to page 3-41. The network can be used with the default settings unless otherwise requested.
- 3 Installing the fax driver on your computer
  - Install the printer driver on your computer. For details, refer to page 3-42.

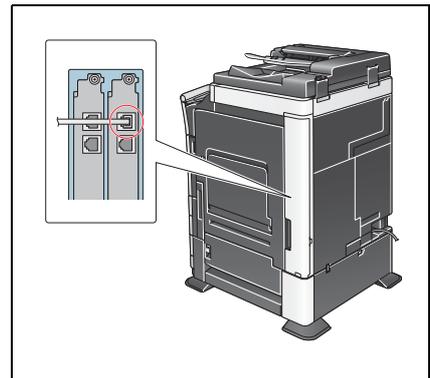
## Operation flow

The following describes a flow to send a fax. For details, refer to page 3-43.

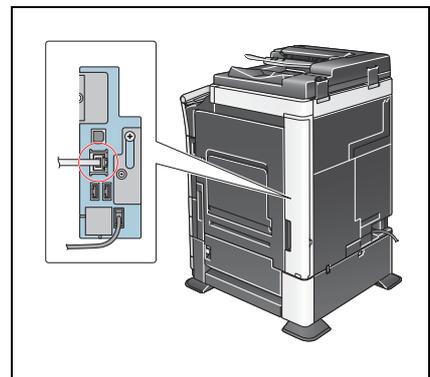
- 1 Creating data
  - Create data to be sent using application software.
- 2 Configuring the fax driver
  - Select a fax driver, and change the setting if necessary.
- 3 Entering a destination to send data
  - Enter a destination to send data.

## Checking the cable connection

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



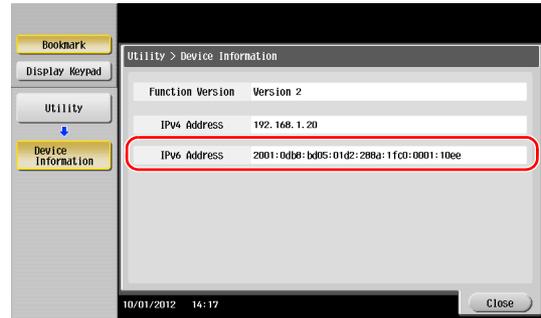
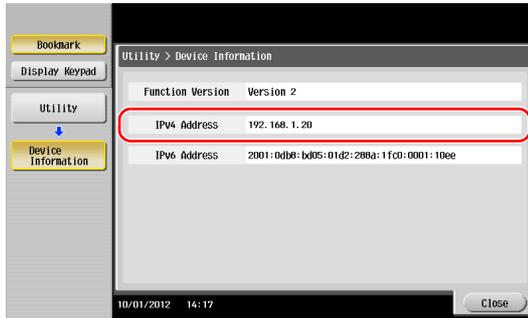
- 2 Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



## Checking network settings of this machine

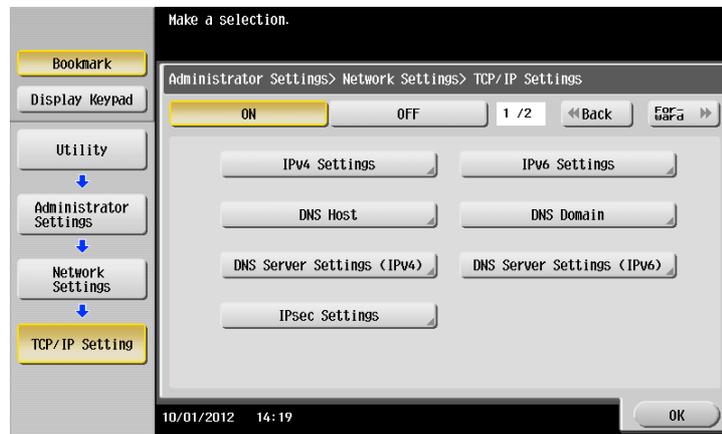
Tap [Utility], and select [Device Information]. Check that the IP address is displayed.

- For IPv4 environment
- For IPv6 environment



If no IP address is displayed, you need to configure the network.

- Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the [User's Guide Online] on the DVD.



### Reference

*In general, the default settings are available for network connection; however, some network environments require a change on network settings. For details, refer to the [User's Guide Online] on the DVD.*

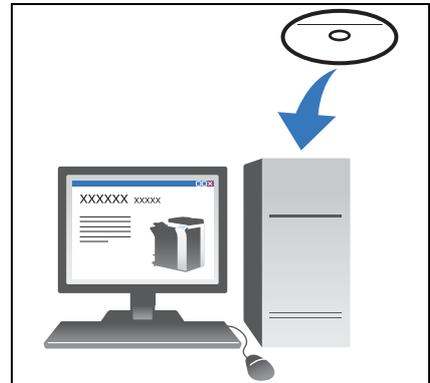
## Installing the fax driver

Use the installer to install the fax driver.

This section describes how to configure the standard print settings.

✓ This operation requires administrator privileges for your computer.

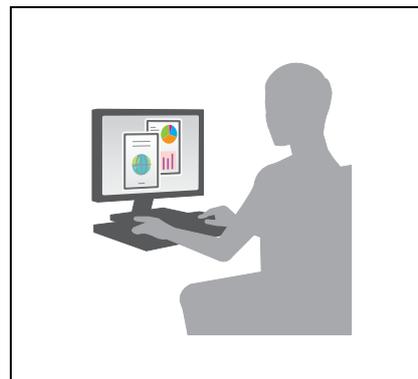
- 1 Insert the DVD-ROM which includes the printer driver into the DVD-ROM drive of the computer.



- 2 Click [Printer Install].
- 3 Proceed with the procedure according to the on-screen instructions.  
Printers and MFPs connected to the network are automatically searched for.
- 4 Select this machine from the list.
- 5 Select a fax driver.
- 6 Click [Install].
- 7 Click [Finish].

## Sending data

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



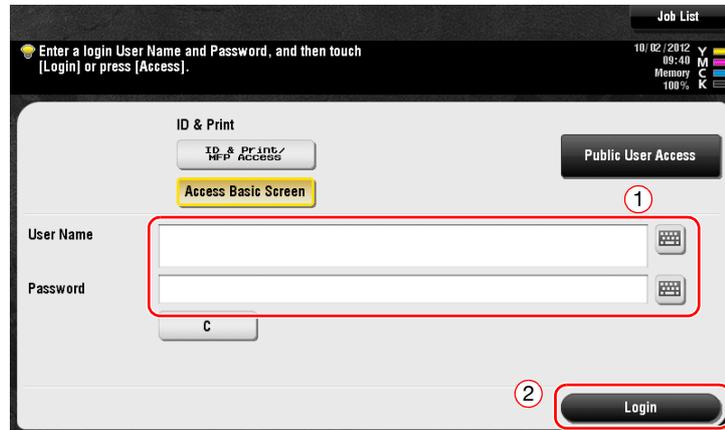
- 3 Select the fax driver of this machine, and click [Print].
  - Clicking [Preferences] can change the setting of the printer driver as required.
  - If user authentication is enabled in this machine, specify the required data such as the user name and password.
- 4 Enter the destination [Name] and [FAX Number].
  - To send data to more than one destination, repeat this step.
  - Clicking [Add from Address Book] can retrieve the registered destinations of this machine.
- 5 Click [OK].

## 3.4 Copy Function

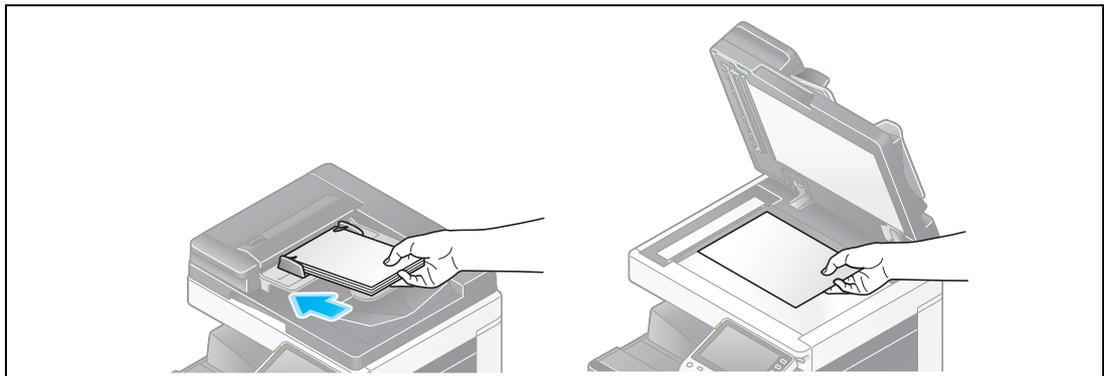
### Basic operations

The following describes the basic operations to make a copy.

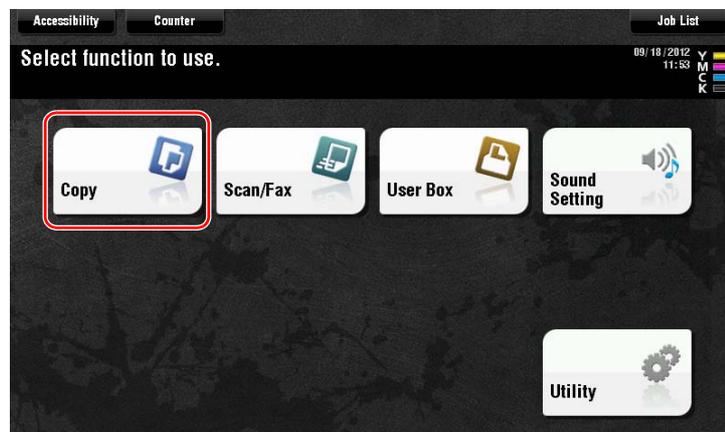
- 1 If user authentication is enabled, the login screen appears. Tap the entry field or keyboard icon to enter the required item, then tap [Login] or [Access].
  - If IC card or biometric authentication is enabled, refer to page 3-46.



