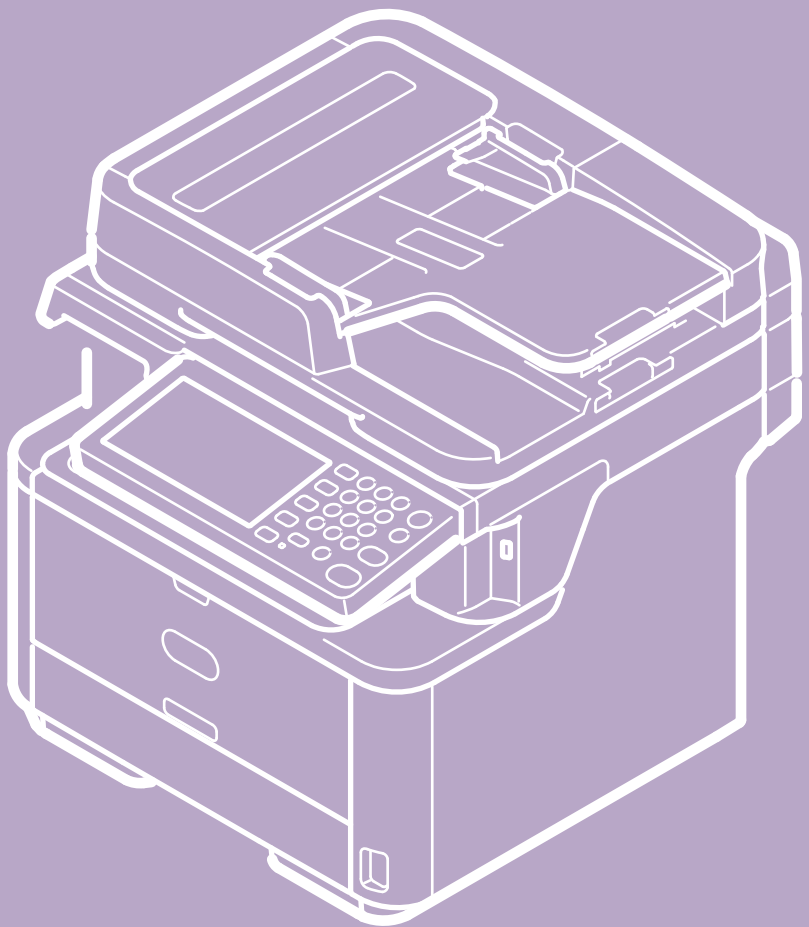
OKI

User's Manual

MB492dn/MB562dnw/ES4192dn/ES5162dnw



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  - Without Using the Software DVD-ROM
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    - For the Network Connection
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- Setting PC Fax (Windows Only)

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Trademarks and Other Information

Using the Copy Functions

- Names and Functions of Screen Items for Copy

  This section describes the items of the screen.
- Copying

  This section describes the basic operations for copying.
- Cancelling Copying

  This section describes how to cancel copying.
- Changing Settings before Copying

  This section describes how to copy using various settings such as N-in-1 and Duplex Copy settings.
- Initializing or Resetting Copy Setting

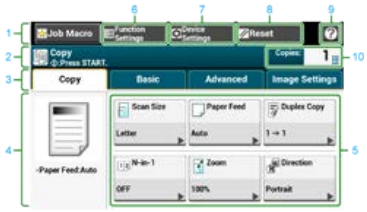
  This section describes how to reset the copy functions you changed to their default settings.
- Checking the Menu Hierarchy (Menu Tree)

  This section shows the menu hierarchy (menu tree) of the copy function.

Names and Functions of Screen Items for Copy

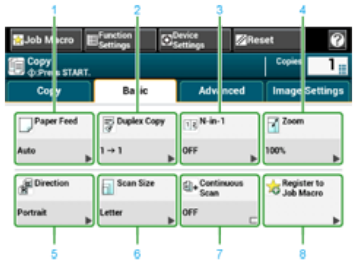
This section describes the items of the screen.

[Copy] Tab



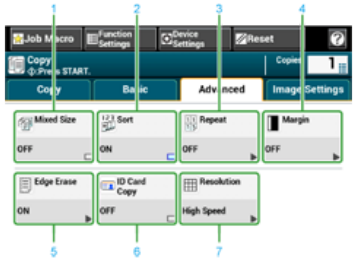
	Item	Description
1	Stationary button area	Displays buttons that appear on the screen at all times.
2	Title and operation guide area	Displays the title of the current screen and provides guide for possible operations.
3	Tab labels	Displays labels for tabs. Press a label to switch between tabs.
4	Main area	Displays a preview of copy output that will be produced with the current settings.
5	Shortcut buttons	Displays shortcut buttons for using certain copy functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
6	Function Settings	Displays the current settings. The setting can be changed for certain functions.
7	Device Settings	Specifies various settings such as Administrator Setting.
8	RESET	Returns the settings for the current copy job to their default settings.
9	[?]	Displays Help topics.
10	Copies	Specifies the number of copies to make.

[Basic] Tab



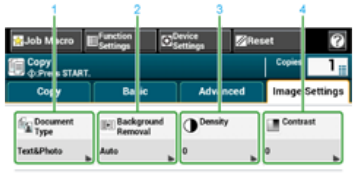
	Item	Description
1	Paper Feed	Specifies the tray to set the copy paper.
2	Duplex Copy	Makes copies on both sides of paper.
3	N-in-1	Combines multiple pages on one sheet of paper.
4	Zoom	Specifies the zoom rate for making enlarged or reduced copies.
5	Direction	Specifies the orientation according to the document, portrait or landscape.
6	Scan Size	Specifies the scan size according to the size of the document.
7	Continuous Scan	Scans multiple sets of documents as a single copy job.
8	Register to Job Macro	Registers current settings to Job Macro.

[Advanced] Tab



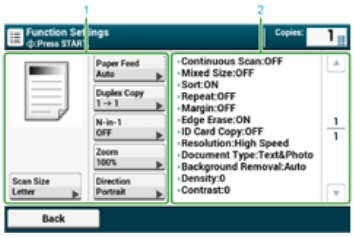
	Item	Description
1	Mixed Size	Scans multiple documents having the same width but different lengths in the ADF, so that they can be copied on their respective paper sizes.
2	Sort	Sorts multiple sets of copies in the same page order as the document.
3	Repeat	Repeatedly copies the same document on one side of a sheet of paper (two or four times).
4	Margin	Specifies top, bottom, right, or left margin on printed copy.
5	Edge Erase	Eliminates a black shadow that may appear around the edges on the printed copy when copying, for example, a book.
6	ID Card Copy	Copies both sides of an ID card, such as a driver's license, on one side of a sheet of paper.
7	Resolution	Specifies the resolution to scan a document.

[Image Settings] Tab



	Item	Description
1	Document Type	Selects a document type to make copies at the most suitable quality.
2	Background Removal	Adjusts a level of the document background removal.
3	Density	Adjusts a level of copy density.
4	Contrast	Adjusts differences between bright and dark sections on a document to make images and texts easier to view and read.

[Function Settings] Screen



	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

Copying

1. Press [Copy] or the (COPY) button.

   The touch panel display switches to the copy top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Set the copy setting if necessary.

   Changing Settings before Copying

4. Press the (START) button.

   Copying starts. The progress status is displayed.

Cancelling Copying

You can cancel copying before a message is displayed to inform you that copying is complete.

1. Press the (STOP) button when scanning the document.

Copying is cancelled and the touch panel returns to the copy top screen.

Changing Settings before Copying

This chapter describes how to copy using various settings such as N-in-1 and Duplex Copy settings.

Memo

Changes you make on the copy start screen are applied temporarily. To change default settings, press [Device Settings], and then select [Admin Setup].

Copy Setup

- Changing the Number of Copies
- Copying on Both Sides of Paper (Duplex Copy)
- Combining Multiple Pages on One Sheet of Paper (N-in-1)
- Specifying the Paper Feed Tray (Paper Feed)
- Making Enlarged or Reduced Copies (Zoom)
- Changing the Scan Size (Scan Size)
- Sorting Each Set in Page Order (Sort)
- Adjusting the Density (Density)
- Selecting the Document Type (Document Type)
- Specifying the Scan Resolution (Resolution)
- Copying a Document with a Colored Background Clearly (Background Removal)
- Adjusting the Contrast (Contrast)
- Changing the Document Orientation (Direction)
- Making Multiple Copies on a Sheet of Paper (Repeat)
- Copying Both Sides of a Card to One Side (ID Card Copy)
- Enabling Continuous Scan Mode (Continuous Scan)
- Copying Different Size Documents (Mixed Size)
- Setting Margins (Margin)
- Erasing Edge Shadows (Edge Erase)

Changing the Number of Copies

You can specify the number of copies to make multiple copies.

1. Press [Copy] or the (COPY) button.

The touch panel display switches to the copy top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Enter the number of copies by using the 10-key pad or the 10-key button.

Memo

- You can enter the number of copies from 1 to 99.
- If you enter an incorrect value, press the (CLEAR) button, and then enter the correct value.

4. Press the (START) button.

Copying starts. The progress status is displayed.

Topics

Sorting Each Set in Page Order (Sort)

Copying on Both Sides of Paper (Duplex Copy)

Available Printing Methods

Note

- Use plain paper of a standard size. Use of paper other than paper of standard sizes may cause paper jams.
  About Paper Sizes, Weight, and Number of Sheets That Can be Loaded
- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.
  Changing the Document Orientation (Direction)

1. Press [Copy] or the (COPY) button.

The touch panel display switches to the copy top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

Memo

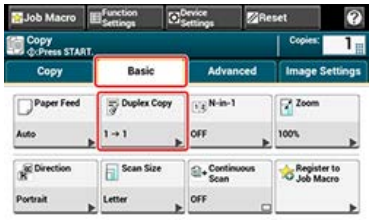
When using the document glass, Continuous Scan mode is automatically enabled. Follow the on-screen instructions.

Enabling Continuous Scan Mode (Continuous Scan)

3. Press [Duplex Copy] on the [Copy] or [Basic] tab.

Memo

Alternatively, you can set this setting from [Function Settings].

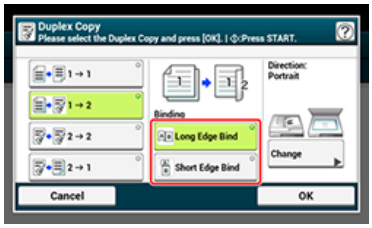


4. Select a duplex copy mode.

Memo

To make simplex copies so that each of the front and back sides of a duplex document can be copied on one side of different sheets of paper, select [2->1].

5. Select a binding method.



6. To change the document orientation, press [Change].

Changing the Document Orientation (Direction)

7. Press [OK].

8. Press the (START) button.

Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

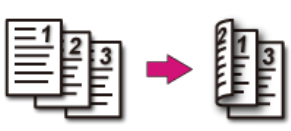
Changing Settings before Copying

It is recommended to set a margin when you want to staple or punch holes in duplex copies.

Setting Margins (Margin)

Available Printing Methods

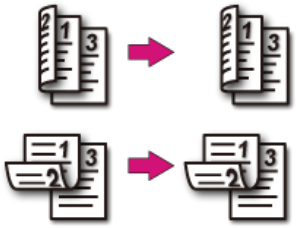
Simplex document → Duplex copies with the long edge bound



Simplex document → Duplex copies with the short edge bound

Duplex documents → Duplex copies with the long edge bound or the short edge bound

Set a document in the ADF.



Duplex documents with the long edge bound → Simplex copies

Set a document in the ADF.

Duplex documents with the short edge bound → Simplex copies

Set a document in the ADF.

Combining Multiple Pages on One Sheet of Paper (N-in-1)

Printing Methods That Can be Set

You can copy two or four pages of a document into one side of a single sheet of paper.

You can also set the [Duplex Copy] and [Paper Feed] settings at the same time, which are useful if they are used in combination with this function.

Note

- Set a document so that its top end is scanned first.
- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.
  Changing the Document Orientation (Direction)
- If [N-in-1] is enabled, [Zoom] is automatically set to [Auto]. To specify a zoom rate, set [N-in-1], and then [Zoom].
  Making Enlarged or Reduced Copies (Zoom)
- A part of the document may not be copied properly depending on the paper size, document size or specified rate.
- If [N-in-1] is enabled, a paper tray is automatically selected.

1. Press [Copy] or the (COPY) button.

The touch panel display switches to the copy top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

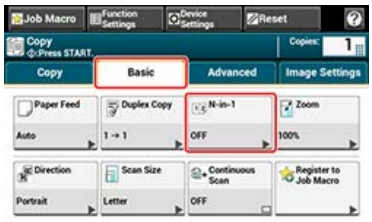
Memo

- When using the document glass, Continuous Scan mode is automatically enabled. Follow the on-screen instructions.
- Continuous Scan mode enables you to copy multiple documents at once. You can use both the ADF and document glass for copying multiple documents as a single job.
  Enabling Continuous Scan Mode (Continuous Scan)

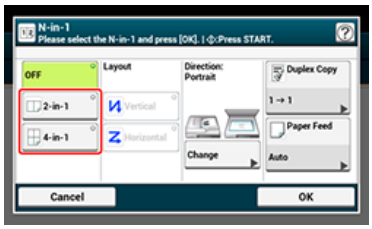
3. Press [N-in-1] on the [Copy] or [Basic] tab.

Memo

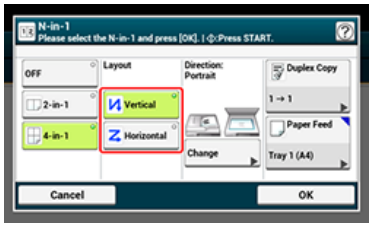
Alternatively, you can set this setting from [Function Settings].



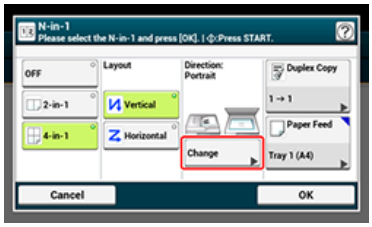
4. Select an N-in-1 method.



5. Select a layout.



6. To change the document orientation, press [Change].



Changing the Document Orientation (Direction)

7. Change other settings if necessary, and then press [OK].

8. Press the (START) button.

Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

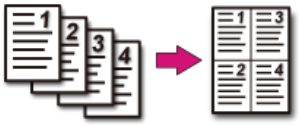
Changing Settings before Copying

Printing Methods That Can be Set

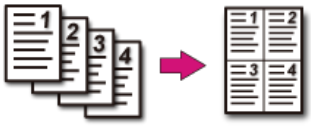
Two sheets → One side of a sheet

Four sheets → One side of a sheet

- Vertical



- Horizontal



Specifying the Paper Feed Tray (Paper Feed)

Setting the Paper Feed Tray to Tray 1 or Tray 2

Using the MP (Multi-Purpose) Tray

Setting the Paper Feed Tray to Tray 1 or Tray 2

1. Press [Copy] or the (COPY) button.

The touch panel display switches to the copy top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

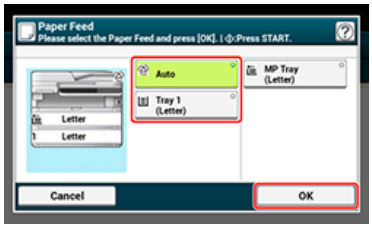
3. Press [Paper Feed] on the [Copy] or [Basic] tab.

Memo

Alternatively, you can set this setting from [Function Settings].

4. Select a tray, and then press [OK].

Available tray settings:



5. Press the (START) button.

Copying starts. The progress status is displayed.

Memo

- To use the MP (Multi-Purpose) tray with [Paper Feed] being set to [Auto], press [Device Settings], and then select [Paper Setup] > [Select Tray] > [Copy] > [MP Tray] > [ON] or [ON(Prior)].
- [Tray 2] is displayed if the optional second tray unit is installed.
- If [Paper Feed] is set to [Auto], you can select a paper tray that holds A4, B5, A5, A6, Letter, Legal 13/13.5/14, or executive paper. To use other a different paper size, select a paper tray in the [Paper Feed] setting.

Topics

You can change other copy settings.

Changing Settings before Copying

Using the MP (Multi-Purpose) Tray

1. Press [Copy] or the (COPY) button.

The touch panel display switches to the copy top screen.

Memo

To display the home screen, press the (HOME) button.

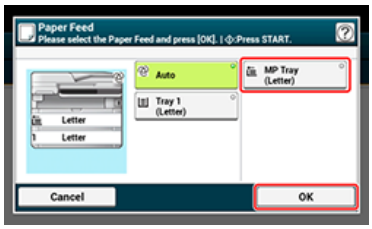
2. Set a document in the ADF or on the document glass.

3. Press [Paper Feed] on the [Copy] or [Basic] tab.

Memo

Alternatively, you can set this setting from [Function Settings].

4. Select [MP Tray], and then press [OK].



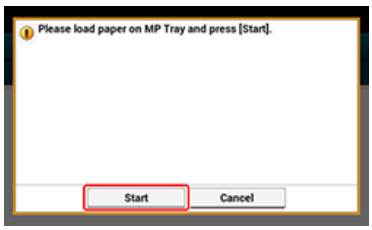
5. Load paper in the MP tray.

Loading in the MP Tray

6. Press the (START) button.

A pop-up message is displayed.

7. Check the message, and then press [Start].



8. Press [OK].

Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

Changing Settings before Copying

Making Enlarged or Reduced Copies (Zoom)

Note

You can use [Auto] only if copying on A4, A5, A6, B5, Letter, Legal 13/13.5/14, or executive paper.

1. Press [Copy] or the (COPY) button.

   The touch panel display switches to the copy top screen.

Memo

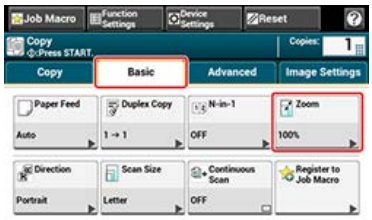
To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Zoom] on the [Copy] or [Basic] tab.

Memo

Alternatively, you can set this setting from [Function Settings].



4. Set the zoom rate.

- When using [Auto]

(1) Select [Auto], and then press [OK].

- When selecting a preset zoom rate

(1) Select a zoom value, and then press [OK].

Available rate settings:

Memo

If [Fit to page(98%)] is selected and the size of the document and the paper are the same, the document is reduced to fit the paper.

- When setting the zoom rate by using the 10-key pad

(1) Enter the zoom rate from 25 to 400% by using the 10-key pad or pressing ▲ ▼ on the touch panel, and then press [OK].

Memo

- You can set the rate in units of 1%.
- If you enter an incorrect value, press the C (CLEAR) button, and then enter the correct value.

5. Press the (START) button.

Copying starts. The progress status is displayed.

Memo

- If [Paper Feed] is set to [Auto], [Zoom] is automatically set to [100%]. To select a different rate, set [Paper Tray], and then set [Zoom].
- If [Paper Feed] is set to [Auto], the paper tray is automatically selected according to the selected zoom rate. To use a specific paper tray, reset [Paper Feed] again.
- Even if [Paper Feed] is set to [Auto], you cannot select a paper tray that holds paper other than A4, B5, A5, A6, Letter, Legal 13/13.5/14, or executive paper. To select a different paper size, set [Paper Feed] again.
- If [Paper Feed] is set to [Auto], the [Paper Feed] setting automatically changes by setting [Zoom] to [Auto]. A message is displayed on the touch panel to inform you that the setting has been changed.

Topics

You can change other copy settings.

Changing Settings before Copying

Changing the Scan Size (Scan Size)

You can select the appropriate size of the document to be scanned.

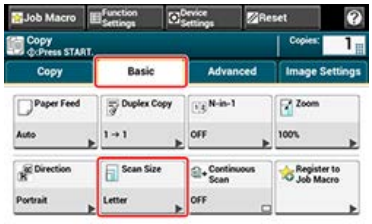
1. Press [Copy] or the (COPY) button.

   The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

3. Press [Scan Size] on the [Copy] or [Basic] tab.

> **Memo**
>
> Alternatively, you can set this setting from [Function Settings].



4. Select a size.

   Available size settings:

5. Press the (START) button.

   Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

Changing Settings before Copying

Sorting Each Set in Page Order (Sort)

The sort function is enabled by factory default.

1. Press [Copy] or the (COPY) button.

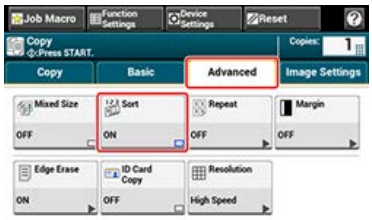
   The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

> **Memo**
>
> - Continuous Scan mode enables you to copy multiple documents at once.
> - You can use both the ADF and document glass for copying multiple documents as a single job.
>
> Enabling Continuous Scan Mode (Continuous Scan)

3. Check that [Sort] is set to [ON] on the [Advanced] tab.

> **Memo**
>
> Pressing [Sort] switches between [ON] and [OFF].



4. Enter the number of copies.

5. Press the (START) button.

   Copying starts. The progress status is displayed.

Adjusting the Density (Density)

You can adjust the copy density in seven levels.

1. Press [Copy] or the (COPY) button.

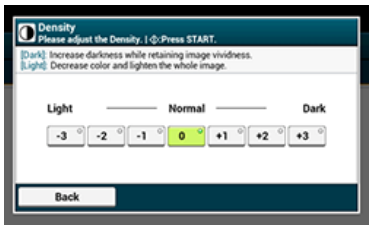
The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

3. Press [Density] on the [Image Settings] tab.

4. Select density.

Available density settings:



Memo

[0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

5. Press the (START) button.

Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

Changing Settings before Copying

Selecting the Document Type (Document Type)

You can select a document type from [Text], [Text&Photo], [Photo], or [Photo (Glossy)] to make copies at the most suitable quality.

Note

- If you select [Text], the gray level may be reduced depending on the document.
- If you select [Photo] or [Photo (Glossy)], fine texts or lines may be blurred depending on the document.
- If you select [Photo (Glossy)], images may be bright.

1. Press [Copy] or the (COPY) button.

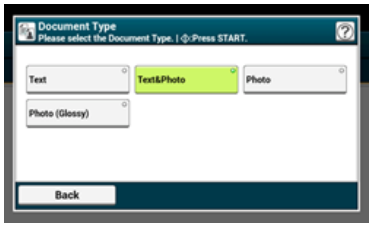
   The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

3. Press [Document Type] on the [Image Settings] tab.

4. Select a document type.

   Available type settings:



Memo

- [Text]: Set when copying a text document.
- [Text&Photo]: Set when copying a document having texts and photos. The well-balanced text and photo are reproduced on an image.
- [Photo]: Set when copying photos and graphic documents. Images are reproduced with the focus on grayscales.
- [Photo (Glossy)]: Set when copying photo documents printed on a glossy silver halide photography or glossy inkjet paper. Images are reproduced with the focus on grayscales in consideration of the glossy.

5. Press the (START) button.

   Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

Changing Settings before Copying

Specifying the Scan Resolution (Resolution)

You can change the resolution to scan a document.

1. Press [Copy] or the (COPY) button.

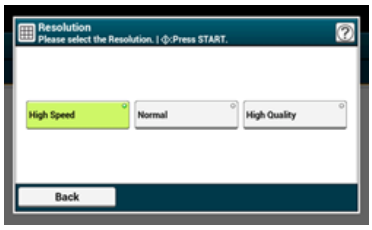
   The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

3. Press [Resolution] on the [Advanced] tab.

4. Select a resolution.

   Available resolution settings:



> **Memo**
>
> - [High Speed] provides quick copy. By selecting [Normal] or [High Quality], the reproduction and gray level of fine lines or texts can be improved.
> - If you select the scan size of less than or equal to 177.8mm (7 inches) wide, and make copies from ADF, Scan Resolution is changed to High Quality automatically.

5. Press the (START) button.

   Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

Changing Settings before Copying

Copying a Document with a Colored Background Clearly (Background Removal)

To adjust a level of the document background removal, you can select Auto, OFF, or adjustments in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

Note

If a greater value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.

1. Press [Copy] or the (COPY) button.

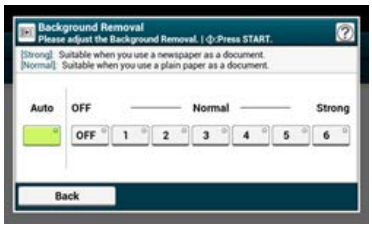
   The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

3. Press [Background Removal] on the [Image Settings] tab.

4. Select a value.

   Available value settings:



Memo

To increase a level of the document background removal, select [4], [5], or [6]. To decrease a level of the document background removal, select [2], [1], or [OFF] (no removal).

5. Press the (START) button.

   Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

Changing Settings before Copying

Adjusting the Contrast (Contrast)

Differences between bright and dark sections on a document are adjusted to make images and texts easier to view and read.

1. Press [Copy] or the (COPY) button.

   The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

3. Press [Contrast] on the [Image Settings] tab.

4. Select a value.

   Available value settings:

5. Press the (START) button.

   Copying starts. The progress status is displayed.

Topics

You can set other copy settings.

Changing Settings before Copying

Changing the Document Orientation (Direction)

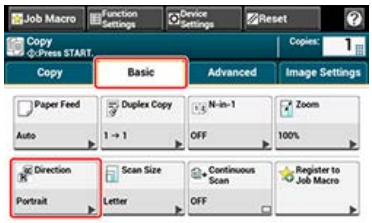
You can select [Portrait] or [Landscape] for the document orientation. Specify the appropriate orientation to get the copy result you want.

1. Press [Copy] or the (COPY) button.

   The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

3. Press [Direction] on the [Copy] or [Basic] tab.



> **Memo**
>
> Alternatively, you can set this setting from [Function Settings].

4. Select the document orientation, and then press [OK].

   Available orientation settings:

> **Memo**
>
> If you press [Cancel], the screen returns to the previous screen without saving the changes.

5. Press the (START) button.

   Copying starts. The progress status is displayed.

Topics

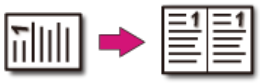
You can change other copy settings.

Changing Settings before Copying

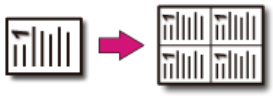
Making Multiple Copies on a Sheet of Paper (Repeat)

This function enables you to repeatedly copy the same document on one side of a sheet of paper. The document can be repeated two or four times.

- Two repeat



- Four repeat



You can also set the [Paper Feed] setting at the same time, which is useful if it is used in combination with this function.

Specifying the Paper Feed Tray (Paper Feed)

Note

- If [Repeat] is enabled, [Zoom] is automatically set to [Auto]. To specify a zoom rate, enable [Repeat], and then set [Zoom].
- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.

  Changing the Document Orientation (Direction)
- A part of the document may not be copied depending on the paper, document, or zoom rate.
- If the repeat function is enabled, the paper tray is automatically set.

1. Press [Copy] or the (COPY) button.

   The touch panel display switches to the copy top screen.

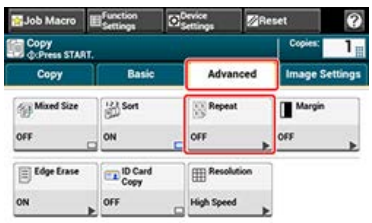
2. Set a document in the ADF or on the document glass.

Memo

- Continuous Scan mode enables you to copy multiple documents at once.
- You can use both the ADF and document glass for copying multiple documents as a single job.

  Enabling Continuous Scan Mode (Continuous Scan)

3. Press [Repeat] on the [Advanced] tab.



4. Select a repeat method, and then press [OK].

   Available value settings:

Memo

If you press [Paper Feed], you can set a paper feed tray.

Specifying the Paper Feed Tray (Paper Feed)

5. Press [OK].

6. Press the (START) button.

   Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

Changing Settings before Copying

Copying Both Sides of a Card to One Side (ID Card Copy)

This function enables you to copy both sides of an ID card, such as a driver's license, on one side of a sheet of paper.

Note

- You cannot use the ADF for this ID Card Copy function.
- 2 mm from the edge of the document glass is the scan margin.
- The machine scans an area half the size of the specified paper. If the document is more than half the size of the paper size, the excess part is discarded.

1. Press [Copy] or the (COPY) button.

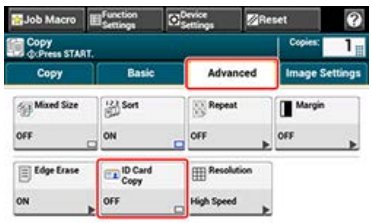
   The touch panel display switches to the copy top screen.

2. Press [ID Card Copy] on the [Advanced] tab.

   [ID Card Copy] is set to [ON].

   Memo

   Pressing [ID Card Copy] switches between [ON] and [OFF].



3. Set your card with the front side down on the document glass.

   Setting on the Document Glass

4. Enter the number of copies.

5. Press the (START) button.

   Scanning the front side of the card starts. The progress status is displayed.

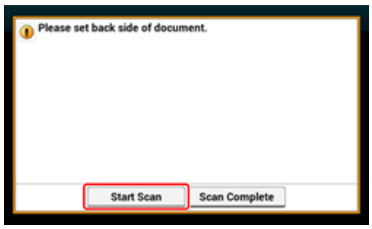
6. When the [Please set back side of document.] screen is displayed, place your card with the back side down on the document glass.

   Memo

   If you press [Scan Complete], only the front side is copied without scanning the back side.

7. Press [Start Scan].

   Copying starts.


Please set back side of document.
Start Scan
Scan Complete

Enabling Continuous Scan Mode (Continuous Scan)

This function is useful when you want to copy a document that is mixed with different sizes of paper, or multiple books.

To scan multiple sets of documents and make copies as a single job, enable the Continuous Scan mode. This mode is useful when using the [Sort], [N-in-1], or [Duplex Copy] function.

In Continuous Scan mode, you can copy your documents from the ADF, document glass, or both of them.

Sorting Each Set in Page Order (Sort)

Combining Multiple Pages on One Sheet of Paper (N-in-1)

Cancelling Copying

1. Press [Copy] or the (COPY) button.

   The touch panel display switches to the copy top screen.

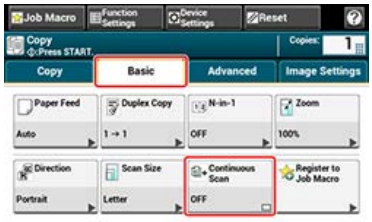
2. Set the first sheet of a document in the ADF or on the document glass.

> **Memo**
>
> When making N-in-1 and/or duplex copies by using the document glass, the [Please set next document] screen is displayed after scanning the documents even if [Continuous Scan] is set to [OFF].

3. Press [Continuous Scan] on the [Basic] tab.

   [Continuous Scan] is set to [ON].

> **Memo**
>
> Pressing [Continuous Scan] switches between [ON] and [OFF].



4. Enter the number of copies by using the 10-key pad.

5. Press the (START) button.

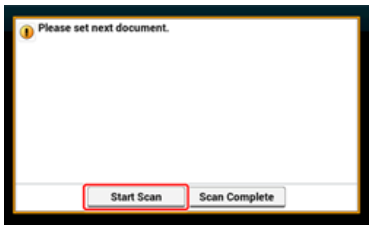
   Scanning the first sheet of a document starts.

6. When the [Please set next document.] screen is displayed, set the next document in the ADF or on the document glass.

> **Note**
>
> When changing the place to set the next document, be sure to remove the document from the place you used first.

7. Press [Start Scan].

The document is scanned and copied.



8. When scanning all sets of the documents is complete, press [Scan Complete].

Memo

If you press [Scan Complete] after scanning all the documents with multiple copies being set for [Copies], the remaining number of copies is copied.

Copying Different Size Documents (Mixed Size)

You can set multiple documents having the same width but different lengths in the ADF so that they can be copied on their respective paper sizes.

Note

- You can use this mixed-size function only if the document is a combination of Letter and Legal 14, Letter and Legal 13.5, or Letter and Legal 13.
- If [Mixed Size] is enabled, [Paper Feed] cannot be selected. The paper tray that matches the document is automatically selected to feed the paper.
- [Mixed Size] is available only if [Zoom] is set to [98% Fit to page] or [100%].
- You cannot set [Edge Erase] and [Mixed Size] at the same time.
- To use multiple sheets of paper, press [Device Settings], and then select [Paper Setup] > [Select Tray] > [Copy] to enable the MP tray.
- When you use the MP tray, load paper in the MP tray, and then display the [Mixed Size] menu.

Memo

This section covers an example of Legal 14 loaded in Tray 1 and Letter loaded in the MP tray.

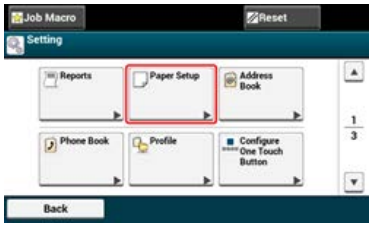
1. Load Legal 14 paper in Tray 1, and then load Letter paper in the MP tray.

   Memo

   You can use only standard paper for this function.

2. Press [Device Settings].

3. Press [Paper Setup].



4. Press [Tray 1] and [Paper Size] in order, and then select [Legal 14].
5. Press [Back] until [MP tray] is displayed.
6. Press [MP tray] and [Paper Size] in order, and then select [Letter].
7. Press [Back] until the home screen is displayed.
8. Press [Copy] or the (COPY) button.

   The touch panel display switches to the copy top screen.

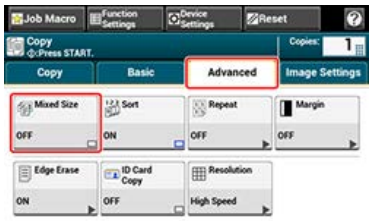
9. Set a document that is mixed with Letter and Legal 14 sizes in the ADF.

Setting in the ADF

10. Press [Mixed Size] on the [Advanced] tab.

[Mixed Size] is set to [ON].

> **Memo**
>
> Pressing [Mixed Size] switches between [ON] and [OFF].



11. Check that the following settings are displayed on the copy start screen.

- [Mixed Size]: ON
- [Paper Feed]: Auto
- [Zoom]: 100%
- [Scan size]: Legal 14

12. Enter the number of copies by using the 10-key pad if necessary.

13. Press the (START) button.

Copying starts. The progress status is displayed.

Setting Margins (Margin)

Copying with Margins on One Side
Copying with Margins on Both Sides

The margin function enables you to set margins. This function is useful when you want to staple or punch holes in copies. You can set the top, bottom, right, and left margins by specifying the [Top] and [Left] values.

For portrait printing

- Specifying the left margin is suitable for long edge binding printing.
- Specifying the top margin is suitable for short edge binding printing.

For landscape printing

- Specifying the left margin is suitable for short edge binding printing.
- Specifying the top margin is suitable for long edge binding printing.

Note

- A part of a document may not be copied.
- The specified margin values stay the same even after you change the zoom rate.
- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.

  Changing the Document Orientation (Direction)

Memo

- If all the values are set to [0], [Margin] is disabled.
- You can set [Margin] as default so that you do not have to set margins every time you make copies.
- The value of the margin can be changed from [Device Settings] > [Admin Setup] > [Copy Setup] > [Default Settings] > [Margin].

Copying with Margins on One Side

Set margins to a simplex document before copying.

You can also set the [Direction] setting at the same time, which is useful if it is used in combination with this function.

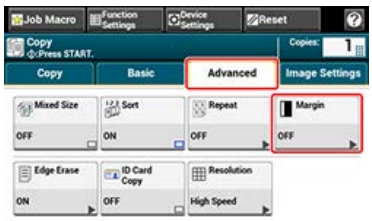
Changing the Document Orientation (Direction)

1. Press [Copy] or the (COPY) button.

   The touch panel display switches to the copy top screen.

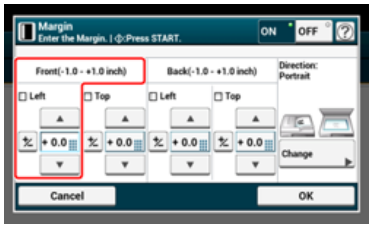
2. Set a document in the ADF or on the document glass.

3. Press [Margin] on the [Advanced] tab.



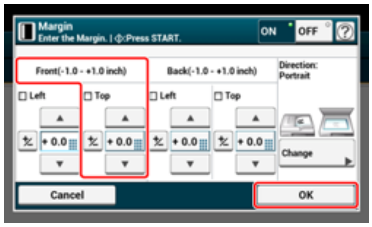
4. To set the left or right margin, specify a margin in [Left] of [Front] by using the 10-key pad or by pressing ▲, ▼, and [+/-].

- To create a margin on the left side of the output, specify a positive value.
- To create a margin on the right side of the output, specify a negative value.



5. To set the top or bottom margin, specify a margin in [Top] of [Front] by using the 10-key pad or by pressing ▲, ▼, and [+/-], and then press [OK].

- To create a margin at the top of the output, specify a positive value.
- To create a margin at the bottom of the output, specify a negative value.



Memo

- You do not need to specify the [Back] margin when copying on a single side.
- If you press [Cancel], the screen returns to the previous screen without saving the changes.

6. Press the (START) button.

Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

Changing Settings before Copying

Copying with Margins on Both Sides

When you make duplex copies with [Margin] enabled, you must specify the document direction as well as the [Back] margin.

The direction can be changed by pressing [Change].

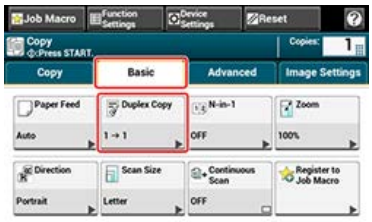
Changing the Document Orientation (Direction)

1. Press [Copy] or the (COPY) button.

The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

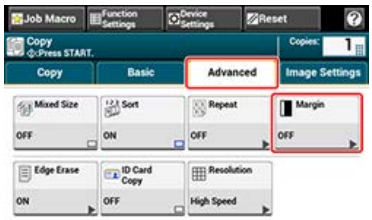
3. Press [Duplex Copy] on the [Copy] or [Basic] tab.



4. Set [Duplex Copy].

Copying on Both Sides of Paper (Duplex Copy)

5. Press [Margin] on the [Advanced] tab.

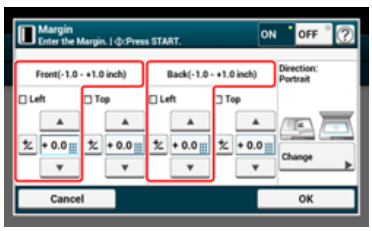


6. Set each margin of [Front] and [Back].

- For portrait documents with long edge binding

(1) Enter values in [Left].

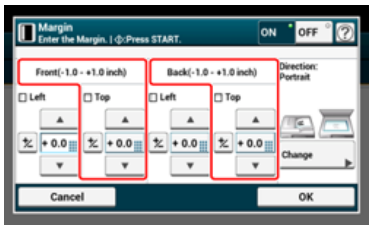
- Enter a positive value in [Front].
- Enter a negative value in [Back].



- For portrait documents with short edge binding

(1) Enter values in [Top].

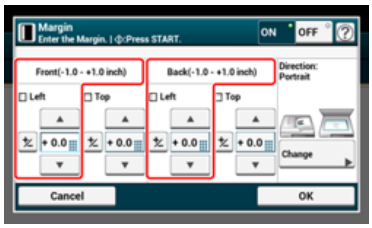
- Enter a positive value in [Front].
- Enter a negative value in [Back].



For landscape documents with long edge binding

(1) Enter values in [Top].

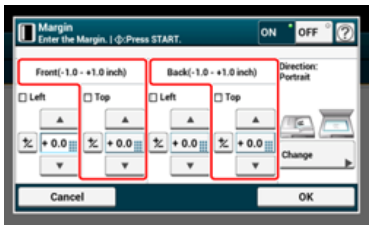
- Enter a positive value in [Front].
- Enter a negative value in [Back].



For landscape documents with short edge binding

(1) Enter values in [Left].

- Enter a positive value in [Front].
- Enter a negative value in [Back].



7. Press the (START) button.

Copying starts. The progress status is displayed.

Memo

- The margins' positions conform to [Direction].
- When using the document glass, Continuous Scan mode is automatically enabled. Follow the on-screen instructions.

Erasing Edge Shadows (Edge Erase)

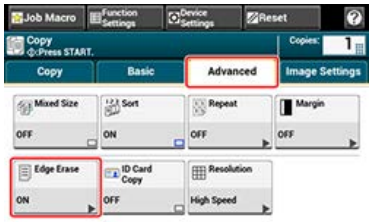
When you copy a document with the document glass cover opened or when you copy a book, a black shadow may appear around the edges on the printed copy. This function enables you to erase the black shadow.

1. Press [Copy] or the (COPY) button.

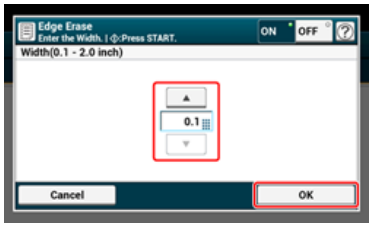
   The touch panel display switches to the copy top screen.

2. Set a document in the ADF or on the document glass.

3. Press [Edge Erase] on the [Advanced] tab.



4. Enter a value from 2 to 50 mm (0.1 to 2.0 inches) in [Width] by using the 10-key pad or by pressing ▲ and ▼, and then press [OK].



5. Press the (START) button.

   Copying starts. The progress status is displayed.

Topics

You can change other copy settings.

Changing Settings before Copying

Initializing or Resetting Copy Setting

This chapter describes how to reset the copy functions you changed to their default settings.

- Resetting Copy Settings (Reset)
- Cancelling a Setting

Resetting Copy Settings (Reset)

You can reset the copy function you changes to their default settings in the following ways.

Auto Reset

If you do not perform any operation for a certain period of time, all the copy settings for your copy job are reset to their default settings. The auto reset time is set to 3 minutes by factory default.

Memo

The auto reset time can be changed from [Admin Setup] > [Device Management] > [Screen Auto Reset] > [Reset Time].

Using [RESET] on the touch panel

If you press [RESET] on the copy top screen or each setting screen, the settings for your copy job return to their default settings.

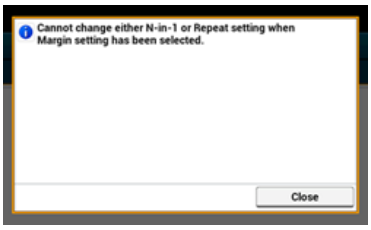
Memo

When copying is complete, press [RESET] to reset the default settings for the next user.

Cancelling a Setting

If you set multiple copy functions at the same time, you may not be able to use these functions depending on the combination. In such a case, a message is displayed.

For example, if [Margin] is specified, [N-in-1] and [Repeat] cannot be set.



Cancel the setting of a function with low priority among the ones that are displayed in the message, and then set the function you want to use again.

To cancel the setting of any function, reset the setting to the default setting.

Memo

- Some functions cannot be used in combination with other functions.
- If you have changed the default value from the factory default setting, select the changed default value.

  Administrator Setup

1. Select a function to cancel on each tab on the copy top screen or from [Function Settings].
2. Set the default setting again.

Checking the Menu Hierarchy (Menu Tree)

To check or change the settings, select them by tabs on the copy start screen.

- Copy
  - Copies "1"
  - Basic
    - Paper Feed "Auto"
    - Duplex Copy "OFF (Simplex)"
    - N-in-1 "OFF"
    - Zoom "100 %"
    - Direction "Portrait"
    - Scan Size "A4 or Letter"
    - Continuous Scan "OFF"
  - Advanced
    - Mixed Size "OFF"
    - Sort "ON"
    - Repeat "OFF"
    - Margin
      - Margin "OFF"
      - Front
        - Left "0 mm or 0 inch"
        - Top "0 mm or 0 inch"
      - Back
        - Left "0 mm or 0 inch"
        - Top "0 mm or 0 inch"
      - Direction "Portrait"
    - Edge Erase
      - Setting "ON"
        - Width "2 mm or 0.1 inch"
    - ID Card Copy "OFF"
    - Resolution "High Speed"
  - Image Settings
    - Document Type "Text & Photo"
    - Background Removal "Auto"
    - Density "0"
    - Contrast "0"
  - Function Settings
    - Scan Size "A4 or Letter"
    - Paper Feed "Auto"
    - Duplex Copy "OFF (Simplex)"
    - N-in-1 "OFF"
    - Zoom "100 %"
    - Direction "Portrait"

Memo

" " indicates the factory default setting.

Using the Scan Functions

- Sending Scanned Data as an E-mail Attachment (Scan to E-mail)

  This section describes how to send scanned data as an e-mail attachment.
- Scanning Data to a Computer (Scan to PC)

  This section describes how to save scanned data to a computer.
- Saving Scanned Data in USB Memory (Scan to USB Memory)

  This section describes how to save scanned data to USB Memory.
- Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

  This section describes how to send scanned data to a shared folder created on the network.
- Scanning from a Computer (Remote Scan)

  This section describes the Remote Scan function which allows you to start the scan function and scan the document from a computer.
- Using WSD Scan

  This section describes how to scan using WSD.
- Setting to Scan a Document

  This section describes various settings used when scanning documents from this machine.
- Using the Scan Utility

  This section describes how to scan using the utility software and scanner driver provided with this machine.
- Cancelling Scanning

  This section describes how to cancel scanning.
- Checking the Menu Hierarchy of the Scan Functions (Menu Tree)

  You can view the menu hierarchy of the scan function.

Sending Scanned Data as an E-mail Attachment (Scan to E-mail)

This chapter describes the Scan to E-mail function which allows you to send scanned data as an e-mail attachment file.

- About Scan to E-mail
- Using Scan to E-mail
- Specifying a Destination
- Setting the Transmission and Reception Settings

About Scan to E-mail

Scan to E-mail is a function that enables you to send a document that is scanned with this machine as an e-mail attachment file.