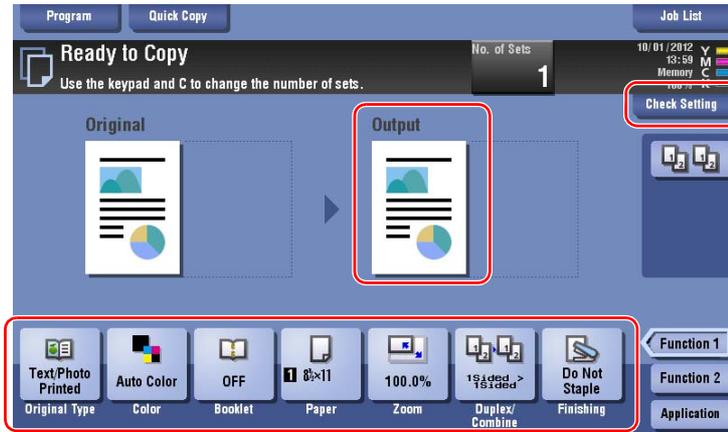
- 2 Load the original.



- 3 Tap [Copy].



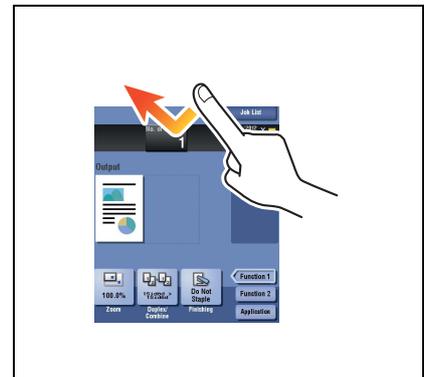
- 4 Check the basic settings.
- Check the output image configured as specified while viewing the output illustrations displayed on the **Touch Panel**.
  - Tapping [Check Setting] can check detailed settings.



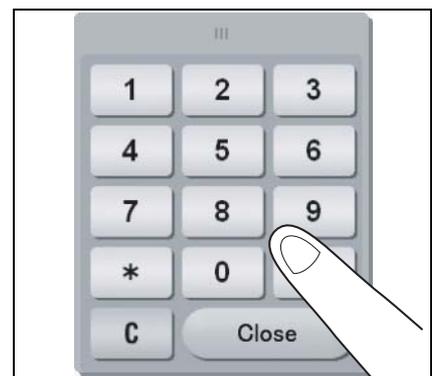
- To change the setting, tap the desired key on the **Touch Panel**.

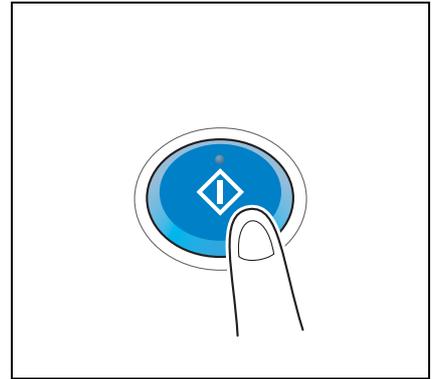
| Settings         | Description  |
|------------------|--|
| [Original Type]  | Specify the original type of the original.                       |
| [Color]          | Specify the color to output an image.                            |
| [Density]        | Adjust the copy density.   |
| [Paper]          | Specify the output paper.  |
| [Zoom]           | Specify the zoom ratio.  |
| [Duplex/Combine] | Specify double-sided copying or combine copying.                 |
| [Finishing]      | Configure the offset, punch, or staple setting for output paper. |

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



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



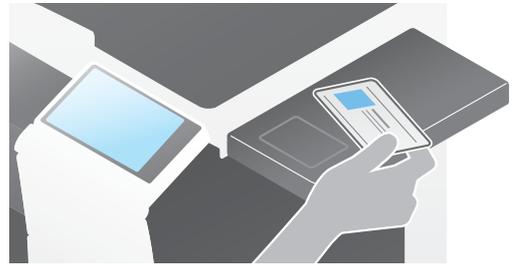


### User authentication

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

Installing optional units enables IC card or biometric authentication.

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



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



## 3.5 Registering a destination

### 3.5.1 Registering an address book

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

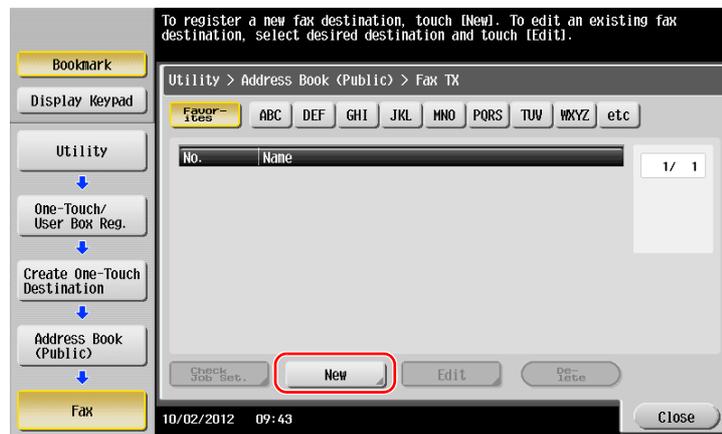
#### Using the Control Panel to register an address book - Registration from Utility

Select a destination type, and register destination information.

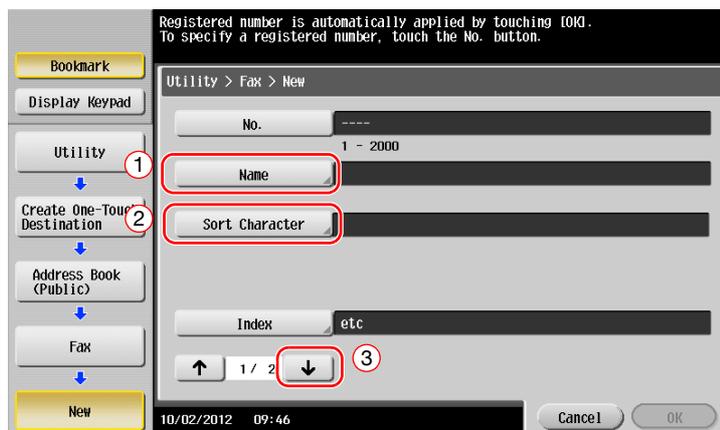
- 1 Tap [Utility], and select [One-Touch/ User Box Reg.] - [Create One-Touch Destination] - [Address Book (Public)].
- 2 Select the type of the destination you want to register.



- 3 Tap [New].



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



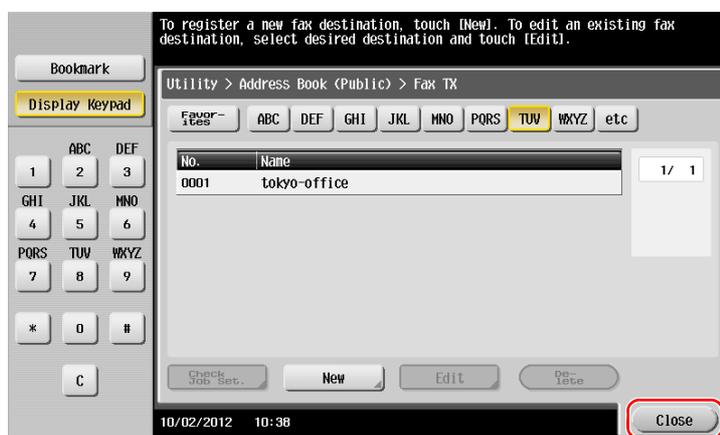
- This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].
- Entry items and the number of setting screens vary depending on the destination type. Use [↑] or [↓] to switch setting screens while entering the required items. For information on entry items, refer to page 3-52.

- 5 Enter the fax number.

- Tap [Display Keypad] to display the keypad, and enter the fax number.



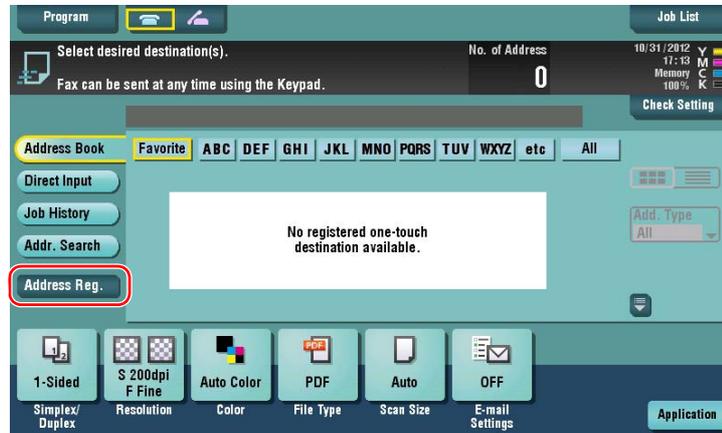
- 6 Tap [Close].



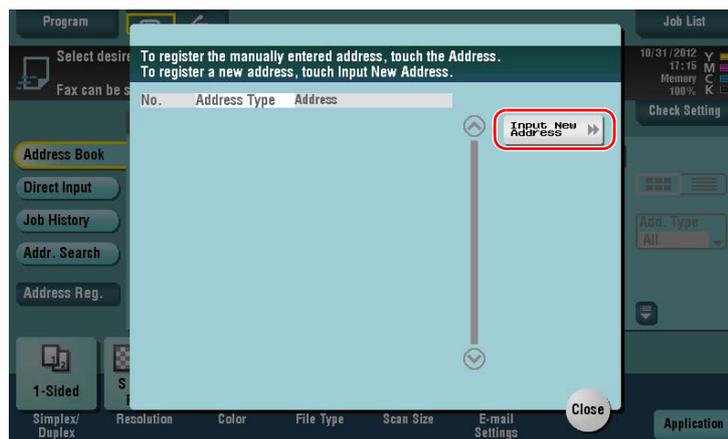
## Using the Control Panel to register an address book - Registration in scan/fax mode

Select a destination type, and register destination information.

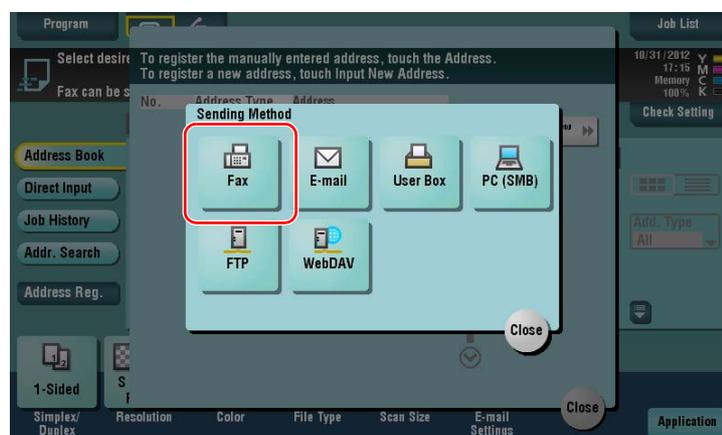
- 1 Display the scan/fax screen.
- 2 Tap [Address Reg.].



- 3 Tap [Input New Address].



- 4 Select a destination type.



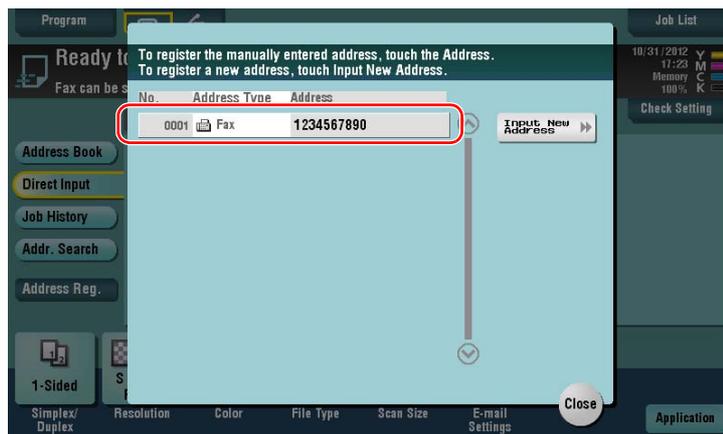
- 5 Enter the fax number.
- For [Index], set searching words corresponding to [Name].
  - For [Name], enter the destination name to be registered by using the displayed keyboard.
  - For [Sort Character], enter the same name as [Name].



- Entry items and the number of setting screens vary depending on the destination type. For information on entry items, refer to page 3-52.

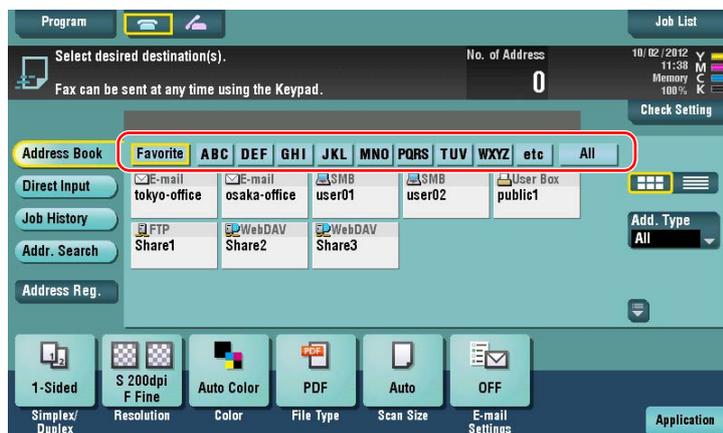
#### Registration by Direct Input

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



#### What is an index?

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



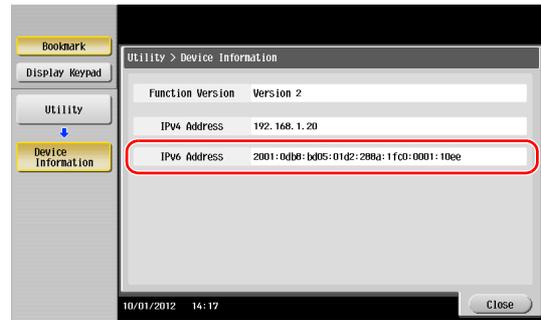
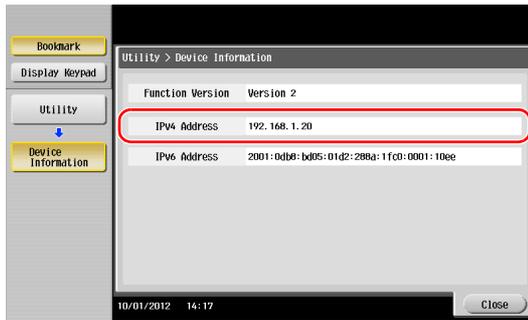
## Using a computer to register a one-touch destination

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

### NOTICE

When using Internet Explorer 6 in the IPv6 environment, you need to correct the hosts file in advance. For details, refer to the [User's Guide Online] on the DVD.

- 1 Check the IP address of this machine
    - Tap [Utility], and select [Device Information]. Check that the IP address is displayed.
- For IPv4 environment
  - For IPv6 environment



- If no IP address is displayed, you need to configure the network. For details, refer to the [User's Guide Online] on the DVD.

- 2 Start a Web browser, enter the IP address of this machine into the URL field, then press the [Enter] key.
  - For "http://192.168.1.20/", "192.168.1.20" is an IP address.
  - If you use a Web browser other than Internet Explorer 6 in the IPv6 environment, enclose the IPv6 address in []. For example, if the IPv6 address of this machine is "fe80::220:6bff:fe10:2f16", type in "http://[fe80::220:6bff:fe10:2f16]/".
  - If the login screen appears, enter the required items, then click [Login].
- 3 Select [Store Address] and click [New Registration].
- 4 Select the type of the destination you want to register.
- 5 Enter the required information such as the name, fax number, and index.

### 3.5.2 Information required to register a destination

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

#### Tips

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

| Item       |                  | Description  |
|------------|------------------|--|
| [E-Mail]   | [Name]           | Enter the name of the destination to be registered as an address book.   |
|            | [E-Mail Address] | Enter the E-mail address used as the destination.  |
| [User Box] | [Name]           | Enter the name of the destination to be registered as an address book.   |
|            | [User Box]       | Select a User Box to be used as a destination.   |
| [Fax]      | [Name]           | Enter the name of the destination to be registered as an address book.   |
|            | [Fax Number]     | Enter the fax number of the destination.   |
| [PC (SMB)] | [Name]           | Enter the name of the destination to be registered as an address book.   |
|            | [User ID]        | Enter the login name of the destination computer.  |
|            | [Password]       | Enter the password required to log in to the computer.   |
|            | [Host Address]   | Enter the computer name or IP address. <ul style="list-style-type: none"> <li>• Only uppercase letters are available for the computer name.</li> </ul> |
|            | [File Path]      | Enter the folder name to be used as the destination.   |
| [FTP]      | [Name]           | Enter the name of the destination to be registered as an address book.   |
|            | [Host Address]   | Enter the address of the FTP server.   |
|            | [File Path]      | Enter the directory to be used as the destination.   |
|            | [User ID]        | Enter the user ID required to log in with FTP.   |
|            | [Password]       | Enter the password required to log in with FTP.  |
| [WebDAV]   | [Name]           | Enter the name of the destination to be registered as an address book.   |
|            | [User ID]        | Enter the user ID required to log in with WebDAV.  |
|            | [Password]       | Enter the password required to log in with WebDAV.   |
|            | [Host Address]   | Enter the address of the WebDAV server.  |
|            | [File Path]      | Enter the directory to be used as the destination.   |

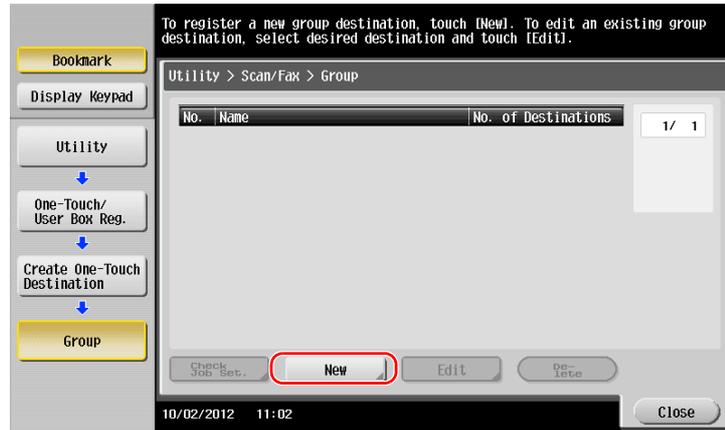
### 3.5.3 Registering a group

Several address books can be registered as a group.