Select a destination from the address book. As with fax operations, you can send a scanned document to a recipient just by specifying a destination and pressing the START button. Any computer and e-mail software are not required.

You can use this function, such as when sending handwritten documents immediately, or sending confidential paper documents instead of carrying them around.

Memo

The number of pages of a document you can send varies depending on the available mail capacity.

To use the Scan to E-mail function, you must set the following default settings.

Set a network of this machine.

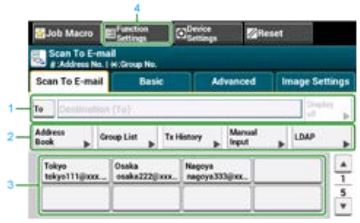
- Setting an IP Address from the Operator Panel on This Machine
- Using the Software DVD-ROM (For Windows)
- Connecting This Machine to a Network
- Register the E-mail Address of the Machine and Server Information

Touch Panel for Scan To E-mail

This section describes the items of the screen.

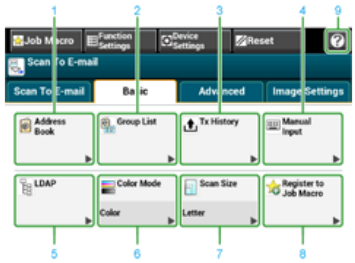
Select [Scan To E-mail] to send a scanned data to an E-mail address.

[Scan To E-mail] Tab



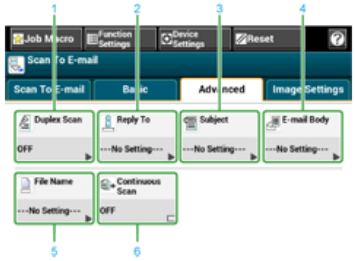
	Item	Description
1	Destination area	Select a destination e-mail address. The selected e-mail address appears in this area. If at least 1 destination is specified, you can press [Display all] to edit, add, or delete a destination.
2	Shortcut buttons	Displays shortcut buttons for using certain scan functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
3	One touch buttons	Displays destinations assigned to one-touch buttons. Press a button to add a destination.
4	Function Settings	Displays the current settings. The setting can be changed for certain functions.

[Basic] Tab



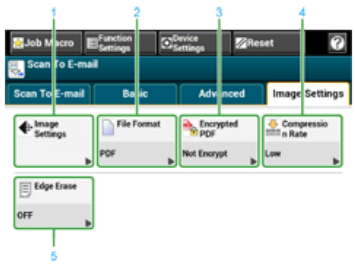
	Item	Description
1	Address Book	Displays e-mail addresses registered in the Address Book. Select an e-mail address as a destination from the Address Book.
2	Group List	Displays a list of groups in which e-mail addresses are registered. Select a group as a destination from the Group List.
3	Tx History	Displays a transmission history. Select a destination from the transmission history.
4	Manual Input	Enter an e-mail address manually to use it as a destination.
5	LDAP	Search for an e-mail address from the LDAP server to use it as a destination. There are two search methods: Simple Search and Advanced Search.
6	Color Mode	Specifies color mode to scan a document.
7	Scan Size	Specifies the scan size to scan a document.
8	Register to Job Macro	Registers current settings to Job Macro.
9	[?]	Displays Help topics.

[Advanced] Tab



	Item	Description
1	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
2	Reply To	Specifies an e-mail address as a reply destination. If the recipient replies to the received e-mail, the reply is sent to the e-mail address specified here.
3	Subject	Specifies the subject of the e-mail.
4	E-mail Body	Specifies the body of the e-mail.
5	File Name	Specifies a file name for the scanned file. If not specified, the file will be named according to the factory default setting.
6	Continuous Scan	Scans multiple documents as a single job.

[Image Settings] Tab

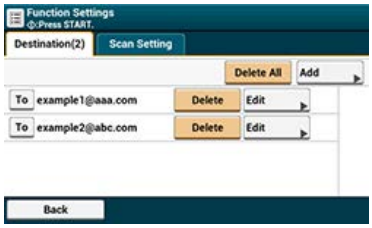


	Item	Description

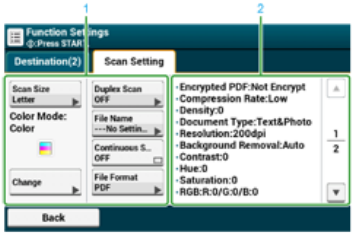
1	Image Settings	Specifies the following image settings: density, document type, resolution, background removal, contrast, hue, saturation, and RGB.
2	File Format	Specifies a file format for the scanned file.
3	Encrypted PDF	Creates an encrypted (password-protected) scanned file. This function is available only when the file format is set to PDF.
4	Compression Rate	Specifies a compression level for the scanned file.
5	Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned file when scanning, for example, a book.

[Function Settings] > [Destination] Tab

Add, edit or delete a destination to which a document is sent.



[Function Settings] > [Scan Setting] Tab



	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

Using Scan to E-mail

Set a network and e-mail setting before using the Scan to E-mail function.

Connecting This Machine to a Network

Register the E-mail Address of the Machine and Server Information

1. Press [Scan] or the (SCAN) button.

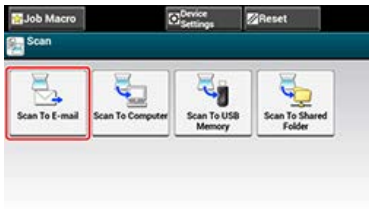
The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Scan To E-mail].



Memo

Here, you can add a destination with a one-touch button. A destination is added to [To]. To add multiple destinations, press another one-touch button.

4. Check the [Scan To E-mail] tab is selected.

To select [Cc] or [Bcc], press [To] several times.

5. Specify a destination.

Specify a destination in one of the following ways.

Using Direct Entry

Selecting from the Address Book or Group List

Using a One-touch Button

Selecting from the Transmission History

Specify a Destination by Searching the LDAP Server

The (START) button lights up.

6. Set scan settings if necessary.

Specifying a Document Type

Specifying a Scan Resolution

Scanning Multiple Documents Continuously (Continuous Scan)

Adjusting the Density

7. Press the (START) button.

Scanning starts.

Specifying a Destination

Specify a destination in step 6 in "Using Scan to E-mail". You can specify a destination in one of the following five methods.

Also, a destination is used when you set a reply address with Scan to E-mail. Specify a destination in step 9 in "Setting a Reply Address" in "Specifying a Sender and Reply Destination". Among the following methods, you can use three methods: "Using Direct Entry", "Selecting from the Address Book or Group List", and "Specify a Destination by Searching the LDAP Server".

- Using Direct Entry
- Selecting from the Address Book or Group List
- Using a One-touch Button
- Selecting from the Transmission History
- Specify a Destination by Searching the LDAP Server

Using Direct Entry

Enter an e-mail address directly on the operator panel.

Memo

Set an e-mail address in the following steps.

- A destination of scanned data: Step 6 in "Using Scan to E-mail"
- A reply destination of a received e-mail: Step 9 in "Specifying a Sender and Reply Destination"

1. Press [Manual Input] on the [Scan To E-mail] or [Basic] tab.

   An e-mail address can be entered by pressing [Destination (To)].

2. Enter an e-mail address.

   You can enter up to 80 characters.

3. Press [OK].

Selecting from the Address Book or Group List

You can select a destination from the address book or group list. You must register destinations in the address book or group list in advance.

For details on how to add an e-mail address to the address book or group list, refer to "Registering or Deleting a Destination E-mail Address".

Memo

Set an e-mail address in the following steps.

- A destination of scanned data: Step 6 in "Using Scan to E-mail"
- A reply destination of a received e-mail: Step 9 in "Specifying a Sender and Reply Destination"

1. Press [Address Book] or [Group List] on the [Scan To E-mail] or [Basic] tab.
2. Select the transmission destination or group.

   You can select multiple items.

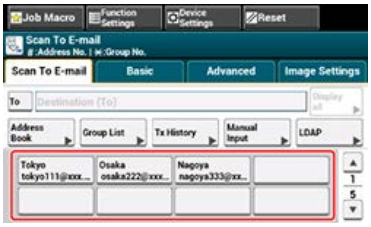
3. When you complete the selection of all the destinations, press [OK].

Using a One-touch Button

You can select an e-mail address registered in the address book with a one-touch button. The address book numbers, 01 to 16 are automatically assigned to one-touch buttons.

Note

Entries with a one-touch button is available only for [To]. For [CC] and [Bcc], use other entry methods.



To select the speed dial numbers 09 to 40 that are assigned to one-touch buttons, press ▲ or ▼ to switch between the screens.

Selecting from the Transmission History

Memo

Set an e-mail address in the following steps.

- A destination of scanned data: Step 6 in "Using Scan to E-mail"

1. Press [Tx History] on the [Scan To E-mail] or [Basic] tab.
2. Select the destination.

   You can select multiple items.

3. When you complete the selection of all the destinations, press [OK].

Specify a Destination by Searching the LDAP Server

For Simple Search
For Advanced Search

You can search for a destination from a list on the LDAP server. There are two search methods, as shown below.

- [Simple Search]: You can run a search with only one keyword as a user name. You can only search for character strings included in usernames, and not in e-mail addresses.
- [Advanced Search]: You select search conditions to search for items that include all the specified keywords or any of the keywords. You can specify user names or e-mail addresses as search keywords.

Up to 100 search results are displayed.

For details on setting the LDAP server, refer to "Setting the LDAP Server".

Memo

Set an e-mail address in the following steps.

- A destination of scanned data: Step 6 in "Using Scan to E-mail"
- A reply destination of a received e-mail: Step 9 in "Setting a Reply Address" in "Specifying a Sender and Reply Destination"

For Simple Search

1. Press [LDAP] on the [Scan To E-mail] or [Basic] tab.
2. Press [Simple Search].
3. Enter a keyword to search for a user name in the LDAP server.
4. Press [OK] to start searching.

5. When the search results are displayed, press the destination.
   You can select multiple items.
6. When you complete the selection of all the destinations, press [OK].
7. Press [Back] to return to the start screen.

For Advanced Search

1. Press [LDAP] on the [Scan To E-mail] or [Basic] tab.
2. Press [Advanced Search].
3. Press [Search Method].
4. Select [OR] or [AND].
5. Press [User name].
6. Enter the keyword to search for.
7. Press [OK].

8. Press [E-mail Address].
9. Enter the keyword to search for.
10. Press [OK].
11. Press [OK] to start searching.
12. When the search results are displayed, press the destination.
    You can select multiple items.
13. When you complete the selection of all the destinations, press [OK].
14. Press [Back] to return to the start screen.

Setting the Transmission and Reception Settings

This section describes functions useful for the Scan to E-mail function.

- Specifying a Sender and Reply Destination
- Specifying a Subject and Body Text

Specifying a Sender and Reply Destination

Setting a Sender's Address
Setting a Reply Address

Setting a Sender's Address

1. Press [Device Settings] on the operator panel.
2. Select [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [E-mail Setup].
7. Press [From/Reply To].
8. Press [From].
9. Enter an e-mail address.
10. Press [OK].
11. Press [Back] until the top screen is displayed.

Setting a Reply Address

1. Press [Device Settings] on the operator panel.
2. Select [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [E-mail Setup].
7. Press [From/Reply To].
8. Press [Reply To].
9. Specify a destination.
10. Press [Back] until the top screen is displayed.

Specifying a Subject and Body Text

Registering a Subject
Registering Body Texts
Using a Template

You can register up to five subject and body text templates.

Registering a Subject

1. Press [Device Settings] on the operator panel.
2. Select [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [E-mail Setup].
7. Press [Template].
8. Press [Edit Subject].
9. Select a number from [Subject1] to [Subject5].
10. Enter a subject.
    You can enter up to 80 characters.
11. Press [OK].
12. Press [Back] until the top screen is displayed.

Registering Body Texts

1. Press [Device Settings] on the operator panel.
2. Select [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [E-mail Setup].
7. Press [Template].
8. Press [Edit Body].
9. Select a number from [Body1] to [Body5].
10. Enter body texts.
    You can enter up to 256 characters.
11. Press [OK].
12. Press [Back] until the top screen is displayed.

Using a Template

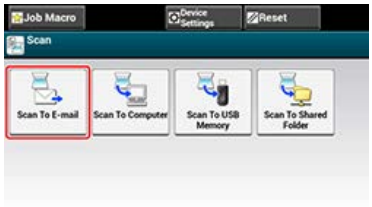
You can use subjects and body texts that are registered as a template in standard e-mails.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Scan To E-mail].



4. Press the [Advanced] tab.
5. Press [Subject] or [E-mail Body].
6. Press [Select Subject] or [Select Text].
7. Press the subject or body to select.
8. Press the [Scan To E-mail] tab to select an entry method.
9. Specify a destination.
10. Press the (START) button.

    Scanning starts.

Topics

Specifying a Sender and Reply Destination

Scanning Data to a Computer (Scan to PC)

This chapter describes how to save data scanned from this machine to a computer.

- About Scan to PC
- Setting to Use Scan to PC
- Sending Scanned Data to a Computer
- Registering or Removing a Computer That is Connected for Scan to PC

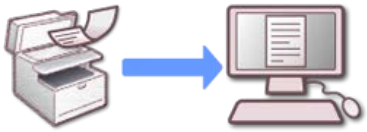
About Scan to PC

Touch Panel for Scan To Computer

For Windows

For Mac OS X

You can send a scanned image to a computer that is connected via a network or USB interface. Scan a document set on the machine by operating from the operator panel.



To use the Scan to PC function, you must set the following settings and install software.

Connecting This Machine to a Network

Connecting a Computer to This Machine via a USB Interface

Installing a Driver and Software to a Computer

Note

To connect the machine to a network, set the following.

- Set the [TCP/IP] setting of the machine to [Enable].
- Match the IP version between the machine and a computer.
- Set the DNS server.
- Enable the network TWAIN setting.

  This operation is not required for using WSD Scan.

  Setting to Use Scan to PC

Memo

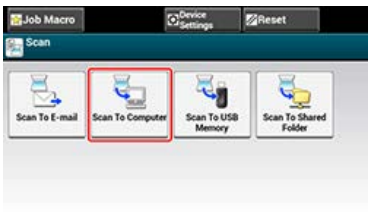
- You cannot send an image to multiple computers at the same time with this function.
- The required software varies depending on the OS of your computer and the function to use. Install the appropriate software.

  Installing a Driver and Software to a Computer

Touch Panel for Scan To Computer

This section describes the items of the screen.

Select [Scan To Computer] to send a scanned data to a computer.



[Scan To Computer] Screen

	Item	Description
1	Select A Connecting PC	Specifies a list of computers connected to this machine. Select a computer as a destination.

2	[?]	Displays Help topics.

For Windows

If you press (START) button, the ActKey utility automatically starts and a scanned image is sent to a computer in the method that you specify on the operator panel.

For WSD Scan connection, the ActKey utility does not start, and a scanned image is sent according to the events of Windows scan properties of the computer that you specify on the operator panel.

Memo

The default setting is color scan. You can change the default setting to monochrome or grayscale scan with [Admin Setup].

Administrator Setup

Note

When using this machine via the WSD Scan connection, connect the machine to a network, and then set the following.

Setting to Use WSD Scan

Installing This Machine as a WSD Device to a Computer

Using WSD Scan

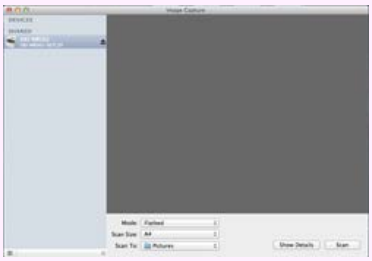
For Mac OS X

If you press (START) button, a scanned image is sent to Image Capture that you have started.

The file format is JPEG. A file cannot be saved in PDF.

Note

- A document on a flatbed scanner can be scanned to the A4 size only.
- A file can be saved only in JPEG.
- If using with a network connection, you must start Image Capture, and then select this machine in the list on the left side of Image Capture before starting the operation.
- Use Image Capture in the standard view. This function cannot be used in the detail view.



Scanning Data to a Computer (Scan to PC)

Registering a Computer That is Connected

Setting to Use Scan to PC

Enable the Network TWAIN function so that you can use the Scan to PC function on a computer connected via a network.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [TWAIN Setup].
7. Check that [Network TWAIN] is set to [ON].

   Memo

   Pressing [Network TWAIN] switches between [ON] and [OFF].

8. Press [Back] until the home screen is displayed.

Sending Scanned Data to a Computer

For the Network Connection

For the USB Connection

For WSD Scan connection (Windows Only)

This operation is common to Windows and Mac OS X.

For the Network Connection

An image that is scanned with this machine is sent to a computer via a network. You can display the image on the specified application, save the image in the specified folder, or start a fax transmission application.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Scan To Computer].
4. Press [Select A Connecting PC].
5. Press [From Network].
6. Select a computer to connect.

   If a target computer is not displayed in the PC list, register the computer in this machine.

   Registering a Computer That is Connected

7. Press [Select An Application].

Memo

- If you select [Application], the application specified by ActKey, which associates with the file type starts, and the scanned document is displayed in the application.
- If you select [Folder], the scanned document is saved in the specified folder.
- If you select [PC-FAX], a fax transmission application starts. After sending the scanned document, send a fax with the fax transmission application on your computer.

8. Select a destination.

Memo

If using Mac OS X, even though [Application] or [PC-FAX] is selected, the operation proceeds in the same way as when [Folder] is selected.

9. Press the (START) button.

Scanning starts.

For the USB Connection

An image that is scanned with this machine is sent to a computer via a USB cable. You can display the image on the specified application, save the image in the specified folder, or start a fax transmission application.

1. Press [Scan] or the (SCAN) button.

The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Scan To Computer].

If the Network TWAIN function is set to [OFF], proceed to step 6.

4. Press [Select A Connecting PC].

5. Press [From USB Interface].

6. Press [Select An Application].

Memo

- If you select [Application], the application specified by ActKey, which associates with the file type starts, and the scanned document is displayed in the application.
- If you select [Folder], the scanned document is saved in the specified folder.
- If you select [PC-FAX], a fax transmission application starts. After transmitting the scanned image, transmit a fax with the fax transmission software on your computer.

7. Select a destination.

Memo

If using Mac OS X, even though [Application] or [PC-FAX] is selected, the operation proceeds in the same way as when [Folder] is selected.

8. Press the (START) button.

Scanning starts.

For WSD Scan connection (Windows Only)

To send a scanned image to a computer that is connected to this machine with WSD, use the Windows function and refer to "Scanning from the Operator Panel".

Registering or Removing a Computer That is Connected for Scan to PC

To use Scan to PC, register a computer to which a scanned image is sent in this machine in advance.

This section describes how to register and delete a connected computer from the touch panel of this machine.

Memo

- Alternatively, you can register a computer used for Scan to PC with Network Configuration in ActKey.
  For details, refer to "Setting Scan to PC" in "Using Network Configuration (Windows Only)".

- Registering a Computer That is Connected
- Deleting a Registered Computer

Registering a Computer That is Connected

You can register a computer on the same network as a scanning destination.

1. Press [Device Settings].
2. Press [Network Scan Destination].
3. Press [Register] of a registration location.
   To edit a registered group number, select [Edit].
4. Enter a destination in [Destination].
5. Enter a destination.
   You can enter up to 16 characters.
6. Press [OK].
7. Press [Destination Address].
8. Enter an IP address, host name, or computer name.
   You can enter up to 64 characters.
9. Press [OK].
10. Press [Port No.].
11. Enter a port number, and then press [OK].
12. Press [Close] on a confirmation screen.
13. Press [Back] until the home screen is displayed.

Deleting a Registered Computer

You can delete a computer that is registered in this machine as a scanning destination.

1. Press [Device Settings].
2. Press [Network Scan Destination].
3. Press [Delete] of an item to delete.
4. Press [Yes] on the confirmation.
5. Press [Back] until the home screen is displayed.

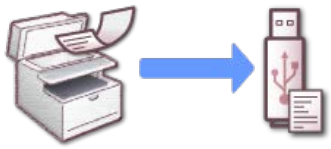
Saving Scanned Data in USB Memory (Scan to USB Memory)

This chapter describes about the Scan to USB Memory function which saves data scanned with this machine to USB Memory.

- About Scan to USB Memory
- Using Scan to USB Memory

About Scan to USB Memory

You can save scanned images directly in USB Memory. This function is useful when you want to scan paper documents into a data file instantly so that you can carry the file around.

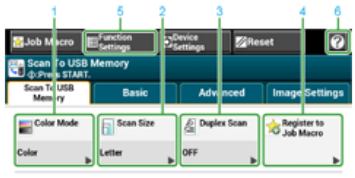


Touch Panel for Scan To USB Memory

This section describes the items of the screen.

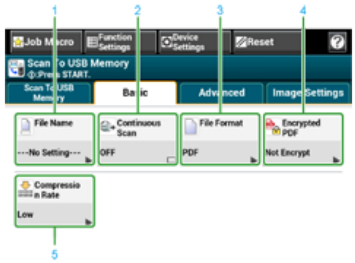
Select [Scan To USB Memory] to send a scanned data to USB Memory.

[Scan To USB Memory] Tab



	Item	Description
1	Color Mode	Specifies color mode to scan a document.
2	Scan Size	Specifies the scan size according to the size of the document.
3	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
4	Register to Job Macro	Registers current settings to Job Macro.
5	Function Settings	Displays the current settings. The setting can be changed for certain functions.
6	[?]	Displays Help topics.

[Basic] Tab



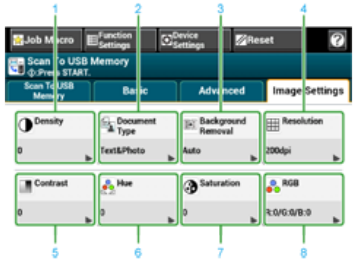
	Item	Description
1	File Name	Specifies a file name for the scanned file. If not specified, the file will be named according to the factory default setting.
2	Continuous Scan	Scans multiple documents as a single job.
3	File Format	Specifies a file format for the scanned file.

4	Encrypted PDF	Creates an encrypted (password-protected) scanned file. This function is available only when the file format is set to PDF.
5	Compression Rate	Specifies a compression level for the scanned file.

[Advanced] Tab

	Item	Description
1	Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned file when scanning, for example, a book.

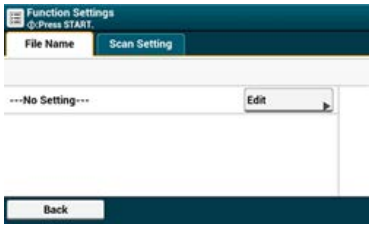
[Image Settings] Tab



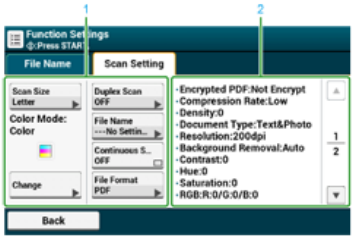
	Item	Description
1	Density	Adjusts a level of scan density.
2	Document Type	Selects a document type to scan at the most suitable quality.
3	Background Removal	Adjusts a level of the document background removal.
4	Resolution	Specifies the resolution to scan a document.
5	Contrast	Adjusts differences between bright and dark sections on a document to make images and texts easier to view and read.
6	Hue	Specifies the level of hue to scan a document.
7	Saturation	Specifies the level of saturation to scan a document.
8	RGB	Specifies the RGB values to scan a document.

[Function Settings] > [File Name] Tab

Edit a file name of a scanned document.



[Function Settings] > [Scan Setting] Tab



	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

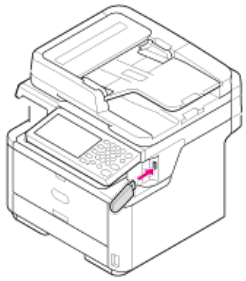
Using Scan to USB Memory

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Insert USB Memory into the USB port.



> **Note**
>
> Insert USB Memory straight into the USB port. Inserting USB Memory at a wrong angle may damage the USB port.

4. Press [Scan To USB Memory].

5. Set scan settings if necessary.
6. Press the (START) button.

   Scanning starts.

7. When a message is displayed to inform you that you can remove USB Memory from the port, remove it.

Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

This chapter describes about the Scan to Shared Folder function which sends the data scanned with this machine to a shared folder created on the network.

- About Scan to Shared Folder
- Using Scan to Shared Folder

About Scan to Shared Folder

You can save the scanned document directly in a shared folder on a network by following the easy procedure. This function is useful when you want to scan a paper document into a data file so that you can share it with everyone, or scan a large number of paper documents into data files so that you can manage them.

To use the Scan to Shared Folder function, you must set the following settings.

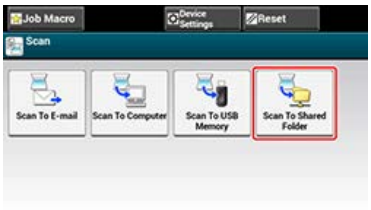
Connecting This Machine to a Network

Creating a Shared Folder in a Computer

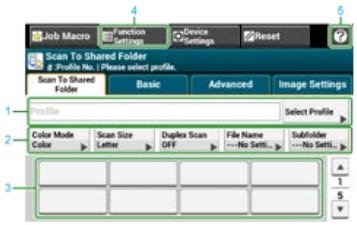
Touch Panel for Scan To Shared Folder

This section describes the items of the screen.

Select [Scan To Shared Folder] to send a scanned data to a shared folder.

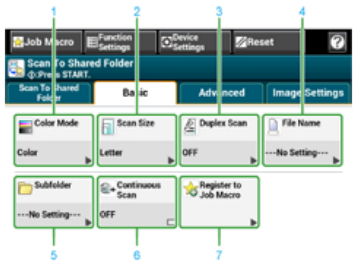


[Scan To Shared Folder] Tab



	Item	Description
1	Profile area	Select a destination profile from [Select Profile]. The selected profile appears in this area.
2	Shortcut buttons	Displays shortcut buttons for using certain scan functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
3	One touch buttons	Displays destinations assigned to one-touch buttons. Press a button to add a destination.
4	Function Settings	Displays the current settings. The setting can be changed for certain functions.
5	[?]	Displays Help topics.

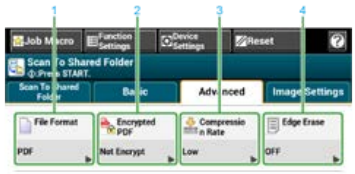
[Basic] Tab



	Item	Description
1	Color Mode	Specifies color mode to scan a document.
2	Scan Size	Specifies the scan size to scan a document.

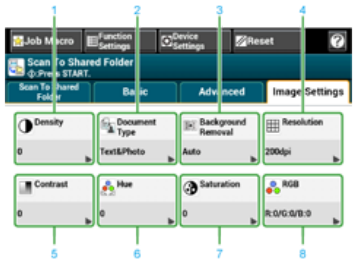
3	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
4	File Name	Specifies a file name for the scanned file. If not specified, the file will be named according to the factory default setting.
5	Subfolder	Specifies a sub folder in which to save the scanned document. If not specified, the scanned data will be saved in the root folder.
6	Continuous Scan	Scans multiple documents as a single job.
7	Register to Job Macro	Registers current settings to Job Macro.

[Advanced] Tab



	Item	Description
1	File Format	Specifies a file format for the scanned file.
2	Encrypted PDF	Creates an encrypted (password-protected) scanned file. This function is available only when the file format is set to PDF.
3	Compression Rate	Specifies a compression level for the scanned file.
4	Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned file when scanning, for example, a book.

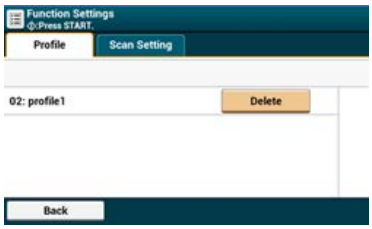
[Image Settings] Tab



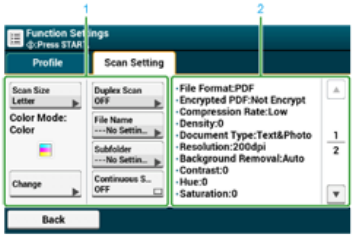
	Item	Description
1	Density	Adjusts a level of scan density.
2	Document Type	Selects a document type to scan at the most suitable quality.
3	Background Removal	Adjusts a level of the document background removal.
4	Resolution	Specifies the resolution to scan a document.
5	Contrast	Adjusts differences between bright and dark sections on a document to make images and texts easier to view and read.
6	Hue	Specifies the level of hue to scan a document.
7	Saturation	Specifies the level of saturation to scan a document.
8	RGB	Specifies the RGB values to scan a document.

[Function Settings] > [Profile] Tab

Delete a selected profile on the [Profile] tab.



[Function Settings] > [Scan Setting] Tab



	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

Using Scan to Shared Folder

This section describes how to operate Scan to Shared Folder.

Scanned data is converted into a PDF, JPEG, TIFF, or XPS file. PDF is set by factory default.

Set a network and shared folder default setting before using the Scan to Shared Folder function.

Connecting This Machine to a Network

Setting Scan to Shared Folder

Memo

The following procedure uses the factory default setting.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Scan To Shared Folder].
4. Press [Select Profile].

   If a profile is not displayed, check the Scan to Shared Folder settings.

   Setting Scan to Shared Folder
5. Select a profile.
6. Set scan settings if necessary.
7. Press the (START) button.

   Scanning starts.

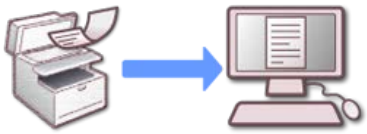
Scanning from a Computer (Remote Scan)

This chapter describes about the overview of the Remote Scan, which allows you to start the scan function of the machine and scan documents from a computer, and describes how to operate each mode.

- About Remote Scan
- Setting to Use Remote Scan
- Selecting a Remote Scan Mode
- Simple Scan Mode
- Manual Scan Mode
- Secure Scan Mode

About Remote Scan

You can scan an image from a computer connected via a network or USB interface. Operate the computer to start to scan a document.



To use the Remote Scan function, you must set the following settings and install software.

Connecting This Machine to a Network

Connecting a Computer to This Machine via a USB Interface

Installing a Driver and Software to a Computer

Memo

The required software varies depending on the OS of your computer and the function to use. Install the appropriate software.

When using Remote Scan, start the TWAIN driver from utility that is installed in a computer (such as ActKey, PaperPort, etc.) to scan.

Note

- Connect the machine to a computer via a network or USB interface.
- To connect the machine to a network, set the following.
  - Set [TCP/IP] to [Enable].
  - Match the IP version between the machine and a computer.
  - Set the DNS server.
  - Enable the network TWAIN setting.
- In Secure Scan mode, the administrator must register information about a computer from which Secure Scan is performed from the operator panel or the Web page in advance.
- For Mac OS X, when you perform a network scan for the first time after installing the scanner driver, the connection destination selection tool of this machine starts, and set this machine as the connection destination.
- When operating the machine via the WSD Scan connection, set the followings.
  - Set [TCP/IP] to [Enable].
  - Match the IP version between the machine and a computer.
  - Enable the WSD Scan function.
  - Install the machine on the computer.

Setting to Use Remote Scan

Enable the Network TWAIN function so that you can use the Remote Scan function on a computer.

Note

If you set this function to [OFF], you cannot use the Scan to PC function and Remote Scan.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [TWAIN Setup].
7. Check that [Network TWAIN] is set to [ON].

   Memo

   Pressing [Network TWAIN] switches between [ON] and [OFF].

8. Press [Back] until the home screen is displayed.

Selecting a Remote Scan Mode

There are three Remote Scan modes: Simple Scan, Manual Scan, and Secure Scan.

In Simple Scan mode, you can start scanning anytime if the machine is in standby status.

In Manual Scan mode, you must turn Remote Scan on the touch panel before starting scanning.

In Secure Scan mode, you can operate only from a specified computer. Only one computer can be connected at a time.

If you perform a remote scan via the WSD Scan connection, you can start scanning only from computers that are already registered in this machine, regardless of the Remote Scan modes.

Using WSD Scan

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [PC Scan Mode].

   Available scan modes:

7. Select a scan mode, and then press [OK].
8. Press [Back] until the home screen is displayed.

Simple Scan Mode

This section describes how to operate the Simple Scan Mode which starts the Remote Scan from the standby mode without using the operator panel.

- For Windows
- For Mac OS X

Note

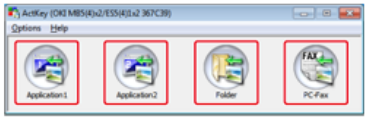
Documents that can be scanned only if they are set in the following way; [Device Settings] > [Admin Setup] > [Management] > [Default Mode].

For Windows

This section describes how to use the Oki Data Scan Tool, ActKey.

1. Check the machine is in standby status (default mode screen).
2. Set a document in the ADF or on the document glass.
3. Start ActKey on the computer.

   If the scanner selection screen is displayed, select [OKI MB5(4)x2_ES5(4)1x2 USB] for a USB connection or [OKI MB ****** (*; the last six digits of the MAC address)] for a network connection, and then click [OK].
4. Click a scan button on the launcher.



Scanning starts.

For Mac OS X

The following procedure uses Image Capture as an example.

1. Press the (HOME) button.
2. Set a document in the ADF or on the document glass.
3. Start Image Capture on the computer.
4. Select this machine from the list on the left side of Image Capture.
5. Click [Scan].
   Scanning starts.

Manual Scan Mode

This section describes how to operate the Manual Scan Mode which starts the scan function from the computer after setting the Remote Scan mode from the operator panel.

- For Windows
- For Mac OS X

For Windows

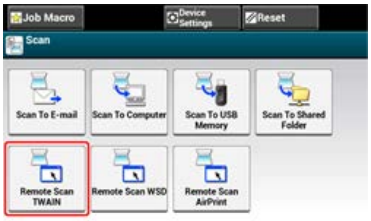
1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Remote Scan TWAIN].

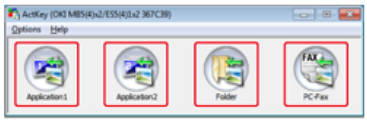


> **Memo**
>
> To display [Remote Scan TWAIN], you must set [PC Scan Mode] to [Manual Scan Mode] on the touch panel.

4. Start ActKey on the computer.

   If the scanner selection screen is displayed, select [OKI MB5(4)x2_ES5(4)1x2 USB] for a USB connection or [OKI MB ****** (*; the last six digits of the MAC address)] for a network connection, and then click [OK].

5. Click a scan button on the launcher.



Scanning starts.

For Mac OS X

The following procedure uses Image Capture as an example.

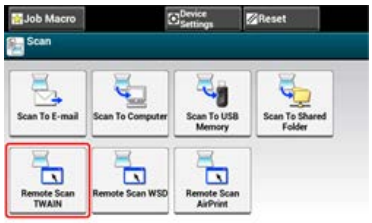
1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Remote Scan TWAIN].



> **Memo**
>
> To display [Remote Scan TWAIN], you must set [PC Scan Mode] to [Manual Scan Mode] on the touch panel.

4. Start Image Capture on the computer.

5. Select this machine from the list on the left side of Image Capture.

6. Click [Scan].

   Scanning starts.

Secure Scan Mode

This section describes how to operate the Secure Scan Mode. In Secure Scan mode, Remote Scan mode is set from the operator panel, and then a computer specified as the connection destination starts the scan function.

- Network Connection
- USB Connection

For Windows
For Mac OS X

For Windows

1. Press [Scan] or the (SCAN) button.

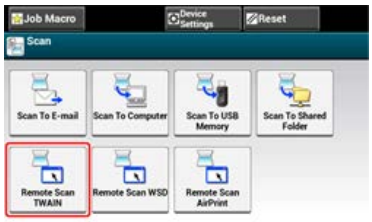
   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Remote Scan TWAIN].



Memo

To display [Remote Scan TWAIN], you must set [PC Scan Mode] to [Secure Scan Mode] on the touch panel.

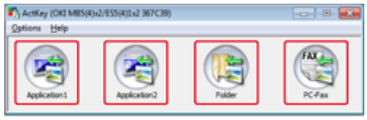
4. Press [From Network].

5. Select a computer to connect, and then press [OK].

6. Start ActKey on the computer.

   If the scanner selection screen is displayed, select [OKI MB ****** (*; the last six digits of the MAC address)], and then click [OK].

7. Click a scan button on the launcher.



Scanning starts.

Memo

- If you select [Application1] or [Application2], the application specified by ActKey, which associates with the file type starts, and the scanned document is displayed in the application.
- If you select [Folder], the scanned document is saved in the specified folder.
- If you select [PC-Fax], the fax transmission application starts, and the scanned document is sent to the application. Send a fax with the fax transmission software on your computer.

For Mac OS X

Memo

The following procedure uses Image Capture as an example.

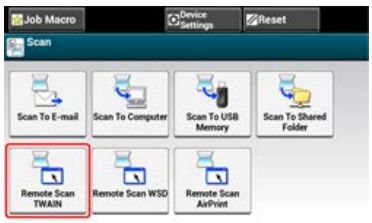
1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Remote Scan TWAIN].



Memo

To display [Remote Scan TWAIN], you must set [PC Scan Mode] to [Secure Scan Mode] on the touch panel.

4. Press [From Network].
5. Select a computer to connect, and then press [OK].
6. Start Image Capture on the computer.
7. Select this machine from the list on the left side of Image Capture.
8. Click [Scan].

   Scanning starts.

USB Connection

For Windows
For Mac OS X

For Windows

1. Press [Scan] or the (SCAN) button.

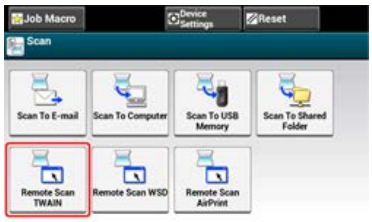
   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Remote Scan TWAIN].



Memo

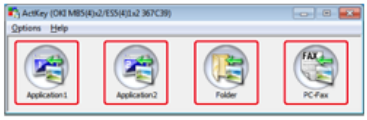
To display [Remote Scan TWAIN], you must set [PC Scan Mode] to [Secure Scan Mode] on the touch panel.

4. Press [From USB].

5. Start ActKey on the computer.

   If the scanner selection screen is displayed, select [OKI MB5(4)x2_ES5(4)1x2 USB], and then click [OK].

6. Click a scan button on the launcher.



Scanning starts.

Memo

- If you select [Application1] or [Application2], the application specified by ActKey, which associates with the file type starts, and the scanned document is displayed in the application.
- If you select [Folder], the scanned document is saved in the specified folder.
- If you select [PC-Fax], the fax transmission application starts, and the scanned document is sent to the application. Send a fax with the fax transmission software on your computer.

For Mac OS X

Memo

The following procedure uses Image Capture as an example.

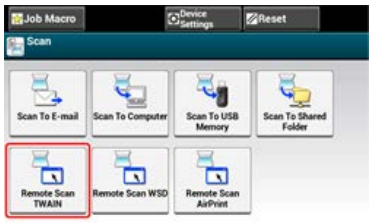
1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Remote Scan TWAIN].



> **Memo**
>
> To display [Remote Scan TWAIN], you must set [PC Scan Mode] to [Secure Scan Mode] on the touch panel.

4. Press [From USB].

5. Start Image Capture on the computer.

6. Select this machine from the list on the left side of Image Capture.

7. Click [Scan].

   Scanning starts.

Using WSD Scan

For WSD Scan, you can send scanned images to a computer that is connected to this machine with WSD by using Scan to PC or Remote Scan.

- About WSD Scan
- Setting to Use WSD Scan
- Installing This Machine as a WSD Device to a Computer
- Setting a Binding Position for Duplex Scanning
- Scanning from the Operator Panel
- Scanning from a Computer

About WSD Scan

This section describes how to set a computer to use the WSD Scan function. To use the WSD Scan function, install the machine to the computer.

You can set WSD Scan from Scan to PC or Remote Scan via a network.

To use WSD Scan, the machine must be connected to a computer with the following installed via a network:
Windows 8.1/Windows 8/Windows Vista/Windows 7/Windows Server 2012/Windows Server 2012 R2/Windows Server 2008/Windows Server 2008 R2

Check the network connection before starting the procedure below.

Connecting This Machine to a Network

Setting to Use WSD Scan

To use the Scan to PC (WSD Scan) function and the Remote Scan (WSD Scan) function via the WSD Scan connection, follow the procedure below.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [WSD Scan Setup].
7. Check that [WSD Scan] is set to [Enable].

   Memo

   Pressing [WSD Scan] switches between [Enable] and [Disable].

8. Press [Back] until the home screen is displayed.

Installing This Machine as a WSD Device to a Computer

Installing This Machine in a Computer

Checking That the Machine is Connected to a Computer

Install this machine as a WSD Scan device with a Windows computer that supports WSD Scan so that you can use the WSD Scan function.

For details on WSD Scan, refer to "About WSD Scan".

Note

- If a computer for WSD Scan recognizes this machine and the IP address of this machine is changed, you must register from the beginning. Uninstall this machine, and then install it again.
- Before starting this installation, check that Network Search is enabled.

  From [Control Panel], click [Network and Internet] > [Network and Sharing Center] > [Change advanced sharing settings], select [Turn on network discovery] for [Network discovery], and then click [Save Changes].

Memo

You can register up to 50 computers in this machine.

Installing This Machine in a Computer

1. Select [Network] from the [Start] menu.

   The devices that are connected to the network are displayed.

2. Right-click the MB562 icon under [Multifunction Devices], and then select [Install].

   If the [User Account Control] dialog box is displayed, click [Yes].

3. When a balloon message is displayed to inform you that the installation is complete on the task bar, click the balloon to check the details, and then click [x (Close)].

   Check the device installation on the machine as follows.

Checking That the Machine is Connected to a Computer

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

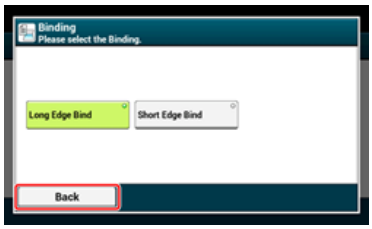
2. Press [Scan To Computer].
3. Press [Select A Connecting PC].
4. Press [From WSD Scan].

5. Check that a computer is displayed on this machine as a connection destination of WSD Scan.

Setting a Binding Position for Duplex Scanning

To set a binding position for duplex scanning with Scan to PC and Remote Scan via WSD Scan, follow the procedure below.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [WSD Scan Setup].
7. Press [Binding].
8. Select a binding position.
   Available document binding positions:



9. Press [Back] until the home screen is displayed.

Scanning from the Operator Panel

Memo

- To start duplex scanning, turn the setting on, and then set a document in the ADF. If you set a document on the document glass, you cannot scan both sides of the document even if you turn duplex scanning on.
- If you use the scanner application on a computer, a document is scanned with the scanner type of the scan profile setting on the computer, regardless of where the document is set or the [Duplex Scan] setting.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Scan To Computer].
4. Press [Select A Connecting PC].
5. Press [From WSD Scan].
6. Select a destination computer to send the scanned data.

   You can set an action for each event in Windows scan properties.

7. Press [Duplex Scan].
8. Select a setting.

   Available duplex scan settings:

9. Press the (START) button.

   Scanning starts.

Scanning from a Computer

Simple Scan Mode
Manual Scan Mode
Secure Scan Mode

Simple Scan Mode

1. Press the (HOME) button.
2. Set a document in the ADF or on the document glass.
3. Start a scan program on the computer.
4. Click a scan button in the scan program.
   Scanning starts.

Manual Scan Mode

1. Press [Scan] or the (SCAN) button.
   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Remote Scan WSD].

Memo

To display [Remote Scan WSD], you must set [PC Scan Mode] to [Manual Scan Mode] on the touch panel.

4. Start a scan program on the computer.
5. Click a scan button in the scan program.
   Scanning starts.

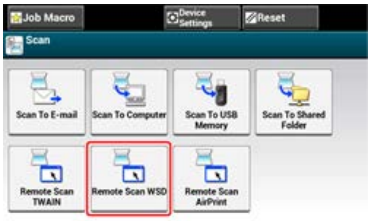
Secure Scan Mode

1. Press [Scan] or the (SCAN) button.
   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Remote Scan WSD].



Memo

To display [Remote Scan WSD], you must set [PC Scan Mode] to [Secure Scan Mode] on the touch panel.

4. Start a scan program on the computer.
5. Click a scan button in the scan program.

Scanning starts.

Setting to Scan a Document

This section describes useful scan functions. You can set the scan functions to produce the optimum image quality if necessary. The scan functions can be used for Scan to E-mail, Scan to USB Memory, and Scan to Network PC.

- Specifying a Document Type
- Specifying a Scan Resolution
- Scanning Multiple Documents Continuously (Continuous Scan)
- Adjusting the Density
- Specifying a Scan Size
- Scanning a Duplex Document (Duplex Scan)
- Scanning a Document with a Colored Background Clearly (Background Removal)
- Adjusting the Contrast
- Adjusting the Hue
- Adjusting the Saturation
- Adjusting RGB
- Specifying a File Name
- Specifying a Color Mode
- Specifying a File Format
- Encrypting a PDF File
- Specifying a File Compression Rate
- Erasing Edge Shadows (Edge Erase)

Specifying a Document Type

If you select a document type, the document can be scanned at the most suitable quality.

1. Press [Scan] or the (SCAN) button.

The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

- Setting in the ADF
- Setting on the Document Glass

Memo

When scanning a document with the machine, a document in the ADF is given priority. Check that there is no document in the ADF when using the document glass.

3. Select a scan method.

- Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
- Saving Scanned Data in USB Memory (Scan to USB Memory)
- Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

Specify a destination by following the procedure for the selected scan method.