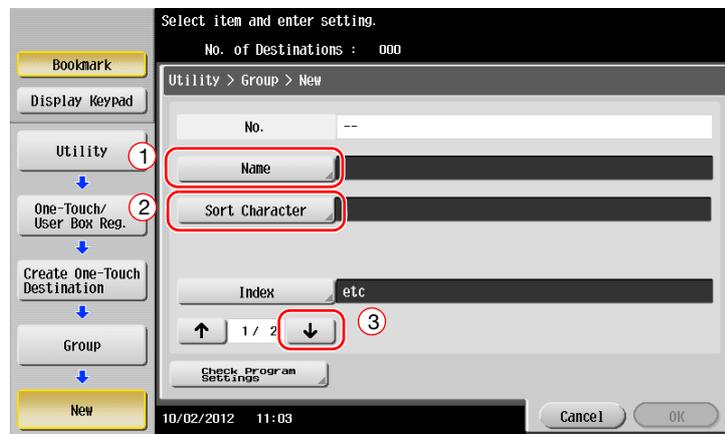
This function is useful when you have jobs involving sending data to specified members at periodic intervals.

#### Registering a new group

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



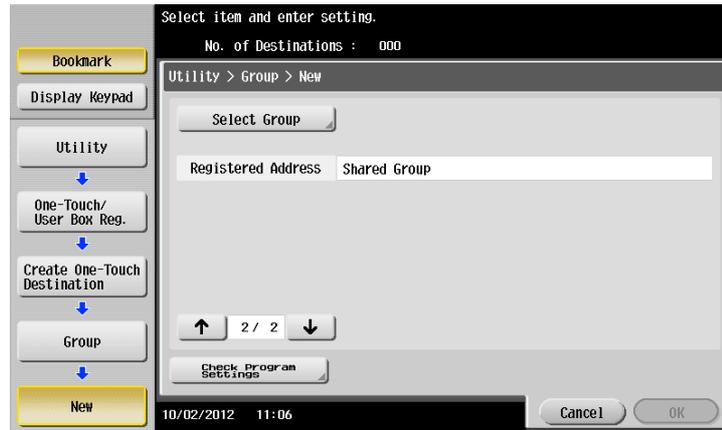
- 3 Enter the destination name you want to register.
  - Tap [Name], and enter the destination name using the displayed keyboard.
  - For [Sort Character], enter the same name as [Name].



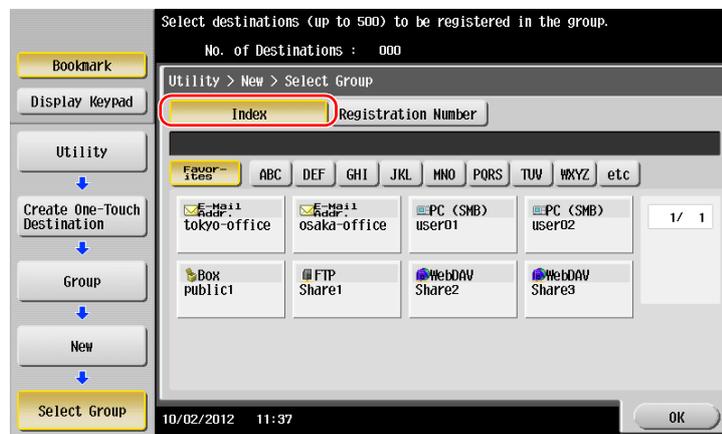
- This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

#### 4 Select destinations to be grouped.

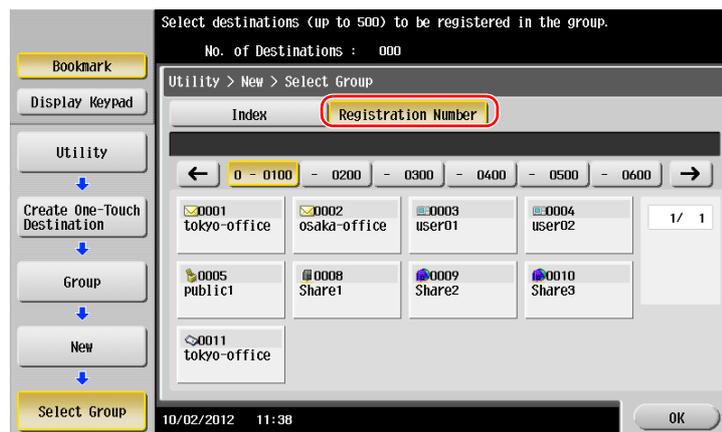
Display and select the target address book on the destination selection screen. The following two methods can be used to search for a destination.



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



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



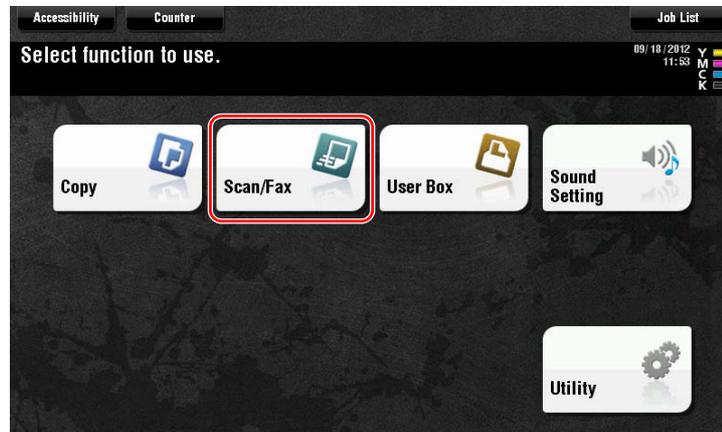
#### 5 Repeat Step 4 until you select all address books to be grouped.

### 3.5.4 Retrieving a registered destination

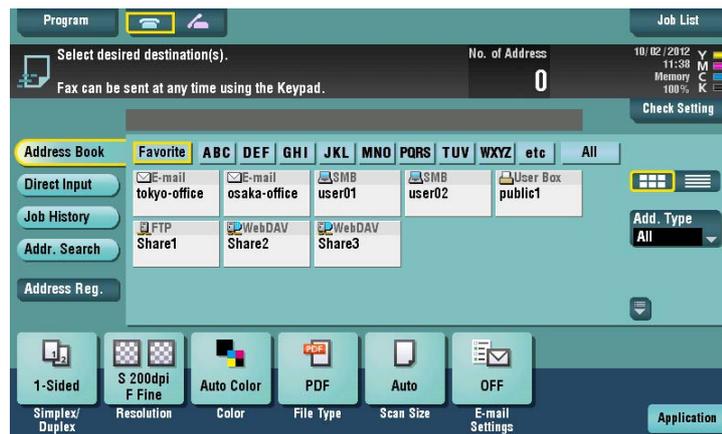
Retrieve an address book or group to specify it as a destination to which data is sent.

#### Retrieving a destination

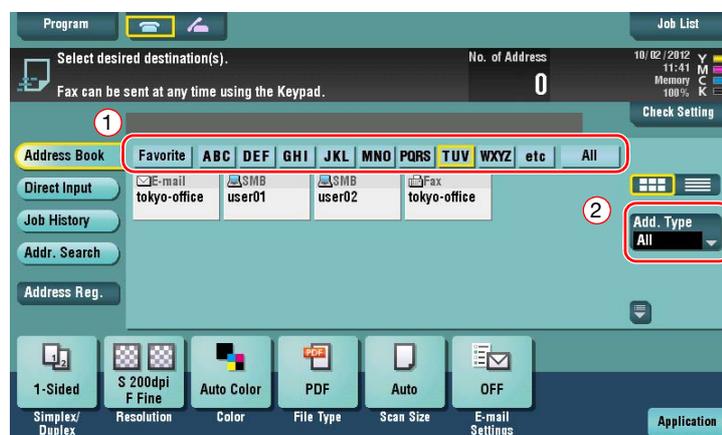
- 1 Tap [Scan/Fax].

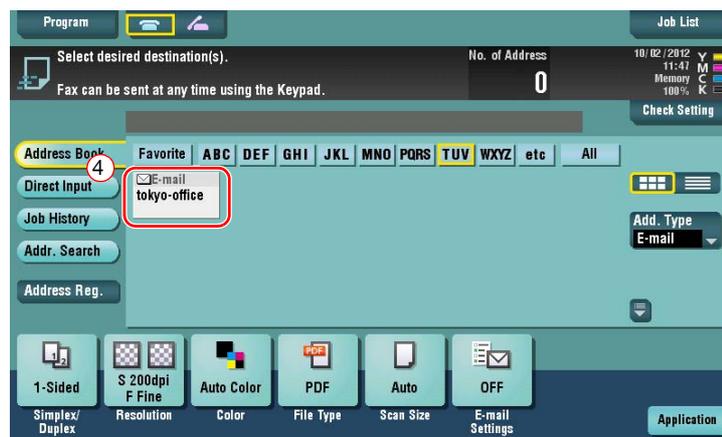


The destinations, which are categorized into [Favorite] when registering indexes, are displayed on the basic screen.



- 2 Narrow down destinations using index and address type.





## Specifying a destination

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

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



### Reference

For details, refer to the [User's Guide Online] on the DVD.

## 3.6 Using a USB memory device

### 3.6.1 Printing data in a USB memory device

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

Available USB memory device

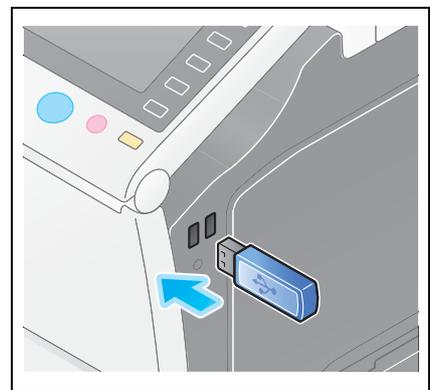
- Compatible with USB version 2.0/1.1 interface
- Formatted in FAT32
- Without security function added, or with security function that can be turned off as required
- The recommended memory size is 2GB.

Available printing file types

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

### Printing data

- 1 Connect a USB memory device to this machine.