The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Image Settings] > [Document Type]
Scan To USB Memory	[Image Settings] tab > [Document Type]
Scan To Shared Folder	[Image Settings] tab > [Document Type]

5. Select a document type.

Available document type settings:

Memo

- [Text]: Set when copying a text document.

- [Text/Photo]: Set when copying a document having texts and photos. The well-balanced text and photo are reproduced on an image.
- [Photo]: Set when copying photos and graphic documents. Images are reproduced with the focus on grayscales. In [Photo] mode, it takes longer to scan.
- [Photo (Glossy)]: Set when copying photo documents printed on a glossy silver halide photography or glossy inkjet paper. Images are reproduced with the focus on grayscales in consideration of the glossy.

Note

- If you select [Text], the gray level may decrease depending on the document.
- If you select [Photo] or [Photo (Glossy)], fine texts or lines may be blurred depending on the document. It takes longer to scan.
- If you select [Photo (Glossy)], images may be bright.

6. Change other settings if necessary, and then press the (START) button.

Scanning starts.

Specifying a Scan Resolution

Specify a resolution to scan a document to obtain the most suitable quality.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

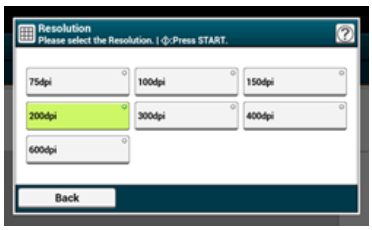
   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Image Settings] > [Resolution]
Scan To USB Memory	[Image Settings] tab > [Resolution]
Scan To Shared Folder	[Image Settings] tab > [Resolution]

5. Select a resolution.

   Available resolution settings:



6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Scanning Multiple Documents Continuously (Continuous Scan)

To scan multiple documents as a single job, enable Continuous Scan mode.

In Continuous Scan mode, you can scan your documents from the ADF, document glass, or both of them.

1. Press [Scan] or the (SCAN) button.

The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set the first sheet of a document in the ADF or on the document glass.

3. Select a scan method.

- Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
- Saving Scanned Data in USB Memory (Scan to USB Memory)
- Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

Specify a destination by following the procedure for the selected scan method.

The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Advanced] tab > [Continuous Scan]
Scan To USB Memory	[Basic] tab > [Continuous Scan]
Scan To Shared Folder	[Basic] tab > [Continuous Scan]

5. Press [Continuous Scan].

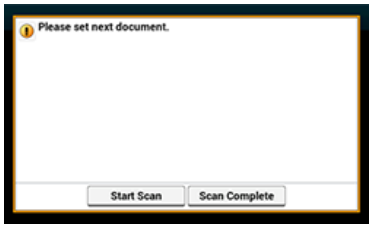
[Continuous Scan] is set to [ON].

> **Memo**
>
> Pressing [Continuous Scan] switches between [ON] and [OFF].

6. Change other settings if necessary, and then press the (START) button.

Scanning starts.

7. When the [Please set next document] screen is displayed, set the next document in the ADF or on the document glass.



Note

If you set the next document to a different place, remove the document from the place you used first.

8. Press [Start Scan].

   Scanning starts.

9. When scanning all sets of the documents is complete, press [Scan Complete].

Adjusting the Density

You can adjust the density in seven levels.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Image Settings] > [Density]
Scan To USB Memory	[Image Settings] tab > [Density]
Scan To Shared Folder	[Image Settings] tab > [Density]

5. Select density.

   Available document type settings:

Memo

[0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Specifying a Scan Size

You can specify the suitable size to scan a document.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Basic] tab > [Scan Size]
Scan To USB Memory	[Scan To USB Memory] tab > [Scan Size]
Scan To Shared Folder	[Basic] tab > [Scan Size]

5. Select a size.

   Available resolution settings:

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Scanning a Duplex Document (Duplex Scan)

Note

- Use standard size plain paper. Use of paper other than standard size plain paper may cause paper jams.
- To scan a duplex document, set the document in the ADF.

1. Press [Scan] or the (SCAN) button.

The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF.

3. Select a scan method.

- Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
- Saving Scanned Data in USB Memory (Scan to USB Memory)
- Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

Specify a destination by following the procedure for the selected scan method.

The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Advanced] tab > [Duplex Scan]
Scan To USB Memory	[Scan To USB Memory] tab > [Duplex Scan]
Scan To Shared Folder	[Basic] tab > [Duplex Scan]

5. Select a printing method.

Available resolution settings:

6. Change other settings if necessary, and then press the (START) button.

Scanning starts.

Scanning a Document with a Colored Background Clearly (Background Removal)

To adjust a level of the document background removal, you can select Auto, OFF, or adjustments in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

Note

If a greater value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Image Settings] > [Background Removal]
Scan To USB Memory	[Image Settings] tab > [Background Removal]
Scan To Shared Folder	[Image Settings] tab > [Background Removal]

5. Select a value.

   Available value settings:

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Adjusting the Contrast

Differences between bright and dark sections on a document are adjusted to make images and texts easier to view and read.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Image Settings] > [Contrast]
Scan To USB Memory	[Image Settings] tab > [Contrast]
Scan To Shared Folder	[Image Settings] tab > [Contrast]

5. Select a value.

   Available value settings:

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Adjusting the Hue

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Image Settings] > [Hue]
Scan To USB Memory	[Image Settings] tab > [Hue]
Scan To Shared Folder	[Image Settings] tab > [Hue]

5. Select a value.

   Available value settings:

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Adjusting the Saturation

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Image Settings] > [Saturation]
Scan To USB Memory	[Image Settings] tab > [Saturation]
Scan To Shared Folder	[Image Settings] tab > [Saturation]

5. Select a value.

   Available value settings:

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Adjusting RGB

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Image Settings] > [RGB]
Scan To USB Memory	[Image Settings] tab > [RGB]
Scan To Shared Folder	[Image Settings] tab > [RGB]

5. Select a value each for RGB, and then press [OK].

   Available value settings:

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Specifying a File Name

You can specify a name of a scanned data file.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Advanced] tab > [File Name]
Scan To USB Memory	[Basic] tab > [File Name]
Scan To Shared Folder	[Basic] tab > [File Name]

5. Enter a file name, and then press [OK].

   You can enter up to 64 characters.

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Specifying a Color Mode

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Basic] tab > [Color Mode]
Scan To USB Memory	[Scan To USB Memory] tab > [Color Mode]
Scan To Shared Folder	[Basic] tab > [Color Mode]

5. Select a color mode.

   Available mode settings:

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Specifying a File Format

You can specify a file format of a scanned document.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [File Format]
Scan To USB Memory	[Basic] tab > [File Format]
Scan To Shared Folder	[Advanced] tab > [File Format]

5. Select a file format.

The available file formats vary depending on the selected color type.

Color type	File format
Color	PDF*, HC-PDF, Single-TIFF, Multi-TIFF, JPEG, XPS
Grayscale	PDF*, HC-PDF, Single-TIFF, Multi-TIFF, JPEG, XPS
Binary	PDF*, Single-TIFF, Multi-TIFF, XPS

* indicates the factory default setting.

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Encrypting a PDF File

When converting a scanned document to a PDF file, you can encrypt the file. You can set an encryption level, a document open password, a permission password, and use permissions for the created PDF file. The higher the encryption level is, the higher the security level is.

A document open password is intended to open an encrypted PDF file. A document open password cannot be the same as a permission password. You can enter up to 32 characters.

A permission password is intended to control printing, extracting, editing, or other operations for encrypted PDF files. A permission password cannot be the same as a document open password. You can enter up to 32 characters.

Note

- [Encrypted PDF] is displayed only if [File Format] is set to [PDF].
- To encrypt a PDF file, you must set a document open password or permission password.

Memo

- The permission setting items for printing and editing a PDF file vary depending on the encryption level.
- A permission to print a document, a permission to extract text and graphic, and a permission to change a document are displayed only if you select [Enable] or [Apply Default Password] for [Permissions Password].

- Setting a Document Open Password and Permission Password (Encryption Level: [Low])
- Setting a Document Open Password and Permission Password (Encryption Level: [Medium] or [High])
- Setting a Document Open Password Only
- Registering the Default Password in this Machine

Setting a Document Open Password and Permission Password (Encryption Level: [Low])

This section describes how to set the encryption level to [Low], and set a document open password and permission password.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Encrypted PDF]
Scan To USB Memory	[Basic] tab > [Encrypted PDF]
Scan To Shared Folder	[Advanced] tab > [Encrypted PDF]

5. Press [Encrypt].

6. Press [Low].

7. Press [Enable] or [Apply Default Password].

   A screen to set a document open password is displayed.

   To select [Apply Default Password], you must register the default password in this machine in advance.

8. Enter a password, and then press [OK].

   A document open password is intended to open an encrypted PDF file. A document open password cannot be the same as a permission password. You can enter up to 32 characters.

9. Enter the password again, and then press [OK].

10. Press [Enable] or [Apply Default Password].

    A screen to set a permission password is displayed.

    To select [Apply Default Password], you must register the default password in this machine in advance.

11. Enter a password, and then press [OK].

A permission password is intended to control printing, extracting, editing, or other operations for encrypted PDF files. A permission password cannot be the same as a document open password. You can enter up to 32 characters.

12. Enter the password again, and then press [OK].

13. Select a permission to print, and then press [Next].

Available printing permissions:

14. Select a permission to extract, and then press [Next].

Available printing permissions:

15. Select a permission to edit, and then press [Next].

Available printing permissions:

16. Check the security setting, and then press [Yes].

17. Change other settings if necessary, and then press the (START) button.

Scanning starts.

Setting a Document Open Password and Permission Password (Encryption Level: [Medium] or [High])

This section describes how to set the encryption level to [Medium] or [High], and set a document open password and permission password.

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Encrypted PDF]
Scan To USB Memory	[Basic] tab > [Encrypted PDF]
Scan To Shared Folder	[Advanced] tab > [Encrypted PDF]

5. Press [Encrypt].

6. Press [Medium] or [High].

7. Press [Enable] or [Apply Default Password].

   A screen to set a document open password is displayed.

   To select [Apply Default Password], you must register the default password in this machine in advance.

8. Enter a password, and then press [OK].

   Enter a password, and then press [OK]. A document open password is intended to open an encrypted PDF file. A document open password cannot be the same as a permission password. You can enter up to 32 characters.

9. Enter the password again, and then press [OK].

10. Press [Enable] or [Apply Default Password].

    A screen to set a permission password is displayed.

    To select [Apply Default Password], you must register the default password in this machine in advance.

11. Enter a password, and then press [OK].

A permission password is intended to control printing, extracting, editing, or other operations for encrypted PDF files. A permission password cannot be the same as a document open password. You can enter up to 32 characters.

12. Enter the password again, and then press [OK].

13. Select a permission to print, and then press [Next].

Available printing permissions:

14. Select a permission to extract, and then press [Next].

Available printing permissions:

15. Select a permission to edit, and then press [Next].

Available printing permissions:

16. Check the security setting, and then press [Yes].

17. Change other settings if necessary, and then press the (START) button.

Scanning starts.

Setting a Document Open Password Only

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Encrypted PDF]
Scan To USB Memory	[Basic] tab > [Encrypted PDF]
Scan To Shared Folder	[Advanced] tab > [Encrypted PDF]

5. Press [Encrypt].

6. Select an encryption level, and then press [Next].

   Available encryption level settings:

7. Press [Enable] or [Apply Default Password].

   A screen to set a document open password is displayed.

   To select [Apply Default Password], you must register the default password in this machine in advance.

8. Enter a password, and then press [OK].

   A document open password is intended to open an encrypted PDF file. A document open password cannot be the same as a permission password. You can enter up to 32 characters.

9. Enter the password again, and then press [OK].
10. Press [Disable].
11. Check the security setting, and then press [Yes].
12. Change other settings if necessary, and then press the (START) button.

    Scanning starts.

Registering the Default Password in this Machine

When encrypting a PDF file, you can set [Document Open Password] and [Permissions Password]. If you select [Apply Default Password] to set the password, you can use the password that is set in advance.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [Default Settings].
7. Press [Encrypted PDF Setting].
8. Press [Permissions Password].
9. Enter a password.

   The permission password is intended to control printing, extracting, editing, or other operations for encrypted PDF files. The permission password cannot be the same as a document open password. You can enter up to 32 characters.
10. Press [OK].

Specifying a File Compression Rate

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Compression Rate]
Scan To USB Memory	[Basic] tab > [Compression Rate]
Scan To Shared Folder	[Advanced] tab > [Compression Rate]

5. Select a compression rate.

   Available compression rate settings:

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Erasing Edge Shadows (Edge Erase)

When you scan a document with the document glass cover opened or when you scan a book, a black shadow may appear around the edges on the scanned image. The edge erase function allows you to erase the black shadow.

Memo

[Edge Erase] is set to [ON], and [Width] to 5 mm by factory default.

The default value of the edge width to erase can be changed from [Admin Setup] > [Scanner Setup] > [Default Settings] > [Edge Erase] > [ON] > [Width].

1. Press [Scan] or the (SCAN) button.

   The touch panel display switches to the scan top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Select a scan method.

   - Sending Scanned Data as an E-mail Attachment (Scan to E-mail)
   - Saving Scanned Data in USB Memory (Scan to USB Memory)
   - Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

   Specify a destination by following the procedure for the selected scan method.

   The (START) button lights up.

4. Follow the procedure in the table below for the selected scan method.

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Image Settings] tab > [Edge Erase]
Scan To USB Memory	[Advanced] tab > [Edge Erase]
Scan To Shared Folder	[Advanced] tab > [Edge Erase]

5. Enter a value from 5 to 50 mm (0.2 to 2.0 inches) in [Width] by using the 10-key pad or pressing ▲ ▼ on the touch panel, and then press [OK].

6. Change other settings if necessary, and then press the (START) button.

   Scanning starts.

Using the Scan Utility

This chapter describes how to scan using the utility software and scanner driver provided with this machine.

- Using the Oki Data Scan Tool, ActKey (Windows Only)
- Using the Network Scanner Setup Tool (Mac OS X Only)
- Using the TWAIN Driver
- Using the WIA Driver (Windows Only)
- Using Image Capture (Mac OS X Only)

Using the Oki Data Scan Tool, ActKey (Windows Only)

This section describes how to scan with the scan settings specified on the computer using ActKey, a utility software provided with this machine.

- About ActKey
- Installing ActKey
- Scanning from ActKey
- Sending Scanned Data by Fax
- Setting to Start ActKey When Using Scan to PC
- Changing the Setting of Each ActKey Button
- Using Network Configuration (Windows Only)

About ActKey

ActKey enables you to start scanning according to the specified settings just by clicking a button.

Memo

- ActKey does not support Mac OS X.
- When you install ActKey, Network Configuration is also installed at the same time.

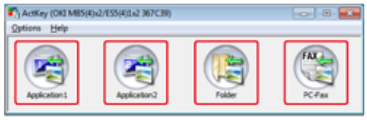
Installing ActKey

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].
   If the [User Account Control] dialog box is displayed, click [Yes].
3. Select a language, read the license agreement, and then click [Agree].
4. Read the environment advice, and then click [Next].
5. Select a model, and then click [Next].
6. Select a connection type, and then click [Next].
7. Click [Custom Install].
8. Select only the [ActKey] check box, and then click [Install].
9. Install the software by following the instructions.
10. Click [Finish].

Scanning from ActKey

1. Set a document in the ADF or on the document glass.
2. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [ActKey].

   If the scanner selection screen is displayed, select [OKI MB5(4)x2_ES5(4)1x2 USB] for a USB connection or [OKI ****** (*; the last six digits of the MAC address)] for a network connection, and then click [OK].
3. Click a scan button.



Scanning starts.

A scanned image is opened with a selected application, saved in a folder, or sent with PC-FAX according to the scan button you click.

Sending Scanned Data by Fax

You can send a scanned document with the fax service of the Windows component.

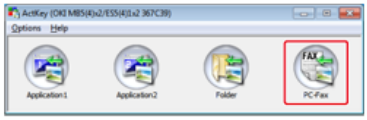
Note

- After scanning a document, you cannot change the orientation of the image on an application.
- This function uses the fax service of the Windows component.

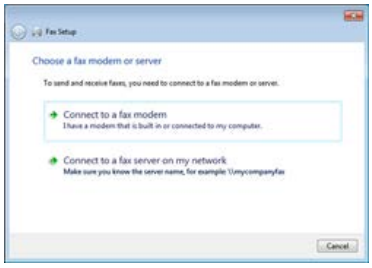
Memo

For the PC-FAX transmission function, the resolution is fixed to 200 dpi and the color mode is fixed to black and white.

1. Set a document in the ADF or on the document glass.
2. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [ActKey].
3. Click [PC-FAX] on a computer.



[Fax Setup] starts.



4. Send a fax by following the on-screen instructions.

Setting to Start ActKey When Using Scan to PC

You can set so that ActKey can start when you select [Scan to Computer] on the machine.

1. Click [Start], and then select [Devices and Printers].
2. Right-click [USB Device], and then [Scan properties].
   If the [User Account Control] dialog box is displayed, click [Yes].
3. Click the [Events] tab.
4. Select an event from [Select an event].
5. Select [Start this program], and then select [ActKey].
6. Repeat steps 4 and 5 so that all events are set to [ActKey].
7. Click [OK].

Changing the Setting of Each ActKey Button

You can change the settings of each of four scan buttons.

1. Start ActKey.
2. Select [Button settings] from the [Options] menu.

3. Click a button to set.

4. Change the setting if necessary.

> **Memo**
>
> - The default save destination is automatically created when ActKey is installed.
> - The scanned data is saved in the save destination folder with "file name (date) sequential number".

5. Click [OK].

Using Network Configuration (Windows Only)

About Network Configuration

Registering the Machine (New Machine) to Network Configuration

Changing the Scanner Driver Name of the Registered Machine

Changing the Setting Information of the Registered Machine

Setting Scan to PC

Unregistering Computer Information that is Registered to the Machine

About Network Configuration

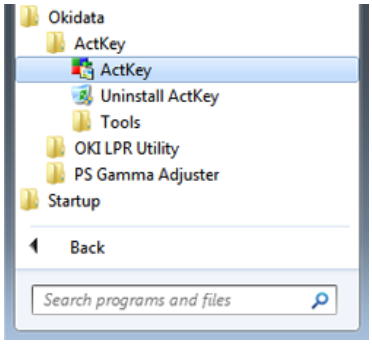
Network Configuration is a tool to set in advance when performing Scan to PC. Also, if information, such as the IP address of the machine or computer, is changed when performing a network scan, you can change the setting values with this tool.

When you install ActKey, Network Configuration is also installed at the same time.

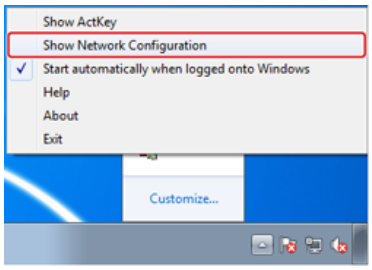
When you start a computer, Network Configuration is automatically included in the task bar.

Start Network Configuration by following the procedure below.

1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].



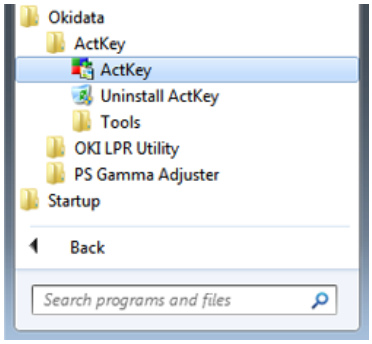
2. Right-click [Show Network Configuration] in the task tray.



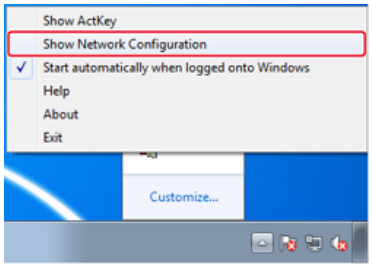
The scanner driver that is installed in the computer is displayed.

Registering the Machine (New Machine) to Network Configuration

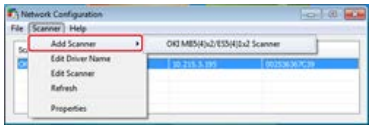
1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].



2. Right-click [Show Network Configuration] in the task tray.



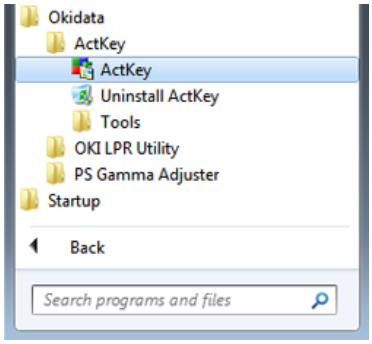
3. Select [Add Scanner] from the [Scanner] menu.



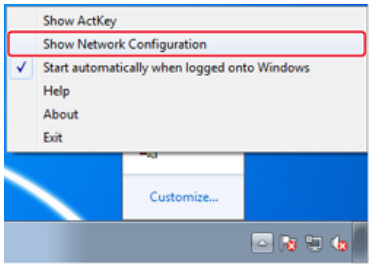
4. Select the scanner driver name of the added scanner.

Changing the Scanner Driver Name of the Registered Machine

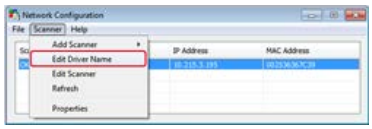
1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].



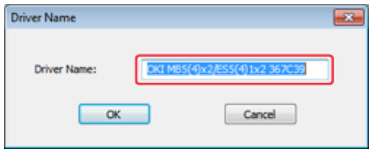
2. Right-click [Show Network Configuration] in the task tray.



3. Select [Edit Driver Name] from the [Scanner] menu.



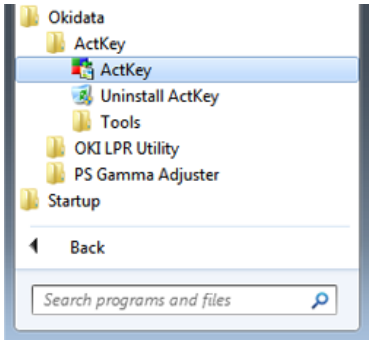
4. Change the scanner driver name.



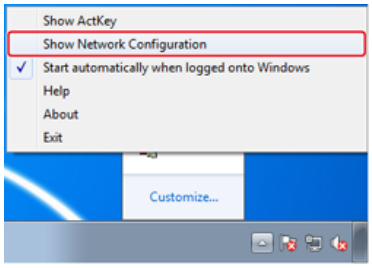
Changing the Setting Information of the Registered Machine

Change the IP address and port number of the machine.

1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].



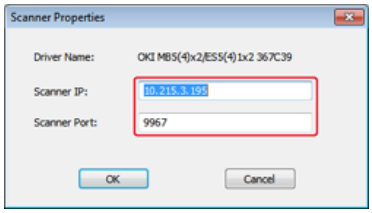
2. Right-click [Show Network Configuration] in the task tray.



3. Select [Edit Scanner] from the [Scanner] menu.

The setting value that is currently set to the computer is displayed.

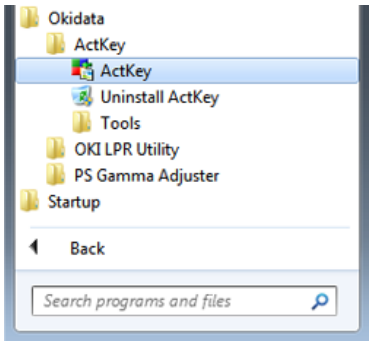
4. Change to the IP address and port number of the machine.



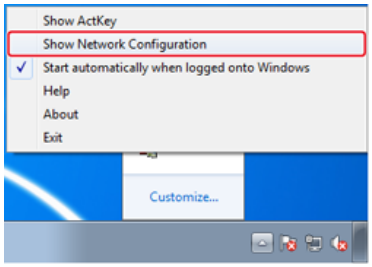
Setting Scan to PC

To perform Scan to PC, you must register the computer name, IP address, and port number to the machine.

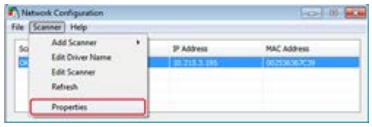
1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].



2. Right-click [Show Network Configuration] in the task tray.



3. Select [Properties] from the [Scanner] menu.



4. Click the [Register] tab.

After installing the scanner driver, start Network Configuration, and then select a driver to use. Select [Properties] from the [Scanner] menu, and then select the [Register] tab. As the computer information, the computer name, IP address and port number are displayed. You do not need to set the computer name, because the computer's host name is automatically acquired.

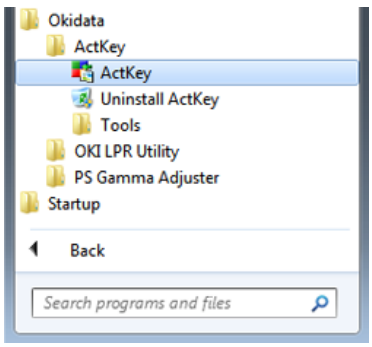
Although the setting value of the computer's IP address is automatically displayed, if multiple network cards are installed in the computer, multiple IP addresses are displayed. Select the IP address of the network card that is currently used. Change the current setting for the port number that is displayed if necessary.

After all settings are complete, click the [Register] button to register the setting to the machine.

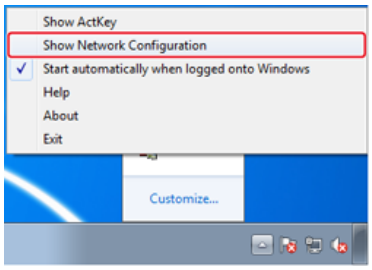
If the machine is turned off and cannot be connected, an error occurs when registering. After registering, if the computer's name, IP address or port number is changed, you must register again by following the procedure above.

Unregistering Computer Information that is Registered to the Machine

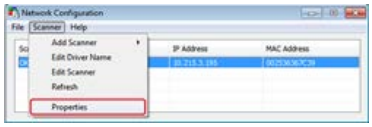
1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].



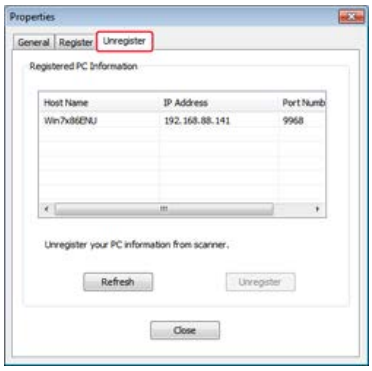
2. Right-click [Show Network Configuration] in the task tray.



3. Select [Properties] from the [Scanner] menu.



4. Click the [Unregister] tab.



5. Select the computer name to unregister, and then click [Unregister].

Using the Network Scanner Setup Tool (Mac OS X Only)

This section describes about the Network Scanner Setup Tool which is a tool for setting the connection destination and starts up only when using the scanning function via the network for the first time.

- About Network Scanner Setup Tool
- Selecting a Device That is Connected for Network Scan

About Network Scanner Setup Tool

When you scan via a network on a computer running Mac OS X for the first time, the Network Scanner Setup Tool that enables you to set the connection destination starts.

You do not need to set the connection destination once it is set.

Memo

- The following procedure uses Adobe Photoshop CS3 as an example.
- When you install the scanner driver, the Network Scanner Setup Tool is also installed at the same time.
- Alternatively, you can start the Network Scanner Setup Tool that is accessed by selecting [Application] > [OKIDATA] > [Scanner].

Selecting a Device That is Connected for Network Scan

1. Set a document in the ADF or on the document glass.
2. Start Adobe Photoshop on the computer.
3. Select [Import] from [File], and then select [OKI MB5(4)x2_ES5(4)1x2 Network].
4. When you perform a network scan for the first time, click [OK] in the dialog box that is displayed to inform you that the connection destination selection tool starts.
5. In the [Scan Settings] dialog box, select the connection destination, register host information if necessary, and then click [OK].
6. Select [Import] from [File] of Adobe Photoshop, and then select [OKIMB5(4)x2_ES5(4)1x2 Network].
7. Click a scan button.
   Scanning starts.
8. Select [Quit Photoshop] from [Photoshop].

Using the TWAIN Driver

How to start scanning from an application on a computer after setting the Remote PC from the operator panel of the machine.

- For Windows
- For Mac OS X

For Windows

Scanning

Changing Settings in Simple Mode

Changing Settings in Advanced Mode

Note

To use this function, a TWAIN-compatible application (such as PaperPort) must be installed.

Memo

- This section uses PaperPort as an example.
- This section describes the procedure when using Remote Scan with a USB connection. For details on network connections and how to start scanning with Scan to PC, refer to "Sending Scanned Data to a Computer".

Scanning

1. Set a document in the ADF or on the document glass.
2. Start PaperPort on the computer.
3. Click [Select], and then select the scanner driver of the machine.
4. Click [Scan].
5. Click a scan button.

   Scanning starts.

6. Click [Quit].
7. If you do not scan other pages or the back side, click [Quit].

Memo

The five buttons ([Scan Photograph], [Scan Magazine], [Scan for OCR], [Scan for Internet], [Customize]) are registered as the default settings.

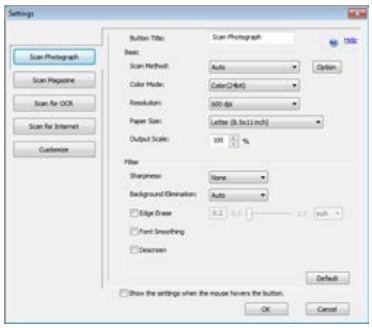
Changing Settings in Simple Mode

You can adjust how a document is scanned by changing the driver settings.

The following explains each setting item.

You can change the settings of five registered buttons.

1. Set a document in the ADF or on the document glass.
2. Start PaperPort on the computer.
3. Click [Select], and then select the scanner driver of the machine.
4. Click [Scan].
5. Select [Simple] from [Mode].
6. Click [Settings].
   A window is displayed.



7. Click a scan button to change the setting.
8. Click [OK].
9. To start scanning, click the scan button.
   To complete setting, click [Quit].

Changing Settings in Advanced Mode

You can adjust how a document is scanned in details.

1. Set a document in the ADF or on the document glass.
2. Start PaperPort on the computer.
3. Click [Select], and then select the scanner driver of the machine.
4. Click [Scan].
5. Select [Advanced] from [Mode].
6. Change the setting if necessary.
7. Click [Scan] to start scanning.

For Mac OS X

Scanning

Changing Settings in Simple Mode

Changing Settings in Advanced Mode

Note

To use this function, a TWAIN compatible application (such as Adobe Photoshop CS3) must be installed.

Memo

- This section uses Adobe Photoshop CS3 as an example.
- This section describes the procedure when using Remote Scan with a USB connection. For details on network connections and how to start scanning with Scan to PC, refer to "Sending Scanned Data to a Computer".

Scanning

1. Set a document in the ADF or on the document glass.
2. Start Adobe Photoshop on the computer.
3. Select [Import] from [File], and then select [OKI MB5(4)x2_ES5(4)1x2 USB] or [OKI MB5(4)x2_ES5(4)1x2 Network].
   - If you select [OKI MB5(4)x2_ES5(4)1x2 USB], proceed to step 9.
   - If you select [OKI MB5(4)x2_ES5(4)1x2 Network] and you perform a network scan after the first time, proceed to step 9.
4. When you perform a network scan for the first time, click [OK] in the dialog box that is displayed to inform you that the connection destination selection tool starts.
5. In the [Scan Settings] dialog box, select the connection destination, register host information if necessary, and then click [OK].
6. Select [Import] from [File] of Adobe Photoshop, and then select [OKI MB5(4)x2_ES5(4)1x2 Network].
   A window is displayed.
7. Click a scan button.
   Scanning starts.
8. Select [Quit Photoshop] from [Photoshop].

Changing Settings in Simple Mode

You can adjust how a document is scanned by changing the driver settings.

The following explains each setting item.

You can change the settings of five registered buttons.

1. Select [Simple] from [Mode].
2. Click [Settings].
3. Click a scan button to change the setting.
4. Click [OK].
5. To start scanning, click the scan button.
   To complete setting, click [Quit].

Changing Settings in Advanced Mode

You can adjust how a document is scanned in details.

1. Set a document in the ADF or on the document glass.
2. Start Adobe Photoshop on the computer.
3. Select [Import] from [File], and then select [OKI MB5(4)x2_ES5(4)1x2 USB] or [OKI MB5(4)x2_ES5(4)1x2 Network].
   - If you select [OKI MB5(4)x2_ES5(4)1x2 USB], proceed to step 9.
   - If you select [OKI MB5(4)x2_ES5(4)1x2 Network] and you perform a network scan after the first time, proceed to step 9.
4. When you perform a network scan for the first time, click [OK] in the dialog box that is displayed to inform you that the connection destination selection tool starts.
5. In the [Scan settings] dialog box, select the connection destination, register host information if necessary, and then click [OK].
6. Select [Import] from [File] of Adobe Photoshop, and then select [OKI MB5(4)x2_ES5(4)1x2 Network].
7. Select [Advanced] from [Mode].
8. Change the setting if necessary.
9. Click [Scan] to start scanning.
   To complete setting, click [Quit].

Using the WIA Driver (Windows Only)

Scanning
Using Windows Fax and Scan

The WIA driver does not support the network scan function. Connect the machine to a computer via a USB interface or WSD Scan.

The WIA driver does not support Mac OS X.

The WIA 2.0 driver supports Windows 8.1/Windows Sever 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Server 2008 R2.

The WIA 1.0 driver supports Windows Vista/Windows Server 2008/Windows Server 2003.

Scanning

Memo

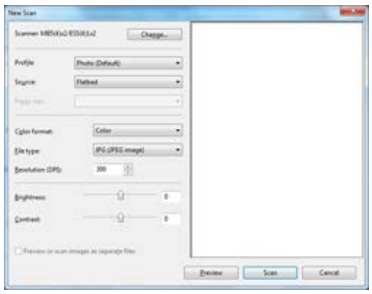
The following procedure uses PaperPort as an example.

1. Set a document in the ADF or on the document glass.
2. Start PaperPort on the computer.
3. Select [Select], and then select [WIA: MB5(4)x2/ES5(4)1x2].
4. Click [Scan].
5. Select a paper feed method.
6. Select an image type.
7. Specify the area to scan.
8. Click [Scan].
9. To complete scanning, click [Cancel].
10. If you do not scan other pages or the back side, click [Quit].
    The scanned image is displayed in PaperPort.

Using Windows Fax and Scan

"Windows FAX and Scan" is a function available with Windows 8/Windows 7/Windows Vista.

1. Set a document in the ADF or on the document glass.
2. Click [Start] on a computer, and then select [All Programs] > [Windows FAX and Scan]. (For Windows 8, right-click on the [Start] screen, and then select [All Programs] > [Windows FAX and Scan].)
3. Click [New Scan].
4. Select [MB5(4)x2/ES5(4)1x2], and then click [OK].
5. Set the setting if necessary.



6. Click [Scan].
7. Exit [Windows FAX and Scan].

Using Image Capture (Mac OS X Only)

Scanning
Changing Settings

The ICA driver does not support Windows.

The ICA driver does not support Mac OS X 10.6.7 or earlier.

Scanning

Memo

The following procedure uses Image Capture as an example.

1. Set a document in the ADF or on the document glass.
2. Start Image Capture on the computer.
3. Select the machine from the list on the left side of the Image Capture screen.
4. Click [Scan].
   Scanning starts.
5. Select [Close Image Capture] from [Image Capture].

Changing Settings

You can adjust how a document is scanned by changing the driver settings.

The following explains each setting item.

If you display detailed information, you can adjust how a document is scanned in details.

1. Set a document in the ADF or on the document glass.
2. Start Image Capture on the computer.
3. Select the machine from the list on the left side of the Image Capture screen.
4. Click [Display the detailed information].
5. Change the setting if necessary.
6. Click [Scan].
   Scanning starts.

Cancelling Scanning

This chapter describes how to cancel scanning.

- Cancelling Scanning from the Operator Panel
- Cancelling Scanning from a Computer

Cancelling Scanning from the Operator Panel

You can cancel scanning while a message is being displayed to inform you that scanning is in progress.

1. Press the (STOP) button.

Scanning is cancelled and the screen returns to the destination selection screen.

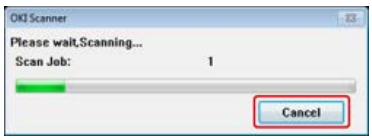
Note

You cannot cancel when you are performing Scan to PC or Remote Scan.

Cancelling Scanning from a Computer

When performing Scan to PC or Remote Scan, you can cancel scanning while a message is being displayed to inform you that scanning is in progress.

1. Click [Cancel] in the scanning dialog box.



Checking the Menu Hierarchy of the Scan Functions (Menu Tree)

To check or change the settings, select them by the tabs on the scan start screen.

- Scan to E-mail
  - Basic
    - Address Book
    - Group List
    - Tx History
    - Manual Input
    - LDAP
    - Color Mode "Color"
    - Scan Size "A4 or Letter"
    - Register to Job Macro
  - Advanced
    - Duplex Scan "OFF"
    - Reply To "NULL"
    - Subject "NULL"
    - E-mail Body "NULL"
    - File Name "NULL"
    - Continuous Scan "OFF"
  - Image Settings
    - Image Settings
      - Density "0"
      - Document Type "Text&Photo"
      - Resolution "200dpi"
      - Background Removal "Auto"
      - Contrast "0"
      - Hue "0"
      - Saturation "0"
      - RGB "R:0, G:0, B:0"
    - File Format "PDF"
    - Encrypted PDF "Not Encrypt"
    - Compression Rate "Low"
    - Edge Erase "OFF"
  - Function Settings
    - Scan Setting
      - Scan Size "A4 or Letter"
      - Color Mode "Color"
      - Duplex Scan "OFF"
      - File Name "NULL"
      - Continuous Scan "OFF"
      - File Format "PDF"

- Scan To Computer
  - Select A Connecting PC
    - From Network
      - Scan Destination No. (1-50):
        - Select An Application
    - From USB Interface
    - From WSD Scan

Scan To USB Memory

- Scan to USB Memory
  - Color Mode "Color"
  - Scan Size "A4 or Letter"
  - Duplex Scan "OFF"
  - Register to Job Macro
- Basic
  - File Name "NULL"
  - Continuous Scan "OFF"
  - File Format "PDF"
  - Encrypted PDF "Not Encrypt"
  - Compression Rate "Low"
- Advanced
  - Edge Erase "OFF"
- Image Settings
  - Density "0"
  - Document Type "Text&Photo"
  - Background Removal "Auto"
  - Resolution "200dpi"
  - Contrast "0"
  - Hue "0"
  - Saturation "0"
  - RGB "R:0, G:0, B:0"
- Function Settings
  - Scan Setting
    - Scan Size "A4 or Letter"
    - Color Mode "Color"
    - Duplex Scan "OFF"
    - File Name "NULL"
    - Continuous Scan "OFF"
    - File Format "PDF"

- Scan To Shared Folder
  - Scan To Shared Folder
    - Select Profile
  - Basic
    - Color Mode "Color"
    - Scan Size "A4 or Letter"
    - Duplex Scan "OFF"
    - File Name "NULL"
    - Subfolder "NULL"
    - Continuous Scan "OFF"
    - Register to Job Macro
  - Advanced
    - File Format "PDF"
    - Encrypted PDF "Not Encrypt"
    - Compression Rate "Low"
    - Edge Erase "OFF"

  Image Settings
    - Density "0"
    - Document Type "Text&Photo"
    - Resolution "200dpi"
    - Background Removal "Auto"
    - Contrast "0"

- Hue "0"
- Saturation "0"
- RGB "R:0, G:0, B:0"

Memo

" " indicates the factory default setting.

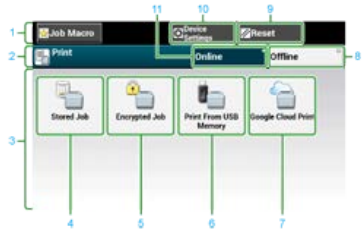
Using the Print Functions

This chapter describes information about various ways to print using this machine.

- Names and Functions of Screen Items for Print
- Printing from a Computer
- Printing with Various Settings from a Computer
- Printing Data in USB Memory (Basic Operation)
- Printing Data in USB Memory with Various Settings
- Printing with OKI LPR Utility
- Using the Printer Offline
- Checking the Menu Hierarchy of the Print Functions (Menu Tree)
- Using Google Cloud Print
- Using AirPrint (Print/Scan/FaxOut Service)

Names and Functions of Screen Items for Print

This section describes the items of the screen.



	Item	Description
1	Stationary button area	Displays buttons that appear on the screen at all times.
2	Title and operation guide area	Displays the title of the current screen and provides guide for possible operations.
3	Main area	Displays a preview of copy output that will be produced with the current settings.
4	[Stored Job]	Prints a password-protected document stored in the machine.
5	[Encrypted Job]	Prints a password-protected and encrypted document stored in the machine.
6	[Print From USB Memory]	Prints a print data stored in USB Memory directly.
7	[Google Cloud Print]	Prints a print data received from Google Cloud Print manually.
8	[Offline]	Switches this machine offline.
9	[RESET]	Returns the settings for the current print job to their default settings.
10	[Device Settings]	Specifies various settings such as Administrator Setting.
11	[Online]	Switches this machine online.

Printing from a Computer

This chapter describes how to print from a computer.

- Printing
- Cancelling a Print Job
- About Screens and Functions of Each Printer Driver

  This section describes about the screen and function of each printer driver.

Printing

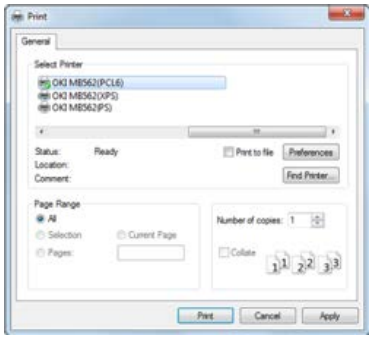
A printer driver is software that lets this machine print according to the printing commands from an application. The section describes how to set a paper size, paper tray, paper weight with a printer driver.

- For Windows PCL Printer Driver
- For Windows XPS Printer Driver
- For Windows PS Printer Driver
- For Mac OS X PCL Printer Driver
- For Mac OS X PS Printer Driver

For Windows PCL Printer Driver

You can set a paper size, paper tray, and paper weight, and paper type with the printer driver.

1. Select [Print] from the [File] menu.
2. Select the printer driver.

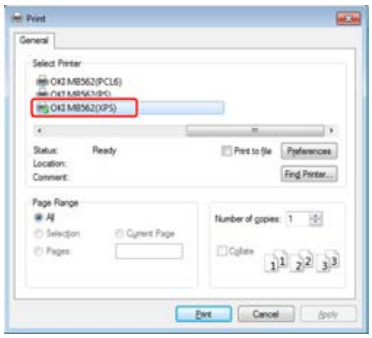


3. Click [Preferences].
4. Select a paper size from [Size] on the [Setup] tab.

5. Select a paper tray from [Source].
6. Select a paper type from [Type].
7. Select a media weight from [Weight].
8. Click [OK].
9. Click [Print] on the [Print] Screen.
   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Select the printer driver.

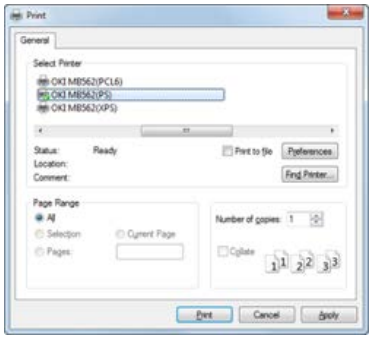


3. Click [Preferences].
4. Select a paper size from [Size] on the [Setup] tab.

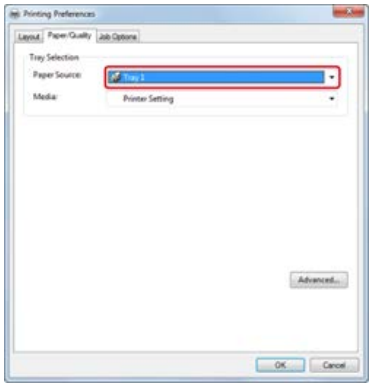
5. Select a paper tray from [Source].
6. Select a paper type from [Type].
7. Select a media weight from [Weight].
8. Click [OK].
9. Click [Print] on the [Print] Screen.
   Printing starts.

For Windows PS Printer Driver

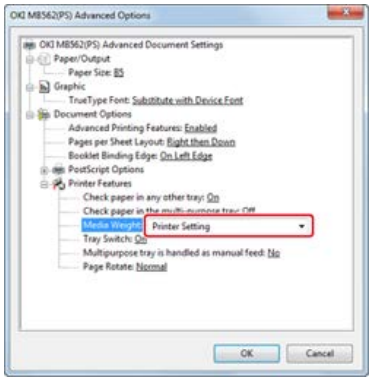
1. Select [Print] from the [File] menu.
2. Select the PS printer driver.
3. Click [Preferences].



4. Select [Tray 1] from [Paper Source] on the [Paper/Quality] tab.



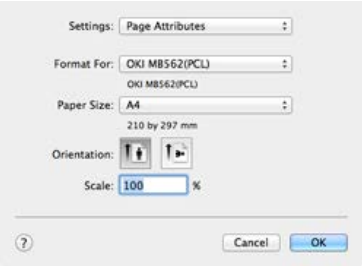
5. Click [Advanced].
6. Select [Printer Setting] from [Media Weight], and then click [OK].



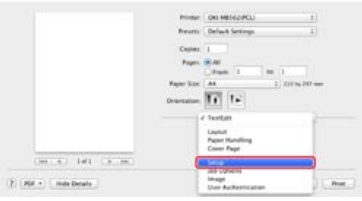
7. Click [OK] on the [Print Preferences] screen.
8. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PCL Printer Driver

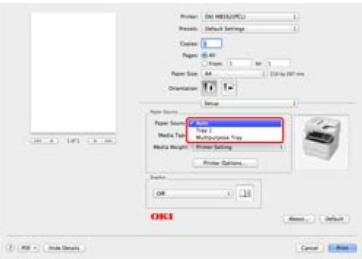
1. Select [Page Setup] from the [File] menu.
2. Select a printer from [Format For].



3. Select a paper size from [Paper Size], and then click [OK].
4. Select [Print] from the [File] menu.
5. Select [Setup] from the panel menu.



6. Select a paper tray from [Paper Source].

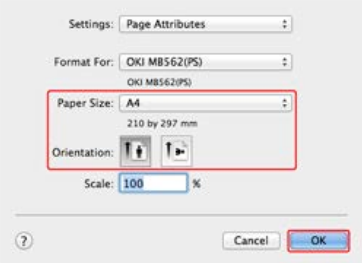


7. Select a media type from [Media Type].
8. Select a media weight from [Media Weight].
9. Click [Print].
   Printing starts.

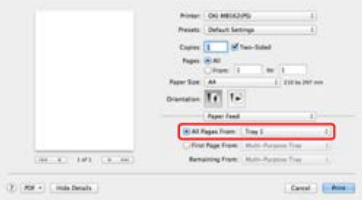
For Mac OS X PS Printer Driver

You can set a paper size, paper tray, and paper weight, and paper type with the printer driver.

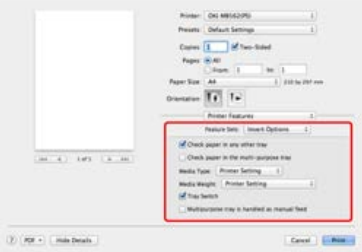
1. Select [Page Setup] from the [File] menu.
2. Select [A4] from [Paper Size], select the appropriate orientation from [Orientation], and then click [OK].



3. Select [Print] from the [File] menu.
4. Select [Tray 1] on the [Paper Feed] panel.



5. Select [Insert Options] for [Feature Sets], and select [Printer Setting] for [Media Weight] on the [Printer Features] panel.



6. Click [Print].

   Printing starts.

Cancelling a Print Job

You can cancel a print job by deleting the job in the job list from the operator panel.

Note

- The pages that are ready to be printed on this machine will be printed without changes.
- If the operator panel indicates that printing is in progress for a long time, delete the print job from the computer.

1. Press the (STATUS) button.

   The touch panel display switches to the status screen.

2. Press the [Device Information] tab.

3. Press [Job List].

4. Select the job you want to delete, and press [Delete].

   The print data is deleted.

About Screens and Functions of Each Printer Driver

This section describes about screens and functions of each printer driver.

- Windows PCL Printer Driver
- Windows XPS Printer Driver
- Windows PS Printer Driver
- Mac OS X PCL Printer Driver
- Mac OS X PS Printer Driver

Windows PCL Printer Driver

You can switch between the [Setup], [Job Options], and [Extend] tabs for settings.

[Setup] Tab

	Item	Description
1	Driver Settings	Saves your settings.
2	Preview	Displays a preview image of the printed result.
3	Media	Specifies the paper size, type, weight, paper feed method, or other settings.
4	Finishing Mode	Specifies the multi-page printing, booklet printing, poster printing, or other settings.
5	2-Sided Printing (Duplex)	Specifies this setting when you want to perform duplex printing.
6	Orientation	Specifies the printing direction.
7	Image Setting	Sets print data format that the printer driver creates.
8	Toner saving	Decreases the print density to save toner.
9	About	Displays the version of the printer driver.
10	Default	Resets the settings on the tab to their default settings.

[Job Options] Tab

	Item	Description
1	Quality	Specifies the resolution for printing.
2	Scale	Specifies the enlargement/reduction rate for printing.
3	Copies	Specifies the number of copies to print.
4	Job Type	Specifies the print type.
5	Print Mode	Specifies a print mode.
6	Advanced	Sets other printing settings.
7	Default	Resets the settings on the tab to their default settings.

[Extend] Tab

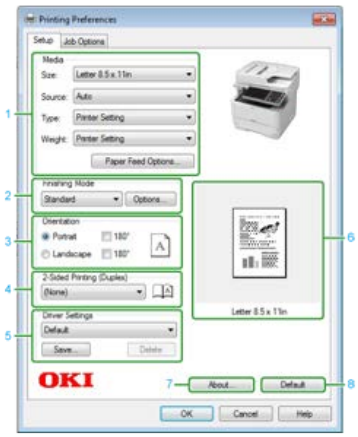
	Item	Description

1	Watermarks	Specifies when you want to use stamp print.
2	Overlays	Specifies when you want to use overlay print.
3	Fonts	Specifies TrueType fonts and printer fonts.
4	User Authentication	Specifies the user authentication.

Windows XPS Printer Driver

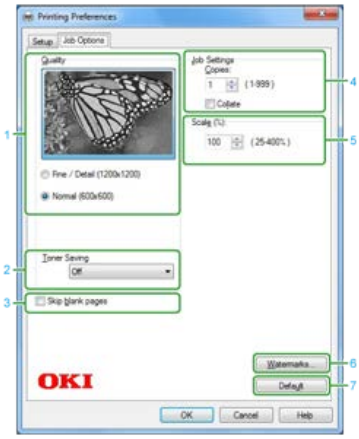
You can switch between the [Setup] and [Job Options] tabs for settings.

[Setup] Tab



	Item	Description
1	Media	Specifies the paper size, type, weight, paper feed method, or other settings.
2	Finishing Mode	Specifies the multi-page printing, booklet printing, and poster printing.
3	Orientation	Specifies the printing direction.
4	2-Sided Printing (Duplex)	Specifies when you want to use 2-Sided Printing.
5	Driver Settings	Saves your settings.
6	Preview	Displays a preview image of the printed result.
7	About	Displays the version of the printer driver.
8	Default	Resets the settings on the tab to their default settings.

[Job Options] Tab

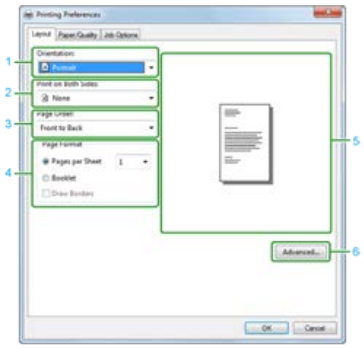


	Item	Description
1	Quality	Specifies the resolution for printing.
2	Toner Saving	Decreases the print density to save toner.
3	Skip blank pages	Does not print blank pages by selecting this check box.
4	Job Settings	Specifies the number of copies and other settings to print.
5	Scale	Specifies the enlargement/reduction rate for printing.
6	Watermarks	Specifies when you want to use stamp print.
7	Default	Resets the settings on the tab to their default settings.

Windows PS Printer Driver

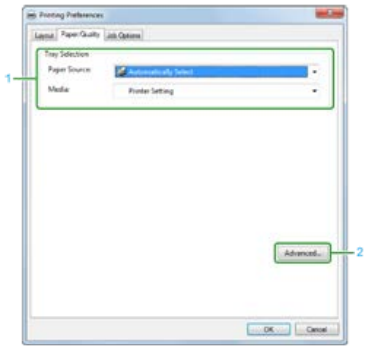
You can switch between the [Layout], [Paper/Quality], and [Job Options] tabs for settings.

[Layout] Tab



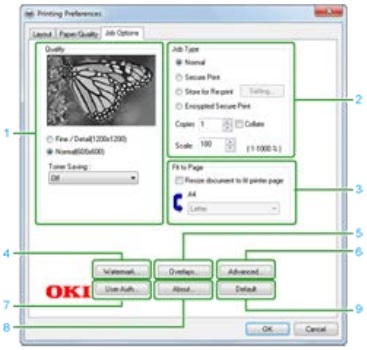
	Item	Description
1	Orientation	Specifies the printing direction.
2	Print on Both Sides	Specifies this setting when you want to perform duplex printing.
3	Page Order	Specifies a page order to print.
4	Page Format	Specifies the number of pages that is printed on a sheet of paper and booklet printing. If you select the [Draw Borders] check box, data is printed with borders.
5	Preview	Displays a preview image of the printed result.
6	Advanced	Allows you to set detailed settings for print quality and a paper size.

[Paper/Quality] Tab



	Item	Description
1	Tray Selection	Changes the paper feed tray.
2	Advanced	Allows you to set detailed settings for print quality and a paper size.

[Job Options] Tab



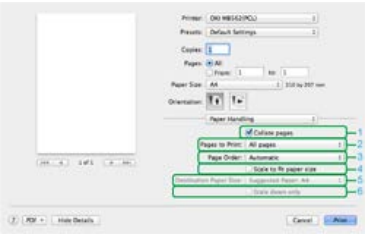
	Item	Description

1	Quality	Specifies the resolution for printing. If you set [Toner Saving], the print density decreases to save toner.
2	Job Type	Specifies the job type and the number of copies to print. [JOB PIN] can be used if [Secure Print] or [Store for Re-print] is selected. If you select the [Collate] check box, multiple documents are printed in units of copies.
3	Fit to Page	If you select the [Resize document to fit printer page] check box, a document is printed on paper of a different size from that of the document.
4	Watermark	Specifies when you want to use stamp print.
5	Overlays	Specifies when you want to use overlay print.
6	Advanced	Sets other print options.
7	User Auth	Specifies the user authentication.
8	About	Displays the version of the printer driver.
9	Default	Resets the settings on the tab to their default settings.

[Layout] Panel

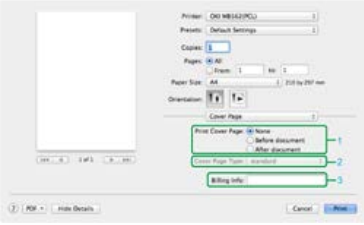
	Item	Description
1	Copies	Specifies the number of copies.
2	Pages	Specifies pages to print.
3	Paper Size	Specifies a paper size and media.
4	Orientation	Specifies the printing direction.
5	Pages per Sheet	Selects the number of pages that is printed on a sheet of paper.
6	Layout Direction	Specifies the layout that is applied when printing multiple pages on a sheet of paper.
7	Border	Specifies a type of a boundary.
8	Two-Sided	Not available with the PCL driver. Use [Duplex] on the [Setup] panel to specify duplex printing.
9	Reverse page orientation	Reverses the direction of a page to print by selecting this check box.
10	Flip horizontally	Flips left and right to print by selecting this check box.

[Paper Handling] Panel



	Item	Description
1	Collate pages	Prints in units of copies by selecting this check box.
2	Pages to Print	Specifies pages to print.
3	Page Order	Specifies a page order to print.
4	Scale to fit paper size	Prints to fit a paper size. A document may not be printed correctly depending on the setting. Enlarges or reduces a document to fit the output paper size by selecting this check box.
5	Destination Paper Size	Selects the output paper size when the [Scale to fit paper size] check box is selected.
6	Scale down only	Only reduces a document to fit the output paper size by selecting this check box.

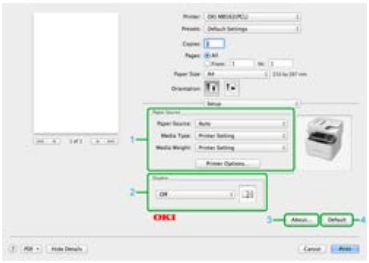
[Cover Page] Panel



	Item	Description

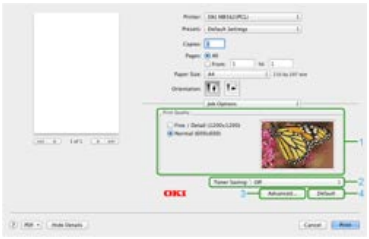
1	Print Cover Page	Specifies the cover printing.
2	Cover Page Type	Specifies a string when printing the cover.
3	Billing Info	This function is not available.

[Setup] Panel



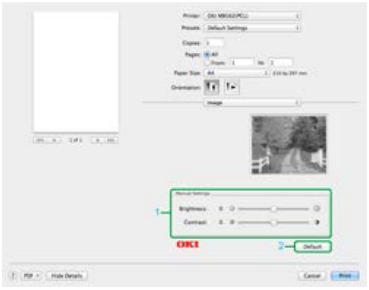
	Item	Description
1	Paper Source	Specifies the paper feed method or other settings.
2	Duplex	Specifies when performing duplex printing.
3	About	Displays the version of the printer driver.
4	Default	Resets the settings in the panel to their default settings.

[Job Options] Panel



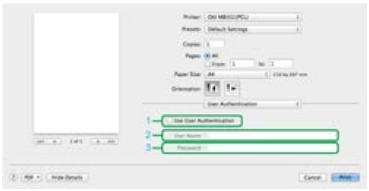
	Item	Description
1	Print Quality	Specifies the resolution for printing.
2	Toner Saving	Specifies the print density to save toner.
3	Advanced	Sets other print options.
4	Default	Resets the settings in the panel to their default settings.

[Image] Panel



	Item	Description
1	Manual Settings	Specifies the brightness and contrast.
2	Default	Resets the settings in the panel to their default settings.

[User Authentication] Panel

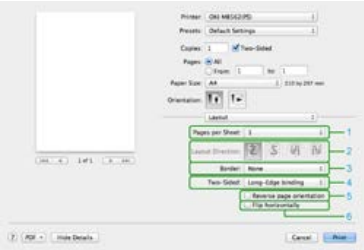


	Item	Description
1	Use User Authentication	Select this check box if you set user authentication when printing.
2	User Name	The user name for user authentication.
3	Password	The password for user authentication.

Mac OS X PS Printer Driver

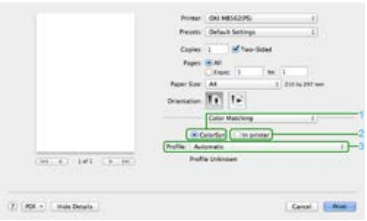
You can switch between the [Layout], [Color Matching], [Paper Handling], [Paper Feed], [Cover Page], [User Authentication], and [Printer Features] panels for settings.

[Layout] Panel



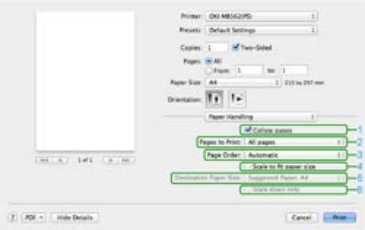
	Item	Description
1	Pages per Sheet	Selects the number of pages that is printed on a sheet of paper.
2	Layout Direction	Specifies the layout that is applied when printing multiple pages on a sheet of paper.
3	Border	Specifies a type of a boundary.
4	Two-Sided	Specifies when performing duplex printing.
5	Reverse page orientation	Reverses the direction of a page to print by selecting this check box.
6	Flip horizontally	Flips left and right to print by selecting this check box.

[Color Matching] Panel



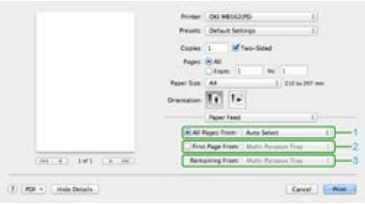
	Item	Description
1	ColorSync	Specifies the ColorSync function.
2	In printer	Performs color matching with this machine.
3	Profile	Specifies a profile.

[Paper Handling] Panel



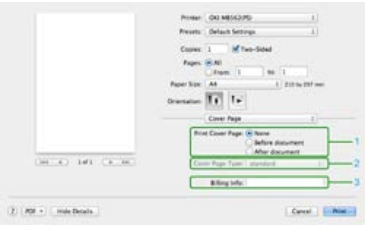
	Item	Description
1	Collate pages	Prints in units of copies by selecting this check box.
2	Pages to Print	Specifies pages to print.
3	Page Order	Specifies a page order to print.
4	Scale to fit paper size	Prints to fit a paper size. A document may not be printed correctly depending on the setting. Enlarges or reduces a document to fit the output paper size by selecting this check box.
5	Destination Paper Size	Selects the output paper size when the [Scale to fit paper size] check box is selected.
6	Scale down only	Only reduces a document to fit the output paper size by selecting this check box.

[Paper Feed] Panel



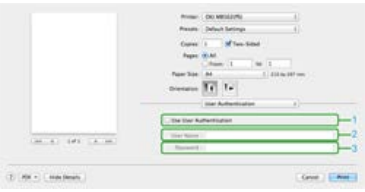
	Item	Description
1	All Pages From	Specifies the paper feed tray. If you specify [Auto Select], a tray is automatically selected.
2	First Page From	Select this setting to print only the first page from the specified tray.
3	Remaining From	Select this setting to print the remaining pages from the specified tray.

[Cover Page] Panel



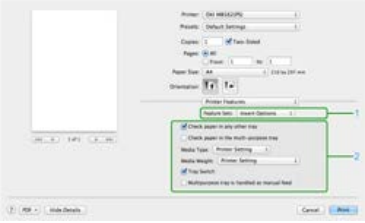
	Item	Description
1	Print Cover Page	Specifies the cover printing.
2	Cover Page Type	Specifies a string when printing the cover.
3	Billing Info	This function is not available.

[User Authentication] Panel



	Item	Description
1	User Authentication	Select this check box if you set user authentication when printing.
2	User Name	The user name for user authentication.
3	Password	The password for user authentication.

[Printer Features] Panel



	Item	Description
1	Feature Sets	Sets various functions.
2	Settings items	Specifies the settings items that correspond to the Feature Sets.

Printing with Various Settings from a Computer

This chapter describes how to print with various settings by utilizing the functions of this machine.

- Printing on Envelopes
- Printing on Labels
- Printing on Long Paper
- Printing on Custom Size Paper
- Printing Manually One by One
- Printing on Both Sides of Paper (Duplex Printing)
- Combining Multiple Pages onto One Sheet of Paper
- Collating a Multiple Page Document in Units of Copies
- Enlarging or Reducing to Fit the Specified Paper Size
- Printing from the Last Page of a Document
- Printing Only the Cover from a Different Tray
- Making a Booklet
- Dividing a Document to Print on Some Sheets for Making a Poster
- Adding Semi-transparent Text (Watermarks)
- Overlaying Forms or Logos (Overlay)
- Printing with a Specified Resolution
- Emphasizing Fine Lines
- Adjusting the Image Finished Quality
- Selecting a Tray Automatically for the Specified Paper
- Switching to Another Paper Feed Tray Automatically When a Tray Runs Out Of Paper
- Registering Frequently-used Settings
- Printing with Registered Settings
- Changing the Default Settings with a Printer Driver
- Saving Toner
- Storing Print Data in This Machine before Printing
- Specifying the Font to Use
- Printing Confidential Document Safely
- Outputting a Document to a File Instead of Printing on Paper
- Storing Frequently-printed Documents in the Printer
- Printing without Opening a PDF File (PDF Print Direct)
- Adjusting the Tone of Photographs for Printing (PS Gamma Adjuster)
- Printing E-mail Attachment Files

Printing on Envelopes

Loading Envelopes
For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Windows PS Printer Driver
For Mac OS X PCL Printer Driver
For Mac OS X PS Printer Driver

Note

- Curling or creasing may occur after printing. Be sure to perform a test print to check that no problems exist.
- Load envelopes with the address side up in the direction as described below.
  - If you are using envelopes with the flap (for gluing) on the long edge (Monarch, Com-9, Com-10, DL, C5, C6), load them with the flap folded so that the flap is on the left side when fed.
- Duplex printing is not available for envelopes.

Loading Envelopes

When printing on envelopes, change the paper size setting, and use the MP tray and faceup stacker.

1. Load envelopes in the MP tray.
2. Open the faceup stacker.
3. Press [Device Settings] on the touch panel.
4. Press [Paper Setup].
5. Press [MP Tray].
6. Press [Media Type].
7. Press [Envelope].
8. Press [Back] until the home screen is displayed.
   Next, set printing settings from a printer driver.

Topics

Available envelope types.

About Paper Sizes, Weight, and Number of Sheets That Can be Loaded

The manual feed mode is available for envelopes.

Printing Manually One by One

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Envelope*] from [Size] on the [Setup] tab.
   * Select an envelope type.
4. Select [Multipurpose Tray] from [Source].
5. Select [Landscape] from [Orientation].
6. Change other settings if necessary, and then click [OK].

7. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Envelope*] from [Size] on the [Setup] tab.
   * Select an envelope type.
4. Select [Multi Purpose Tray] from [Source].
5. Select [Landscape] from [Orientation].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Page Setup] from the [File] menu.
2. Select the envelope size from [Size], [Landscape] from [Orientation], and then click [OK].
3. Select [Print] from the [File] menu.
4. Click [Preferences].
5. Select [Multi-Purpose Tray] from [Paper Source] on the [Paper/Quality] tab.
6. Click [OK].
7. Change other settings if necessary, and then click [Print].
   Printing starts.

For Mac OS X PCL Printer Driver

1. Select [Page Setup] from the [File] menu.
2. Select [Envelope*] from [Paper Size].
   * Select an envelope type.
3. Select [Landscape] from [Orientation], and then click [OK].
4. Select [Print] from the [File] menu.
5. Select [Setup] from the panel menu.

Memo

- To print on envelopes in landscape orientation (printing on horizontal envelopes with the flaps (for gluing) on the right side), select the landscape orientation icon for [Orientation] on the [Page Setup] screen.
- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.9, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

6. Select [Multipurpose Tray] from [Paper Source].
7. Change other settings if necessary, and then click [Print].

Printing starts.

For Mac OS X PS Printer Driver

1. Select [Page Setup] from the [File] menu.
2. Select [Envelope*] from [Paper Size], [Landscape] from [Orientation], and then click [OK].
   * Select an envelope type.
3. Select [Print] from the [File] menu.
4. Select [Paper Feed] from the panel menu.

   Memo

   - If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.9, click [Show Details] at the bottom of the dialog box.
   - If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.
5. Select [Multi-Purpose Tray] from [All Pages From].
6. Change other settings if necessary, and then click [Print].
   Printing starts.

Printing on Labels

Loading Labels
For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Windows PS Printer Driver
For Mac OS X PCL Printer Driver
For Mac OS X PS Printer Driver

Set a paper size and paper type for the MP tray from the operator panel. Then, set a paper size, paper tray, and other printing settings with a printer driver.

Note

Duplex printing is not available for labels.

Loading Labels

When printing on labels, change the paper type and paper size setting, and use the MP tray and faceup stacker.

1. Load labels in the MP tray.
2. Open the faceup stacker.
3. Press [Device Settings] on the touch panel.
4. Press [Paper Setup].
5. Press [MP Tray].
6. Press [Paper Size].
7. Press [A4] or [Letter].
8. Press [Media Type].
9. Press [Labels].
10. Press [Back] until the home screen is displayed.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [A4 210x297mm] or [Letter 8.5x11in] from [Size] on the [Setup] tab.
4. Select [Multi Purpose Tray] from [Source].
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].

3. Select [A4 210x297mm] or [Letter 8.5x11in] from [Size] on the [Setup] tab.
4. Select [Multi Purpose Tray] from [Source].
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Page Setup] from the [File] menu.
2. Select [A4] or [Letter] from [Size], [Portrait] or [Landscape] from [Orientation], and then click [OK].
3. Select [Print] from the [File] menu.
4. Click [Preferences].
5. Select [Multi-Purpose Tray] from [Paper Source] on the [Paper/Quality] tab.
6. Click [OK].
7. Change other settings if necessary, and then click [Print].
   Printing starts.

For Mac OS X PCL Printer Driver

1. Select [Page Setup] from the [File] menu.
2. Select [A4] or [Letter] from [Paper Size], and then click [OK].
3. Select [Print] from the [File] menu.
4. Select [Setup] from the panel menu.

> **Memo**
> - If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.9, click [Show Details] at the bottom of the dialog box.
> - If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

5. Select [Multipurpose Tray] from [Paper Source].
6. Change other settings if necessary, and then click [Print].
   Printing starts.

For Mac OS X PS Printer Driver

1. Select [Page Setup] from the [File] menu.
2. Select [Letter] or [A4] from [Paper Size], [Portrait] or [Landscape] from [Orientation], and then click [OK].
3. Select [Print] from the [File] menu.
4. Select [Paper Feed] from the panel menu.

> **Memo**
> If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.9, click [Show Details] at the bottom of the dialog box.

If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

5. Select [Multi-Purpose Tray] from [All Pages From].

6. Change other settings if necessary, and then click [Print].

   Printing starts.

Printing on Long Paper

Loading Long Paper
For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Windows PS Printer Driver
For Mac OS X Printer Driver

Set a paper size for the MP tray from the operator panel. Then, register a paper size with a printer driver.

Note

- Register the paper size so that the length is longer than the width. You cannot set the length that is shorter than the width.
- This function may not be available for some applications.
- If the paper length exceeds 356 mm, the print quality may not be guaranteed even if the paper is used under the recommended conditions.

Loading Long Paper

When printing on long paper, change the paper type setting, and use the MP tray and faceup stacker.

1. Load paper in the MP tray.
2. Open the faceup stacker.
3. Press [Device Settings] on the touch panel.
4. Press [Paper Setup].
5. Press [MP Tray].
6. Press [Paper Size].
7. Select [Custom].
8. Press [Custom] to set a paper size within the following range, and then click [OK].
   - Width: 86 to 216 mm
   - Length: 140 to 1321 mm
9. Press [Back] until the home screen is displayed.

Topics

Available long paper

About Paper Sizes, Weight, and Number of Sheets That Can be Loaded

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Banner 210.0 x 900.0 mm], [Banner 215.0 x 900 mm], or [Banner 215.0 x 1200.0 mm] from [Size] on the [Setup] tab.
4. Change other settings if necessary, and then click [OK].
5. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Click a printer icon in [Printers and Faxes], and then click [Print server properties] on the top bar in the window.
3. Select the [Forms] tab.
4. Select the [Create a new form] check box.
5. Enter values in [Form name], [Paper size], and [Printer area margins].
   The long paper is 210 mm or 215 mm in width, and 900 mm or 1200 mm in height.
6. Click [Save Form].
7. Click [Close].
8. Open a file.
9. Select [Print] from the [File] menu.
10. Click [Preferences].
11. Specify a registered paper size.
12. Change other settings if necessary, and then click [OK].
13. Click [Print] on the [Print] screen.
    Printing starts.

For Windows PS Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Click the OKI MB562 icon, and then select [Printing Preferences] > [OKI MB562(PS)].
3. Click [Advanced] on the [Layout] tab.
4. Click [Paper Size], select [PostScript Custom Page Size] from the drop-down list, and then enter values in [Width] and [Height].
   The long paper is 210 mm in width, and 900 mm or 1200 mm in height.
5. Press [OK] until the print setting dialog box is closed.
6. Open a file to print from a computer.
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X Printer Driver

1. Select [Page Setup] from the [File] menu.
2. Select [Manage Custom Sizes] from [Paper Size].
3. Click [+] to add an item to the list of custom paper sizes.
4. Double-click [Untitled], and then enter a name of the long paper size.
5. Enter values in [Width] and [Height].

6. Click [OK].
7. Click [OK] to close [Page Setup].
8. Select [Print] from the [File] menu.
9. Check that the registered paper size is selected for [Paper Size].
10. Change other settings if necessary, and then click [Print].
    Printing starts.

Printing on Custom Size Paper

Loading Custom Size Paper
For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Windows PS Printer Driver
For Mac OS X Printer Driver

Set a custom paper size and paper type on the operator panel. Then, register a paper size with a printer driver.

Available paper size

Tray 1	Width 100 to 216 mm, Length 148 to 356 mm
Tray 2 (Optional)	Width 148 to 216 mm, Length 210 to 356 mm
MP tray	Width 86 to 216 mm, Length 140 to 1321 mm

Note

- Register paper in portrait, and load paper in a tray in portrait.
- If the paper length exceeds 356 mm (14 inches), use the faceup stacker.
- This function may not be available for some applications.
- If the paper length exceeds 356 mm (14 inches), the print quality cannot be guaranteed.
- If paper is so long that it exceeds the paper supports of the MP tray, support the paper with your hands.
- It is not recommended to use a paper width of less than 86 mm (3.4 inches), because paper jams may result.
- About available paper sizes for each tray and for duplex printing

  About Paper Types That Can be Loaded and Storage Methods
- The auto tray switch function is set to [ON] by factory default. When a tray runs out of paper during printing, another tray automatically starts feeding paper. To feed custom size paper from a specified tray, set the auto tray switch function to [OFF].

Loading Custom Size Paper

When printing on custom paper size, change the paper type setting, and specify a paper tray.

1. Load paper that can be set to the custom size in Tray 1 or Tray 2 (optional).
2. Press [Device Settings] on the touch panel.
3. Press [Paper Setup].
4. Press [Tray1] or [Tray2].
5. Press [Paper Size].
6. Select [Custom].
7. Press [Custom] to set a paper size within the following range, and then click [OK].
   - Width: 86 to 216 mm
   - Length: 140 to 1321 mm
8. Change other settings if necessary.
9. Press [Back] until the home screen is displayed.

For Windows PCL Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 icon, and then select [Printing Preferences] > [OKI MB562(PCL6)].
3. Click [Paper Feed Options] on the [Setup] tab.

4. Click [Custom Size].
5. Enter a name of the new size in [Name].
6. Enter values in [Width] and [Length].
7. Click [Add] to save the custom paper size to the list, and then click [OK].
   You can save up to 32 custom sizes.
8. Click [OK] until the [Printing Preferences] dialog box is closed.
9. Open a file.
10. Select [Print] from the [File] menu.
11. Click [Preferences].
12. Specify a registered paper size.
13. Change other settings if necessary, and then click [OK].
14. Click [Print] on the [Print] screen.
    Printing starts.

For Windows XPS Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Click a printer icon in [Printers and Faxes], and then click [Print server properties] on the top bar in the window.
3. Select the [Forms] tab.
4. Select the [Create a new form] check box.
5. Enter values in [Form name], [Paper size], and [Printer area margins].
6. Click [Save Form].
7. Click [Close].
8. Open a file.
9. Select [Print] from the [File] menu.
10. Click [Preferences].
11. Specify a registered paper size.
12. Change other settings if necessary, and then click [OK].
13. Click [Print] on the [Print] screen.
    Printing starts.

For Windows PS Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Click the OKI MB562 icon, and then select [Printing Preferences] > [OKI MB562(PS)].
3. Click [Advanced] on the [Layout] tab.

4. Click [Paper Size], and then select [PostScript Custom Page Size] from the drop-down list.
5. Click [Edit Custom Page Size].
6. Enter values in [Width] and [Length], and then click [OK].

> **Note**
> You cannot set [Offsets Relative to Paper Feed Direction].

7. Click [OK] until the print setting dialog box is closed.
8. Open a file.
9. Select the paper size for the registered paper.
10. Change other settings if necessary, and then click [OK].
11. Click [Print] on the [Print] screen.
    Printing starts.

For Mac OS X Printer Driver

> **Note**
> You can set a paper size out of the available range, resulting in improper printing. Set a paper size within the available range.

1. Select [Page Setup] from the [File] menu.
2. Select [Manage Custom Sizes] from [Paper Size].
3. Click [+] to add an item to the list of custom paper sizes.
4. Double-click [Untitled], and then enter a name of the custom paper size.
5. Enter values in [Width] and [Height].
6. Click [OK] to close [Page Setup].
   The created paper is displayed at the bottom of the [Paper Size] list on the [Page Setup] panel.
7. Click [OK].
8. Select [Print] from the [File] menu.
9. Change other settings if necessary, and then click [Print].
   Printing starts.

Printing Manually One by One

For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Windows PS Printer Driver
For Mac OS X PCL Printer Driver
For Mac OS X PS Printer Driver

You can print one sheet at a time by loading paper in the MP tray.

The "Paper request on MP Tray." message is displayed on the operator panel every time you print one page. To continue printing, select [Print Resume].

For Windows PCL Printer Driver

1. Load paper in the MP tray.
2. Open a file.
3. Select [Print] from the [File] menu.
4. Click [Preferences].
5. Select [Multipurpose Tray] from [Source] on the [Setup] tab.
6. Click [Paper Feed Options].
7. Select the [Use MP tray as manual feed] check box, and then click [OK].
8. Change other settings if necessary, and then click [OK].
9. Click [Print] on the [Print] screen.
   Printing starts.
10. When a message is displayed on the touch panel, load paper in the MP tray,and then press [Start].
11. Press [Yes].
    When printing a multiple page document, the same message is displayed every time you print one page.

For Windows XPS Printer Driver

1. Load paper in the MP tray.
2. Open a file.
3. Select [Print] from the [File] menu.
4. Click [Preferences].
5. Select [Multi Purpose Tray] from [Source] on the [Setup] tab.
6. Click [Paper Feed Options].
7. Select the [Use MP tray as manual feed] check box, and then click [OK].
8. Change other settings if necessary, and then click [OK].
9. Click [Print] on the [Print] screen.
   Printing starts.
10. When a message is displayed on the touch panel, load paper in the MP tray, and then press [Start].

11. Press [Yes].

When printing a multiple page document, the same message is displayed every time you print one page.

For Windows PS Printer Driver

1. Open a file.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select [Multi-Purpose Tray] from [Paper Source] on the [Paper/Quality] tab.
5. Click [Advanced].
6. Click [Multipurpose tray is handled as manual feed], and then select [Yes].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

   Printing starts.

   When printing is complete, a massage is displayed on the display screen on the operator panel to prompt you to load paper in the MP tray.
9. Press [Online] on the touch panel.

   Printing starts. When printing a multiple page document, the same message is displayed every time you print one page.

For Mac OS X PCL Printer Driver

1. Load paper in the MP tray.
2. Open a file.
3. Select [Print] from the [File] menu.
4. Select [Setup] from the panel menu.

   Memo

   - If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.9, click [Show Details] at the bottom of the dialog box.
   - If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.
5. Select [Multipurpose Tray] from [Paper Source].
6. Click [Paper options].
7. Select the [Feed manually from Multipurpose tray] check box.
8. Change other settings if necessary, and then click [Print].

   Printing starts.
9. When a message is displayed on the touch panel, load paper in the MP tray, and then press [Start].
10. Press [Yes].

    When printing a multiple page document, the same message is displayed every time you print one page.

For Mac OS X PS Printer Driver

1. Open a file.
2. Select [Print] from the [File] menu.

3. Select [Paper Feed] from the panel menu.

> **Memo**
>
> - If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.9, click [Show Details] at the bottom of the dialog box.
> - If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

4. Select [Multi-Purpose Tray] from [All Pages From].

5. Select [Printer Features] from the panel menu.

6. Select [Insert Options] from [Feature Sets].

7. Select the [Multipurpose tray is handled as manual feed] check box.

8. Change other settings if necessary, and then click [Print].

   Printing starts.

   When printing is complete, a massage is displayed on the display screen on the operator panel to prompt you to load paper in the MP tray.

9. Press [Online] on the touch panel.

   Printing starts. When printing a multiple page document, the same message is displayed every time you print one page.

Printing on Both Sides of Paper (Duplex Printing)

For Windows PCL Printer Driver

For Windows XPS Printer Driver

For Windows PS Printer Driver

For Mac OS X PCL Printer Driver

For Mac OS X PS Printer Driver

You can print on both sides of a sheet of paper.

- Duplex printing is available for the following paper sizes.

  A4, B5, Letter, Legal (13 inches), Legal (13.5 inches), Legal (14 inches), Executive, 16K (197 mm x 273 mm, 195 mm x 270 mm, 184 mm x 260 mm), Custom size

  Duplex printing is not available for A5, A6, Statement, DL, C5, C6, Com-9, Com-10, Monarch, Photo (4x6 inch), and Photo (5x7 inch).
- Duplex printing is available for the following media weight.

  60 to 120g/m^2(16 to 32 lb)

  Do not use media weight other than the above, because paper jams may occur.

Note

This function may not be available for some applications.

Memo

When printing on custom size paper, duplex printing is available for the following width and length ranges.

- Width: 182 to 216 mm (7.2 to 8.5 inches)
- Length: 257 to 356 mm (10.1 to 14.0 inches)

For Windows PCL Printer Driver

1. Close the faceup stacker.
2. Open a file.
3. Select [Print] from the [File] menu.
4. Click [Preferences].
5. Select [Long Edge] or [Short Edge] from [2-Sided Printing] on the [Setup] tab.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

   Printing starts.

For Windows XPS Printer Driver

1. Close the faceup stacker.
2. Open a file.
3. Select [Print] from the [File] menu.
4. Click [Preferences].
5. Select [Long Edge] or [Short Edge] from [2-Sided Printing (Duplex)] on the [Setup] tab.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

Printing starts.

For Windows PS Printer Driver

1. Open a file.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select [Flip on Long Edge] or [Flip on Short Edge] from [Print on Both Sides] on the [Layout] tab.
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PCL Printer Driver

1. Close the faceup stacker.
2. Open a file.
3. Select [Print] from the [File] menu.
4. Select [Setup] from the panel menu.

   Memo
   - If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.9, click [Show Details] at the bottom of the dialog box.
   - If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

5. Select [Long-Edge Binding] or [Short-Edge Binding] from [Duplex].
6. Change other settings if necessary, and then click [Print].
   Printing starts.

For Mac OS X PS Printer Driver

1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [Layout] from the panel menu.

   Memo
   - If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.9, click [Show Details] at the bottom of the dialog box.
   - If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

4. Select [Long-Edge binding] or [Short-Edge binding] from [Two-Sided].
5. Change other settings if necessary, and then click [Print].
   Printing starts.

Combining Multiple Pages onto One Sheet of Paper

For Windows PCL Printer Driver

For Windows XPS Printer Driver

For Windows PS Printer Driver

For Mac OS X Printer Driver

You can print multiple pages of a document onto a single side of a sheet of paper.

Note

- This function reduces the page size of your document for printing. The center of the printed image may not be in the center of the paper.
- This function may not be available for some applications.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the number of pages to print on each sheet at [Finishing Mode] on the [Setup] tab.
4. Click [Options].
5. Set each setting at [Page Borders], [Page layout], and [Bind Margin], and then click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the number of pages to print on each sheet at [Finishing Mode] on the [Setup] tab.
4. Click [Options].
5. Set each setting at [Page Borders], [Page layout], and [Bind Margin], and then click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Pages per Sheet] on the [Layout] tab.

Note

[Draw Borders] and [Pages per Sheet Layout] are not available with Windows Server 2003.

4. Select a value from the drop-down list.
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Layout] from the panel menu.

> **Memo**
> - If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.9, click [Show Details] at the bottom of the dialog box.
> - If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

3. Select the number of pages to print on each sheet from [Pages per Sheet].
4. Set each setting at [Border] and [Layout Direction].
5. Change other settings if necessary, and then click [Print].
   Printing starts.

Collating a Multiple Page Document in Units of Copies

For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Windows PS Printer Driver
For Mac OS X PCL Printer Driver
For Mac OS X PS Printer Driver

You can print a multiple page document in units of copies.

Note

This function may not be available for some applications.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Select the number of print copies from [Copies], and then select the [Collate] check box.
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Select the number of print copies from [Copies], and then select the [Collate] check box.
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Enter the number of print copies in [Copies], and then select the [Collate] check box on the [Job Options] tab.
4. Change other settings if necessary, and then click [OK].
5. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Enter the number of copies in [Copies].
3. Select [Paper Handling] from the panel menu.
4. Select the [Collate pages] check box.
5. Change other settings if necessary, and then click [Print].
   Printing starts.

For Mac OS X PS Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Paper Handling] on the panel menu or clear the [Collate pages] check box on the [Print] screen, and then enter the number of copies in [Copies].
3. Select [Printer Features] on the panel menu, and then select the [Collate] check box in the [Job Options] feature set.

   Memo

   Printing is performed without using the printer's memory when [Paper Handling] is selected on the panel menu and the [Collate pages] check box is selected.

4. Change other settings if necessary, and then click [Print].
   Printing starts.

Enlarging or Reducing to Fit the Specified Paper Size

For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Windows PS Printer Driver
For Mac OS X Printer Driver

You can print on different paper sizes without changing the print data.

Note

This function may not be available for some applications.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select a paper size to edit from [Size] on the [Setup] tab.
4. Select the [Resize document to fit printer page] check box, and then select a paper size to print.
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Click [Paper Feed Options] in [Media] on the [Setup] tab.
4. Select the [Resize document to fit printer page] check box in [Fit to Page].
5. Select a zoom rate from [Conversion], and then click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Resize document to fit printer page] check box on the [Job Options] tab.
4. Select the paper size, and then click [OK].
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Paper Handling] from the panel menu.
3. Select the [Scale to fit paper size] check box.
4. Select a paper size to use from [Destination Paper Size].
5. Change other settings if necessary, and then click [Print].
   Printing starts.

Printing from the Last Page of a Document

For Windows PS Printer Driver
For Mac OS X Printer Driver

You can print in forward or reverse page order to suit your needs.

When printing in forward page order to the facedown stacker, printouts are stacked in forward page order.

When printing in reverse page order to the faceup stacker, printouts are stacked in forward page order.

Note

If the faceup stacker is not opened, printouts are output to the facedown stacker.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Front to Back] or [Back to Front] from [Page Order] on the [Layout] tab.
4. Change other settings if necessary, and then click [OK].
   The [Printing Preferences] screen closes.
5. Click [Print] on the [Print] screen.
   Printing starts.

Memo

If [Page Order] is not displayed, select [Start] > [Devices and Printers], right-click the OKI MB562 icon, select [Printer properties] > [OKI MB562(PS)] > the [Advanced] tab, and the select the [Enable advanced printing features] check box.

For Mac OS X Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Paper Handling] from the panel menu.
3. Select [Normal] or [Reverse] from [Page Order].
4. Change other settings if necessary, and then click [Print].
   Printing starts.

Printing Only the Cover from a Different Tray

For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Mac OS X PS Printer Driver

You can feed the first page of a print job from one tray and the remaining pages from another tray.

Note

This function is not available with the Windows PS printer driver and Mac OS X PCL printer driver.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Click [Paper Feed Options] on the [Setup] tab.
4. Select the [Use different source for first page] check box, and then click [OK].
5. Select a paper tray from [Source], and then click [OK].
   Select a paper type from [Type] and media weight from [Weight] if necessary.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Click [Paper Feed Options] in [Media] on the [Setup] tab.
4. Select the [Use different source for first page] check box, and then click [OK].
5. Select a paper tray from [Source], and then click [OK].
   Select a paper type from [Type] and media weight from [Weight] if necessary.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PS Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Paper Feed] from the panel menu.
3. Select [First Page From], and then select a tray to feed the first page.
4. Select a tray to feed the remaining pages from [Remaining From].
5. Change other settings if necessary, and then click [Print].
   Printing starts.

Making a Booklet

For Windows PCL Printer Driver

For Windows XPS Printer Driver

For Windows PS Printer Driver

Note

- This function may not be available for some applications.
- This function is not available with the Mac OS X printer driver.
- Watermarks may not be printed properly with this function.
- This function is disabled when performing encrypted authentication printing from a client computer that shares this machine via the print server.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Booklet] from [Finishing Mode] on the [Setup] tab.
4. Click [Options], and then set booklet printing settings if necessary.
   - [Signature]: Specify a unit of pages to be bound.
   - [2 pages]: Print two pages on one page.
   - [Right to Left]: Print a booklet that is opened from the right.
   - [Bind Margin]: Set a margin.
5. Click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

Memo

- To make an A5 booklet by using A4 paper, select [A4] from [Size] on the [Setup] tab.
- If this function is not available with the Windows PCL printer driver, select [Start] > [Devices and Printers], right-click the OKI MB562 icon, and then select [Printer properties] > [OKI MB562(PCL6)] > the [Advanced] tab > [Print processor] > [OKX055PP] > [OK].

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Booklet] from [Finishing Mode] on the [Setup] tab.
4. Click [Options], and then set booklet printing settings if necessary.
   - [Signature]: Specifies a unit of pages to be bound.
   - [2 pages]: Print two pages on one page.
   - [Right to Left]: Print a booklet that is opened from the right.
   - [Bind Margin]: Set a margin.
5. Click [OK].
6. Change other settings if necessary, and then click [OK].

7. Click [Print] on the [Print] screen.
   Printing starts.

Memo

- To make an A5 booklet by using A4 paper, select [A4] from [Size] on the [Setup] tab.
- If this function is not available with the Windows XPS printer driver, select [Start] > [Devices and Printers], right-click the OKI MB562 icon, and then select [Printer properties] > [OKI MB562(XPS)] > the [Advanced] tab > [Print processor] > [OKX055PP] > [OK].

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Booklet] from [Page Format] on the [Layout] tab.
4. Select the [Draw Borders] check box if necessary.
5. Click [Advanced].
6. Click [Booklet Binding Edge], and then set margins.

Memo

- To make a right-fold booklet (a booklet with its binding on the right side when the first page is facing up), select [On Right Edge].
- To make an A5 booklet by using A4 paper, select [A4] from [Paper Size].

7. Press [OK] until the print setting dialog box is closed.
8. Change other settings if necessary, and then click [OK].
9. Click [Print] on the [Print] screen.
   Printing starts.

Dividing a Document to Print on Some Sheets for Making a Poster

For Windows PCL Printer Driver
For Windows XPS Printer Driver

You can create a poster by printing a document onto multiple sheets of paper, and then combining the sheets afterwards.