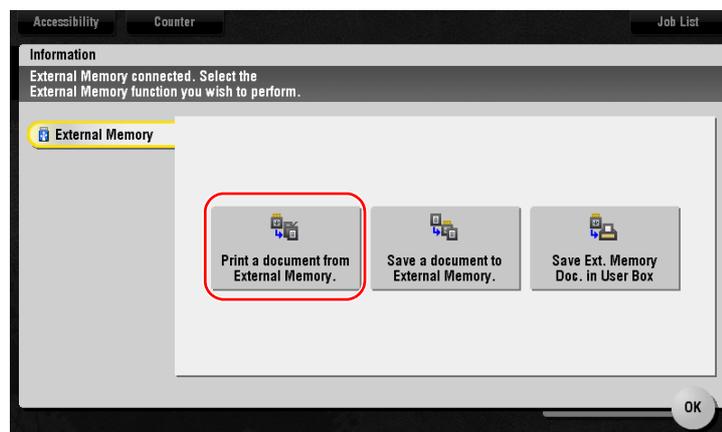


#### **NOTICE**

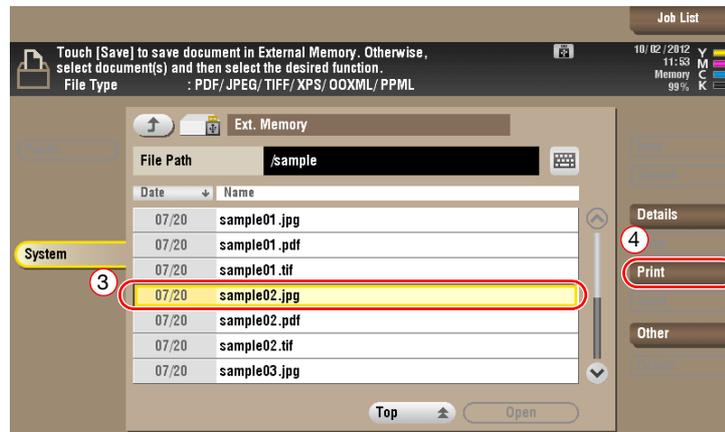
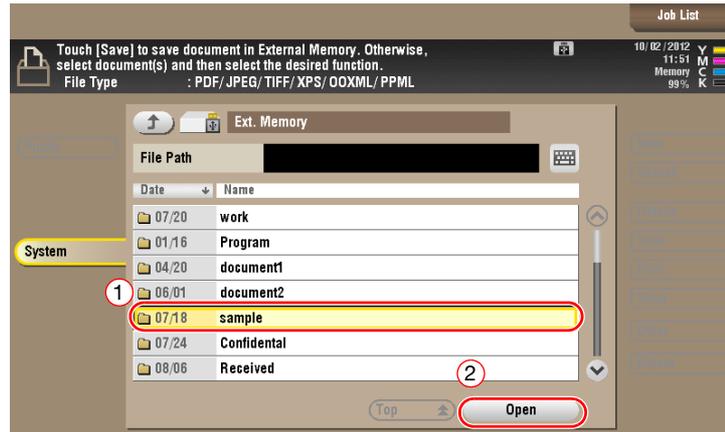
*Do not insert the USB memory device into the USB port close to the rear panel of this machine.*

*Do not use a USB device other than a flash-memory device.*

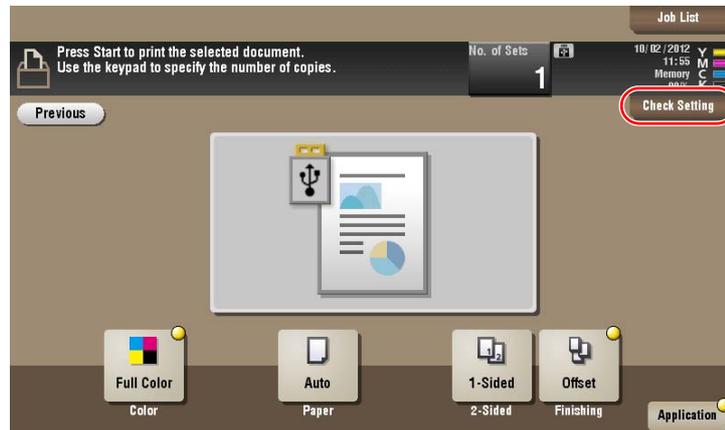
- 2 Tap [Print a document from External Memory.].



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



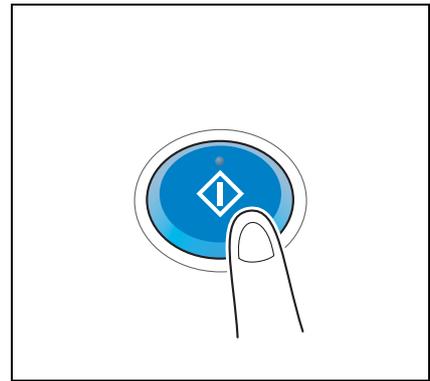
- 4 Check print settings.



- 5 Press the **Start** key.

**NOTICE**

*Do not disconnect the USB memory device during data printing.*



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

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

Available USB memory device

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

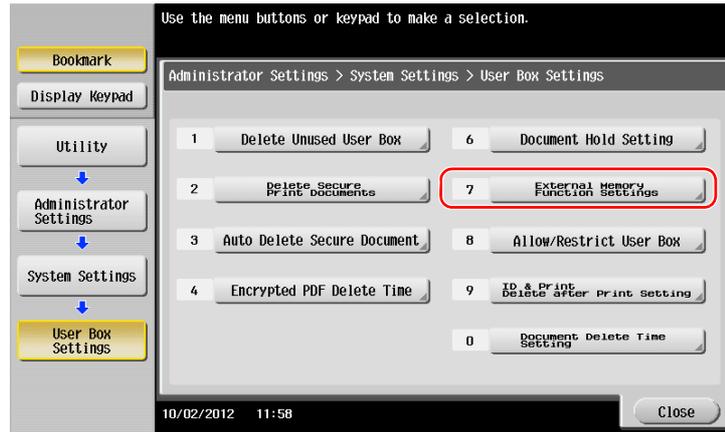
#### Specifying functions to be permitted for external memory

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

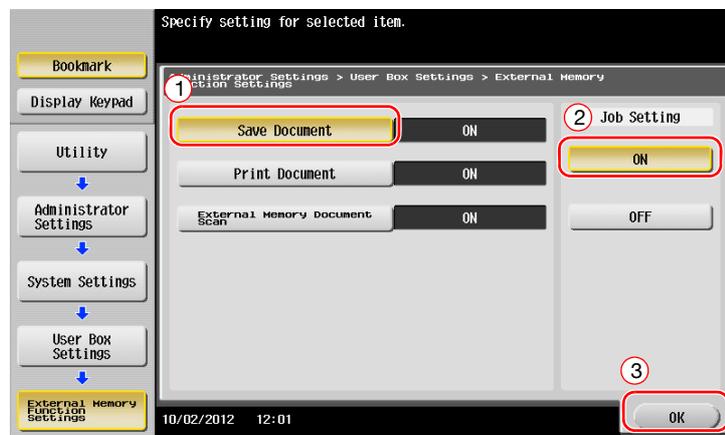
- 1 Tap [Utility], and select [Administrator Settings] - [System Settings] - [User Box Settings].



- 2 Tap [External Memory Functional Settings].

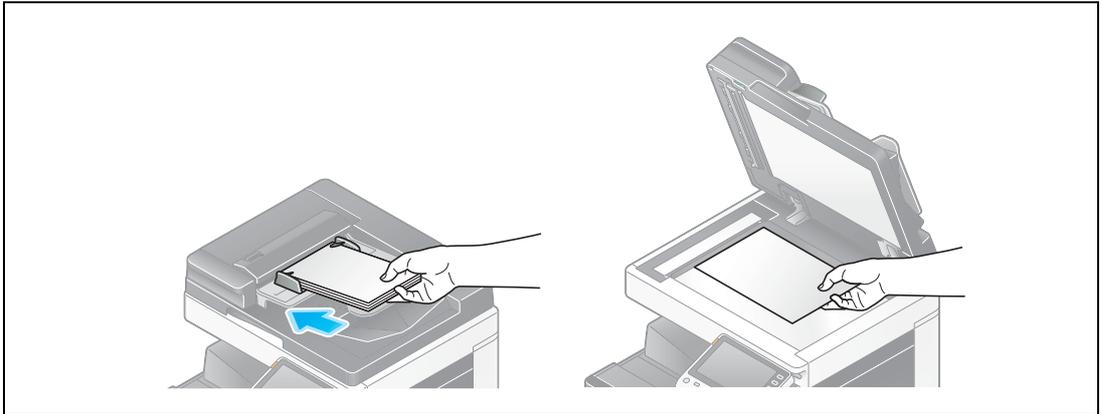


- 3 Select [Save Document] and [ON]. Tap [OK].

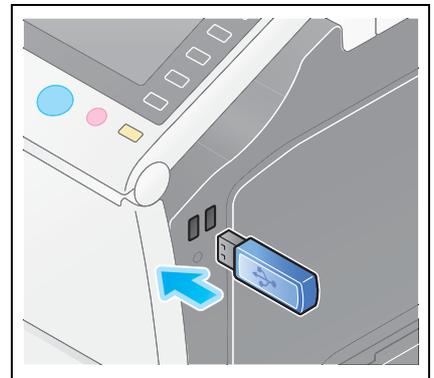


## Saving data in the USB memory device

- 1 Load the original.



- 2 Connect a USB memory device to this machine.