Note

- This function is not available when you are using the IPP network.
- This function is not available with the Windows PS printer driver and the Mac OS X printer driver.
- This function is disabled when performing encrypted authentication printing from a client computer that shares this machine via the print server.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu
2. Click [Preference].
3. Click [Poster Print] from [Finishing Mode] on the [Setup] tab.
4. Click [Options].
5. Set values to [Enlarge], [Add Registration Marks], and [Add Overlap] if necessary, and then click [OK].
   To make an A3 poster using two sheets of A4 paper, select [A4] for the paper size, and the select [2] for [Zoom].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

Memo

If this function is not available with the Windows PCL printer driver, select [Start] > [Devices and Printers], right-click the OKI MB562 icon, and then select [Printer properties] > [OKI MB562(PCL6)] > the [Advanced] tab > [Print processor] > [OKX055PP] > [OK].

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Poster Print] from [Finishing Mode] on the [Setup] tab.
4. Click [Options].
5. Set values to [Enlarge], [Add Crop Marks], and [Add Overlap] if necessary, and then click [OK].
   To make an A3 poster by using two sheets of A4 paper, select [A4] for the paper size, and the select [2] for [Zoom].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

Memo

If this function is not available with the Windows XPS printer driver, select [Start] > [Devices and Printers], right-click the OKI MB562 icon, and then select [Printer properties] > [OKI MB562(XPS)] > the [Advanced] tab > [Print processor] > [OKX055PP] > [OK].

Adding Semi-transparent Text (Watermarks)

For Windows PCL Printer Driver

For Windows XPS Printer Driver

For Windows PS Printer Driver

Note

- This function is not available with the Mac OS X printer driver.
- Watermarks are not printed properly for booklet printing.
- When the [Background] check box is selected on the [Watermark] screen, a watermark may not be printed depending on the application. In such a case, clear the [Background] check box.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Extend] tab.
4. Click [Watermarks].
5. Click [New].
6. Specify the text, size, and angle, and then click [OK].
7. Click [OK].
8. Change other settings if necessary, and then click [OK].
9. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Click [Watermarks].
5. Click [New].
6. Specify the text, size, and angle, and then click [OK].
7. Click [OK].
8. Change other settings if necessary, and then click [OK].
9. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].

3. Click [Watermark] on the [Job Options] tab.
4. Click [New].
5. Enter text that is printed as a watermark in [Text] in [Watermarks].
6. Set [Font], [Size], or other settings if necessary, and then click [OK].
7. Check that the watermark to print is selected, and then click [OK].
8. Change other settings if necessary, and then click [OK].
9. Click [Print] on the [Print] screen.
   Printing starts.

Overlaying Forms or Logos (Overlay)

For Windows PCL Printer Driver
For Windows PS Printer Driver

You can print overlays (such as logos or forms) on a document. An overlay is a group of forms. You can register three forms to an overlay. The forms are overlaid in order of registration and printed. The form that is registered last is printed on the top.

Note

This function is not available with the Windows XPS printer driver and Mac OS X printer driver.

Memo

In advance, you can create a form, and then register it in this machine.

Registering Forms (Form Overlay)

For Windows PCL Printer Driver

1. Define the overlay with the printer driver, and then start printing.
2. Open a file.
3. Select [Print] from the [File] menu.
4. Click [Preferences].
5. Select the [Extend] tab.
6. Click [Overlays].
7. Select the [Print Using Active Overlays] check box.
8. Click [Define Overlays].
9. Enter a name of the overlay in [Overlay Name].
10. Enter the ID of the form you registered in Configuration Tool in [ID].
11. Select the pages of the document on which to print the overlay from [Print on Pages].
12. Click [Add].
13. Click [Close].
14. Select an overlay to use from [Defined Overlays], and then click [Add].
15. Click [OK].
16. Change other settings if necessary, and then click [OK].
17. Click [Print] on the [Print] screen.
    Printing starts.

For Windows PS Printer Driver

Note

To use this function with the Windows PS printer driver, you must log in to a computer as the administrator.

1. Click [Start], and then select [Devices and Printers].

2. Right-click the OKI MB562 icon, and then select [Printing Preferences] > [OKI MB562(PS)].
3. Click [Overlays] on the [Job Options] tab.
4. Select [User Overlay] from the drop-down list, and then click [New].
5. Enter the form name that you registered with the Storage Manager plug-in in [Form Name], and then click [Add].
6. Enter a name of the overlay in [Overlay Name].
7. Select the pages of the document on which to print the overlay from [Print on Pages].

> **Memo**
>
> To apply an overlay by specifying the pages, select [Custom], and then enter the pages to which to apply the overlay in [Custom Pages].

8. Click [OK].
9. Select an overlay to use from [Defined Overlays], and then click [Add].
10. Click [OK].
11. Change other settings if necessary, and then click [OK].
12. Open a file.
13. Select [Print] from the [File] menu.
14. Click [Print] on the [Print] screen.

    Printing starts.

Printing with a Specified Resolution

For Windows Printer Driver

For Mac OS X PCL Printer Driver

For Mac OS X PS Printer Driver

You can change the print quality if necessary.

Memo

If printing on large-size paper with the Windows PS printer driver or Mac OS X PS printer driver, using [Normal (600x600)] may improve the print quality.

For Windows Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Select a print quality level from [Quality].
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Job Options] from the panel menu.
3. Select a print quality level from [Print Quality].
4. Change other settings if necessary, and then click [Print].
   Printing starts.

For Mac OS X PS Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Job Options] from [Feature Sets] on the [Printer Features] panel.
3. Select a print quality level from [Quality].
4. Change other settings if necessary, and then click [Print].
   Printing starts.

Emphasizing Fine Lines

For Windows PCL Printer Driver
For Windows PS Printer Driver
For Mac OS X PS Printer Driver

When [Adjust ultra fine lines] on the printer driver is turned on, you can prevent blurry small letters or fine lines.
Bar code gaps or other gaps may narrow depending on the application. In such a case, turn this function off.

Note

This function is not available with the Windows XPS printer driver and Mac OS X PCL printer driver.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Click [Advanced].
5. Select [Adjust ultra fine lines], and select [On] for [Settings], and then click [OK].
   This setting is set to [On] by factory default.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Click [Advanced].
5. Check the [Adjust ultra fine lines] check box, and then click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PS Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Printer Features] from the panel menu.
3. Select [Job Options] from [Features Sets].
4. Check the [Adjust ultra fine lines] check box.
5. Change other settings if necessary, and then click [Print].
   Printing starts.

Adjusting the Image Finished Quality

Adjust the brightness and contrast.

Note

This function is not available with the Windows PS/XPS printer drivers and Mac OS X PS printer driver.

For Windows PCL Printer Driver

1. Open a file.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Click [Detail] for [Image Setting].
5. Select a value for [Brightness] and [Contrast] in [Manual Settings], and then click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Adjust the [Brightness] and [Contrast] settings on the [Image] panel.
3. Change other settings if necessary, and then click [Print].
   Printing starts.

Selecting a Tray Automatically for the Specified Paper

Set the Paper Tray to be Used
For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Windows PS Printer Driver
For Mac OS X PCL Printer Driver
For Mac OS X PS Printer Driver

You can automatically select a tray (paper cassette (Tray 1 or Tray 2)) or the MP tray that holds paper of the same size that is set with the printer driver.

Memo

Be sure to set the paper size and weight for a paper cassette (Tray 1 and Tray 2), and the MP tray on the display screen.

Registering the Paper Size, Type, or Weight

Set the Paper Tray to be Used

Set the MP tray as a target of the auto tray selection.

1. Press [Device Settings] on the home screen.
2. Press [Paper Setup].
3. Press [MP Tray].
4. Press [MP Tray Usage].
5. Press [When Mismatching].

   Memo

   [MP Tray Usage] is set to [Do Not Use] by factory default.

6. Press [Back] until the home screen is displayed.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Auto] from [Source] on the [Setup] tab.
4. Change other settings if necessary, and then click [OK].
5. Click [Print] on the [Print] screen.

   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Auto] from [Source] on the [Setup] tab.
4. Change other settings if necessary, and then click [OK].

5. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select [Automatically Select] from [Paper Source] on the [Paper/Quality] tab.
4. Click [OK].
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Setup] from the panel menu.
3. Select [Auto] from [Paper Source].
4. Change other settings if necessary, and then click [Print].
   Printing starts.

For Mac OS X PS Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Paper Feed] from the panel menu.
3. Select [Auto Select] from [All Pages From].
4. Change other settings if necessary, and then click [Print].
   Printing starts.

Switching to Another Paper Feed Tray Automatically When a Tray Runs Out Of Paper

Setting Trays for the Auto Tray Switching
For Windows PCL Printer Driver
For Windows XPS Printer Driver
For Windows PS Printer Driver
For Mac OS X PCL Printer Driver
For Mac OS X PS Printer Driver

When the specified tray runs out of paper, the machine can continue to print from another tray if paper of the same paper size and weight is loaded in the paper cassettes (Tray 1 and Tray 2) and the MP tray.

To use this function, first enable the auto tray switching function on the touch panel. Then, set the auto tray switching function with the printer driver.

Note

Be sure to set the same values (paper size, media type, media weight) for each tray used for the auto tray switch function. Available paper sizes vary depending on the tray.

About Paper Types That Can be Loaded and Storage Methods

Setting Trays for the Auto Tray Switching

1. Press [Device Settings] on the home screen.
2. Press [Paper Setup].
3. Check that [Auto Tray Switch] is set to [ON].

   Memo

   Pressing [Auto Tray Switch] switches between [ON] and [OFF].

4. Press [Back] until the home screen is displayed.

   Next, set printing settings from a printer driver.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Click [Paper Feed Options] on the [Setup] tab.
4. Select the [Auto Tray Change] check box, and then click [OK].
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.

   Printing starts.

For Windows XPS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Click [Paper Feed Options] on the [Setup] tab.
4. Select the [Auto] check box in [Tray Change], and then click [OK].

5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Click [Advanced] on the [Layout] tab.
4. Click [Tray Switch] and then select [ON].
5. Click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Setup] from the panel menu.
3. Click [Printer Options].
4. Check the [Auto Tray Switch] check box.
5. Change other settings if necessary, and then click [Print].
   Printing starts.

For Mac OS X PS Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Printer Features] from the panel menu.
3. Select [Insert Options] from [Feature Sets].
4. Check the [Tray Switch] check box.
5. Change other settings if necessary, and then click [Print].
   Printing starts.

Registering Frequently-used Settings

Registering the Windows PCL Driver Settings
Registering the Windows XPS Driver Settings
Registering the Mac OS X Printer Driver Settings

You can save the printer driver settings.

Note

This function is not available with the Windows PS printer driver.

Memo

You can save up to 14 settings.

Registering the Windows PCL Driver Settings

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 icon, and then select [Printing preferences] > [OKI MB562(*)].
   * Select a driver type to use.
3. Set the printing settings to save.
4. Click [Save] in [Driver Setting] on the [Setup] tab.
5. Enter a name to save the settings, and then click [OK].
   If you select the [Include media settings] check box, the paper setting on the [Setup] tab is also saved.
6. Click [OK] to close the print setup dialog box.

Registering the Windows XPS Driver Settings

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 icon, and then select [Printing preferences] > [OKI MB562(*)].
   * Select a driver type to use.
3. Set the printing settings to save.
4. Click [Save] in [Driver Settings] on the [Setup] tab.
5. Enter a name to save the settings, and then click [OK].
   If you select the [Include media settings] check box, the paper setting on the [Setup] tab is also saved.
6. Click [OK] to close the print setup dialog box.

Registering the Mac OS X Printer Driver Settings

Note

- The default settings on the [Page Setup] dialog box cannot be changed.
- The operation of the settings that are saved with a different printer driver cannot be guaranteed. Save the settings with a name that you can distinguish.

1. Select [Print] from the [File] menu.
2. Set the printing settings to save.

3. Select [Save Current Settings as Preset] from [Presets].
4. Enter a name to save the settings, and then click [OK].
5. Click [Cancel].

Topics

Printing with Registered Settings

Printing with Registered Settings

For Windows PCL Driver

For Windows XPS Driver

For Mac OS X Driver

Note

This function is not available with the Windows PS printer driver.

For Windows PCL Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select a setting to use from [Driver Setting] on the [Setup] tab.
4. Click [OK].
5. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select a setting to use from [Driver Settings] on the [Setup] tab.
4. Click [OK].
5. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X Driver

1. Select [Print] from the [File] menu.
2. Select a setting to use from [Presets].
3. Click [Print].
   Printing starts.

Changing the Default Settings with a Printer Driver

For Windows Printer Driver
For Mac OS X Printer Driver

You can use frequently-used printing settings as the printer driver's default settings.

For Windows Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 icon, and then select [Printing Preferences] > [OKI MB562(*)].
   * Select a driver type to use.
3. Click [Setup].
4. Set the printing settings to use as the driver's default settings.
5. Click [OK].

For Mac OS X Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Show Presets] from [Presets].
3. Clear the [Reset Presets Menu to "Default Settings" After Printing] check box.
4. Click [OK].
5. Select a preset that is used as the driver's default settings from [Presets].
6. Click [Print].
   Printing starts.

Saving Toner

For Windows PCL Printer Driver
For Windows XPS/PS Printer Driver
For Mac OS X PCL Printer Driver
For Mac OS X PS Printer Driver

Printing is possible with less toner.

The amount of toner can be saved in three levels.

- [Printer setting]: Conforms to the printer setting.
- [Off]: Prints at a normal density without saving toner.
- [Save Level Low]: Prints at a somewhat lower density level.
- [Save Level Middle]: Prints at a low density.
- [Save Level High]: Prints at a very low density.

Note

If using this function, only [Normal (600x600)] or [Fast (600x600)] can be specified as the print quality.

Memo

The density of the image that is printed with this function may vary depending on the printed document.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Setup] tab.
4. Select the amount of toner to save from [Toner saving].
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Windows XPS/PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Select the amount of toner to save from [Toner Saving].
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

For Mac OS X PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Job Options] from the panel menu.

3. Select the amount of toner to save from [Toner Saving].
4. Change other settings if necessary, and then click [Print].
   Printing starts.

For Mac OS X PS Printer Driver

1. Select [Print] from the [File] menu.
2. Select [Printer Features] from the panel menu.
3. Select [Job Options] from [Feature Sets].
4. Select the amount of toner to save from [Toner Saving].
5. Change other settings if necessary, and then click [Print].
   Printing starts.

Storing Print Data in This Machine before Printing

For Windows PCL Printer Driver
For Windows PS Printer Driver

You can spool print jobs to the memory that is integrated in this machine. This allows you to finish your work on your computer early, which makes it possible for your computer to process other tasks while this machine is operating in the background.

Note

- If you cannot store the spooled data due to insufficient free space in the internal memory of this machine, a message is displayed to inform you that the file system is full, and the print job is not executed.
- This function is not available with the Windows XPS printer driver and Mac OS X printer driver.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Click [Advanced].
5. Select [Job Spool], and select [On] for [Settings], and then click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Click [Advanced].
5. Check the [Job Spool] check box, and then click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

Specifying the Font to Use

- Print Using the Printer Fonts
- Print Using the Fonts of Computer

Print Using the Printer Fonts

For Windows PCL Printer Driver
For Windows PS Printer Driver

Note

- The printer fonts do not exactly duplicate the appearance of the TrueType fonts displayed on the screen.
- This function is not available with the Windows XPS printer driver and Mac OS X printer driver.
- This function may not be available for some applications.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Extend] tab.
4. Click [Fonts].
5. Select the [Font Substitution] check box in [Output format of TrueType fonts].
6. Specify the printer font to use instead of TrueType fonts in [Font Substitution Table].
7. Click [OK].
8. Change other settings if necessary, and then click [OK].
9. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Right-click the OKI MB562 icon and then select [Printer properties] > [OKI MB562(PS)].
2. Double-click [Font Substitution Table] on the [Device Settings] tab.
3. Click a TrueType font, and then select a printer font to be used to substitute the TrueType font from the list.
4. Click [OK].
5. Open a file to print from a computer.
6. Select [Print] from the [File] menu.
7. Click [Preferences].
8. Click [Advanced] on the [Layout] tab.
9. Click [TrueType Font], and then select [Substitute with Device Font].
10. Click [OK].
11. Change other settings if necessary, and then click [OK].
12. Click [Print] on the [Print] screen.
    Printing starts.

Print Using the Fonts of Computer

For Windows PCL Printer Driver
For Windows PS Printer Driver

You can print your documents by using TrueType fonts in a computer to reproduce the same font appearance as on the screen.

Note

This function is not available with the Windows XPS printer driver and Mac OS X printer driver.

For Windows PCL Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Extend] tab.
4. Click [Fonts].
5. Clear the [Font Substitution] check box in [Output Format of Truetype Font], select one of the following output formats, and then click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

For Windows PS Printer Driver

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Click [Advanced] on the [Layout] tab.
4. Click [TrueType Font], and then select [Download as Softfont].
5. Click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.
   Printing starts.

Printing Confidential Document Safely

There are two functions to print confidential document safely as followings.

Authentication Print: Print only when to enter the pre-assigned password.

Encrypted Authentication Print: Encrypt a print job before sending the job to this machine.

- Setting a Password to the Print Data (Authentication Print)
- Setting a Password and Encrypting the Print Data (Encrypted Authentication Print)

Setting a Password to the Print Data (Authentication Print)

Setting a Password from a Computer (Windows PCL Only)

Setting a Password from a Computer (Windows PS Only)

Printing a Password-protected Document from This Machine

Note

- If you cannot store the spooled data due to insufficient free space in the memory, a message is displayed to inform you that the file system is full, and the print job is not executed.
- This function is not available with the Windows XPS printer driver and Mac OS X printer driver.

Setting a Password from a Computer (Windows PCL Only)

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Select [Secure Print] from [Job Type].
5. Enter a job name in [Job Name] and a password in [Job Password].

   If you select the [Request Job Name for each printer job] check box, a prompt is displayed to ask the job name when you send the print job to this machine.
6. Click [OK].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

   The print job is only sent to the machine, and it is not printed yet.

Setting a Password from a Computer (Windows PS Only)

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Select [Secure Print] from [Job Type].
5. Enter a job name in [Job Name] and a password in [Personal ID Number (PIN)].

   If you select the [Request Job Name for each printer job] check box, a prompt is displayed to ask the job name when you send the print job to this machine.
6. Click [OK].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

   The print job is only sent to the machine, and it is not printed yet.

Printing a Password-protected Document from This Machine

Note

If you forget your password that is set to a job and do not print the job sent to this machine, the job remains in the internal memory.

1. Press [Print] or the (PRINT) button.

The touch panel display switches to the print top screen.

Memo

To display the home screen, press the (HOME) button.

2. Press [Stored Job].

3. When printing, enter the password that you set on the computer, and then press [OK].

4. Press [Print].

Printing starts.

Setting a Password and Encrypting the Print Data (Encrypted Authentication Print)

Setting the Password/Encrypting a File on a Computer (Windows PCL/PS Only)
Printing an Encrypted/Password-protected Document from This Machine

You can encrypt your documents before sending them from a computer to this machine. The document is unprinted and saved in an encrypted format in the internal memory of this machine until you enter the registered password on the operator panel. You can prevent unauthorized access to confidential information.

Note

- If you cannot store the spooled data due to insufficient free space in the internal memory of this machine, a message is displayed to inform you that the file system is full, and the print job is not executed.
- This function is not available with the Windows XPS printer driver and Mac OS X PCL printer driver.
- You cannot use this function with the poster printing function and the booklet printing function with the Windows PCL printer driver if you share this machine via the print server.
- When you use this function, clear the [Give Priority to the host release] check box.

  Storing Print Data in This Machine before Printing

Setting the Password/Encrypting a File on a Computer (Windows PCL/PS Only)

You can encrypt a file to print. The encrypted data is saved in the memory of this machine. You cannot print the data until you enter the password on the operator panel.

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Select [Encrypted Secure Print].
5. Enter a password in [Password], and then set other settings if necessary.

   For settings of driver screen

   Windows PCL Printer Driver
   Windows PS Printer Driver
6. Click [OK].
7. Set other settings if necessary.

   The encrypted and password-protected print job is only sent to this machine, and it is not printed yet.

   Memo

   The print job saved in the memory is automatically deleted if the printing is complete or not printed for a certain period of time. If an error occurs while sending the data or an unauthorized user attempts to access a job, the job is automatically deleted.

Printing an Encrypted/Password-protected Document from This Machine

Print an encrypted and password-protected print job saved in the internal memory of this machine.

1. Press [Print] or the (PRINT) button.

   The touch panel display switches to the print top screen.

Memo

To display the home screen, press the (HOME) button.

2. Press [Encrypted Job].
3. When printing, enter the password that you set on the computer, and then press [OK].
4. Press [Print].

Printing starts.

To cancel the print job, select [Delete].

All the encrypted jobs with the same password are deleted.

Outputting a Document to a File Instead of Printing on Paper

For Windows Printer Driver
For Mac OS X Printer Driver

You can output a document to a file.

Note

You must log in to a computer as the administrator.

For Windows Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 icon and then select [Printer properties] > [OKI MB562(*)].
   * Select a driver type to use.
3. Select the [Ports] tab.
4. Select [FILE:] from the port list, and then click [OK].
5. Open a file.
6. Select [Print] from the [File] menu.
7. Click [Print].
8. Enter the name of a file, and then click [OK].

For Mac OS X Printer Driver

1. Select [Print] from the [File] menu.
2. Click [PDF] in the print dialog box, and then select a file format.
3. Enter the name of a file, select a save destination, and then click [Save].

Storing Frequently-printed Documents in the Printer

Storing from a Computer in This Machine (Windows PCL Only)

Storing from a Computer in This Machine (Windows PS Only)

Printing the Stored Document from This Machine

Store a print job in the internal memory of the printer. When printing, call a print job by entering the password from the operator panel.

Note

- If you cannot store the spooled data due to insufficient free space in the memory, a message is displayed to inform you that the file system is full, and the print job is not executed.
- This function is not available with the Windows XPS printer driver and Mac OS X printer driver.

Storing from a Computer in This Machine (Windows PCL Only)

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Select [Store for Re-print].
5. Enter a job name in [Job Name] and a password in [Job Password].
6. If you select the [Request Job Name for each printer job] check box, a prompt is displayed to ask the job name when you send the job to this machine.
7. Click [OK].
8. Set other settings if necessary.
   The print job is only sent to the printer, and it is not printed yet.

Storing from a Computer in This Machine (Windows PS Only)

1. Select [Print] from the [File] menu.
2. Click [Preferences].
3. Select the [Job Options] tab.
4. Click [Store for Re-print] from [Job Type].
5. Enter a job name in [Job Name] and a password in [Personal ID Number (PIN)].
6. Click [OK].
7. Set other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.
   The print job is only sent to the printer, and it is not printed yet.

Printing the Stored Document from This Machine

1. Press [Print] or the (PRINT) button.
   The touch panel display switches to the print top screen.

Memo

To display the home screen, press the (HOME) button.

2. Press [Print] or the (PRINT) button.
3. Press [Stored Job].
4. Enter the password , and then press [OK].

A job searching starts.

Memo

The password is the one you specified on a computer when printing.

- To clear an incorrect entry, press (CLEAR).
- To stop a job search, press (STOP).

5. Press [Print].

Printing starts.

To cancel the print job, select [Delete].

Printing without Opening a PDF File (PDF Print Direct)

You can send a PDF file to this machine to directly print it. With PDF Print Direct, you can omit opening the PDF file with an application, such as Adobe Reader.

Note

This function is not available with Mac OS X.

1. Check that the OKI MB562(*) icon is in the [Devices and Printers] folder.
   * Select a driver type to use.
2. Right-click a PDF file to print, and then select [PDF Print Direct].
3. Select the printer driver in [Select Printer].
   To set the user authentication function with the selected printer driver, select [User Auth] from the [Printer Setting] menu.
4. To print an encrypted file, select the [Password Setting] check box, and then enter the password.
   If the same password is to be used again, click [Save Password].
5. Change other settings if necessary, and then click [OK].

For Mac OS X Printer Driver

1. Select [Print & Scan] in [System Preferences].
2. Check that the OKI MB562(*) icon is selected.
   * Select a driver type to use.
3. Drag the icon of the driver to the desktop.
4. Drag the file you want to print to the driver icon.
   Printing starts.

Adjusting the Tone of Photographs for Printing (PS Gamma Adjuster)

You can adjust the tone of photographs for printing by using the machine's halftone adjustment function. Use this function when photographs and other images are too dark.

Note

- This function is not available with the Windows PCL printer driver and Mac PCL printer driver.
- With Windows, the [Gamma Adjuster] menu or its content may not be displayed on the [Job Options] tab of the printer driver after registering a halftone adjustment name in [Custom Gamma Adjustment]. In such a case, restart your computer.
- Using the halftone adjustment may cause printing to become slower. If you want to prioritize speed, uncheck [Custom Gamma Adjustment] for [Custom gamma].
- Applications that were started before registering [Gamma Curve Name] must be restarted before printing.
- Some applications allow you to specify dot gain compensation and halftone adjustment when printing or have the function that includes such settings in an EPS file. To use such functions provided by the application, uncheck [Custom Gamma Adjustment] for [Gamma Adjuster].
- The "Select Printer" list of PS Gamma Adjuster displays model names. If more than one printer of the same model exist in the [Printer and Device] folder, the registered [Gamma Curve Name] is applied to all same-model printers.

How to install PS Gamma Adjuster

List of Utility Software

For Windows PS Printer Driver

For Mac OS X PS Printer Driver

Registering an Adjusted Halftone
Printing with a Registered Halftone

Registering an Adjusted Halftone

1. Click [Start], and then select [All Programs] > [Okidata] > [PS Gamma Adjuster] > [PS Gamma Adjuster].
2. Select [MB562(PS)] from [Select Printer].
3. Click [New].
4. Adjust the halftone.
   Edit the graph or enter the gamma value or the tone density in the text box to adjust the halftone.
5. Enter a setting name in [Gamma Curve Name], and then click [OK].
6. Click [Add].
7. Click [Apply].
   A dialog box is displayed.
8. Click [OK].
9. Click [Exit] to exit PS Gamma Adjuster.

Printing with a Registered Halftone

1. Select [Print] from the [File] menu.
2. Click [Properties].
3. Check the [Gamma Adjuster] check box on the [Job Options] tab.
4. Select the registered halftone adjustment name.
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.
   Printing starts.

Registering an Adjusted Halftone
Printing with a Registered Halftone

Registering an Adjusted Halftone

1. Start PS Gamma Adjuster.
2. Click [New].
3. Adjust the halftone.
   Edit the graph or enter the gamma value or the tone density in the text box to adjust the halftone.
4. Enter a setting name in [Gamma Curve Name], and then click [Save].
5. Click [Select PPD].
6. Select a PPD file to register an adjusted halftone, and then click [Open].
7. Select the created halftone adjustment, and then click [Add].
8. Click [Save].
9. Enter the administrator name and password, and then click [OK].
10. Exit PS Gamma Adjuster.
11. Select [Print & Scan] in [System Preferences].
12. Delete the registered printer to which the adjustment has been made, and then register the printer again.

Printing with a Registered Halftone

1. Select [Print] from the [File] menu.
2. Select [Printer Features] from the panel menu.
3. Select [Job Options] from [Feature Sets].
4. Select the registered [Gamma Curve Name] from the [Custom Gamma] feature set.
5. Change other settings if necessary, and then click [Print].
   Printing starts.

Printing E-mail Attachment Files

Setting a POP Server
Setting an SMTP Server

This machine can automatically print attachment files when the machine receives an e-mail. To use this function, you must set the e-mail reception settings on a POP server or SMTP server.

Note

- The following file formats are supported.

  PDF (v1.7), JPEG, TIFF (V6 Baseline)
- The paper size to print and whether to enable or disable the fitting function during printing vary depending on the file page size and the file format. For the number of copies, duplex printing or other printing settings, the current settings on the [Admin Setup] menu are applied.

Memo

Up to 10 files, each of which is a maximum of 8 MB, can be printed.

Setting a POP Server

Memo

If the POP server does not support SSL encryption, you may not receive e-mails correctly.

1. Open the Web page of this machine.

   How to log in to the Web page

   About the Web Page of This Machine
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [E-mail] > [Receive Settings].
5. Select [POP3], and then click [To STEP2].
6. Follow the on-screen instructions to set detailed settings.

   Memo

   - Set the mail server you are using correctly. If your mail server does not support the APOP protocol, you may not receive e-mails correctly.
   - If you want to specify the domain name of the mail server, set the DNS server in the [TCP/IP] setting.
7. Click [Submit].

Setting an SMTP Server

1. Open the Web page of this machine.

   How to log in to the Web page

   About the Web Page of This Machine
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [E-mail] > [Receive Settings].
5. Select [SMTP], and then click [To STEP2].

6. Follow the on-screen instructions to set detailed settings.
7. Click [Submit].

Printing Data in USB Memory (Basic Operation)

Note

- Not all USB Memory is guaranteed to use. (USB Memory with security functions are not supported.)
- USB hubs and external USB HDDs are not supported.
- Encrypted PDF files are not supported.

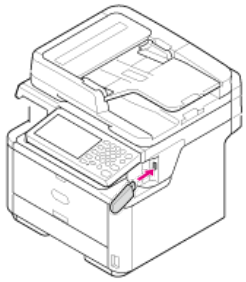
Memo

- The following file systems are supported: FAT12, FAT16, FAT32.
- Supported file formats: JPEG, PDF, TIFF(v6 baseline), PRN (PS, PCL, XPS)
- Up to 32 GB USB Memory is supported.
- Up to 100 files in supported file formats that are saved in USB Memory are displayed in the file list.
  - If 100 or more files are saved in USB Memory, the file list is not displayed properly.
  - USB Memory with a directory structure of 20 or more levels may not be read properly.
  - A file path exceeding 240 characters may not be read correctly.
- You can print one file in USB Memory at a time.

- Printing Data in USB Memory
- Cancelling a Print Job

Printing Data in USB Memory

1. Insert USB Memory into the USB port.



> **Note**
>
> Insert USB Memory straight into the USB port. Inserting USB Memory at a wrong angle may damage the USB port.

2. Press [Print] or the (PRINT) button.

The touch panel display switches to the print top screen.

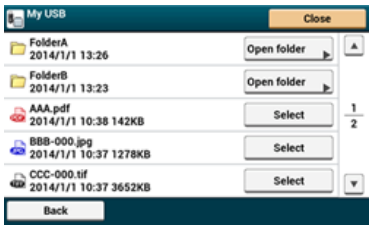
> **Memo**
>
> To display the home screen, press the (HOME) button.

3. Press [Print From USB Memory].

4. Press [Select Print File].

The [Getting file list...] message is displayed.

5. Select the folder that has the file you want to print.



6. Set printing settings if necessary.

   Printing Data in USB Memory with Various Settings

7. Press the (START) button.

   Printing starts.

8. When a message is displayed to inform you that you can remove USB Memory from the port, remove it.

Cancelling a Print Job

You can cancel a print job from USB Memory by pressing the (STOP) button.

You can cancel a print job until a message is displayed to inform you that printing is complete.

Note

The pages that are ready to be printed on this machine will be printed without changes.

1. Press the (STOP) button.

   Printing is cancelled and the screen returns to the print start screen.

Printing Data in USB Memory with Various Settings

When printing from USB Memory, set print settings from [Print Setup] menu.

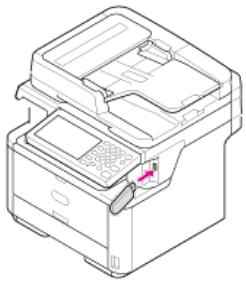
- Specifying the Paper Feed Tray (Paper Feed Tray)
- Specifying the Number of Copies (Number of Copies)
- Printing on Both Sides of Paper (Duplex Printing)
- Printing to Fit the Paper Size (Fitting)

Specifying the Paper Feed Tray (Paper Feed Tray)

Note

When printing a PRN file, the paper tray specification follows the driver settings at the time of file creation.

1. Insert USB Memory into the USB port.



Note

Insert USB Memory straight into the USB port. Inserting USB Memory at a wrong angle may damage the USB port.

2. Press [Print] or the (PRINT) button.

The touch panel display switches to the print top screen.

Memo

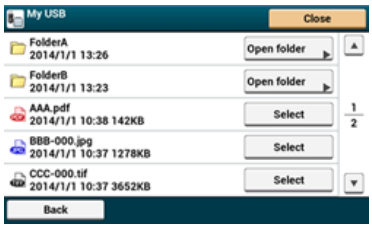
To display the home screen, press the (HOME) button.

3. Press [Print From USB Memory].

4. Press [Select Print File].

The [Getting file list...] message is displayed.

5. Select the folder that has the file you want to print.



6. Select a paper tray.

Available tray settings:

Memo

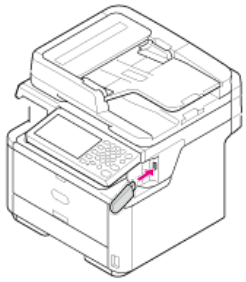
[Tray 2] is displayed if the optional second tray unit is installed.

7. Press the (START) button.

Printing starts.

Specifying the Number of Copies (Number of Copies)

1. Insert USB Memory into the USB port.



> **Note**
>
> Insert USB Memory straight into the USB port. Inserting USB Memory at a wrong angle may damage the USB port.

2. Press [Print] or the (PRINT) button.

The touch panel display switches to the print top screen.

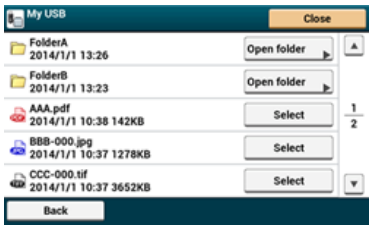
> **Memo**
>
> To display the home screen, press the (HOME) button.

3. Press [Print From USB Memory].

4. Press [Select Print File].

The [Getting file list...] message is displayed.

5. Select the folder that has the file you want to print.



6. Enter the number of copies.

Memo

- You can enter the number of copies from 1 to 999.
- If you enter an incorrect value, press the C (CLEAR) button, and then enter the correct value. If you press the C (CLEAR) button, the value returns to the original setting value.

7. Press the (START) button.

Printing starts.

Printing on Both Sides of Paper (Duplex Printing)

You can select 1-sided (simplex) or 2-sided (duplex) printing. When performing duplex printing, you can select a binding position.

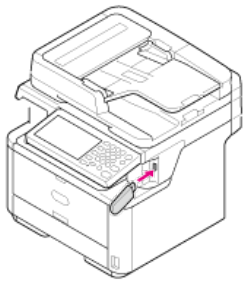
Note

When printing a PRN file, the duplex printing settings follow the driver settings at the time of file creation.

About long edge binding and short edge binding

Copying on Both Sides of Paper (Duplex Copy)

1. Insert USB Memory into the USB port.



Note

Insert USB Memory straight into the USB port. Inserting USB Memory at a wrong angle may damage the USB port.

2. Press [Print] or the (PRINT) button.

The touch panel display switches to the print top screen.

Memo

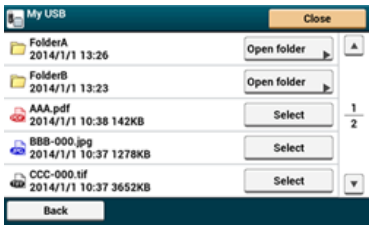
To display the home screen, press the (HOME) button.

3. Press [Print From USB Memory].

4. Press [Select Print File].

The [Getting file list...] message is displayed.

5. Select the folder that has the file you want to print.



6. Press [Long Edge Bind] or [Short Edge Bind].

Memo

Setting [Duplex] to [OFF] is for simplex printing.

Copying on Both Sides of Paper (Duplex Copy)

7. Press the (START) button.

Printing starts.

Printing to Fit the Paper Size (Fitting)

If the page size of a file to print is larger or smaller than the valid printing area, the page size is automatically adjusted to fit the paper size.

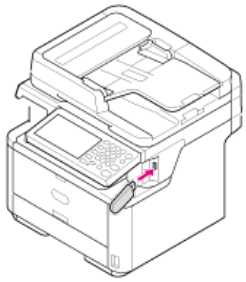
Note

When printing a PRN file, this setting does not work.

Memo

This function is set to [ON] by the factory default setting.

1. Insert USB Memory into the USB port.



Note

Insert USB Memory straight into the USB port. Inserting USB Memory at a wrong angle may damage the USB port.

2. Press [Print] or the (PRINT) button.

The touch panel display switches to the print top screen.

Memo

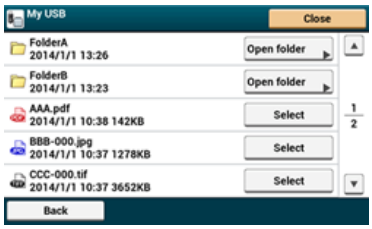
To display the home screen, press the (HOME) button.

3. Press [Print From USB Memory].

4. Press [Select Print File].

The [Getting file list...] message is displayed.

5. Select the folder that has the file you want to print.



6. Press [Fit] to select [ON] for fitting.

Memo

Setting [Fit] to [OFF] is for not fitting.

7. Press the (START) button.

Printing starts.

Printing with OKI LPR Utility

This chapter describes how to utilize this machine that is connected to a network by using OKI LPR Utility.

- Sending a File to a Printer That is Registered in OKI LPR Utility
- Deleting an Unnecessary Print Job

Sending a File to a Printer That is Registered in OKI LPR Utility

If there is a printer that is connected via a network and registered in OKI LPR Utility, you can download the print data.

1. Click [Start] on a computer, and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [OKI LPR Utility].
2. Select the printer to which the data is downloaded.
3. Select [Download] from [Remote Print].
4. Select a file, and then click [OK].
   The file is sent to the printer.

Deleting an Unnecessary Print Job

You can use OKI LPR Utility to delete unnecessary print jobs.

1. Click [Start] on a computer, and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [OKI LPR Utility].
2. Select [Job Status] from the [Remote Print] menu.
3. Select a job to delete.
4. Select [Delete Job] from the [Job] menu.
   The unnecessary job is deleted.

Using the Printer Offline

1. Press [Print] or the (PRINT) button.

   The touch panel display switches to the print top screen.

Memo

To display the home screen, press the (HOME) button.

2. Press [Offline].

Checking the Menu Hierarchy of the Print Functions (Menu Tree)

To check or change the settings, select them on the print start screen.

- Print
  - Stored Job
    - Password
      - Print
        - Copies "1"
      - Delete
  - Encrypted Job
    - Password
      - Print
      - Delete
  - Print From USB Memory
    - Copies "1"
    - File
    - Select Print File
      - Folder
        - Open folder
      - File
        - Select
    - Paper Feed "Tray 1"
    - Duplex "OFF"
    - Fit "ON"
    - Color
    - Register to Job Macro
  - Google Cloud Print
  - Online/Offline "Online"

Memo

" " indicates the factory default setting.

Using Google Cloud Print

Google Cloud Print is a print service provided by Google that enables you to print from a mobile phone, smartphone, computer, or other network devices. An overview of Google Cloud Print is provided, and the basic settings and management are described here.

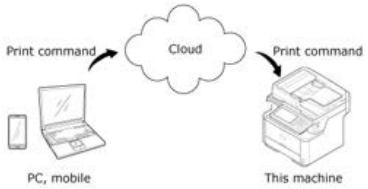
- About Google Cloud Print
- Setting Google Cloud Print
- Printing with Google Cloud Print
- Managing Google Cloud Print

About Google Cloud Print

The machine supports Google Cloud Print.

Google Cloud Print is a print service that enables you to output data to a printer from a mobile phone, smartphone, computer, or other devices via the Internet.

With Google Cloud Print, you can send documents or images to a specified printer from anywhere. For example, you can print from your computer at home to a printer in your office, or from the application you always use to your printer at home - such printing can be easily achieved. There is no need to install drivers or download software.



To use Google Cloud Print, you must prepare the following.

- This machine

  When setting Google Cloud Print, the machine must be connected to the Internet.

  Connecting This Machine to a Network

Memo

Since Google Cloud Print establishes communications via the Internet, it is recommended to employ security measures.

- Restrict communications from the Internet with a firewall or other security system.
- Change the administrator password that is provided by the machine from the default value.

- Network devices

  The network devices are computers or mobile devices that are connected to the Internet. Set up Google Cloud Print or perform print operations from supported applications.

- Google account

  This account is required for setting up Google Cloud Print or printing from a supported application.

- Supported application

  Applications that run on a network device and allow for Google Cloud Print.

  For details on supported OSs and applications, visit the Google Web site. The recommended browser is Google Chrome.

  Google Web site (http://www.google.com/cloudprint/learn/apps.html)

- Network

  Used between the network devices and the Cloud, and the Cloud and the machine.

  Google Cloud Print does not support IPv6.

Setting Google Cloud Print

To use Google Cloud Print, a Google account is required. This section describes how to register the machine in Google Cloud Print using a Google account.

If you already have an account, there is no need to create a new account. Proceed to step 3.

Memo

- To enter the [Google Cloud Print] menu, the administrator password is required.
- Although this manual describes the procedure for setting the servers from the operator panel, it is recommended to set the servers from the Web page of this machine if you can operate from a computer.

  To check from the Web page, select [Admin Setup] > [Network] > [TCP/IP] in "About Items That Can be Set or Checked".

1. Access the Google Web site from a computer, smartphone, or other mobile device.

   Google Web site (https://accounts.google.com/signup)

2. Create a Google account by following the on-screen instructions.

3. Check the IP address, subnet mask, and gateway address of the machine are set correctly.

4. Press [Device Settings] on the touch panel.

5. Press [Google Cloud Print].

6. Press [Google Cloud Print Settings].

7. Enter the administrator password.

8. Press [OK].

9. Check the [DNS Server (Primary)] setting value.

   Since [0.0.0.0] indicates that the value is not set correctly, set the IP address that suits your environment.

   If the secondary DNS server is used, check the [DNS Server (Secondary)] setting value.

   If the proxy server is used, press [Proxy] to [Enable], and then proceed to step 10.

10. Press [Proxy Server].

11. Enter a server name.

You can enter up to 64 characters.

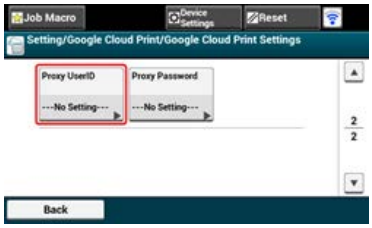
12. Press [OK].

13. Press [Proxy Server Port No.].

14. Enter the proxy server port number.

15. Press [OK].

16. Press [Proxy User ID].

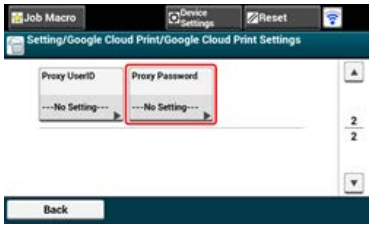


17. Enter the proxy user ID.

You can enter up to 64 characters.

18. Press [OK].

19. Press [Proxy Password].



20. Enter the proxy password.

You can enter up to 64 characters.

Memo

For the setting values, contact your network administrator.

21. Press [OK].

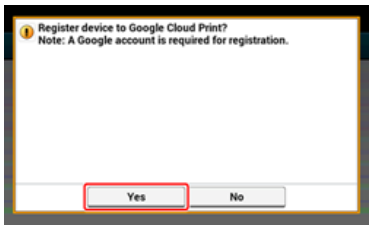
22. Press [Back] to return to the [Google Cloud Print] menu.

23. Press [Register to Google Cloud Print].

24. Enter the administrator password.

25. Press [OK].

26. When the [Register device to Google Cloud Print? Note: A Google account is required for registration.] message is displayed, select [Yes].



27. The authentication destination URL is displayed.

The authentication destination URL is printed.

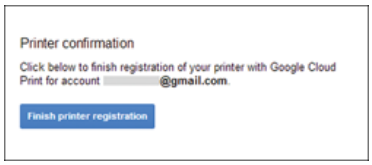
Note

- There is a time restriction for registration (authentication) processing (approximately 10 minutes).
- Proceed to step 26 within the time restriction to complete the registration.
- If you cannot complete within the time restriction and an error message is displayed, return to step 19, and then register again.

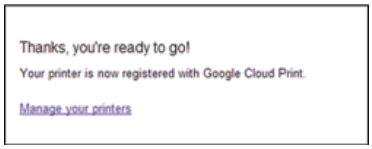
28. Access the authentication destination URL that you printed in step 27 from a computer or mobile device.

29. When the Google account login screen is displayed, enter the Google account information, and then click [Sign in].

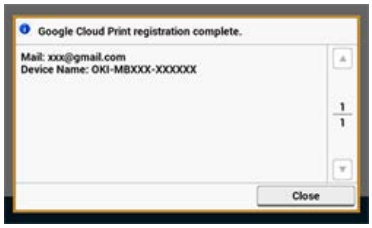
30. When the registration screen is displayed, click [Finish printer registration].



31. Wait until the [Thanks, you're ready to go!] message is displayed.



32. When the registration content and completion message is displayed on the operator of the machine, check the message by scrolling the screen.



Topics

Printing with Google Cloud Print

Printing with Google Cloud Print

Printing Automatically
Printing Manually
Changing Printing Settings
Cancelling Printing

Set when to start printing when the machine receives print data from Google Cloud Print.

Note

- Set the Google Cloud Print function before using Google Cloud Print.
  Using Google Cloud Print
- The print quality may not be the same as when printing with the printer driver or printing from the machine.
- PDF files with transparency effects applied may not be printed correctly.
- Encrypted PDF files may not be printed.

Printing Automatically

When the machine receives the print data, it is automatically printed.

1. Check that the machine is turned on.
2. Start an application that supports Google Cloud Print from a computer or mobile device.

   Memo

   Google Cloud Print supports Google Chrome, Gmail, Google Drive, or other applications.

3. Tap the wrench icon or the drop-down list in the application, and then select [Print] from the displayed drop-down list.
4. Select the registered machine on the displayed screen.
5. Set the printing settings, and then print.

   Memo

   - To print, use the Google account that you used to register the machine in Google Cloud Print.
   - To print with a different Google account, you must set the [Share] settings that are provided by the Google Cloud Print service.

Printing Manually

Print manually if you cannot print automatically or you want to print immediately after receiving data.

1. Check that the machine is turned on.
2. Press [Print] or the (PRINT) button.
3. Press [Google Cloud Print].

4. Press [Yes] on the confirmation screen.

5. If the print data exists on the Google Cloud Print service, printing starts.

> **Memo**
>
> To print manually, set [Using Cloud Service] to [Enable] or [Pause].
>
> For details on [Using Cloud Service], refer to "Checking or Changing the Use of Cloud Service Settings".

Changing Printing Settings

To change printing settings, select [Option] on the printer selection screen that is displayed when you print from a supported application.

You cannot change printing settings from the machine.

Cancelling Printing

To cancel during printing, cancel from the machine.

Cancelling a Print Job

To cancel before printing, delete a print job from the management screen of Google Cloud Print.

The Google Cloud Print administrator screen (https://www.google.com/cloudprint)

Managing Google Cloud Print

How to check whether the machine is registered in Google Cloud Print, how to change and delete the settings are described.

- Checking Google Cloud Print Registrations
- Checking or Changing the Use of Cloud Service Settings
- Deleting the Registered Information
- Checking That Deletion is Complete
- About Importing the CA Licenses of the Proxy Server

Checking Google Cloud Print Registrations

Checking from the Management Screen of Google Cloud Print
Checking from the Web Page
Checking from the Operator Panel

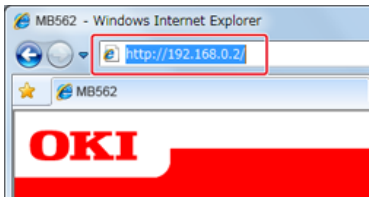
You can check whether the machine is registered in Google Cloud Print in one of the following three ways.

Checking from the Management Screen of Google Cloud Print

1. Access the Google Web site from a computer, smartphone, or other mobile device.
   Google Web site (https://accounts.google.com)
2. Enter the Google account information, and then click [Sign in].
3. Click [Print].
   The registered printers are displayed.

Checking from the Web Page

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.
   About the IP Address of this machine
   Setting an IP Address from the Operator Panel on This Machine



3. Click [Administrator Login].

> **Memo**
> The factory default user name and password for [Administrator Login] are "root" and "aaaaaa", respectively.

4. Click [SKIP].
5. Click [View Information].
6. Click [Network].
7. Check that [Registered] is displayed for [Google Cloud Print].

Checking from the Operator Panel

1. Press (SETTING).
2. Press ▼ to select [Google Cloud Print], and then press (OK).
3. Check that the following three items are displayed.

Checking or Changing the Use of Cloud Service Settings

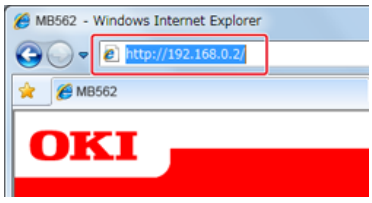
Checking the Use of Cloud Service Settings
Changing from the Web page
Changing from the Operator Panel

You can check and edit the Google Cloud Print settings.

Checking the Use of Cloud Service Settings

Check the use status of the Cloud service from the Web page of this machine.

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.
   For the IP address of the machine, refer to "Setting an IP Address from the Operator Panel on This Machine".



3. Click [Administrator Login] on the top screen.

Memo

The factory default user name and password for [Administrator Login] are "root" and "aaaaaa", respectively.

4. Click [SKIP].
5. Click [View Information].
6. Click [Network].
7. Click [Google Cloud Print].
8. Click [Using Cloud Service].

   The use status is displayed. There are three use statuses:

   Enable: You can print automatically or manually.

   Pause: You can print manually. Set this status if you do not want to print automatically.

   Disable: You cannot print. Set this status if you want to suspend the use of Google Cloud Print or other cases.

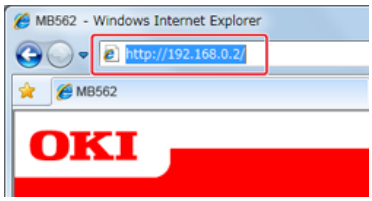
Changing from the Web page

Change the Use of Cloud Service settings from the Web page of this machine.

1. Open a Web browser.

2. Enter "http://(The IP address of this machine)" in the in the address bar, and then press the <Enter> key.

For the IP address of the machine, refer to "Setting an IP Address from the Operator Panel on This Machine".



3. Click [Administrator Login] on the top screen.

Memo

The factory default user name and password for [Administrator Login] are "root" and "aaaaaa", respectively.

4. Click [SKIP].
5. Click [View Information].
6. Click [Network].
7. Click [Google Cloud Print].
8. Click [Using Cloud Service].
9. Change settings.

Changing from the Operator Panel

1. Press [Device Settings] on the touch panel.
2. Press [Google Cloud Print].
3. Press [Google Cloud Print Settings].
4. Enter the administrator password.
5. Press [Using Cloud Service].
6. Select the type of settings.

Deleting the Registered Information

Delete the information about the machine that is registered in Google Cloud Print by following the procedure below.

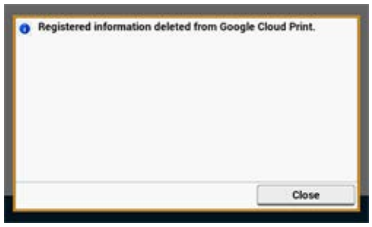
1. Check that the machine is connected to a network.

> **Memo**
>
> If you delete the information with the machine connected to a network, the registration information on the Google Cloud Print administrator screen is also deleted at the same time.
>
> The Google Cloud Print administrator screen (https://www.google.com/cloudprint)

2. Press [Device Settings] on the touch panel.
3. Press [Google Cloud Print].
4. Press [Delete Registered Information].

5. Enter the administrator password.
6. Press [Yes] on the confirmation screen.

7. When the deletion is complete, the following screen is displayed.



Checking That Deletion is Complete

Checking from the Management Screen of Google Cloud Print
Checking from the Web Page
Checking from the Operator Panel
If the Registration Information Remains on the Google Cloud Print Administrator Screen
If You Deleted the Information on the Google Cloud Print Administrator Screen

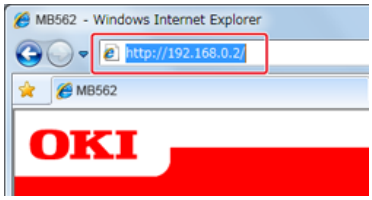
You can check whether the machine is deleted from Google Cloud Print in one of the following three ways.

Checking from the Management Screen of Google Cloud Print

1. Access the Google Web site from a computer, smartphone, or other mobile device.
   Google Web site (https://accounts.google.com)
2. Enter the Google account information, and then click [Sign in].
3. Click [Print].
   Check that the machine is not displayed.

Checking from the Web Page

1. Open a Web browser.
2. Enter "http://(The IP address of the machine)" in the in the address bar, and then press the <Enter> key.



For the IP address of the machine, refer to "Setting an IP Address from the Operator Panel on This Machine".

3. Click [Administrator Login] on the top screen.

Memo

The factory default user name and password for [Administrator Login] are "root" and "aaaaaa", respectively.

4. Click [SKIP].
5. Click [View Information].
6. Click [Network].
7. Check that [Registered] is displayed for [Google Cloud Print].

Checking from the Operator Panel

1. Press [Device Settings] on the touch panel.
2. Press [Google Cloud Print].
3. Check that the two items, [Register to Google Cloud Print] and [Google Cloud Print Settings] are displayed.

If the Registration Information Remains on the Google Cloud Print Administrator Screen

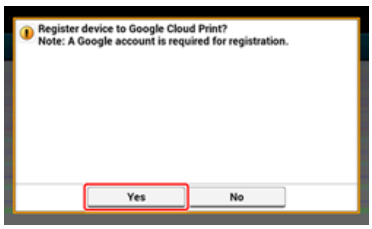
If you delete the registration information by following the procedure in "Deleting the Registered Information" with the machine not being connected to a network, the registered machine may remain on the Google Cloud Print administrator screen (https://www.google.com/cloudprint). In such a case, delete the machine on the Google Cloud Print administrator screen.

If You Deleted the Information on the Google Cloud Print Administrator Screen

If you deleted the registered machine on the Google Cloud Print administrator screen (https://www.google.com/cloudprint), the registration information remains in the machine. In such a case, delete the registration information from the operator panel of the machine.

1. Press [Device Settings] on the touch panel.
2. Press [Google Cloud Print].
3. Press [Delete Registered Information].

4. Enter the administrator password.
5. Press [Yes] on the confirmation screen.



About Importing the CA Licenses of the Proxy Server

You can import the CA licenses from the Web page of this machine (http://(The IP address of this machine)).

Specify the certificate that is issued by the certificate authority trusted by the proxy server. You can import a PEM, DER, or PKCS#7 file.

Memo

For details on your network, contact your network administrator.

Using AirPrint (Print/Scan/FaxOut Service)

Using AirPrint (Print/Scan/FaxOut Service) allows you to print, scan, and send a fax from a Mac without installing drivers. Also, you can print from an iPhone, iPad and iPod touch with using AirPrint (Print). An overview of AirPrint is provided, and the basic settings are described here.

- About AirPrint (Print/Scan/FaxOut Service)
- Setting AirPrint (Print/Scan/FaxOut Service)
- Registering the Machine in a Computer (Mac OS X)
- Printing with AirPrint (Print)
- Scanning with AirPrint (Scan)
- Sending a Fax with AirPrint (FaxOut Service)

About AirPrint (Print/Scan/FaxOut Service)

AirPrint (Print/Scan/FaxOut Service) is a function that enables you to easily print, scan, and send a fax from a Mac. Also, you can print from an iPhone, iPad and iPod touch with using AirPrint (Print). The mobile device or Mac automatically detects this machine.

With AirPrint (Print), you can easily print a photo, e-mail, Web page or other displays on the screen just by tapping the screen a few times.

AirPrint (Scan) is a feature to send scanned image on this machine to a Mac.

AirPrint (FaxOut Service) is a FAX sending function that is provided by Apple Inc. AirPrint (FaxOut Service) allows you to send faxes directly from a Mac.

These features require to connect this machine to a Mac via a wired LAN, wireless LAN, or USB cable.

For more information about AirPrint, visit the Apple Inc. website.

Setting AirPrint (Print/Scan/FaxOut Service)

Connect this machine to the same network as a mobile device.

This machine supports infrastructure mode.

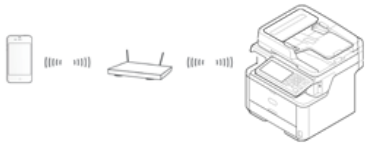
> **Note**
>
> This machine does not support ad-hoc mode.

This machine is connected to a mobile device via wireless access points.

This machine is connected to the access points with a wired or wireless LAN.

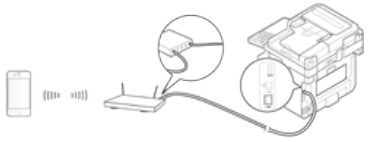
If you want to connect with a wireless LAN, set the wireless LAN in advance.

Connecting to a Wireless LAN (Network Connection) (MB562dnw, ES5162dnw only)



If using a router or hub as an access point on a wired LAN, connect this machine to the router or hub with a LAN cable.

Connecting with a LAN Cable (Network Connection)



To use AirPrint from a Mac computer, connect this machine to the Mac.

To print by using AirPrint (Print), you must configure settings from the terminal side. Proceed to "Printing with AirPrint (Print)".

Registering the Machine in a Computer (Mac OS X)

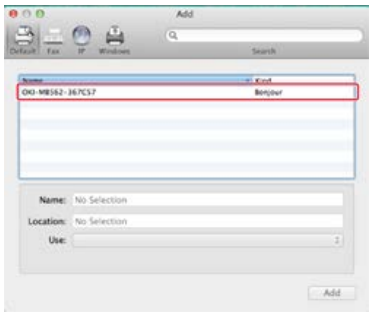
If you use AirPrint (Print/Scan/FaxOut Service) for the first time, you must add the machine to a computer.

Memo

The screen of Mac OS X 10.9 is used as an example.

1. Turn the machine and computer on to establish a connection.
2. Select [System Preferences] from the Apple menu.
3. Click [Printers & Scanners].
4. Click [+], and then click [Add Printer or Scanner].

5. Select [OKI-MB562-******] and then click [Add].



6. Check that the machine is displayed in [Printers], and [OKI MB562-AirPrint] is displayed in [Kind].

7. Close [Printers & Scanners].

Printing with AirPrint (Print)

Printing from an iOS Device
Printing from a Computer (Mac OS X)

Before using AirPrint with Mac, register this machine on the computer.

Registering the Machine in a Computer (Mac OS X)

Printing from an iOS Device

1. Open a file.
2. Tap (Action).
3. Tap Print (Print).

   The name of the printer model that you used most recently and exists on the same network is displayed.

   Note

   If you print for the first time and any model name other than this machine is displayed, select this machine in step 4.

4. Tap [Printer] to select your machine.

   The functions that this machine supports are displayed.

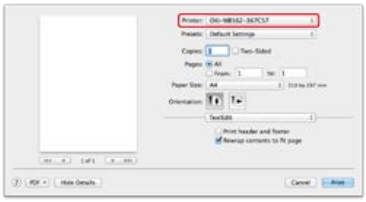
5. Set options.

6. Tap [Print].

Printing from a Computer (Mac OS X)

1. Open a file.
2. Select [Print] from the [File] menu.

3. Select [OKI-MB562] from [Printer].



4. Set options.

5. Click [Print].

Scanning with AirPrint (Scan)

Selecting a Remote Scan Mode
Simple Scan Mode
Manual Scan Mode
Secure Scan Mode

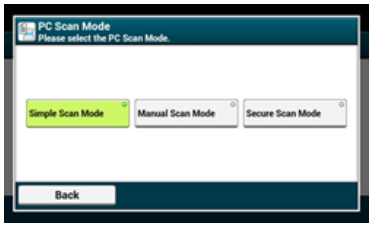
Before using AirPrint with Mac, register this machine on the computer.

Registering the Machine in a Computer (Mac OS X)

Selecting a Remote Scan Mode

There are three Remote Scan modes: Simple Scan, Manual Scan, and Secure Scan.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
4. Press [OK].
5. Press [Scanner Setup].
6. Press [PC Scan Mode].
   Available scan modes:



7. Select a scan mode, and then press [OK].
8. Press [Back] until the home screen is displayed.

Simple Scan Mode

1. Set a document in the ADF or on the document glass.
2. Start a scan program on the computer.
3. Click a scan button in the scan program.
   Scanning starts.

Manual Scan Mode

1. Press (SCAN).

2. Set a document in the ADF or on the document glass.

3. Press [Remote Scan AirPrint].

4. Start a scan program on the computer.

5. Click a scan button in the scan program.
   Scanning starts.

Secure Scan Mode

1. Press (SCAN).

2. Set a document in the ADF or on the document glass.

3. Press [Remote Scan AirPrint].

4. Start a scan program on the computer.

5. Click a scan button in the scan program.
   Scanning starts.

Sending a Fax with AirPrint (FaxOut Service)

Before using AirPrint with Mac, register this machine on the computer.

Registering the Machine in a Computer (Mac OS X)

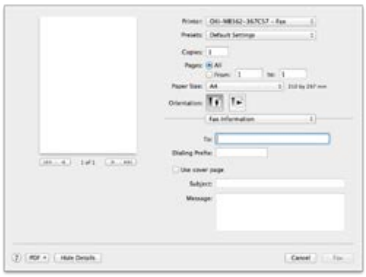
Memo

The screen of Mac OS X 10.9 is used as an example.

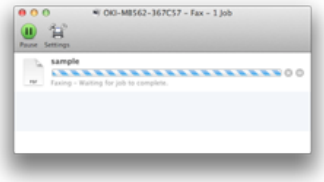
1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [OKI-MB562-******-Fax] from [Printer].
4. Enter the destination.

   Enter [Dialing Prefix], and check [Use cover page] as necessary.

   You can specify multiple destinations.
5. Select [Fax].



The fax is sent via the machine.



To display this screen, open [Open Print Queue] of [Printers & Scanners] from [System Preferences] before procedures.

To cancel, select [x].

Using the Fax Functions

- Names and Functions of Screen Items for Fax

  This section describes the items of the screen.

- Basic Procedure for Fax

  This section describes the basic operations for faxing.

- Setting the Fax Functions

  This section describes how to specify destinations and how to set the scan settings for fax transmissions.

- Names and Functions of Screen Items for Internet Fax

  This section describes the items of the screen.

- Basic Procedure for Internet Fax

  This section describes the basic operations for sending Internet faxes.

- Setting the Internet Fax Function

  This section describes how to specify destinations and how to set the scan settings for Internet fax transmissions.

- Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)

  This section describes functions to automatically forward received data to specified destinations. You can choose either to automatically send the data as an e-mail attachment file, or automatically send the data to a folder on a file server.

- Saving Sent and Received Data (Transmission Data Save)

  This section describes the Transmission Data Save function which automatically saves sent and received faxes in a specified shared folder on the network.

- Sending a Fax from a Computer (PC Fax) (Windows Only)

  This section describes the PC Fax function which sends a fax from a computer using the fax driver.

- Basic Procedure for Scan to Fax Server

  This section describes how to send scanned documents as an e-mail attachment file when sending faxes from this machine.

- Checking the Menu Hierarchy of the Fax Functions (Menu Tree)

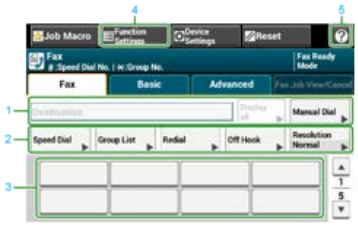
  You can view the menu hierarchy of the fax function.

Names and Functions of Screen Items for Fax

This section describes the items of the screen.

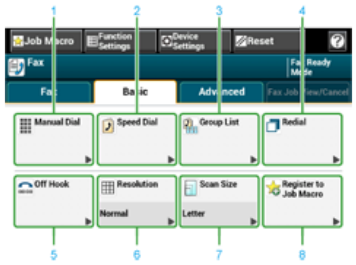
Select [Fax] to send a fax.

[Fax] Tab



	Item	Description
1	Destination area	Select a fax destination. The selected fax destination appears in this area. If at least 1 destination is specified, you can press [Display all] to edit, add, or delete a destination.
2	Shortcut buttons	Displays shortcut buttons for using fax functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
3	One touch buttons	Displays destinations assigned to one-touch buttons. Press a button to add a destination.
4	Function Settings	Displays the current settings. The setting can be changed for certain functions.
5	[?]	Displays Help topics.

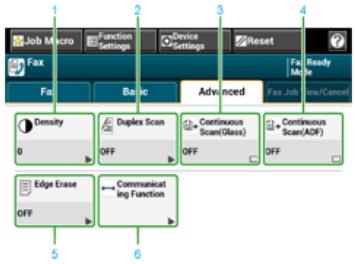
[Basic] Tab



	Item	Description
1	Manual Dial	Enter a fax number manually to use it as a destination.
2	Speed Dial	Displays destinations registered in the speed dial list. Select a destination from the speed dial list.
3	Group List	Displays a list of groups in which fax destinations are registered. Select a group as a destination from the Group List.
4	Redial	Displays a list of recently used destinations. Select a destination from the recent records.
5	Off Hook	Sends a fax by Off Hook dialing. Call the destination, and start sending a fax manually when you hear a receiving tone (beep) of the destination machine.
6	Resolution	Specifies the resolution to scan a document.
7	Scan Size	Specifies the scan size to scan a document.
8	Register to Job	Registers current settings to Job Macro.

	Macro

[Advanced] Tab



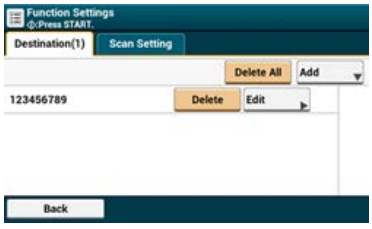
	Item	Description
1	Density	Adjusts a level of scan density.
2	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
3	Continuous Scan (Glass)	Scans multiple documents as a single job using the document glass.
4	Continuous Scan (ADF)	Scans multiple documents as a single job using the ADF.
5	Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned file when scanning, for example, a book.
6	Communicating Function	Specifies the following settings: TTI, TTI Select, Transmit Confirmation, Delayed Tx, Fcode Polling, Fcode Tx.

[Fax Job View/ Cancel] Tab

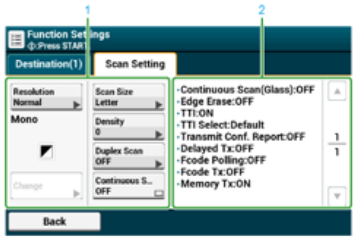
Cancels a transmission or see the detail of the job that is proceeding.

[Function Settings] > [Destination] Tab

Add, edit or delete a destination to which a fax is sent.



[Function Settings] > [Scan Setting] Tab



	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

Basic Procedure for Fax

This chapter describes faxes that are sent and received by using the standard telephone line.

- Sending a Fax
- Cancelling a Fax Transmission
- Receiving a Fax
- Checking the Communication Status/Transmission and Reception History

Sending a Fax

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Fax].

4. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

5. Change settings if necessary.

Memo

- If you press the (START) button without changing anything, the following (factory default) settings are applied for scanning and sending a document.

  [Scan Size]: A4

  [Resolution]: Normal

  [Density]: 0

- You can change the default settings with [Admin Setup].

  Fax Setup

   - Scanning Multiple Documents Continuously on the Document Glass (Continuous Scan (Glass))
   - Scanning Multiple Documents Continuously with the ADF (Continuous Scan (ADF))
   - Scanning a Duplex Document (Duplex Scan)
   - Specifying a Scan Resolution (Resolution)
   - Setting Scanning for Transmission
   - Erasing Edge Shadows When Sending (Edge Erase)

6. Press the (START) button.

   Transmission starts.

Cancelling a Fax Transmission

Cancelling During a Transmission
Cancelling a Reserved Transmission

Cancelling During a Transmission

You can cancel a fax transmission when the "Scanning ..." message is displayed.

1. Press the (STOP) button.

The fax transmission is cancelled and the screen returns to the destination selection screen.

Cancelling a Reserved Transmission

You can cancel a reserved transmission job.

Note

If you select broadcast, the broadcast job is cancelled.

1. Press [Fax/Internet Fax] or the (FAX) button.

The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

2. Press [Fax].
3. Press the [Fax Job View/Cancel] tab.
4. Press [Delete] of a job to cancel.

Memo

A fax that is being sent is displayed on the top of the list.

5. Press [Yes] on a confirmation screen.

Receiving a Fax

This section describes how to check the received fax.

- About Reception Modes
- Printing a Received Fax

About Reception Modes

Fax Ready Mode

When Receiving Calls and Faxes (Tel/Fax Ready Mode)

When Connecting an Answering Machine (Ans/Fax Ready Mode)

When Using as a Telephone Normally (Tel Ready Mode)

When Using the DRD Function (DRD)

There are four fax reception modes: [Fax Ready Mode], [Tel/Fax Ready Mode], [Ans/Fax Ready Mode], and [Tel Ready Mode]. The reception operation varies depending on the reception mode. When you change the fax reception mode, check the reception behavior. In reception mode other than [Fax Ready Mode], you must connect a telephone to the machine. A telephone that is connected to the machine is called an external telephone.

When a fax reception is in progress, the sender's information is displayed on the display screen. Even if the reception is complete, the [DATA IN MEMORY] indicator lights as long as the data is saved in the memory of this machine.

Memo

- Change the reception mode in [Admin Setup] > [User Install].

  Setting a Reception Mode
- If memory overflow occurs during data reception, the reception is canceled. In such a case, ask the sender to send the fax again.

Fax Ready Mode

This mode is the factory default setting. If [Fax Ready Mode] is set, the machine automatically receives faxes.

If you use the machine only for faxes, this mode is recommended.

When Receiving Calls and Faxes (Tel/Fax Ready Mode)

If [Tel/Fax Ready Mode] is set, the machine automatically determines whether an incoming call is a voice call or fax, allowing you to use a telephone and fax. To receive calls, you must connect an external telephone to the machine in advance.

- Receiving a Fax

  Fax reception automatically starts.
- Receiving a Call

  When receiving a call, the telephone starts ringing. Pick up the handset of the external telephone to answer the call. To receive a fax, press the (START) button.

Memo

- Before connecting an external telephone, check how to connect the telephone to the machine.

  Connecting a Telephone Line
- If you often receive calls, it is recommended to enable [Tel Priority Mode].

  Setting Telephone Priority Mode
- If the connected telephone is remotely located, you can receive faxes by dialing the remote switchover number. When dialing the remote switchover number, enter the next digit of the number within 3 seconds of dialing the previous digit.

  Instructing a Fax Reception from a Telephone Remotely (Remote Switchover Number)
- The external telephone may not ring properly depending on the type of your telephone.
- The external telephone may ring before automatically determining whether an incoming call is a voice call or fax. To have the external telephone not to ring before the auto determination, set [Ring Response] to [OFF].

  Setting the Waiting Time from When an Incoming Call Arrives to When Reception Starts (Response Waiting Time)

When Connecting an Answering Machine (Ans/Fax Ready Mode)

If [Ans/Fax Ready Mode] is set, you can use the answering machine function of the external telephone and fax. Connect an external telephone with the answering machine function equipped in advance.

- Receiving a Fax

  The answering machine rings, a response message is played, and fax reception automatically starts.

- Receiving a Call

  The answering machine rings, a response message is played, and a message recording starts.

Memo

- [Ans/Fax Ready Mode] may not work properly depending on the answering machine function of your external telephone or the sender's machine.
- Before connecting an external telephone, check how to connect the telephone to the machine.

  Connecting a Telephone Line

When Using as a Telephone Normally (Tel Ready Mode)

If you often use the external telephone that is connected to the machine, [Tel Ready Mode] is recommended.

- Receiving a Call

  When receiving a call, the external telephone starts ringing.

- Receiving a Fax

  When receiving a signal, the external telephone starts ringing. Pick up the handset of the external telephone, and then press the (START) button. To resume a talk after the fax reception, do not hang up the handset. After the reception is complete, you can talk.

Memo

Before connecting an external telephone, check how to connect the telephone to the machine.

Connecting a Telephone Line

When Using the DRD Function (DRD)

If you use the distinctive ring detection (DRD) function that is provided by a telephone company, this mode is recommended.

Printing a Received Fax

Selecting a Tray to Use
If You Cannot Print a Received Fax

A received fax is automatically printed. You can specify a paper tray to use.

Note

Do not pull the paper tray out during printing.

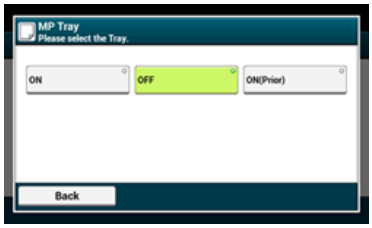
Memo

- Use only plain or recycled paper.
- Available paper sizes are A4, Letter, Legal 13/13.5/14.
- If a received fax is larger than a specified paper size, the fax is reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings.

  Setting a Print Method for When a Received Image Exceeds Paper Size

Selecting a Tray to Use

1. Press [Device Settings] on the touch panel.
2. Press [Paper Setup].
3. Press [Select Tray].
4. Press [Fax].
5. Specifies a tray to use.
6. Select a setting.



   - The paper tray with [ON(Prior)] set is used ahead of another tray that holds paper of the same size.
   - The MP tray is set to [OFF] by factory default.

7. Press [Back] until the home screen is displayed.

If You Cannot Print a Received Fax

Even if the machine cannot print received faxes due to a lack of paper or paper jams, the machine can receive data of up to 200 sheets. (However, this amount varies depending on the remaining memory space or document content.) If the machine cannot print received faxes due to a lack of paper or paper jams, refer to the following items to solve a problem. If the problem is solved, printing automatically starts.

Loading Paper
If the "Document jam" Message is Displayed
Checking the Transmission History and Reception History

Checking the Communication Status/Transmission and Reception History

This section describes how to check fax transmission and reception.

- Checking the Communication Status
- Checking the Transmission History and Reception History

Checking the Communication Status

You can check whether a fax is being sent properly when the fax transmission job is in progress.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Press [Fax].
3. Select the [Fax Job View/Cancel] tab.
4. Check the job content.

Checking the Transmission History and Reception History

You can check the transmission history and reception history.

Note

The reception history that is displayed on the panel shows receptions with Fcode polling only.

Performing Confidential Communication and Bulletin Board Communication (Fcode Communication)

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Press [Fax].
3. Press [Redial] on the [Fax] tab.
4. Select the [Tx History] tab or [Rx History] tab.
5. Check the history content.

Memo

When a fax transmission is in progress, you can check the transmission status on the [Fax Job View/Cancel] screen.

Checking the Communication Status

Setting the Fax Functions

This chapter describes how to specify destinations and how to set the scan settings for fax transmissions.

- Specifying a Destination
- Setting Scanning for Transmission
- Setting Transmission Behavior
- Setting for Receptions
- Performing Confidential Communication and Bulletin Board Communication (Fcode Communication)

Specifying a Destination

Specify a destination in step 4 in "Sending a Fax". You can specify a destination in one of the following methods.

- Using Direct Entry
- Selecting from the Phone Book
- Using a One-touch Button
- Selecting from the Transmission History and Reception History
- Deleting a Specified Destination

Using Direct Entry

You can directly enter a destination fax number by using the 10-key pad.

Memo

Specify a destination in step 4 in "Sending a Fax".

1. Enter a destination fax number by using the 10-key pad or the 10-key button.

   You can enter up to 40 digits.

   Memo

   You can enter a destination by using the 10-key pad on the screen that is displayed after pressing the (FAX) button. In such a case, the start screen is displayed after entering a destination, and you can set scanning for transmissions.

2. Press [OK].

About the Dial Function

When entering a destination fax number, you can use the following functions.

"-", "Prefix", and "Flash"

Enter each sign by pressing its sign displayed on the fax number entry screen.

- - (Hyphen)

  Inserts a hyphen to the entered fax number.

- Prefix

  Inserts a prefix number that is registered in advance. "N" is inserted when entering.

  Adding a Prefix (Prefix)

- Flash

  Orders your PBX (Private Branch Exchange) to connect you with PSTN (Public Switched Telephone Network). "F" is entered when entering.

"Pause", "#"

Enter with the < # > key on the 10-key pad. Pressing the < # > key switches between "P" and "#".

- Pause

  Pauses 2 seconds when dialing. You can enter as many pauses as you want. "P" is inserted when entering.

- # (Pound)

  Sends "#" to the telephone line if [MF(Tone)/DP(Pulse)] is set to [Tone]. "#" is inserted when entering.

"Tone", "*"

Enter with the < * > key on the 10-key pad. Pressing the < * > key switches between "T" and "*".

- Tone

  Switches to tone dialing if [MF(Tone)/DP(Pulse)] is set to [Pulse]. "T" is inserted when entering.

- * (Asterisk)

Sends "*" to the telephone line if [MF(Tone)/DP(Pulse)] is set to [Tone]. "*" is inserted when entering.

Topics

Sending a Fax

Specifying a destination in other methods

Selecting from the Phone Book

Using a One-touch Button

Selecting from the Transmission History and Reception History

Selecting from the Phone Book

You can select a destination from numbers that are registered in the speed dial list or the group list. You must register numbers in advance.

Registering or Deleting a Fax Number

Memo

- Specify a destination in step 4 in "Sending a Fax".
- You can enter up to 300 destinations in the speed dial list.
- You can enter up to 20 groups.

1. Press [Speed Dial] or [Group List] on the [Fax] or [Basic] tab.
2. Press a destination or group.
   The check mark on the left side of the destination or group turns on. You can select multiple destinations.
3. When you complete the selection of all the destinations, press [OK].

Topics

Sending a Fax

Specifying a destination in other methods

Using Direct Entry

Using a One-touch Button

Selecting from the Transmission History and Reception History

Using a One-touch Button

You can select a fax number that is registered in the speed dial list with a one-touch button.

Memo

Specify a destination in step 4 in "Sending a Fax".

To select the speed dial numbers 09 to 40 that are assigned to one-touch buttons, press ▲ or ▼ to switch between the screens.

Topics

Sending a Fax

Specifying a destination in other methods

Using Direct Entry

Selecting from the Phone Book

Selecting from the Transmission History and Reception History

Selecting from the Transmission History and Reception History

You can select a destination from the most recent 50 records in the transmission history or reception history.

Note

The reception history that is displayed on the panel shows receptions with Fcode polling only.

Performing Confidential Communication and Bulletin Board Communication (Fcode Communication)

Memo

Specify a destination in step 4 in "Sending a Fax".

1. Press [Redial] on the [Fax] tab.
2. Press a destination.

   The check mark on the left side of the destination turns on. You can select multiple destinations.
3. When you complete the selection of all the destinations, press [OK].

Topics

Sending a Fax

Specifying a destination in other methods

Using Direct Entry

Selecting from the Phone Book

Using a One-touch Button

Deleting a Specified Destination

1. Press [Display All] on the [Fax] tab.
2. Press [Delete] of a destination to delete.
   The check mark on the left side of the destination or group turns on. You can select multiple destinations.
3. When you complete the selection of all the destinations to delete, press [Back].
   - If you have deleted all the destinations, the screen automatically returns to the start screen.

Setting Scanning for Transmission

This section describes the scan settings for fax transmissions.

- Scanning Multiple Documents Continuously on the Document Glass (Continuous Scan (Glass))
- Scanning Multiple Documents Continuously with the ADF (Continuous Scan (ADF))
- Scanning a Duplex Document (Duplex Scan)
- Specifying a Scan Resolution (Resolution)
- Sending a Fax to Multiple Destinations at the Same Time
- Specifying a Scan Size (Scan Size)
- Adjusting the Density (Density)
- Erasing Edge Shadows When Sending (Edge Erase)
- Disclosing a Sender Name (Originator) to the Recipient
- Changing the Sender Name That is Printed on Faxes
- Printing Transmission Results Automatically (Transmit Conf. Report)
- Sending at a Specified Date and Time (Delayed Tx)
- Sending While a Document is being Scanned (Memory Transmission/Real time Transmission)

Scanning Multiple Documents Continuously on the Document Glass (Continuous Scan (Glass))

1. Press [Fax/Internet Fax] or the (FAX) button.

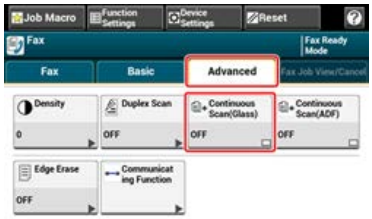
   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document on the document glass.
3. Press [Fax].
4. Press [Continuous Scan(Glass)] on the [Advanced] tab.

   [Continuous Scan(Glass)] is set to [ON].



   Memo

   Pressing [Continuous Scan(Glass)] switches between [ON] and [OFF].

5. Select the [Fax] tab.
6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

7. Press the (START) button to start scanning the first document.
8. When [Please set next document] is displayed, set the next document.
9. Press [Start Scan].
10. Repeat steps 8 and 9 for each fax transmission document if necessary.
11. When scanning all sets of the documents is complete, press [Scan Complete].

Transmission starts.

Topics

You can cancel a fax during a transmission.

Cancelling a Fax Transmission

Scanning Multiple Documents Continuously with the ADF (Continuous Scan (ADF))

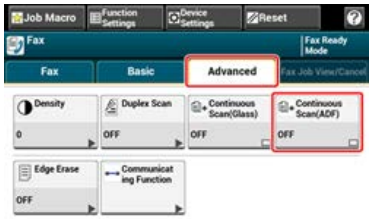
1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF.
3. Press [Fax].
4. Press [Continuous Scan(ADF)] on the [Advanced] tab.

   [Continuous Scan(ADF)] is set to [ON].



> **Memo**
>
> Pressing [Continuous Scan(ADF)] switches between [ON] and [OFF].

5. Select the [Fax] tab.
6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

7. Press the (START) button to start scanning the first document.
8. When [Please set next document] is displayed, set the next document.
9. Press [Start Scan].
10. Repeat steps 8 and 9 for each fax transmission document if necessary.
11. When scanning all sets of the documents is complete, press [Scan Complete].

    Transmission starts.

Topics

You can cancel a fax during a transmission.

Cancelling a Fax Transmission

Scanning a Duplex Document (Duplex Scan)

You can send a duplex document by fax with the ADF.

Note

You cannot use the document glass for this operation.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF.
3. Press [Fax].
4. Press [Duplex Scan] on the [Advanced] tab.
5. Select a setting.

   You can specify [Long Edge Bind] or [Short Edge Bind].

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending a Fax

Specifying a Scan Resolution (Resolution)

You can select a resolution to obtain the most suitable quality.

1. Press [Fax/Internet Fax] or the (FAX) button.

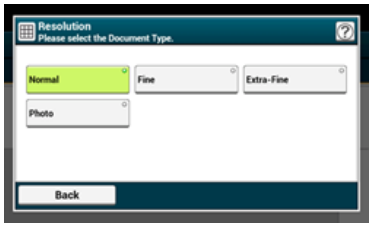
   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Resolution] on the [Fax] tab.

> **Memo**
>
> Alternatively, you can set this setting on the [Basic] tab or from [Function Settings].

5. Select a resolution.



> **Memo**
>
> - [Extra-Fine] may not be available depending on the receiver's machine.
> - If you select [Fine], [Extra-Fine], or [Photo], it takes long to scan a document.

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission

Sending a Fax

Sending a Fax to Multiple Destinations at the Same Time

You can send a fax to multiple destinations. You can specify up to 100 destinations by using the 10-key pad, speed dial, or group list.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

5. Repeat step 4 to enter all the destinations.
6. When you complete the selection of all the destinations, press the (START) button.

   Transmission starts.

Memo

- To cancel operation, press [RESET] on the touch panel.
- A group list is useful when you want to broadcast. Register a group list before sending a fax in advance.
  - Selecting from the Phone Book
- If [Broadcast Destination] is enabled, destination numbers are displayed before sending.
  - Checking the Specified Multiple Destinations (Checking Broadcast Destinations)
- You can cancel a fax transmission.
  - Cancelling a Fax Transmission

Specifying a Scan Size (Scan Size)

You can select the suitable size to scan a document.

1. Press [Fax/Internet Fax] or the (FAX) button.

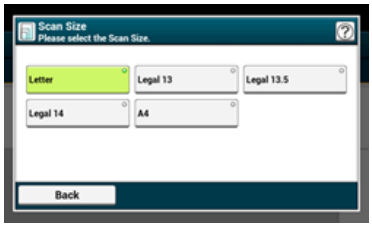
   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Scan Size] on the [Basic] tab.

> **Memo**
>
> Alternatively, you can set this setting from [Function Settings].

5. Select a size.



6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending a Fax

Adjusting the Density (Density)

You can adjust the scan density in seven levels.

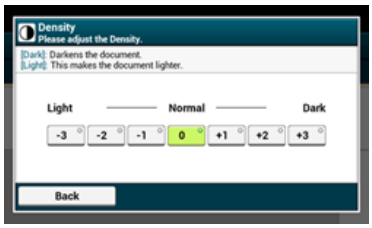
1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Density] on the [Advanced] tab.
5. Select density.



Memo

- Alternatively, you can set this setting from [Function Settings].
- [0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending a Fax

Erasing Edge Shadows When Sending (Edge Erase)

A black shadow may be scanned around the edges of the scanned document. The edge erase function allows you to erase the black shadow.

Memo

- [Edge Erase] is set to [OFF] by factory default.
- The default value of the edge width to erase can be changed from [Admin Setup] > [Fax Setup] > [Default Settings] > [Edge Erase] > [ON] > [Width].

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Edge Erase] on the [Advanced] tab.
5. Enter a value from 2 to 50 mm (0.1 to 2.0 inches) in [Width] by using the 10-key pad or pressing ▲ ▼ on the touch panel, and then press [OK].

   Memo

   If you press [Cancel], the screen returns to the previous screen without saving the changes.

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other copy settings.

- Setting Scanning for Transmission
- Sending a Fax

Disclosing a Sender Name (Originator) to the Recipient

You can set the machine so that a sender name (originator) can be printed on sent faxes. [TTI] is enabled by factory default, resulting in the name that you specify with [Sender ID] printed.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Check that [TTI] is set to [ON].

   Memo

   Pressing [TTI] switches between [ON] and [OFF].

   You can change the sender name (originator) to use.

   Registering the Fax Numbers and Sender Name

6. Specify a destination.

   Specify a destination in one of the following ways.

   Using Direct Entry

   Selecting from the Phone Book

   Using a One-touch Button

   Selecting from the Transmission History and Reception History

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

Changing the Sender Name That is Printed on Faxes

Editing the Sender Name (Originator)

You can change other settings for fax transmissions.

Setting Scanning for Transmission
Sending a Fax

Changing the Sender Name That is Printed on Faxes

[TTI] is enabled by factory default, resulting in the name that you specify with [Sender ID] printed on faxes as [Standard TTI]. To use any sender name (originator) other than [Standard TTI], follow the procedure below.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press [TTI Select].

   To select an originator, you must register the sender name (originator) in advance.

   Editing the Sender Name (Originator)

6. Select an originator name.
7. Specify a destination.

   Specify a destination in one of the following ways.

   Using Direct Entry

   Selecting from the Phone Book

   Using a One-touch Button

   Selecting from the Transmission History and Reception History

8. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

Disclosing a Sender Name (Originator) to the Recipient

You can change other settings for fax transmissions.

Setting Scanning for Transmission

Sending a Fax

Printing Transmission Results Automatically (Transmit Conf. Report)

Set whether to automatically print transmission results.

Memo

To change the default value, change it from [Admin Setup] > [Fax Setup] > [Default Settings] > [Transmit Conf. Report].

1. Press [Fax/Internet Fax] or the (FAX) button.

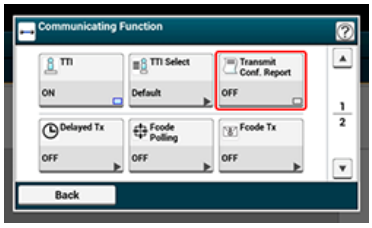
   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press [Transmit Confirmation].

   [Transmit Conf. Report] is set to [ON].



   Memo

   Pressing [Transmit Conf. Report] switches between [ON] and [OFF].

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission

Sending a Fax

Sending at a Specified Date and Time (Delayed Tx)

You can send a fax at specified date and time. If you specify time to send a fax, the fax data is saved in the memory of this machine and the fax is automatically sent at the specified date and time.

You can set up to 20 fax transmissions with the acceptable range of reservation up to 1 month later.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press [Delayed Tx].

Memo

- To change the specified reservation time, cancel it and make a new reservation.

  Cancelling a Fax Transmission

- You can reserve a different fax transmission even if the machine is sending a fax.

6. Specify the date and time at which to send the fax by using the 10-key pad or by pressing ▲ or ▼.

   Date and time are displayed in order of date, time, and minute.

7. Press [OK].
8. Specify a destination.

   Specify a destination in one of the following ways.

   Using Direct Entry

   Selecting from the Phone Book

   Using a One-touch Button

   Selecting from the Transmission History and Reception History

9. Change other settings if necessary, and then press the (START) button.

Transmission starts.

Topics

You can change other settings for fax transmissions.

Setting Scanning for Transmission

Sending a Fax

Sending While a Document is being Scanned (Memory Transmission/Real time Transmission)

There are two types of automatic transmissions: Memory transmission which allows you to start sending a fax after the document is scanned, and Real time transmission which allows you to send a fax while the document is being scanned.

- Memory transmission

  Memory transmission is a method to send a fax after the document is scanned in the memory of this machine. You can take the document out without having to wait until the transmission is complete, saving your time.

- Real time transmission

  Real time transmission is a method to send a fax directly to the recipient without scanning the document in the memory of this machine. The transmission starts immediately after you complete transmission operation, allowing you to check that the data is sent to the recipient.

[Memory Tx] is set by factory default.

To enable real time transmission, follow the procedure below.

Note

- If using the document glass with real time transmission, only one page can be scanned.
- You cannot perform an operation that uses the ADF or document glass while a fax is being sent with real time transmission.

1. Press [Fax/Internet Fax] or the (FAX) button.

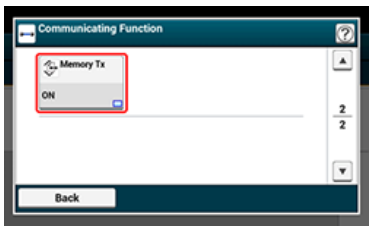
   The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press [Memory Tx].

   [Memory Tx] is set to [OFF].



Memo

Pressing [Memory Tx] switches between [ON] and [OFF].

6. Specify a destination.

Specify a destination in one of the following ways.

- Using Direct Entry
- Selecting from the Phone Book
- Using a One-touch Button
- Selecting from the Transmission History and Reception History

7. Change other settings if necessary, and then press the (START) button.

Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending a Fax

Setting Transmission Behavior

This section describes how to specify a destination when sending a fax.