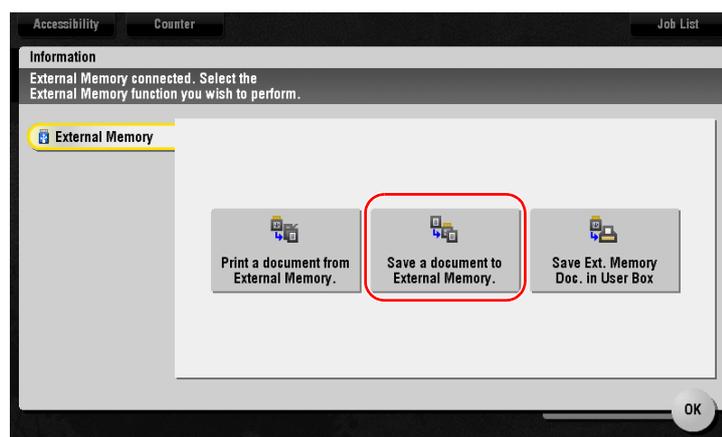


### **NOTICE**

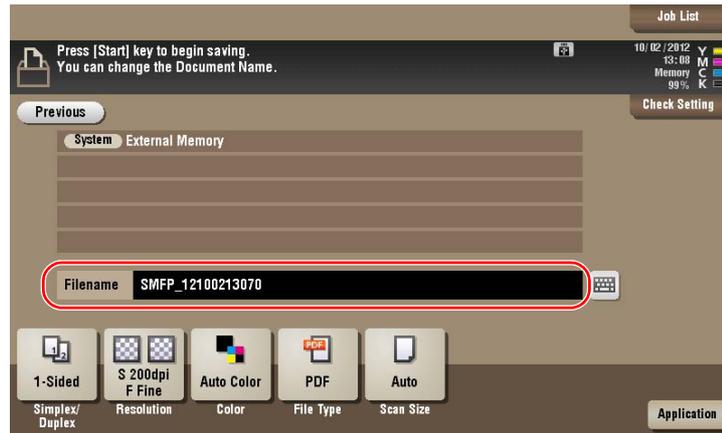
*Do not insert the USB memory device into the USB port close to the rear panel of this machine.*

*Do not use a USB device other than a flash-memory device.*

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

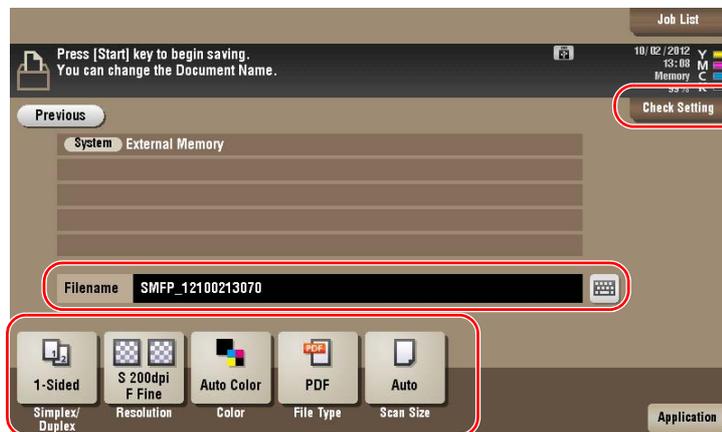


#### 4 Check the file name.



#### 5 If necessary, check the setting to save data.

- Tap [Check Setting] to check the setting.
- To change a file name, tap the file name or keyboard icon.



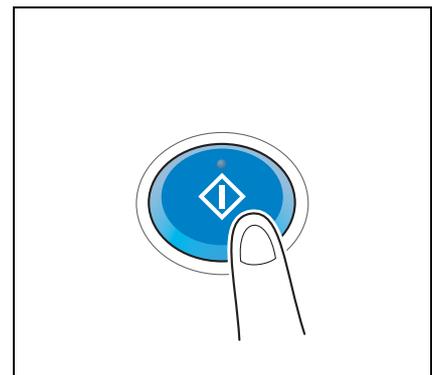
- You can also check the setting using the keys displayed on the **Touch Panel**.
- To change the setting, tap the desired key on the **Touch Panel**.

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

#### 6 Press the **Start** key.

##### **NOTICE**

*Do not disconnect the USB memory device during data saving.*



## 3.7 Using the guidance function

### 3.7.1 Guidance screen

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

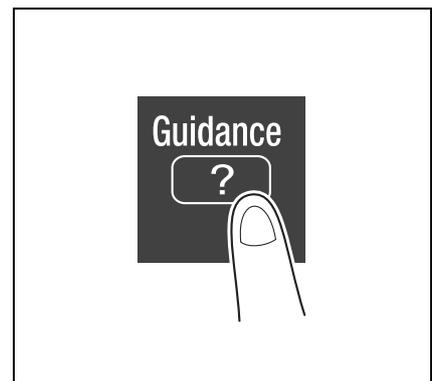
If you have any questions during operation, try to use this guidance function.



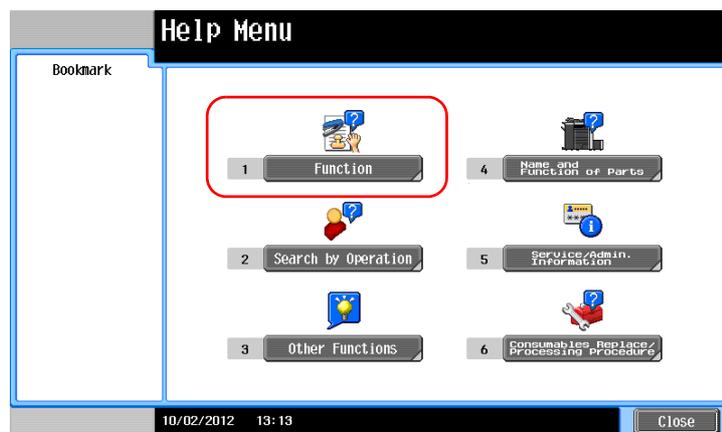
#### Getting help on the currently displayed screen:

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

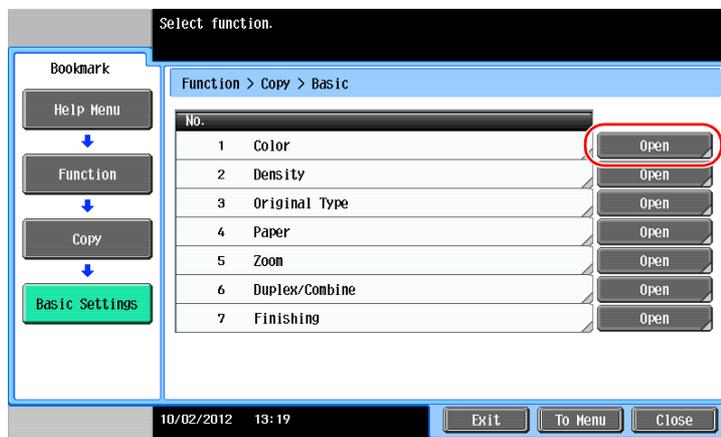
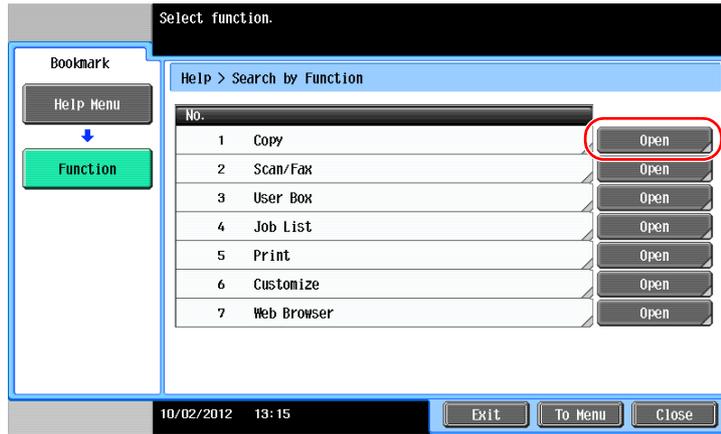
- 1 Press the **Guidance** key.

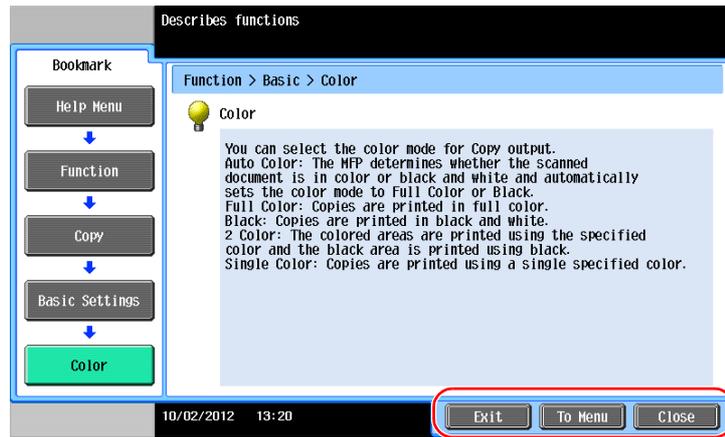


- 2 Select a menu.



3 Narrow down the information you want to know.



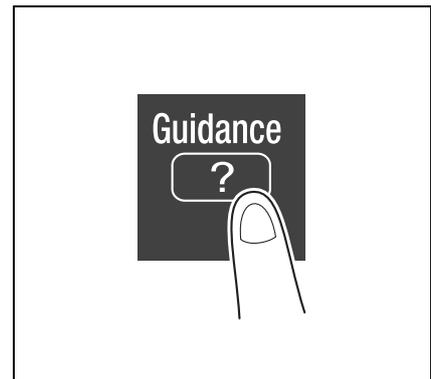


| Name      | Description                      |
|-----------|----------------------------------|
| [Exit]    | Returns to the main menu.        |
| [To Menu] | Returns to the Help Menu.        |
| [Close]   | Returns to the preceding screen. |

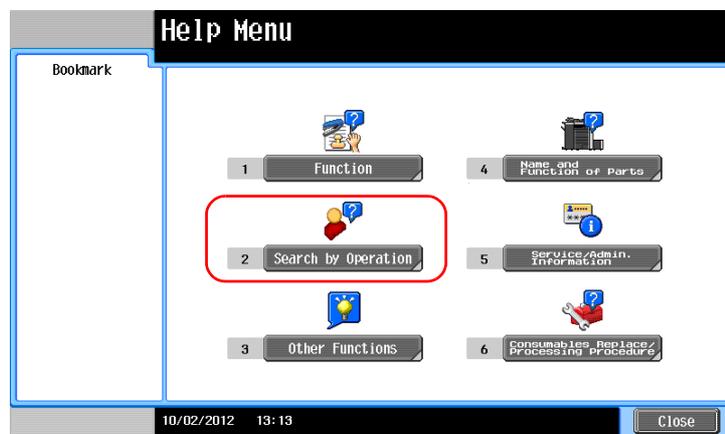
### Getting help on the desired function or procedure:

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

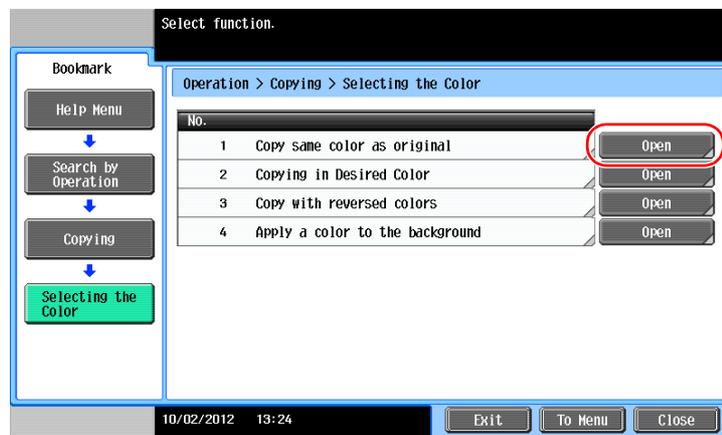
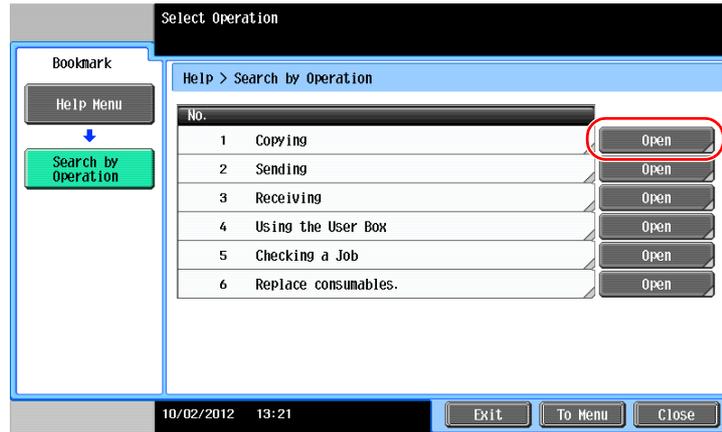
- 1 Press the **Guidance** key.



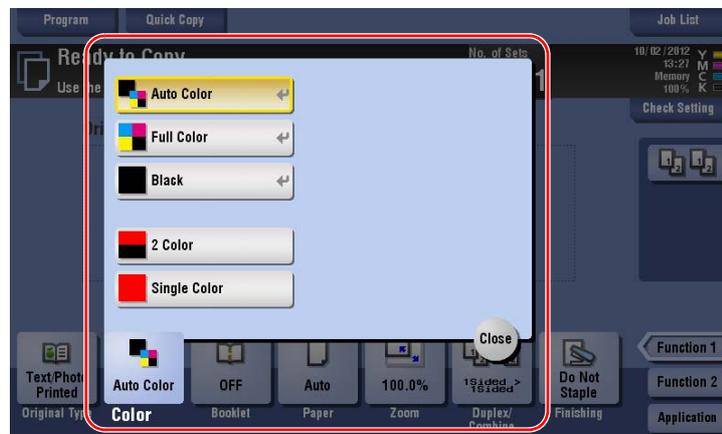
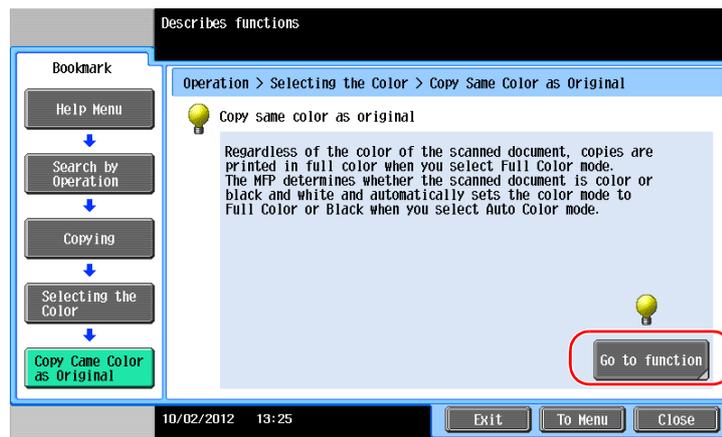
- 2 Select a menu.



### 3 Narrow down the information you want to know.



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



## Help Menu list

The Help Menu provides the following information:

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



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## Advanced Functions



## 4 Advanced Functions

### 4.1 Using advanced functions

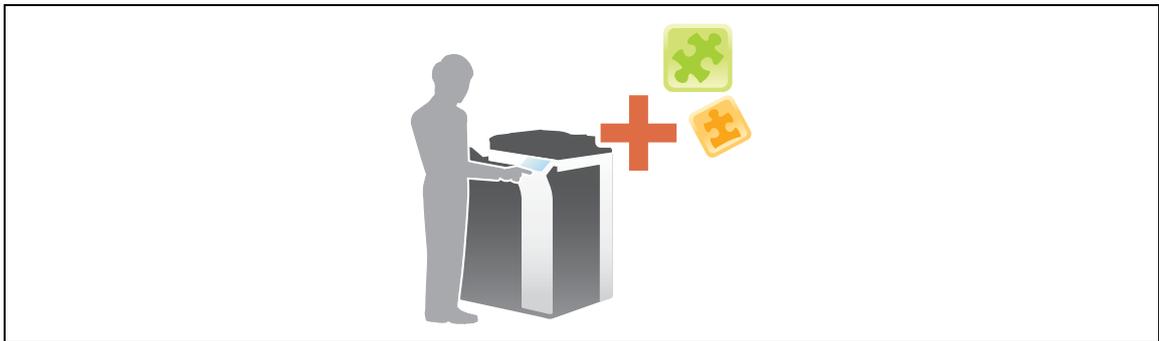
#### 4.1.1 What are advanced functions?

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

This machine provides the following advanced functions.

Tips

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



| Name                | Description   |
|---------------------|---|
| PDF processing      | You can configure the required settings when converting scanned data to a PDF file. <ul style="list-style-type: none"> <li>• This requires the registration of <b>i-Option LK-102 v3</b>.</li> </ul>  |
| Searchable PDF      | You can convert the scanned data to a searchable PDF file. <ul style="list-style-type: none"> <li>• This requires the registration of <b>i-Option LK-105 v3</b>.</li> </ul>   |
| Web Browser         | You can use the Web browser on the <b>Touch Panel</b> of this machine. You can access contents on the Internet or intranet. <ul style="list-style-type: none"> <li>• This requires the registration of <b>i-Option LK-101 v3</b>.</li> </ul>  |
| File Type Extension | Supports functions such as a function that converts a file into a DOCX or XLSX type, a function that generates highly-functional and high quality data, and the E-mail RX Print function. <ul style="list-style-type: none"> <li>• This requires the registration of <b>i-Option LK-110</b>.</li> </ul> |
| ThinPrint           | Allows you to use this machine as ThinPrint Client (.print Client) when ThinPrint is enabled. <ul style="list-style-type: none"> <li>• This requires the registration of <b>i-Option LK-111</b>.</li> </ul>   |
| My Panel            | You can customize the control panel display of this machine for each user. <ul style="list-style-type: none"> <li>• This requires the association with <b>PageScope My Panel Manager</b>.</li> </ul>  |
| My Address          | You can use the address book for personal use (My Address Book). <ul style="list-style-type: none"> <li>• This requires the association with <b>PageScope My Panel Manager</b>.</li> </ul>  |

In addition, this machine supports advanced functions such as the barcode font, unicode font, and OCR font. For details, refer to the [User's Guide Online] on the DVD.

### 4.1.2 Association with application

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

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

Tips

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

### 4.1.3 Registering the i-Option license

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

Tips

- The **Upgrade Kit UK-204** is required to use **i-Option**.

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

#### Preparation flow

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

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

- 1** Registering the **i-Option** license (Administrator)
  - Register the option license on a dedicated Web site. For details, refer to page 4-5.
- 2** Enabling the **i-Option** function (Administrator)
  - Enter the license code to enable the function. For details, refer to page 4-7.
- 3** Configuring each function (Administrator)
  - Configure the required settings for each advanced function. For details, refer to page 4-8.