- Editing the Sender Name (Originator)
- Adding a Prefix (Prefix)
- Setting the Number of Redial Attempts and Redial Intervals
- Sending a Fax after Calling (Manual Transmission)
- Manual Sending (On-hook dial)

Editing the Sender Name (Originator)

Registering the Originator Name
Changing the Standard Originator Name

You can change the sender name (originator) that is printed on a sent fax. To change the name, you must register the originator name in advance.

Before using the following function, check that the [TTI] setting is enabled.

Disclosing a Sender Name (Originator) to the Recipient

Note

Only use alphanumeric characters for [Sender ID].

Memo

If you set [Sender ID], the name is automatically registered to [TTI 1].

Registering the Fax Numbers and Sender Name

Registering the Originator Name

You can register up to three sender names (originators).

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [User Install].
6. Press [TTI Register/Edit].
7. Press an originator number to register.
8. Enter a name.
   You can enter up to 22 characters.
9. Press [OK].
10. Press [Back] until the home screen is displayed.

Changing the Standard Originator Name

If you have the sender (originator) name that is frequently used, it is recommended to specify the name as the standard originator name.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [User Install].

6. Press [Standard TTI].
7. Select a sender name (originator) to use.
8. Press [Back] until the home screen is displayed.

Topics

- Disclosing a Sender Name (Originator) to the Recipient
- Changing the Sender Name That is Printed on Faxes

Adding a Prefix (Prefix)

Registering a Prefix
Using a Prefix When Sending a Fax
Using a Prefix When Registering a Speed Dial Number

You can add a prefix to a destination number. You can also attach a prefix when registering a number to speed dial.

Registering a Prefix

You must register the prefix to [Prefix] in advance. You can enter up to 40 digits.

You can use symbols, such as "#" or "*".

Using Direct Entry

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Other Settings].
7. Press [Prefix].
8. Enter a prefix.
9. Press [OK].
10. Press [Back] until the home screen is displayed.

Using a Prefix When Sending a Fax

You can attach a prefix only when you enter a destination number by using the 10-key pad. To specify a destination by using the 10-key pad, follow the procedure below.

Note

You cannot use the speed dial after entering a prefix.

Using Direct Entry

1. Press [PreFix:N] on the destination entry screen.

   The prefix is displayed as "N".
2. Enter a destination number.
3. Press [OK].

Using a Prefix When Registering a Speed Dial Number

You can add a prefix to a speed dial number.

Registering or Deleting a Fax Number

1. Press [PreFix:N] on the fax number entry screen for speed dial registration.
2. Enter a fax number.

Using Direct Entry

3. Press [OK].

Setting the Number of Redial Attempts and Redial Intervals

If the fax transmission fails, the machine automatically redials. If the recipient's line is busy, the recipient's machine does not answer, or a communication error occurs, the sender's machine also automatically redials. You can set the number of redial attempts and the intervals of redial attempts.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Other Settings].
7. Press [Redial Tries].
8. Enter the number of redial tries.
9. Press [OK].
10. Press [Redial Interval].
11. Enter the redial interval.
12. Press [OK].
13. Press [Back] until the home screen is displayed.

Memo

If the transmission failed a specified number of times for redial attempts, the document that is stored in memory is erased and an error message is printed out.

Selecting from the Transmission History and Reception History

Sending a Fax after Calling (Manual Transmission)

If the recipient's machine is in manual reception mode, or you want to make a call before sending a fax, send the fax manually.

Note

- If using the document glass with manual transmission, only one page can be scanned.
- To send a fax manually, you must connect an external telephone to the machine in advance. Before connecting an external telephone, check how to connect the telephone to the machine.

  Connecting a Telephone Line
- When sending manually, you cannot use the following functions.
  - Broadcast
  - Delayed transmission
  - Fcode transmission
  - ID check transmission
  - Check broadcast destinations
  - Confirm dial

1. Pick up the handset of the external telephone connected to the machine.
2. Dial the destination number with the external telephone.
3. Set a document.
4. Set fax functions if necessary.
5. When you hear a beep, press the (START) button.

   Transmission starts.
6. Put the handset down.

   Memo

   If you put the handset back and the transmission is complete, the screen of the machine returns to the screen that is displayed before the manual transmission.

Memo

- You do not need to disable memory transmission.
- Even if the machine displays the start screen of any function other than the fax function, you can perform manual transmission by picking the handset up.

Manual Sending (On-hook dial)

You can check the receiving tone from the destination machine, and then send a fax.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Off Hook] on the [Fax] tab or [Basic] tab.
5. Enter a destination fax number by using the 10-key pad on the operator panel.
6. After you hear the receiving tone (beep) of the destination machine, press the (START) button.

   Transmission starts.

Setting for Receptions

This section describes how to set the variety of features for receiving a fax, such as reducing the received image according to the specified paper size or adjusting the call volume.

- Setting a Tray to Print Received Documents
- Setting a Print Method for When a Received Image Exceeds Paper Size
- Forwarding a Fax to Another Fax Number
- Setting So That You Can Hear Line Monitor Sound
- Setting the Waiting Time from When an Incoming Call Arrives to When Reception Starts (Response Waiting Time)
- Setting Telephone Priority Mode
- Setting Fax Detection Mode
- Setting the T/F Timer
- Setting TAD Mode
- Instructing a Fax Reception from a Telephone Remotely (Remote Switchover Number)
- Setting Secure Reception
- Block Junk Fax

Setting a Tray to Print Received Documents

A received fax is automatically printed. You can specify a paper tray to use.

Note

Do not pull the paper tray out during printing.

If the machine cannot print received faxes due to a lack of paper or paper jams, the machine can receive data of up to 200 sheets. (However, this amount varies depending on the remaining memory space or document content.) If the machine cannot print received faxes due to a lack of paper or paper jams, refer to the following items to solve a problem. If the problem is solved, printing automatically starts.

Loading Paper
If a "Paper jam" Message is Displayed
Checking the Transmission History and Reception History

1. Press [Device Settings] on the touch panel.
2. Press [Paper Setup].
3. Press [Select Tray].
4. Press [Fax].
5. Select a paper tray to set.
6. Select a setting.

- The paper tray with [ON(Prior)] set is used ahead of another tray that holds paper of the same size.
- The MP tray is set to [OFF] by factory default.

7. Press [Back] until the home screen is displayed.

Memo

- Use only plain or recycled paper.
- Available paper sizes are A4, Letter, Legal13/13.5/14.
- If a received fax is larger than a specified paper size, the fax is reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings.

Setting a Print Method for When a Received Image Exceeds Paper Size

Setting a Print Method for When a Received Image Exceeds Paper Size

Specifying a Reduction Ratio
Specifying a Threshold Value

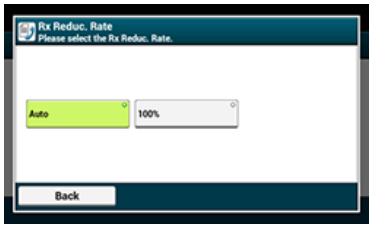
The excess from the specified paper is reduced or discarded, or printed on the next sheet of paper. For example, if the machine receives a fax that is larger than A4 with A4 paper specified, the excess of the image is printed on the next sheet of paper.

You can avoid such situation by specifying a reduction ratio.

Specifying a Reduction Ratio

The reduction rate determines whether or not the machine automatically reduces the received image to the specified paper size. [Auto] automatically reduces the image and [100%] prints the image without reduction. [Rx Reduc. Rate] is set to [Auto] by factory default.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Other Settings].
7. Press [Rx Reduc. Rate].
8. Select a reduction ratio.
   Available value settings:



9. Press [Back] until the home screen is displayed.

Specifying a Threshold Value

The threshold value determines whether or not to print part of the received image on the next page.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Other Settings].
7. Press [Reduc. Margin].

8. Enter a value between 0 and 100 (mm), and then press [OK].

9. Press [Back] until the home screen is displayed.

Memo

- If the excess is larger than the specified reduction threshold value, the excess is printed on the next page.
- If the excess is smaller than the specified reduction threshold value, the received image is reduced and printed on the next page.
- If [Rx Reduc. Rate] is set to [100%] and the excess from the paper size is smaller than the specified threshold value, the excess is discarded.

Forwarding a Fax to Another Fax Number

If [Forwarding Setting] is enabled, you can automatically forward received faxes to a specified destination as fax documents.

Note

- If [Forwarding Setting] is enabled, the machine does not print received faxes.
- If [Reception Mode] is set to [Tel Ready Mode], the forwarding function is disabled.

Register a forward destination by following the procedure below.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Fax Setting].
7. Press [Forwarding Setting].
8. Press [ON].
9. Enter a forward destination number.
10. Press [ON].
11. Press [Back] until the home screen is displayed.

Setting So That You Can Hear Line Monitor Sound

To hear the monitor sound during fax transmission and reception, set as described below.

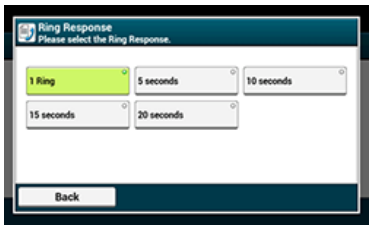
1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [User Install].
6. Press [Monitor Control].
7. Select a monitor control.
   Available type settings:

8. Press [Back] until the home screen is displayed.

Setting the Waiting Time from When an Incoming Call Arrives to When Reception Starts (Response Waiting Time)

Set the waiting time from when the machine receives an incoming call to when the machine starts the fax reception.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Select [Fax Setup].
6. Select [Other Settings].
7. Press [Ring Response].
8. Select a waiting time.
   Available value settings:



9. Press [Back] until the home screen is displayed.

Setting Telephone Priority Mode

Set when the external telephone and the machine ring in Tel/Fax Ready mode.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Fax Setting].
7. Press [Tel Priority Mode].

   [Tel Priority Mode] is set to [ON].

> **Memo**
>
> Pressing [Tel Priority Mode] switches between [ON] and [OFF].

- [ON]: The sender is assumed to make a voice call. The telephone rings early.
- [OFF]: The sender is assumed to send a fax. When the machine determines that the sender wants to make a voice call, the telephone rings.

8. Press [Back] until the home screen is displayed.

Setting Fax Detection Mode

Set the machine so that it can determine whether the sender is sending a fax while the recipient is holding the handset of the external telephone after picking it up to answer the call when the telephone rings in Tel/Fax Ready mode.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Fax Setting].
7. Press [CNG Detection].

   [CNG Detection] is set to [ON].

Memo

Pressing [CNG Detection] switches between [ON] and [OFF].

- [ON]: The machine detects fax beep signals, and then automatically starts receiving a fax.
- [OFF]: If the sender is sending a fax, the machine receives a fax with manual reception.

8. Press [Back] until the home screen is displayed.

Setting the T/F Timer

Set the time before the machine starts receiving a fax automatically if an incoming call is not answered in Tel/Fax Ready mode or Ans/Fax Ready mode.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Fax Setting].
7. Press [T/F Timer Programming].
8. Select a T/F time.

   Available value settings:

   - [20 seconds]: If an incoming call is not answered within 20 seconds, the machine starts receiving a fax automatically.
   - [35 seconds]: If an incoming call is not answered within 35 seconds, the machine starts receiving a fax automatically.
9. Press [Back] until the home screen is displayed.

Setting TAD Mode

Set an operation type in Ans/Fax Ready mode.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Fax Setting].
7. Press [TAD Mode].
8. Select a type.

   Available type settings:

   - [Type 1]: Fax signal detection starts immediately after the answering machine/telephone responds. If the sender is sending a fax, the fax reception starts automatically.

     When the answering machine finishes responding, the fax reception starts.

     If there is a problem with a fax reception, using this type may improve the problem.
   - [Type 2]: Fax signal detection starts immediately after the answering machine/telephone responds. If the sender is sending a fax, the reception starts automatically.

     Even after the answering machine finishes responding, the fax reception does not start.

     If you usually receive calls, use this type.
   - [Type 3]: Fax signal detection starts in 15 seconds after the answering machine/telephone responds. If the sender is sending a fax, the reception starts automatically.

     When the answering machine finishes responding, the fax reception starts.

     In general, use this type.
9. Press [Back] until the home screen is displayed.

Instructing a Fax Reception from a Telephone Remotely (Remote Switchover Number)

If the connected telephone is remotely located, you can switch the machine to the fax reception operation by dialing the remote switchover number on the telephone.

If the connected telephone is not a push line, press the tone button on the telephone to switch to tone (push) signals before dialing the remote switchover number.

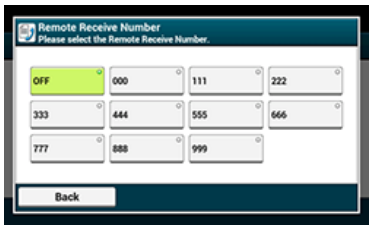
When dialing the remote switchover number, enter the next digit of the number within 3 seconds of dialing the previous digit.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Select [Fax Setup].
6. Select [Fax Setting].
7. Press [Remote Receive Number].
8. Select a number.

   Available value settings:



9. Press [Back] until the home screen is displayed.

Setting Secure Reception

Setting Secure Reception (If You Do Not Set a Password)
Setting Secure Reception (If You Set a Password)
Printing an Image Stored with Secure Reception

Setting Secure Reception (If You Do Not Set a Password)

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Security Function].
7. Press [Secure Receive].
8. Press [Setting], and then select [ON].
9. Press [OK].
10. Press [Back] until the home screen is displayed.

Setting Secure Reception (If You Set a Password)

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Security Function].
7. Press [Secure Receive].
8. Press [Setting], and then select [ON].
9. Enter a 4-digit password by using the 10-key pad, and then press [OK].
10. Press [Back] until the home screen is displayed.

Printing an Image Stored with Secure Reception

Print an image that is received by fax and stored in memory.

Check that the [DATA IN MEMORY] lamp lights up.

If the lamp is off, there are no images that are received by fax and stored in memory.

1. Press [Device Settings] on the touch panel.
2. Press [Store Document Settings].
3. Press [Received Documents].
4. If a password has been set, enter a 4-digit password.
   A list of received documents is displayed.
5. Press [Print All] to print all received documents or [Print] to print an individual document.
   - To delete all received documents, press [Delete All].
   - To preview received documents individually, press [Preview] for the document you want to preview.
6. Press [Back] until the home screen is displayed.

Memo

- If [Yes] is set for [Delete After Print], the received document will be deleted after it is printed.
- If [No] is set for [Delete After Print], the received document will remain even after it is printed.

Block Junk Fax

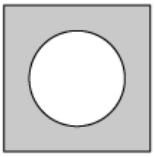
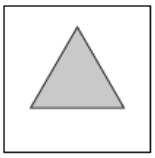
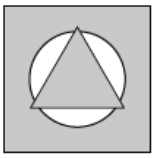
Registering (If Selecting [OFF] or [Mode1])

Registering (If Selecting [Mode2] or [Mode3])

Deleting a Registered Number

You can block unwanted faxes by setting to receive faxes only from registered speed dial numbers, or rejecting reception from specific registered numbers.

There are three ways to block unwanted junk faxes.

Mode	Description	
Mode 1		This mode rejects the senders who are not registered in the speed dial numbers. If the last four digits of a registered fax number match the sender ID, reception is allowed.
Mode 2		This mode rejects the senders with the numbers that are registered to block junk faxes. Register four to eight digits of a fax number. You can enter up to 10 numbers.
Mode 3		This mode is a combination of Mode 1 and Mode 2. This mode rejects the senders who are not registered in the speed dial numbers. This mode also rejects the senders who are registered to block junk faxes.
OFF		Junk faxes are not blocked.

□: Incoming numbers

◯: Numbers that are registered in the speed dial numbers

△: Numbers that are registered to block junk faxes

White shapes indicate that reception is allowed, and gray shapes indicate that reception is rejected.

Registering (If Selecting [OFF] or [Mode1])

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Other Settings].
7. Press [Block Junk Fax List].
8. Press [Settings].
9. Select [OFF] or [Mode1].

Registering (If Selecting [Mode2] or [Mode3])

Register the numbers of the senders from whom you want to block junk faxes.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Other Settings].
7. Press [Block Junk Fax List].
8. Press [Settings].
9. Select [Mode2] or [Mode3].
10. Press [Registered List].
11. Select a registered box, and then press [Register].

> **Memo**
> To change a number that has already been registered, press [Edit] for the box in which the number you want to change is registered.

12. Enter the last four to eight digits of the telephone number to block junk faxes by using the 10-key pad.
13. Press [OK].
14. Press [Close] on a confirmation screen.
15. To continue registering another number, repeat the procedure from step 11.

Deleting a Registered Number

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Other Settings].
7. Press [Block Junk Fax List].
8. Press [Registered List].
9. Select a registered box, and then press [Delete].
10. Press [Yes] on a confirmation screen.
    The number is deleted.

Memo

If you select [No], the number is not deleted, and you return to step 9.

11. To continue deleting another number, repeat the procedure from step 9.

Performing Confidential Communication and Bulletin Board Communication (Fcode Communication)

This section describes the confidential communication and bulletin board communication using Fcode communication.

- About Fcode Communication
- Registering an Fcode Box
- Deleting a Registered Fcode Box
- Sending a Fax to a Destination Confidential Box (Fcode Transmission)
- Printing a Document That is Received in the Confidential Box of This Machine
- Receiving a Document That is Saved in a Destination Bulletin Board Box by Fax (Fcode Polling)
- Saving a Document in a Bulletin Board Box of This Machine
- Deleting a Document in a Bulletin Board Box of This Machine

About Fcode Communication

Fcode communication uses sub addresses for communication in accordance with the ITU-T standard. You can create and register Fcode boxes, allowing you to perform confidential communication and bulletin board communication.

You can register up to 20 Fcode boxes.

When registering an Fcode box, be sure to register a sub address. A sub address is used to identify the Fcode box.

- Fcode Confidential Communication

  If an Fcode confidential box is set in the recipient's machine, you can specify the sub address of the box, allowing you to perform confidential transmission.

  To print a received document, you must enter the specified PIN number. This function is useful when sending or receiving a document that needs security protection.

  Sending a Fax to a Destination Confidential Box (Fcode Transmission)

  Printing a Document That is Received in the Confidential Box of This Machine

- Fcode Bulletin Board Communication

  If an Fcode bulletin board box is set in the sender's machine, you can retrieve a document from a bulletin box by specifying its sub address.

  Receiving a Document That is Saved in a Destination Bulletin Board Box by Fax (Fcode Polling)

  You can store documents in the bulletin board box of the machine.

  Saving a Document in a Bulletin Board Box of This Machine

Registering an Fcode Box

Registering a Confidential Box

Registering a Bulletin Board Box

To perform Fcode communication, register an Fcode box. There are two types of Fcode boxes: Fcode confidential boxes and Fcode bulletin board boxes. Be sure to register a sub address and a PIN number (Fcode confidential communication only) for each Fcode box.

Registering a Confidential Box

You can register a confidential box to the machine, allowing you to receive a fax data that you do not want to expose to third persons with Fcode communication.

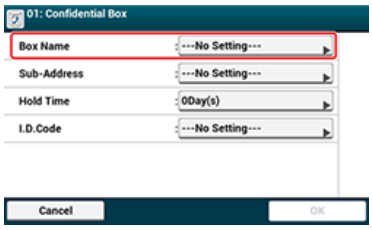
1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Fcode Box].
7. Press [Register] of a box number.

   Memo

   To edit a registered Fcode confidential box, enter the PIN number, and then select [Edit].
8. Press [Confidential Box].
9. Press the registration button of [Box Name].



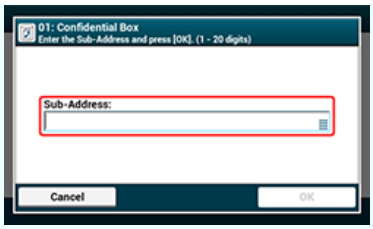
10. Enter a box name.

    Memo

    You can enter up to 16 characters.
11. Press [OK].
12. Press the registration button of [Sub-Address].
13. Enter a sub address.

    Memo

    You can enter up to 20 characters including # or *.



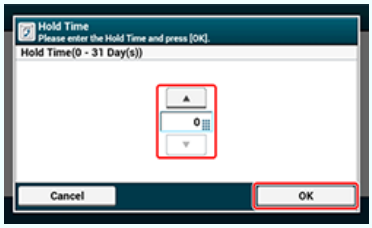
14. Press [OK].

15. Press the registration button of [Hold Time].

16. Enter a value between 0 and 31 (days), and then press [OK].

Memo

- Set [Hold Time] if necessary.
- If you set [00] (days), the document is indefinitely retained.

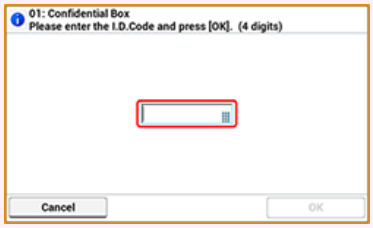


17. Press the registration button of [I.D. Code].

18. Enter a 4-digit PIN number, and then press [OK].

Note

The entered PIN number is not displayed. Be sure to write the PIN number down and keep it safe.



19. Press [OK].

Registering a Bulletin Board Box

If you register a bulletin board box to the machine, you can have the other party retrieve a document that is registered in the bulletin board box any time upon transmission request from the other party.

1. Press [Device Settings] on the touch panel.

2. Press [Admin Setup].

3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters

4. Press [OK].

5. Press [Fax Setup].

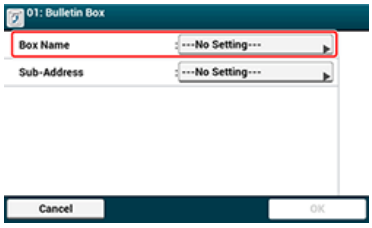
6. Press [Fcode Box].

7. Press [Register] of a box number.

> **Memo**
>
> To edit a registered Fcode bulletin board box, select [Edit].

8. Press [Bulletin Box].

9. Press the registration button of [Box Name].



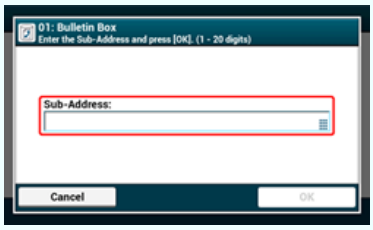
10. Enter a box name.

> **Memo**
>
> You can enter up to 16 characters.

11. Press [OK].

12. Press the registration button of [Sub-Address].

13. Enter a sub address, and then press [OK].

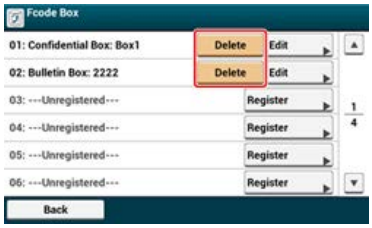
> **Memo**
>
> You can enter up to 20 characters including # or *.
>
> 
>

14. Press [OK].

Deleting a Registered Fcode Box

You can delete unnecessary Fcode confidential boxes and Fcode bulletin board boxes.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Fcode Box].
7. Press [Delete] of a box number to delete.



8. Enter a PIN number if necessary, and then press [OK].

> **Memo**
> To delete a confidential box, enter the PIN number.

9. Press [Yes] on a confirmation screen.

Sending a Fax to a Destination Confidential Box (Fcode Transmission)

You can perform Fcode confidential transmission by entering the sub address that is registered to an Fcode confidential box of the recipient's machine. Check the destination sub address before sending.

1. Press [Fax/Internet Fax] or the (FAX) button.

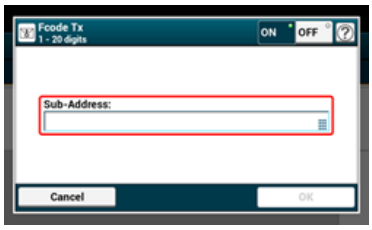
   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press [Fcode Tx].
6. Enter the sub address of the box that is registered to the recipient's machine.

   The sub address is up to 20 characters in length.



7. Press [OK].
8. Press [Back].
9. Add a destination on the [Fax] tab.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Using a One-touch Button
   - Selecting from the Transmission History and Reception History

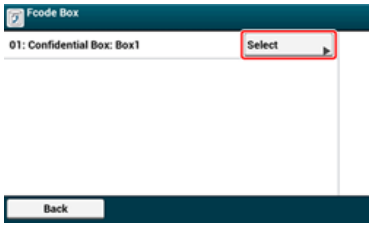
10. Change other settings if necessary, and then press the (START) button.

    Transmission starts.

Printing a Document That is Received in the Confidential Box of This Machine

When an Fcode confidential box that is set to the machine receives a document, an Fcode reception notice is printed. Check the Fcode box number, and then print the stored document.

1. Press [Device Settings] on the touch panel.
2. Press [Store Document Settings].
3. Press [Fcode Box].
4. Press [Select] of a box number.



5. Enter a PIN number, and then press [OK].
6. Press [Print] of a file number to print.
7. Press [Yes] on a confirmation screen.

Memo

Received documents in an Fcode confidential box are automatically deleted after printing.

Receiving a Document That is Saved in a Destination Bulletin Board Box by Fax (Fcode Polling)

You can perform Fcode polling communication (Fcode polling) by entering the sub address of an Fcode bulletin board box that is registered to the sender's machine. With this function, the sender's machine sends a fax in response to instructions from your machine.

Note

If a password is set to a bulletin board box of the sender's machine, your machine cannot receive a fax.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Press [Fax].
3. Press [Communicating Function] on the [Advanced] tab.
4. Press [Fcode Polling].
5. Enter the sub address of the bulletin board box that is registered to the sender's machine.

   The sub address is up to 20 characters in length.
6. Press [OK].
7. Press [Back].
8. Add a destination on the [Fax] tab.
9. Specify the sender's machine.
10. Change other settings if necessary, and then press the (START) button.

    Transmission starts.

    Memo

    Documents that are received with Fcode polling are automatically printed.

Saving a Document in a Bulletin Board Box of This Machine

You can store only one document in an Fcode bulletin board box of the machine. The saved document is overwritten by a new document. To store a document, you must register a bulletin board box in advance.

Registering an Fcode Box

1. Set a document in the ADF or on the document glass.
2. Press [Device Settings] on the touch panel.
3. Press [Store Document Settings].
4. Press [Fcode Bulletin Board].
5. Press [Over Write] of a box number.
6. Press [Yes] on a confirmation screen.

Memo

A document that is stored in an Fcode bulletin board box is not deleted even if the recipient retrieves the document.

Deleting a Document in a Bulletin Board Box of This Machine

You can delete a document that is saved in a bulletin board box.

1. Press [Device Settings] on the touch panel.
2. Press [Store Document Settings].
3. Press [Fcode Bulletin Board].
4. Press [Delete] of a box number.
5. Press [Yes] on a confirmation screen.

Memo

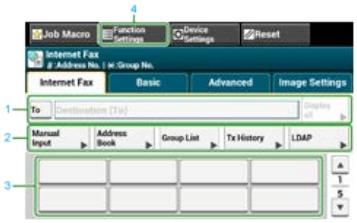
A document that is stored in an Fcode bulletin board box is not deleted even if the recipient retrieves the document.

Names and Functions of Screen Items for Internet Fax

This section describes the items of the screen.

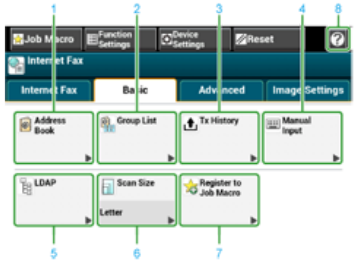
Select [Internet Fax] to send a fax through the Internet.

[Internet Fax] Tab



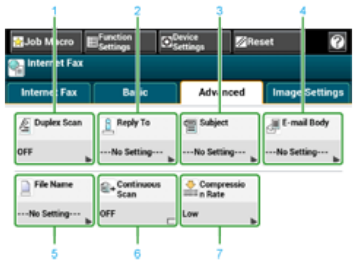
	Item	Description
1	Destination area	Select a fax destination. The selected fax destination appears in this area. If at least 1 destination is specified, you can press [Display all] to edit, add, or delete a destination.
2	Shortcut buttons	Displays shortcut buttons for using fax functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
3	One touch buttons	Displays destinations assigned to one-touch buttons. Press a button to add a destination.
4	Function Settings	Displays the current settings. The setting can be changed for certain functions.

[Basic] Tab



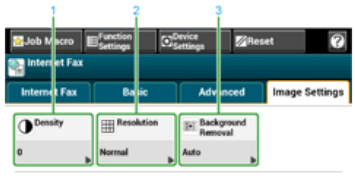
	Item	Description
1	Address Book	Displays e-mail addresses registered in the Address Book. Select an e-mail address as a destination from the Address Book.
2	Group List	Displays a list of groups in which e-mail addresses are registered. Select a group as a destination from the Group List.
3	Tx History	Displays a transmission history. Select a destination from the transmission history.
4	Manual Input	Enter an e-mail address manually to use it as a destination.
5	LDAP	Search for an e-mail address from the LDAP server to use it as a destination. There are two search methods: Simple Search and Advanced Search.
6	Scan Size	Specifies the scan size to scan a document.
7	Register to Job Macro	Registers current settings to Job Macro.
8	[?]	Displays Help topics.

[Advanced] Tab



	Item	Description
1	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
2	Reply To	Specifies an e-mail address as a reply destination. If the recipient replies to the received e-mail, the reply is sent to the e-mail address specified here.
3	Subject	Specifies the subject of the e-mail.
4	E-mail Body	Specifies the body of the e-mail.
5	File Name	Specifies a file name for the scanned file. If not specified, the file will be named according to the factory default setting.
6	Continuous Scan	Scans multiple documents as a single job.
7	Compression Rate	Specifies a compression level for the scanned file.

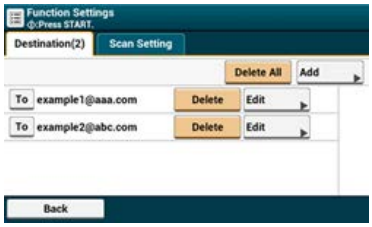
[Image Settings] Tab



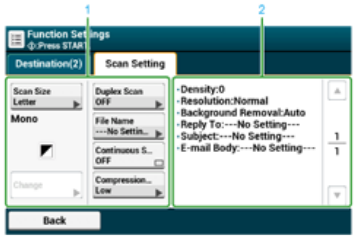
	Item	Description
1	Density	Adjusts a level of scan density.
2	Resolution	Specifies the resolution to scan a document.
3	Background Removal	Adjusts a level of the document background removal.

[Function Settings] > [Destination] Tab

Add, edit or delete a destination to which a document is sent.



[Function Settings] > [Scan Setting] Tab



	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.

2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

Basic Procedure for Internet Fax

This chapter describes the basic operation for Internet fax.

- About the Internet Fax Function
- Sending an Internet Fax
- Cancelling an Internet Fax Transmission
- Receiving an Internet Fax
- Checking the Transmission History and Reception History

About the Internet Fax Function

The Internet Fax function allows you to send and receive faxes through an Internet line. When using standard faxes through a standard telephone line, charges are incurred depending on the distance. However, if using the Internet line, charges do not fluctuate regardless of the distance, allowing you to reduce more costs than standard faxes.

If you use the Internet Fax function, the fax data is converted to a TIFF file, and sent as an e-mail attachment file. The data is sent immediately after scanning is complete, and the data is not saved in the memory of this machine. You can specify only e-mail addresses for the destination.

Memo

- You can set the following document sizes. Any document that contains different paper sizes cannot be used.
  - Document sizes that can be set in the ADF: A4, Letter, Legal 13, Legal 13.5, Legal 14
  - Document sizes that can be set on the document glass: A4, Letter
- The document data may not be printed correctly depending on the recipient's machine.
- Before using the Internet Fax function, you must set a server.

  Register the E-mail Address of the Machine and Server Information

Sending an Internet Fax

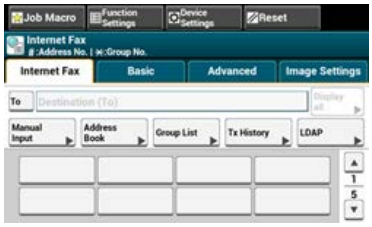
1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

3. Press [Internet Fax].



4. Check that [To] is selected.

   To select [Cc] or [Bcc], press [To] several times.

5. Enter a destination e-mail address.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Using a One-touch Button
   - Selecting from the Transmission History
   - Specify a Destination by Searching the LDAP Server

6. Set scan settings if necessary.

> **Memo**
>
> If you press (START) without changing anything, the following (factory default) settings are applied for scanning and sending a document.
>
> - [Scan Size]: A4
> - [Resolution]: Normal

- [Density]: 0

Scanning Multiple Documents Continuously (Continuous Scan)

Adjusting the Density (Density)

Specifying a Scan Resolution (Resolution)

Setting Scanning for Transmission

7. Press (START).

Transmission starts.

Cancelling an Internet Fax Transmission

You can cancel a transmission while a message is being displayed to inform you that scanning is in progress.

1. Press the (STOP) button.

The Internet Fax transmission is cancelled and the screen returns to the destination selection screen.

Receiving an Internet Fax

A received Internet Fax is automatically printed. If a document is larger than A4, the document is automatically reduced to fit the size of the paper that is loaded in the specified paper tray.

To receive Internet Faxes, you must set the e-mail reception settings in advance.

Register the E-mail Address of the Machine and Server Information

If you want to forward an Internet Fax, you can use the auto delivery function.

Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)

Checking the Transmission History and Reception History

You can check the transmission history and reception history.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Tx History] or [Rx History] on the [Internet Fax] or [Basic] tab.
5. Select a history to check, and then press [OK].

Setting the Internet Fax Function

This chapter describes how to specify destinations and how to set the scan settings for Internet fax transmissions.

- Specifying a Destination
- Setting Scanning for Transmission

Specifying a Destination

Specify a destination in step 5 in "Sending an Internet Fax". You can specify a destination in one of the following methods.

- Using Direct Entry
- Selecting from the Address Book or Group List
- Using a One-touch Button
- Selecting from the Transmission History
- Specify a Destination by Searching the LDAP Server
- Checking, Deleting or Changing a Specified Destination

Using Direct Entry

Enter an e-mail address directly on the touch panel.

Memo

Specify a destination in step 5 in "Sending an Internet Fax".

1. Press [Manual Input].

   An e-mail address can be entered by pressing [Destination (To)].

2. Enter an e-mail address.

   You can enter up to 80 characters.

   Entering Characters

3. Press [OK].

Topics

Sending an Internet Fax

Specifying a destination in other methods

Selecting from the Address Book or Group List

Using a One-touch Button

Selecting from the Transmission History

Specify a Destination by Searching the LDAP Server

Selecting from the Address Book or Group List

You can select a destination from the address book or group list. You must register destinations in the address book or group list in advance.

Registering or Deleting a Destination E-mail Address

Note

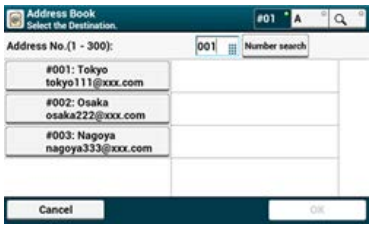
If you specify a reply destination of an Internet Fax, you cannot specify a group.

Memo

- Specify a destination in step 5 in "Sending an Internet Fax".
- You can register up to 300 destinations in the address book.
- You can register up to 20 groups.

1. Press [Address Book] or [Group List] on the [Internet Fax] or [Basic] tab.
2. Select the transmission destination or group.

   You can select multiple items.



3. When you complete the selection of all the destinations, press [OK].

Topics

Sending an Internet Fax

Specifying a destination in other methods

Using Direct Entry

Using a One-touch Button

Selecting from the Transmission History

Specify a Destination by Searching the LDAP Server

Using a One-touch Button

You can select an e-mail address that is registered to the speed dial list with a one-touch button.

Memo

Specify a destination in step 5 in "Sending an Internet Fax".

To select the speed dial numbers 09 to 40 that are assigned to one-touch buttons, press ▲ or ▼ to switch between the screens.

Topics

Sending an Internet Fax

Specifying a destination in other methods

Using Direct Entry

Selecting from the Address Book or Group List

Selecting from the Transmission History

Specify a Destination by Searching the LDAP Server

Selecting from the Transmission History

You can select a destination from the transmission history.

Note

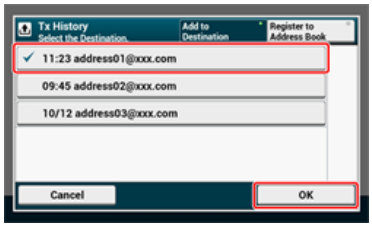
The transmission history displays only sent faxes whose destinations were directly entered.

Memo

Specify a destination in step 5 in "Sending an Internet Fax".

1. Press [Tx History] on the [Internet Fax] or [Basic] tab.
2. Select the destination, and then press [OK].

   You can select multiple items.



Topics

Sending an Internet Fax

Specifying a destination in other methods

Using Direct Entry

Selecting from the Address Book or Group List

Using a One-touch Button

Specify a Destination by Searching the LDAP Server

Specify a Destination by Searching the LDAP Server

For Simple Search
For Advanced Search

You can search for a destination from a list on the LDAP server. There are two search methods, as shown below.

- [Simple Search]: You can run a search with only one keyword as a user name. You can only search for character strings included in usernames, and not in e-mail addresses.
- [Advanced Search]: You select search conditions to search for items that include all the specified keywords or any of the keywords. You can specify user names or e-mail addresses as search keywords.

Up to 100 search results are displayed.

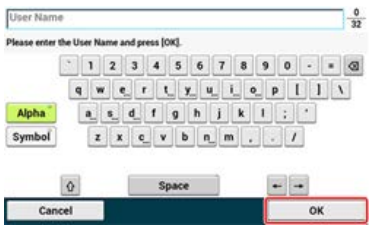
For details on setting the LDAP server, refer to "Setting the LDAP Server".

Memo

Specify a destination in step 5 in "Sending an Internet Fax".

For Simple Search

1. Press [LDAP] on the [Internet Fax] or [Basic] tab.
2. Press [Simple Search].
3. Enter a keyword to search for a user name in the LDAP server.
   Entering Characters
4. Press [OK].



5. When the search results are displayed, press the destination.
   You can select multiple addresses.
6. When you complete the selection of all the destinations, press [OK].
7. Press [Back] to return to the start screen.

Topics

Sending an Internet Fax

Specifying a destination in other methods

Using Direct Entry

Selecting from the Address Book or Group List

Using a One-touch Button

Selecting from the Transmission History

For Advanced Search

1. Press [LDAP] on the [Internet Fax] or [Basic] tab.
2. Press [Advanced Search].
3. Press [Search Method].

4. Select [OR] or [AND].
5. Press [User Name].
6. Enter the keyword to search for.
   Entering Characters
7. Press [OK].
8. Press [E-mail Address].
9. Enter the keyword to search for.
10. Press [OK].
11. Press [OK] to start searching.
12. When the search results are displayed, press the destination.
    You can select multiple addresses.
13. When you complete the selection of all the destinations, press [OK].
14. Press [Back] to return to the start screen.

Topics

Sending an Internet Fax

Specifying a destination in other methods

Using Direct Entry

Selecting from the Address Book or Group List

Using a One-touch Button

Selecting from the Transmission History

Checking, Deleting or Changing a Specified Destination

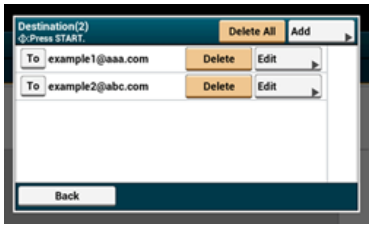
Checking a Destination
Deleting a Destination
Changing the Destination Type

Checking a Destination

1. Press [Display all] on the start screen.

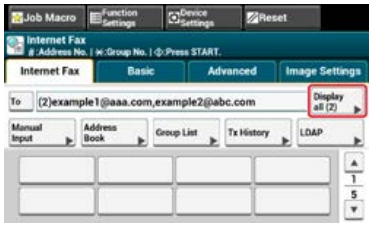
2. Press and hold on the destination to check.

The destination types are [To], [Cc], and [Bcc].



Deleting a Destination

1. Press [Display all] on the start screen.

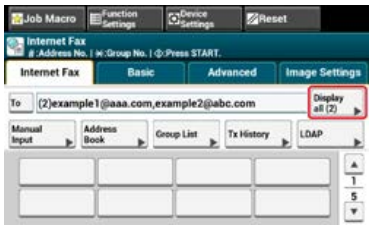


2. Press [Delete] on the destination to delete.

The destination types are [To], [Cc], and [Bcc].

Changing the Destination Type

1. Press [Display all] on the start screen.



2. Press [To] to change a destination type.

The destination types are [To], [Cc], and [Bcc].

Setting Scanning for Transmission

This section describes the scan settings for Internet Fax transmissions.

Memo

If using Scan to Fax Server, the following scan settings are not available.

- Setting a reply destination
- Editing an e-mail
- Specifying a file name (file name)
- Scanning a duplex document (duplex scan)

- Scanning Multiple Documents Continuously (Continuous Scan)
- Adjusting the Density (Density)
- Specifying a Scan Resolution (Resolution)
- Specifying a Scan Size (Scan Size)
- Scanning a Document with a Colored Background Clearly (Background Removal)
- Setting a Reply Destination
- Editing an E-mail
- Specifying a File Name (File Name)
- Scanning a Duplex Document (Duplex Scan)
- Specifying a File Compression Rate (Compression Rate)

Scanning Multiple Documents Continuously (Continuous Scan)

You can scan a fax transmission document from the ADF and document glass. For example, you can send a document and a part of a book as a single fax job.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Select the [Advanced] tab.
5. Press [Continuous Scan].

   [Continuous Scan] is set to [ON].

   Memo

   Pressing [Continuous Scan] switches between [ON] and [OFF].

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Using a One-touch Button
   - Selecting from the Transmission History
   - Specify a Destination by Searching the LDAP Server

7. Press the (START) button to start scanning the first document.
8. When [Please set next document] is displayed, set the next document.
9. Press [Start Scan].
10. Repeat steps 8 and 9 for each fax transmission document if necessary.
11. When scanning all sets of the documents is complete, press [Scan Complete].

    Transmission starts.

Topics

You can cancel an Internet fax during a transmission.

- Cancelling an Internet Fax Transmission

Adjusting the Density (Density)

You can adjust the density in seven levels.

1. Press [Fax/Internet Fax] or the (FAX) button.

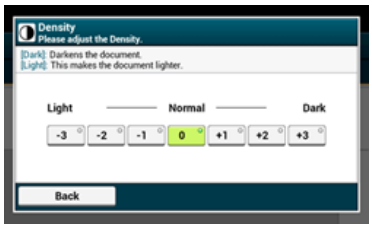
   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Density] on the [Image Settings] tab.
5. Select density.

   Available density settings:



   Memo

   - Alternatively, you can set this setting from [Function Settings].
   - [0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Using a One-touch Button
   - Selecting from the Transmission History
   - Specify a Destination by Searching the LDAP Server

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission

Sending an Internet Fax

Specifying a Scan Resolution (Resolution)

You can change a resolution to scan a document to the value to obtain the most suitable quality.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Resolution] on the [Image Settings] tab.
5. Select a resolution.

   Available resolution settings:

> **Memo**
>
> If you select [Photo], it takes long to scan a document.

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Using a One-touch Button
   - Selecting from the Transmission History
   - Specify a Destination by Searching the LDAP Server

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending an Internet Fax

Specifying a Scan Size (Scan Size)

You can specify the suitable size to scan a document.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

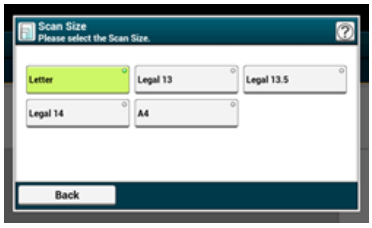
> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Scan Size] on the [Basic] tab.

> **Memo**
>
> Alternatively, you can set this setting from [Function Settings].

5. Select a size.

   Available size settings:



6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Using a One-touch Button
   - Selecting from the Transmission History
   - Specify a Destination by Searching the LDAP Server

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending an Internet Fax

Scanning a Document with a Colored Background Clearly (Background Removal)

To adjust a level of the document background removal, you can select Auto, OFF, or adjustments in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

Note

If a greater (brighter) value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.

1. Press [Fax/Internet Fax] or the (FAX) button.

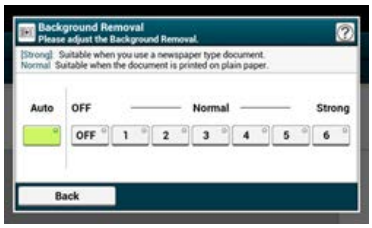
   The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Background Removal] on the [Image Settings] tab.
5. Select a value.

   Available value settings:



Memo

To increase a level of the document background removal, select [4], [5], or [6]. To decrease a level of the document background removal, select [2], [1], or [OFF] (no removal).

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Using a One-touch Button
   - Selecting from the Transmission History
   - Specify a Destination by Searching the LDAP Server

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending an Internet Fax

Setting a Reply Destination

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Reply To] on the [Advanced] tab.
5. Enter a reply destination, and then press [OK].

   For details on how to enter a reply destination, refer to the following.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Specify a Destination by Searching the LDAP Server

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Using a One-touch Button
   - Selecting from the Transmission History
   - Specify a Destination by Searching the LDAP Server

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending an Internet Fax

Editing an E-mail

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Subject] on the [Advanced] tab.
5. Press [Select Subject].
6. Select a subject.

   If you select [Manual Input] in step 5, enter a subject, and then press [OK].