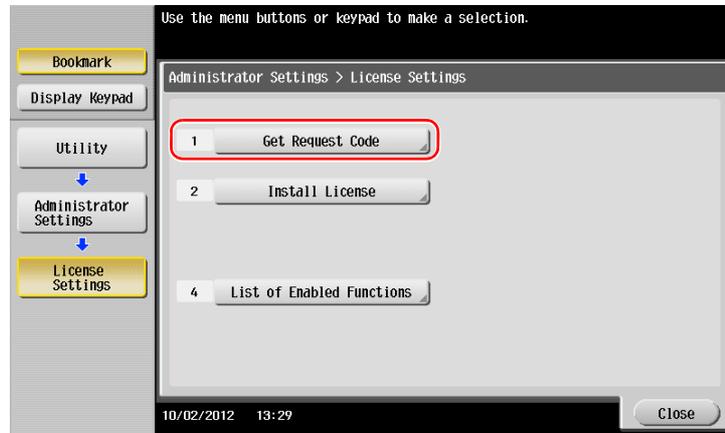
#### Reference

For details on the procedure, refer to the [User's Guide Online] on the DVD.

## Registering the i-Option license

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

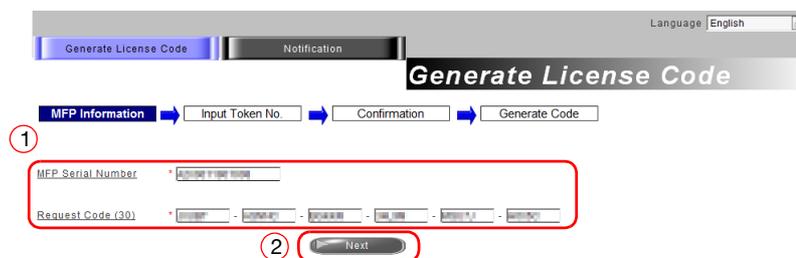
- 1 Tap [Utility], and select [Administrator Settings] - [Forward] - [License Settings] - [Get Request Code].



- 2 Tap [Yes] and [OK].



- 3 Tapping [Print] prints the serial number and request code.
  - Prepare at hand the printed serial number, request code, and token certificate supplied with **i-Option**.
- 4 Access the Web site of the License Management Server (LMS). Enter the [MFP Serial Number] and [Request Code], then click [Next].
  - The URL is described in the token certificate.



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

The screenshot shows the 'Input Token Number' step of the 'Generate License Code' process. The interface includes a progress bar with steps: MFP Information, Input Token No., Confirmation, and Generate Code. Below the progress bar, the MFP Serial Number and Request Code are displayed. A red circle labeled '1' highlights the 'Token Number (20)' input field and the 'Product Description' dropdown menu, which is currently set to 'i-Option LK-105 v3'. A red circle labeled '2' highlights the 'Next' button.

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

The screenshot shows the 'Confirm Information' step. The progress bar now highlights the 'Confirmation' step. The MFP Serial Number and Request Code are visible. A red circle highlights the 'Generate License Code' button. Below the main form, a table displays the confirmed information:

| Token Number         | Product Description |
|----------------------|---------------------|
| XXXXXXXXXXXXXXXXXXXX | i-Option LK-105 v3  |

- 7 The license code and function code are issued.

The screenshot shows the 'License Code and Serial Number' step. The progress bar highlights the 'Generate Code' step. A message states: 'You have successfully generated a License Code. Please save all information for future use.' The MFP Serial Number, License Code, and Function Code are displayed. The License Code is shown for both Web Connection and MFP. Below the codes, a table displays the confirmed information:

| Product Description |
|---------------------|
| i-Option LK-105 v3  |

Buttons for 'Download', 'Print', and 'Generate Additional License Codes' are visible at the bottom.

#### Tips

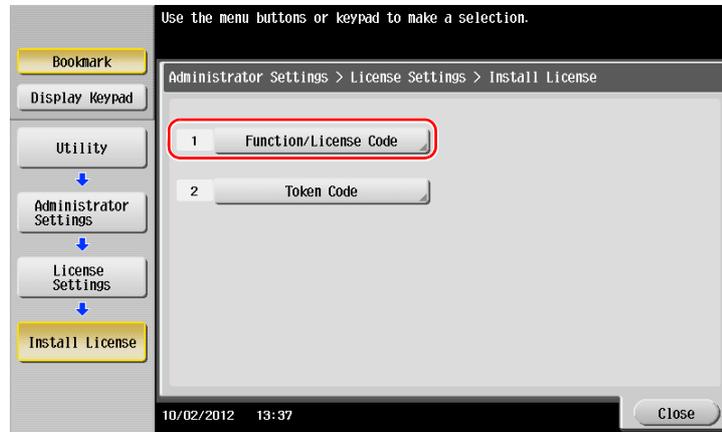
- The issued license code and function code are required to enable **i-Option**. You should write them down on a memo pad or print them out on paper by clicking [Print].
- You could also store them in your USB memory device. The license code input could be omitted by using a USB memory device to achieve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

## Enabling the i-Option function

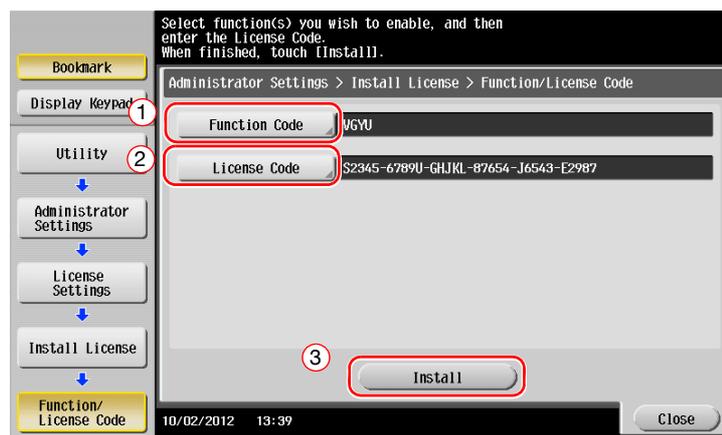
Register the license and function codes in this machine.

### By inputting the codes

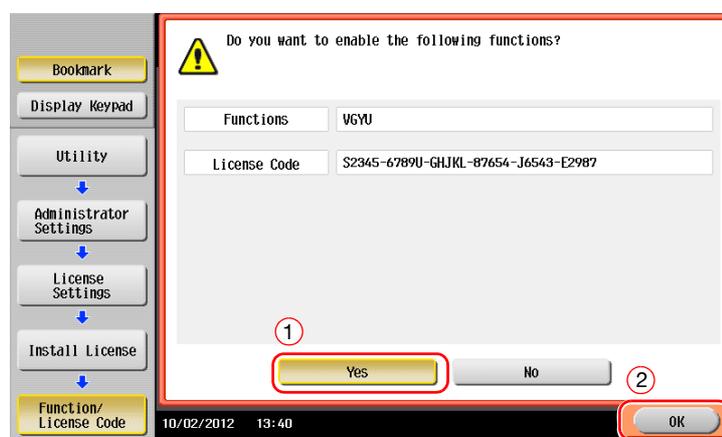
- 1 Tap [Utility], and select [Administrator Settings] - [Forward] - [License Settings] - [Install License] - [Function/License Code].



- 2 Enter the license and function codes you wrote down.



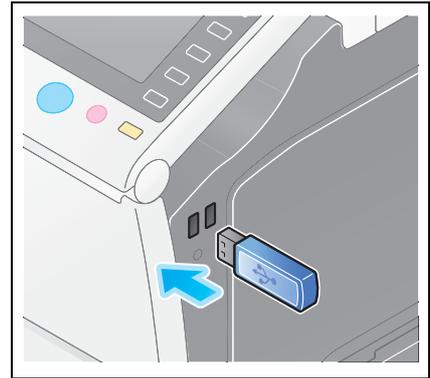
- 3 Select [Yes], then tap [OK].



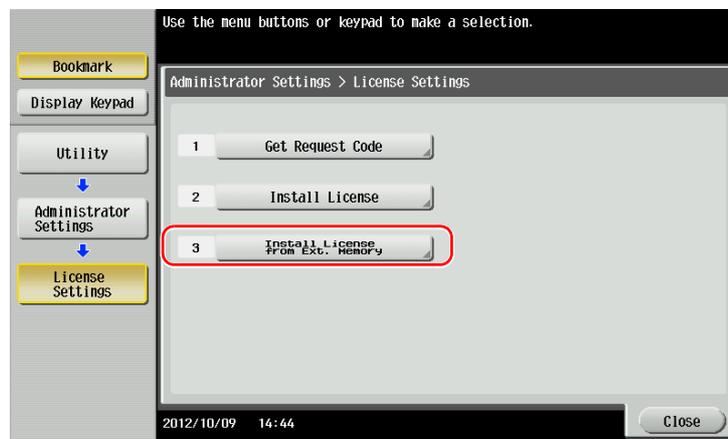
This machine restarts automatically.

### By using a USB memory device

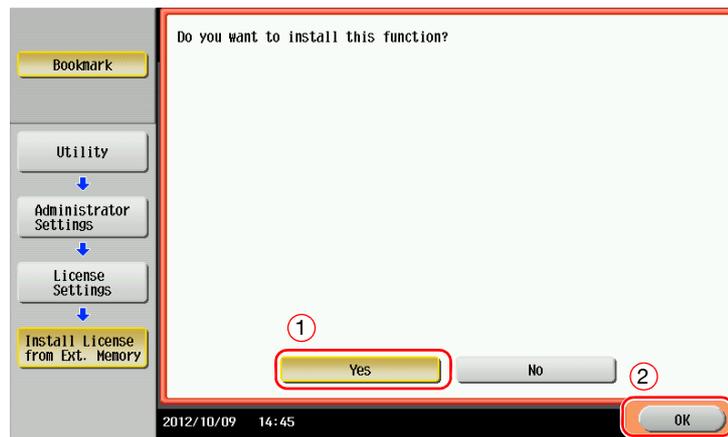
- 1 Connect the USB memory device stored with the license code.



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



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



This machine restarts automatically.

## Configuring each function

Configure the required settings for each advanced function.



### Reference

For details on the required setting items for each advanced function, refer to the [User's Guide Online] on the DVD.

---



**5** Index



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