> **Memo**
>
> When directly entering, you can enter up to 80 characters.
>
> Entering Characters

7. Press [E-mail Body] on the [Advanced] tab.
8. Press [Select Text].
9. Select a text.

   If you select [Manual Input] in step 8, enter a text, and then press [OK].

> **Memo**
>
> When directly entering, you can enter up to 256 characters.

10. Specify a destination.

    Specify a destination in one of the following ways.

    Using Direct Entry
    Selecting from the Address Book or Group List
    Using a One-touch Button
    Selecting from the Transmission History
    Specify a Destination by Searching the LDAP Server

11. Change other settings if necessary, and then press the (START) button.

    Transmission starts.

Topics

Specifying a Subject and Body Text

You can change other settings for fax transmissions.

Setting Scanning for Transmission

Sending an Internet Fax

Specifying a File Name (File Name)

You can specify a name of a scanned data file.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [File Name] on the [Advanced] tab.
5. Enter a file name, and then press [OK].

   You can enter up to 64 characters.

   Entering Characters

> **Memo**
>
> If you do not specify a file name, the factory default setting name is used.

6. Specify a destination.

   Specify a destination in one of the following ways.

   Using Direct Entry

   Selecting from the Address Book or Group List

   Using a One-touch Button

   Selecting from the Transmission History

   Specify a Destination by Searching the LDAP Server

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

Setting Scanning for Transmission

Sending an Internet Fax

Scanning a Duplex Document (Duplex Scan)

You can send a duplex document with the ADF.

Note

You cannot use the document glass for this operation.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

   Memo

   To display the home screen, press the (HOME) button.

2. Set a document in the ADF.
3. Press [Internet Fax].
4. Press [Duplex Scan] on the [Advanced] tab.
5. Select a setting.

   You can specify [Long Edge Bind] or [Short Edge Bind].

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Using a One-touch Button
   - Selecting from the Transmission History
   - Specify a Destination by Searching the LDAP Server

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending an Internet Fax

Specifying a File Compression Rate (Compression Rate)

You can specify the appropriate compression level.

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Compression Rate] on the [Advanced] tab.
5. Select a compression rate.

   Available compression rate settings:

6. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Address Book or Group List
   - Using a One-touch Button
   - Selecting from the Transmission History
   - Specify a Destination by Searching the LDAP Server

7. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending an Internet Fax

Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)

This section describes the auto delivery function and how to set it.

The auto delivery function automatically forwards received data to specified destinations. You can specify up to five e-mail addresses and one network folder as destinations.

You can use this function for received faxes, Internet Faxes, and e-mail attachment files. The data is forwarded as a PDF or TIFF file depending on the file format of the received data.

You can register up to 100 sets of forwarding destinations for the auto delivery function.

1. Open the Web page of this machine.

- About the IP Address of this machine

  Setting an IP Address from the Operator Panel on This Machine

- How to log in to the Web page

  About the Web Page of This Machine

2. Log in as the administrator.

How to log in as the administrator

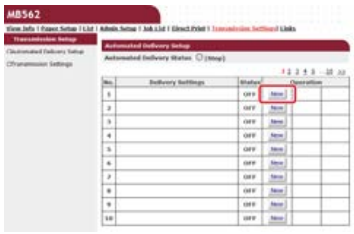
About the Web Page of This Machine

3. Select [Transmission Settings].

You must set a server in advance.

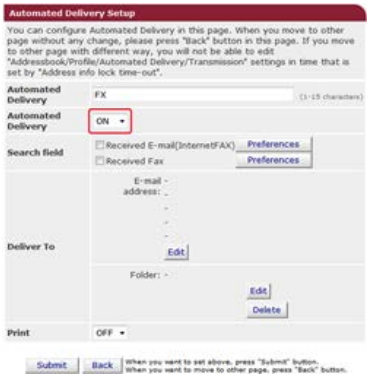
Register the E-mail Address of the Machine and Server Information

4. Click [New] on the [Automated Delivery Setup] page.

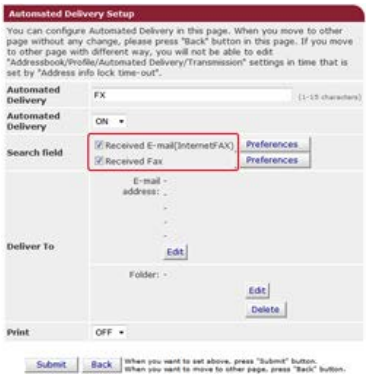


5. Enter a name in [Automated Delivery].

6. Select [ON] for [Automated Delivery].

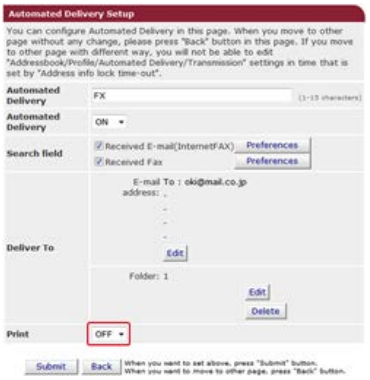


7. Select the check box of a required item for [Search field].

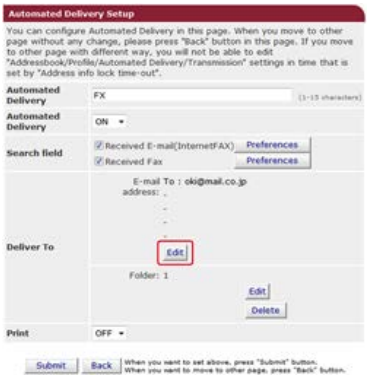


8. Select [OFF] for [Print].

To print the received data, select [ON].

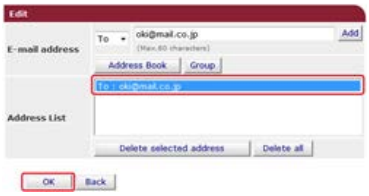


9. Click [Edit] in [Deliver To].

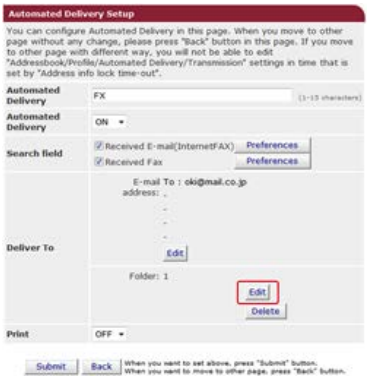


10. Enter a destination e-mail address, and then click [Add].

11. Check that the entered address is displayed in [Address List], and then click [OK].



12. Click [Edit] in [Deliver to].

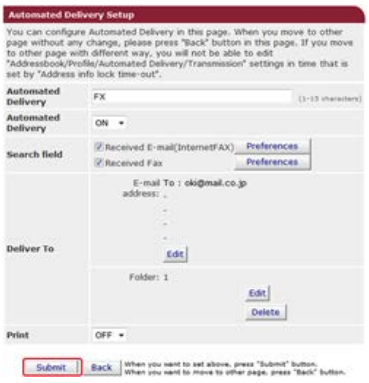


To specify a network folder, register a destination (profile) in advance.

Registering a Destination (Profile)

13. Select a destination from [Profile List], and then click [OK].

14. Click [Submit].



Memo

- If [Forwarding Setting] is enabled, received faxes are not automatically delivered with this function.
- A received fax is delivered as a PDF file.
- If a received e-mail attachment file is not a PDF, JPEG, or TIFF file, the file is not forwarded.

- The body text of received e-mails cannot be forwarded.
- The size of data that this function can handle is limited.
- If the memory card space of the machine is insufficient to save received faxes, Internet Faxes or e-mail attachment files, the transmission data is not automatically delivered.

Saving Sent and Received Data (Transmission Data Save)

This section describes the transmission data save function and how to set it.

The transmission data save function automatically saves sent e-mails (Internet fax, FaxServer), received e-mails (Internet fax), sent faxes, and received faxes in a specified network folder. For sent e-mails, only attachment files are saved. You can only specify one network folder for each setting, but you can specify a different save destinations for sent data and received data respectively.

The data is saved as a PDF or TIFF file depending on the file format of the source data.

Note

The transmission data save function is not available when using the following functions.

- Real time transmission
- Polling transmission by using Fcode bulletin board communication
- Reception by using Fcode confidential communication

1. Open the Web page of this machine.

- About the IP Address of this machine

  Setting an IP Address from the Operator Panel on This Machine

- How to log in to the Web page

  About the Web Page of This Machine

2. Log in as the administrator.

How to log in as the administrator

About the Web Page of This Machine

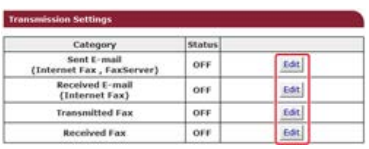
3. Select [Transmission Settings].

You must set a server in advance.

Register the E-mail Address of the Machine and Server Information

4. Select [Transmission Settings].

5. Select a data category to save, and then click [Edit].



6. Select [ON].

Memo

The items in the screen is depending on your selected category.

7. Click [Select Profile List].

Register a profile in advance.

Registering a Destination (Profile)

8. Select a data save destination from [Profile List], and then click [OK].

9. Click [Submit].

Memo

- Repeat steps 5 to 9 until you complete setting all the categories of data to save.
- A sent or received fax is saved as a PDF file.
- If a sent or received e-mail attachment file is not a PDF, JPEG, or TIFF file, the file is not saved.
- The body text of an e-mail cannot be saved.
- The size of data that this function can handle is limited.
- If the memory space of the machine is insufficient to save received and sent faxes, Internet Faxes or e-mail attachment files, the transmission data is not saved.

Sending a Fax from a Computer (PC Fax) (Windows Only)

This function allows you to send a file on a computer as a fax directly from a computer. You can send faxes without paper via the machine from a computer, enabling you to feel like you are operating to print out.

- Sending a PC Fax
- Sending a Fax from a Computer with a Cover Sheet
- Sending a PC Fax to Multiple Destinations at the Same Time
- Cancelling a PC Fax Transmission
- Specifying a Destination
- Managing the PC Fax Phone Book
- Checking the Transmission History

Sending a PC Fax

You can send a fax from a computer by using the fax driver. You can send a fax to a destination via this machine directly from a computer without printing a document.

Install the fax driver in advance.

Installing a Driver and Software to a Computer

Note

- Do not turn the machine off when a fax is being sent from a computer to the machine.
- This function is available for Windows OS only.

Memo

This section uses Notepad as an example.

1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [OKI MB562(FAX)] or [OKI MB492(FAX)] from [Select Printer], and then click [Print].
4. Specify a destination.
   Using Direct Entry
   Selecting from the Phone Book
5. Click [OK].

Sending a Fax from a Computer with a Cover Sheet

Note

If you select [Print all recipients' information on each cover sheet] and send to multiple destinations at the same time (broadcasting), the cover sheet is sent to the destinations with the following information printed: all transmission destinations' names and fax numbers (only when set), and comments in the phone book (only when set). Use care when broadcasting to multiple outside destinations.

1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [OKI MB562(FAX)] or [OKI MB492(FAX)] from [Select Printer].
4. Click [Preferences].
5. Select the [Cover Sheet] tab.

6. Select [Print all recipients' information on each cover sheet] or [Print only one recipient's information on each cover sheet].
7. Select a format to use from [Select cover sheet format].
   - To display an enlarged image of each format, click [Zoom].
   - To print the recipient's fax number on the cover sheet, select the [Add the recipient's FAX number] check box.
   - To print comments that are registered to the phone book on the cover sheet, select the [Add the recipient's comments] check box.
   - To add a custom cover sheet design, click [Custom cover sheet].
8. Enter the sender's name, fax number, and comment to print on the cover sheet on the [Sender] tab.

9. Click [OK].

10. Select [OKI MB562(FAX)] or [OKI MB492(FAX)] from [Select Printer], and then click [Print].

11. Specify a destination.

    Using Direct Entry

    Selecting from the Phone Book

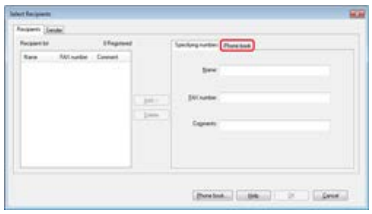
12. Click [OK].

Sending a PC Fax to Multiple Destinations at the Same Time

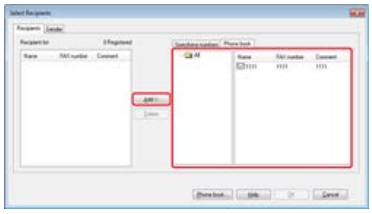
If you use a group, you can specify multiple destinations just by performing one operation.

Registering Multiple Destinations as a Group

1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [OKI MB562(FAX)] or [OKI MB492(FAX)] from [Select Printer], and then click [Print].
4. Select the [Phone book] tab in [Recipients].



5. Select a group from the right field, and then click [Add<-].



6. Click [OK] to start the transmission.

Cancelling a PC Fax Transmission

You can cancel a fax transmission from a computer while the data is being sent to the machine.

Note

- You cannot cancel a fax transmission from a computer after the data is saved in the machine.
- For details on how to cancel a fax transmission that is saved in the memory of this machine, refer to "Cancelling a Reserved Transmission" in "Cancelling a Fax Transmission".

1. Double-click the printer icon on the tool bar.
2. Select the job to cancel in the print queue.
3. Select [Cancel] from the [Document] menu.

Specifying a Destination

Specify a destination in step 4 in "Sending a PC Fax". You can specify a destination in one of the following methods.

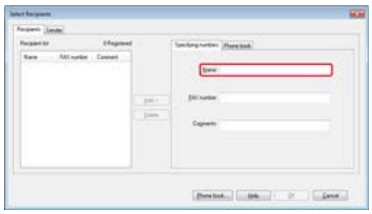
- Using Direct Entry
- Selecting from the Phone Book

Using Direct Entry

Memo

Specify a destination in step 4 in "Sending a PC Fax".

1. Enter a destination name in [Name] on the [Specifying numbers] tab in [Recipients].



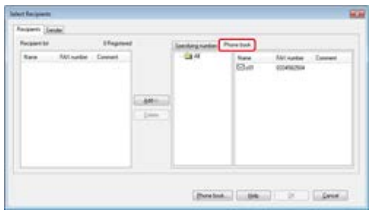
2. Enter the fax number of the destination in [FAX number].
3. Enter comments in [Comments] if necessary.
4. Click [Add<-].
5. Repeat steps 1 to 4 to enter all the destinations.
6. Click [OK].

Selecting from the Phone Book

Memo

Specify a destination in step 4 in "Sending a PC Fax".

1. Select the [Phone book] tab in [Recipients].



2. Select a destination, and then click [Add<-].
3. Repeat steps 1 and 2 to enter all the destinations.
4. Click [OK].

Managing the PC Fax Phone Book

This section describes how to edit the phone book for PC Fax from your computer.

- Registering a Destination Fax Number
- Registering Multiple Destinations as a Group
- Exporting the Phone Book Data to a CSV File (Export)
- Importing the Phone Book Data That is Exported to a CSV File (Import)

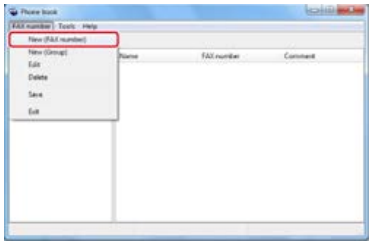
Registering a Destination Fax Number

Note

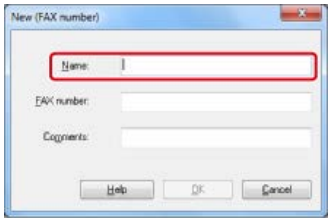
You cannot register the same name. You can register the same fax number with a different name.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 or OKI MB492 icon, and then select [Printing preferences] > [OKI MB562(FAX)] or [OKI MB492(FAX)].

3. Click [Phone book] on the [Setup] tab.
4. Select [New (FAX number)] from the [FAX number] menu.



5. Enter a destination name in [Name] in the [New (FAX number)] dialog box.



6. Enter the fax number of the destination in [FAX number].
7. Enter comments in [Comments] if necessary.
8. Click [OK].
9. Select [Save] from the [FAX number] menu.
10. Click [OK] in the confirmation window.
11. Select [Exit] from the [FAX number] menu.

Memo

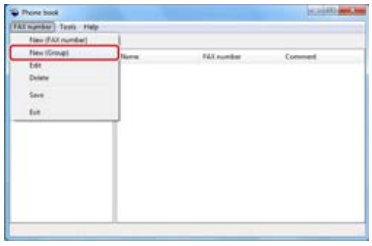
- You can register up to 1000 destinations.
- The name and fax number that are entered by following the procedure can be printed on the cover sheet.

Registering Multiple Destinations as a Group

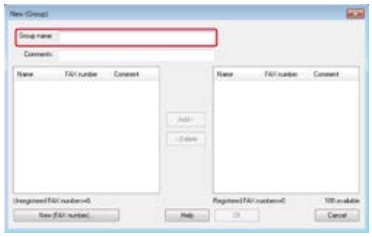
If you group registered destinations, you can send a fax to multiple destinations at the same time.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 or OKI MB492 icon, and then select [Printing preferences] > [OKI MB562(FAX)] or [OKI MB492(FAX)].

3. Click [Phone book] on the [Setup] tab.
4. Select [New (Group)] from the [FAX number] menu.



5. Enter a group name in [Group name] in the [New (Group)] dialog box.



6. Enter comments in [Comments] if necessary.
7. Select the destination to register in the group, and then click [Add->].

> **Memo**
>
> Click [New (FAX number)] if necessary.
>
> Registering a Destination Fax Number

8. When you complete the addition of the required fax numbers, click [OK].

   The new group is added in the left field in the [Phone book] dialog box. If you select a group, the fax numbers that are registered in the group are displayed in the right field of the dialog box.
9. Select [Save] from the [FAX number] menu.
10. Click [OK] in the confirmation window.
11. Select [Exit] from the [FAX number] menu.

Exporting the Phone Book Data to a CSV File (Export)

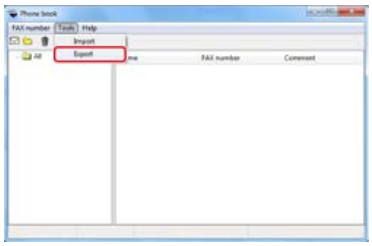
The import/export function enables you to manage fax numbers in the phone book that is created with a different computer. If you follow the procedure below, you can export a phone book that is created with your computer so that the phone book can be used on a different computer.

Note

You cannot export any group, but you can export each entry in the phone book.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 or OKI MB492 icon, and then select [Printing preferences] > [OKI MB562(FAX)] or [OKI MB492(FAX)].

3. Click [Phone book] on the [Setup] tab.
4. Select [Export] from the [Tools] menu.



5. Select a save destination in the [Export to file] dialog box.
6. Enter the name of a file, and then click [Save].

   The phone book data is exported as a CSV file. The entries are separated with commas, and displayed in order of display in the CSV file. They are saved in order of the names, fax numbers, and comments.
7. Close the phone book.

Topics

Importing the Phone Book Data That is Exported to a CSV File (Import)

Importing the Phone Book Data That is Exported to a CSV File (Import)

Importing the Phone Book Data
Associating a New Definition with the Phone Book Format

The import function enables you to import fax numbers in the phone book that is created with a different computer into your computer.

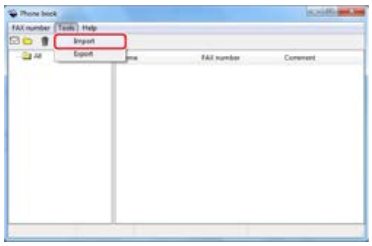
Note

Registered entries are not imported.

Importing the Phone Book Data

1. Copy the exported phone book to a different computer.
2. Click [Start], and then select [Devices and Printers].
3. Right-click the OKI MB562 or OKI MB492 icon, and then select [Printing preferences] > [OKI MB562(FAX)] or [OKI MB492(FAX)].

4. Click [Phone book] on the [Setup] tab.
5. Select [Import] from the [Tools] menu.



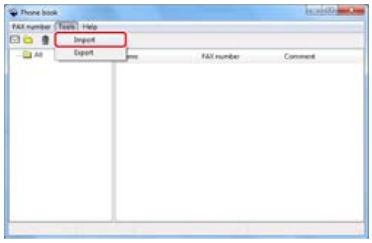
6. Specify the copied file for [Choose a CSV file] in the [Import Phone Book] dialog box.
7. Click [Browse] to select a file.
8. Click [Next].

Associating a New Definition with the Phone Book Format

If you want to import a CSV file with the format that is different from that of the phone book, select a CSV definition file and associate the definition with the phone book format.

1. Copy the exported phone book to a different computer.
2. Click [Start], and then select [Devices and Printers].
3. Right-click the OKI MB562 or OKI MB492 icon, and then select [Printing preferences] > [OKI MB562(FAX)] or [OKI MB492(FAX)].

4. Click [Phone book] on the [Setup] tab.
5. Select [Import] from the [Tools] menu.



6. Specify the CSV file to import in [Choose a CSV file] in the [Import Phone Book] dialog box.
7. Select the [Setup relationship between the fields imported and phone book] check box.
8. Specify a CSV definition file in [Choose a CSV Definition file] if necessary.
   Select [Comma(,)] for [Field Delimiter].

> **Memo**
>
> You can continue operating even if you do not specify a definition file. If you do not specify a definition file, select whether to save a new definition file in the dialog box that is displayed after step 7.

9. Click [Next].
10. Associate the definition that you are importing with the phone book definition, and then click [OK].
11. Select [Save] from the [FAX number] menu.
12. Click [OK] in the confirmation window.
13. Select [Exit] from the [FAX number] menu.

Topics

Exporting the Phone Book Data to a CSV File (Export)

Checking the Transmission History

The PC Fax transmission history is managed with the fax transmission history.

Checking the Transmission History and Reception History

Basic Procedure for Scan to Fax Server

This section explains the basic procedure for sending data to the fax server.

The fax server function allows you to send fax data as an e-mail attachment file. The scanned document is converted to a TIFF file. The data is not saved in memory, and is sent immediately after scanning. You just specify an e-mail address as a destination.

You must enable the Scan To Fax Server function in Admin Setup.

Enabling the Scan to Fax Server Function

If Scan To Fax Server function is enabled, fax receptions and transmissions that use a telephone line are disabled.

Set a network and e-mail default setting before using the Scan to Fax Server function.

Connecting This Machine to a Network

Register the E-mail Address of the Machine and Server Information

Memo

- The document sizes that are available for sending a fax are only A4 and Letter for the ADF and document glass. You can not use mixed size documents.
- The document data that is sent with the Scan to Fax Server function may not be printed properly depending on the recipient's unit.
- The details on the Scan to Fax Server function are the same as those on the Scan to E-mail function.

Sending Scanned Data as an E-mail Attachment (Scan to E-mail)

Sending Data to the Fax Server

Enabling the Scan to Fax Server Function

Editing a Destination E-mail Address

Editing E-mail Body Text

Sending Data to the Fax Server

1. Press [Fax/Internet Fax] or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.

> **Memo**
>
> To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Specify a destination.

   Specify a destination in one of the following ways.

   - Using Direct Entry
   - Selecting from the Phone Book
   - Selecting from the Transmission History

5. Change other settings if necessary, and then press the (START) button.

   Transmission starts.

Topics

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
- Sending a Fax

Enabling the Scan to Fax Server Function

To enable the Scan to Fax Server function, follow the procedure below in Admin Setup.

Note

If the Scan to Fax Server function is enabled, the fax function is disabled.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [FaxServer Function].
6. Press [Environmental Settings].
7. Press [FaxServer Function].
8. Press [ON].
9. Press [Yes] on a confirmation screen.
   The machine automatically restarts.

Editing a Destination E-mail Address

A prefix and suffix are used in the following format. The "Fax number" in this format is a number that is selected in the "Add Destination" item.

"Prefix + Fax number + Suffix"

For example, if you set "FAX=" as the prefix and set "@faxserver" as the suffix and perform the Scan To Fax Server function, the e-mail destination (To:) is set as "FAX=012-345-6789@faxserver".

Note

Set the prefix and suffix according to the e-mail reception specifications of the fax server. The virtual domain and others may be required to be set on the mail server due to the certain fax server operating environment.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [FaxServer Function].
6. Press [Environmental Settings].
7. Press [PreFix].
8. Enter a prefix, and then press [OK].
9. Press [Suffix].
10. Enter a suffix, and then press [OK].
11. Press [Back] until the home screen is displayed.

Editing E-mail Body Text

If [Text] is set to [ON], the text is added to the e-mail. If your fax server supports the transmission of e-mail text, the text is included in the fax transmission data.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [FaxServer Function].
6. Press [Environmental Settings].
7. Press [Text].
   [Text] is set to [ON].
8. Press [Back] until the home screen is displayed.
9. Press [Fax/Internet Fax] or the (FAX) button.
   The touch panel display switches to the fax/Internet fax top screen.

Memo

To display the home screen, press the (HOME) button.

10. Press [Fax].
11. Press [E-mail Body] on the [Advanced] tab.
12. Press [Select Text].
13. Select a text.
    If you select [Manual Input] in step 12, enter a text, and then press [OK].

Memo

When directly entering, you can enter up to 256 characters.

Checking the Menu Hierarchy of the Fax Functions (Menu Tree)

To check or change the settings, select them by tabs on the fax or Internet fax start screen.

- FAX
  - Basic
    - Manual Dial
    - Speed Dial
    - Group List
    - Redial
    - Off Hook
    - Resolution "Normal"
    - Scan Size "A4 or Letter"
    - Register to Job Macro
  - Advanced
    - Density "0"
    - Duplex Scan "OFF"
    - Continuous Scan (Glass) "OFF"
    - Continuous Scan (ADF) "OFF"
    - Edge Erase "OFF"
    - Communicating Function
      - TTI "ON"
      - TTI Select "Default"
      - Transmit Conf. Report "OFF"
      - Delayed Tx "OFF"
      - Fcode Polling "OFF"
      - Fcode Tx "OFF"
      - Memory Tx "ON"
  - Fax Job View/Cancel
  - Function Settings
    - Scan Setting
      - Resolution "Normal"
      - Scan Size "A4 or Letter"
      - Density "0"
      - Duplex Scan "OFF"
      - Continuous Scan "OFF"

- Internet FAX
  - Basic
    - Address Book
    - Group List
    - Tx History
    - Manual Input
    - LDAP
    - Scan Size "A4 or Letter"
    - Register to Job Macro

  Advanced
    - Duplex Scan "OFF"
    - Reply To "NULL"
    - Subject "NULL"
    - E-mail Body "NULL"
    - File Name "NULL"
    - Continuous Scan "OFF"

- Compression Rate "Low"
- Image Settings
  - Density "0"
  - Resolution "Normal"
  - Background Removal "Auto"
- Function Settings
  - Scan Setting
    - Scan Size "A4 or Letter"
    - Duplex Scan "OFF"
    - File Name "NULL"
    - Continuous Scan "OFF"
    - Compression Rate "Low"

Memo

" " indicates the factory default setting.

Basic Information

The basic information required for using this machine is collected.

- Names of Components

  This section provides the names of the components on the front side, rear side of the machine and inside the machine and related information.

- Basic Operations on the Operator Panel

  This section provides the names of the operator panel and related information.

- Checking the Device Information and Status

  This section describes how to check the device information and status.

- Setting or Checking by Opening the Web Page of This Machine

  This section provides various information required for utilizing the Web page of the machine.

- Loading Paper or Envelopes in a Tray

  This section describes paper types that can be loaded in a paper tray of the machine, how to load paper, and other information.

- Setting a Document

  This section describes the paper that can be used and the documents that can be set on this machine.

- Saving Power Consumption with the Power Save Function

  This section describes how to set Power Save mode, Sleep mode, and Deep Sleep mode.

- Reducing Power Consumption by Automatically Turning the Machine Off

  This section describes the Auto Power Off setting items and how to set these settings.

- How to Customize the Touch Panel

  This section describes how to customize home icons and shortcut buttons to fit your needs.

- Operating a Frequently-used Setting with a One-touch Button (JOB MACRO)

  This section describes about the JOB MACRO function in which you create, name, and register frequently used settings as a macro.

- Adjusting Volume

  This section describes how to adjust the volume of the sound that the machine emits such as the key touch tone volume of the operator panel.

- Switching This Machine Online

  This section describes how to switch the machine online.

- Windows Operation

  This section describes the Property screen of the printer driver.

- Checking the Menu Hierarchy of This Machine (Menu Tree)

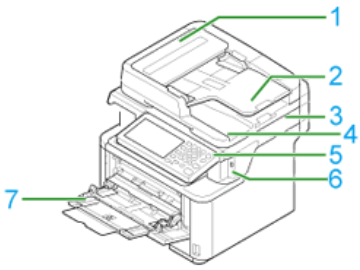
  This section shows the setting menu of the machine.

Names of Components

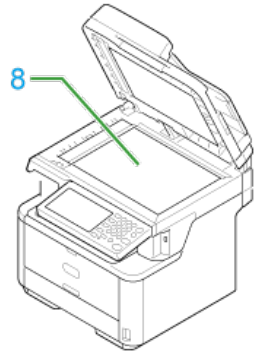
The chapter describes the name of each component.

- Front of the Main Unit
- Rear of the Main Unit
- Inside the Main Unit

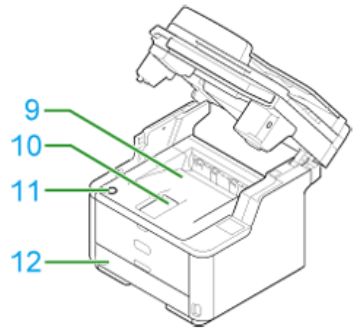
Front of the Main Unit



No.	Name
1	Auto document feeder (ADF) cover
2	Document tray
3	Scanner unit
4	Document glass cover
5	Operator Panel Basic Operations on the Operator Panel
6	USB port
7	Multipurpose (MP) tray



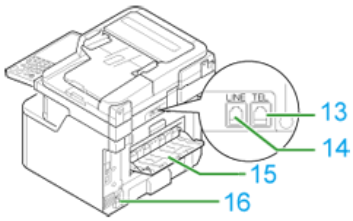
No.	Name
8	Document glass



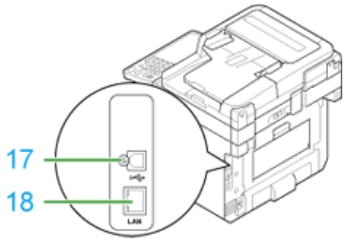
No.	Name
9	Top cover
10	Paper supporter
11	Top cover open button
12	Tray 1

Rear of the Main Unit

The section describes the name of each component.



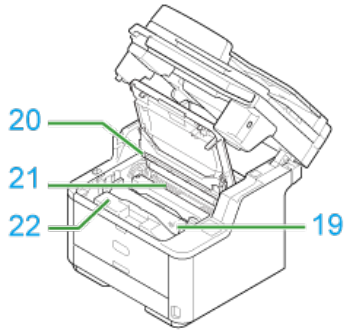
No.	Name
13	Telephone connector (for connecting an external handset)
14	LINE connector
15	Faceup stacker
16	Power connector



No.	Name
17	USB interface connector
18	Network interface connector

Inside the Main Unit

The section describes the name of each component.



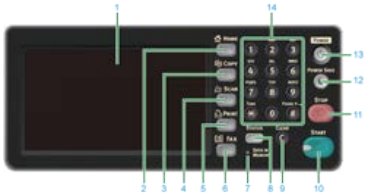
No.	Name
19	Toner cartridge Replacing the Toner Cartridge
20	LED head Cleaning the LED Head
21	Fuser
22	Image drum Replacing the Image Drum

Basic Operations on the Operator Panel

- Names and Functions
- Name of Each Component on the Touch Panel and How to View the Screen
- Entering Characters

Names and Functions

This section describes the names and functions of components on the operator panel.



No.	Name	Function
1	Touch panel	Allows you to select or set an item by pressing a displayed icon.
2	[HOME] button	Displays the home screen.
3	[COPY] button	Displays the copy function screen.
4	[SCAN] button	Displays the scan function screen.
5	[PRINT] button	Displays the print function screen.
6	[FAX] button	Displays the fax function screen.
7	DATA IN MEMORY indicator	Lights up when data remains in memory. **Memo** Does not light up in Sleep mode even if data is in memory.
8	[Status] button	Displays the status menu. Flashes/lights up if there is an error status. You can check the remaining amount of consumables and fax communication status.
9	[CLEAR] button	Executes the following operations by pressing, or pressing and holding this key according to the entry item. • Minimizes a setting value. • Enters zero in a setting value. • Clears the entry. • Clears the selected item.
10	[START] button	Starts copying, scanning, faxing, or printing from USB Memory.
11	[STOP] button	Cancels copying, fax transmissions, or other jobs.
12	[POWER SAVE] button	Enters or exits the power saving mode. In Power Save mode, lights up in green; In Sleep mode, flashes in green (every 3 seconds); In Deep Sleep mode, flashes in green (every 6 seconds). Saving Power Consumption with the Power Save Function
13	[POWER] button.	Turns this machine on or off.
14	10-key pad	Enters numbers, alphabets, and symbols.

Note

When changing the angle of the operator panel, use care not to let your hands be caught between this machine and the operator panel. Injury may result.

Name of Each Component on the Touch Panel and How to View the Screen

When this machine turns on, the home screen is displayed on the touch panel.

Home Screen

If you press a home icon, the screen switches to the top screen of the function.

Memo

The screen image shows the factory default setting. The screen that appears by pressing the (HOME) button can be changed by [Admin Setup] > [Management] > [Default Mode].

	Item	Description
1	Stationary button area	Displays buttons that appear on the screen at all times. Displays the following items. • [Job Macro] • [Function Settings] • [Device Settings] • [RESET] • [Logout] • Antenna mark: appears when the wireless LAN is enabled. • [?] Only available buttons are displayed on the selected menu.
2	Title and operation guide area	Displays the title of the current screen and provides guide for possible operations.
3	Home icons	Displays home icons for using certain functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setup.

How to View the Screen of Each Function

The following descriptions use the [Basic] tab of the copy function as an example.

	Item	Description
1	Stationary button area	Displays buttons that appear on the screen at all times. Only available buttons are displayed on the selected menu.
2	Title and operation guide area	Displays the title of the current screen and provides guide for possible operations.
3	Tab labels	Displays labels for tabs. Press a label to switch between tabs. If any setting is changed from its default setting, is displayed.
4	Main area	Displays a preview of copy output that will be produced with the current settings. The current setting is displayed on each button. <About marks on a button>

		: Indicates that the setting is changed from its default setting. ▶ : Indicates that the next page exists. / : Indicates that the setting is turned on or off.

Memo

You can enter a value in the field with displayed by using the 10-key pad.

Topics

About the top screen of each function

- Names and Functions of Screen Items for Copy
- About Scan to E-mail
- About Scan to PC
- About Scan to USB Memory
- About Scan to Shared Folder
- Names and Functions of Screen Items for Print
- Names and Functions of Screen Items for Fax
- Names and Functions of Screen Items for Internet Fax

Entering Characters

- Entering with the Touch Panel
- Entering with the 10-key Pad

Entering with the Touch Panel

About the entry screen

Entering Characters

Switching the Entry Mode (Numbers Alphabetic Characters)

Switching the Entry Mode (Uppercase Lowercase)

Deleting an Entered Character

When you need to enter characters while you are setting an item, the following entry screen is displayed.

You can enter uppercase and lowercase alphabets, numbers, and symbols.

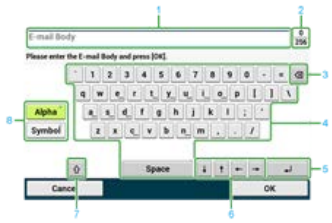
Memo

When you need to enter only numbers, the on-screen keyboard may not be displayed. In such a case, use the 10-key pad to enter numbers.

About the entry screen

The number of buttons in the entry screen differs depending on the input.

The figure below shows the screen with the largest number of buttons as an example.



	Item	Description
1	text entry field	Displays the entered characters.
2	The number of entered characters/the maximum number of characters that can be entered	Indicates the maximum number of characters that can be entered and the number of entered characters.
3	Back Space	Deletes a character just before the cursor.
4	Character panel	Enters characters. The character type switches depending on the entry mode.
5	Return button	Puts a line break. This button appears when entering body text of an E-mail.
6	Left button/right button/up button/down button	Moves the cursor left, right, up, or down.
7	Capital Lock	Switches between the uppercase and lowercase characters.
8	Entry mode button	Switches the entry mode (types of characters) for entering text.

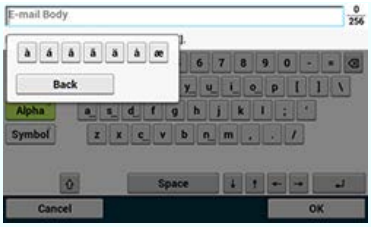
Entering Characters

1. Press the touch panel.
2. When the entry is complete, press [OK] or [Next].

Memo

To enter a diacritical mark, press and hold a character button with [...] shown. When a diacritical mark appears, press the character you want to enter.

The screen below shows an image when holding down the "a" button.



Switching the Entry Mode (Numbers ⇔ Alphabetic Characters)

1. Press [Alpha] or [Symbol].

Memo

[RU] may be shown in case of Russian, and [EL] in case of Greek. In case of other languages, only [Alpha] and [Symbol] may be shown.

Switching the Entry Mode (Uppercase ⇔ Lowercase)

1. Press the button to switch between the uppercase and lowercase characters.

Deleting an Entered Character

1. Use the back space (tentative name) button on the touch panel or the C (CLEAR) button.

   The character before the cursor (|) is deleted.

   Memo

   Press [←], [→], [↑], or [↓] to move the cursor (|) to the character next to the character to delete.

Entering with the 10-key Pad

Note

It is impossible to enter the alphabet.

Please enter the alphabet from the touch panel.

Deleting an Entered Character

To delete the last character you entered, press the C (CLEAR) button.

To clear all the characters you entered or to clear all characters preceding the cursor, press and hold the C (CLEAR) button.

Checking the Device Information and Status

Checking the Device Information and Status

Reports

Setting or Checking by Opening the Web Page of This Machine

You can set network settings and menu settings for the machine.

- About the Web Page of This Machine

  This section provides various information required for utilizing the Web page of the machine.

- About Items That Can be Set or Checked

  This section describes what you can do with the Web page of the machine.

About the Web Page of This Machine

About the Operating Environment

Opening the Web Page from a Computer

Logging In as the Administrator

You can operate the following from the Web page on a computer. The Web page can be used for Windows and Mac OS X.

- Displaying the status of the machine
- Creating a profile
- Setting a tray, network, default setting of a function, and the machine
- Displaying a list of jobs
- Printing a PDF file without using the printer driver
- Setting auto delivery and transmission data save
- Linking to frequently-used Web pages

About the Operating Environment

Memo

- Check whether your browser is set as follows.
- Set the security setting for the Web page to the middle level, or enable Cookie.
- To enter the [Admin Setup] menu, the administrator password is required. The factory default password is "aaaaaa".
- To change settings of the machine on the Web page, you must log in as the administrator of the machine.

About how to set a network

Connecting This Machine to a Network

The description uses the following environment as an example.

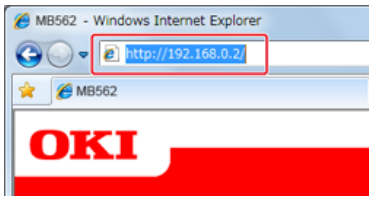
- Device name: MB562
- IP address of the machine: 192.168.0.2

Opening the Web Page from a Computer

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

   About the IP Address of this machine

   Setting an IP Address from the Operator Panel on This Machine



Note

If the IP address includes a value in one or two digits, do not enter "0" before the value. Communications may not be performed correctly.

- An example of a correct entry: http://192.168.0.2/
- An example of an incorrect entry: http://192.168.000.002/

Logging In as the Administrator

Note

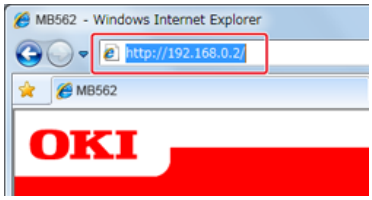
To change settings of the machine on the Web browser, you must log in as the administrator of the machine.

1. Open a Web browser.

2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine

Setting an IP Address from the Operator Panel on This Machine



3. Click [Administrator Login].

4. Enter "root" in [User Name] and the current password in [Password], and then click [OK].

Memo

The password is the same as the "administrator password" on the operator panel.

5. Set the machine information that can be checked on a network, click [OK] or [SKIP].

Note

- To omit the setting, click [SKIP].
- To not display from the next login, select the [Do not show this page again.] check box, and then click [OK] or [SKIP].

6. The following screen is displayed.

Topics

Change the administrator password in one of the following ways.

- Changing from a Computer
- Changing from This Machine

About Items That Can be Set or Checked

View Information
Paper Setup
List
Admin Setup
Job List
Direct Print
Transmission Settings
Links

View Information

Item	Description
Status	Displays the current status of the machine. All the warnings and errors that have occurred on the machine are displayed as "failure information". You can also check the operating status of each network service, a list of machine information, and the IP address that is set to the machine.
Counter	Displays the number of printouts by printing or scanning.
Supplies Life	Displays the remaining amount and lifetime of consumables.
Usage Report	Displays the print statistics results.
Network	You can check general information, the status of TCP/IP, maintenance information, and other Network setting information.
System	Displays the machine information.

Paper Setup

This function is displayed only if you log in as the administrator of the machine.

Item	Description
Tray Configuration	You can set a paper size for each tray, custom paper, and other settings. When using the printer driver, the values that are set with the printer driver are given priority over these settings.
Select Tray	Select a tray that is used when a received document is printed or paper is automatically selected.
Paper Input Options	Sets tray switch and a priority order.
Duplex Last Page	Sets whether to perform duplex printing if the last page is a simplex page.

List

This function is displayed only if you log in as the administrator of the machine.

Item	Description
Profile	You can set information that is required for performing Scan to Network PC, and register it as a profile. You can set a protocol, save destination URL, file name, density, document size, color format, monochrome format, and other settings to a profile.
NetworkScan	Registers, deletes, and edits a destination for a network scan.

Admin Setup

This function is displayed only if you log in as the administrator of the machine.

Set/Edit device PIN and User

You can set Access Control List for each user. You can register up to 5002 users (two of which are reserved IDs).

Network

Item		Description
General Network Settings		Sets the general network settings.
Wireless Setting		Sets the wireless settings.
TCP/IP		Sets TCP/IP information. TCP/IP Setting an IP Address from the Operator Panel on This Machine Using the Software DVD-ROM (For Windows)
NBT		Sets NetBIOS over TCP information. NBT
Mail Server		Sets a mail server.
E-mail	Receive Settings	Sets an e-mail receive settings. Registering from the Web page
	Alert Settings	Sets the function that enables you to receive e-mail alerts about events that have occurred on the machine. Checking the Status of This Machine and Error by E-mail
SNMP	Settings	Sets SNMP. SNMP Checking the Status of This Machine by Using SNMPv3
	Trap	Sets SNMP Trap. SNMP Trap
IPP	Settings	Sets the function that enables you to perform IPP print. IPP
	Authentication	Sets authentication.
Windows Rally		Sets Windows Rally information. Windows Rally

IEEE802.1X		Sets EEE802.1X/EAP information. IEEE802.1X Connecting This Machine to the Authentication Network by Using IEEE802.1X
Secure Protocol Server		Sets secure protocol server information. Secure Protocol Server Settings (Kerberos)
LDAP		Sets LDAP information. LDAP Server Settings
Security	Protocol ON/OFF	Stops a network protocol and network service that are not used.
	IP Filtering	Restricts access by using IP addresses. Access from outside your company is also supported. However, this function requires sufficient knowledge about IP addresses. Some settings may result in serious problems that prevent you from accessing the machine via a network. Limiting by Using an IP Address (IP Filtering)
	MAC Address Filtering	Restricts access by using MAC addresses. Access from outside your company is also supported. However, this function requires sufficient knowledge about MAC addresses. Some settings may result in serious problems that prevent you from accessing the machine via a network. About the Web Page of This Machine Limiting by Using a MAC Address (MAC Address Filtering)
	SSL/TLS	Encrypts communications between a computer (client) and the machine. Encrypting Communication with SSL/TLS
	IPSec	Sets the encryption for communications between a computer (client) and the machine, and settings to prevent tampering. Encrypting Communication with IPSec
	Change Network Password	Changes the administrator password. The default value of the password is the last six digits of the MAC address. Changing the Administrator Password
Maintenance	Reset/Restore	Restarts and resets a network. Even if you access the Web page from the Web browser after restarting, the Web page is not displayed until the restart is complete. Resetting restores the IP address to its default status, resulting in information you manually set being lost. In such a case, the Web page cannot be displayed.
	Network Scale	Improves operation efficiency on a network. This setting is very effective when a hub that has the spanning tree function is used, or a computer and the machine are connected one-on-one with a cross cable.

Copy Setup

You can set the image quality, density, scan size, margins, edge erase, duplex, and other settings.

Fax Setup

Item	Description
Default Settings	Sets the image quality, density, and other default settings for sending faxes.
Security Function	Sets security for sending faxes.
Other Settings	Sets other settings for sending faxes.

FaxServer Function

Item	Description
Environmental Settings	Sets the environmental settings.
Default Settings	Sets the default settings.
Security Function	Sets the security settings.

Internet Fax Setup

Sets Internet Fax.

Scanner Setup

Item	Description
Default Settings	Sets the image quality, density, and other default settings for scanning.
E-mail Setup	Sets e-mail settings that are required for performing Scan to E-mail.
USB Memory Setup	Sets USB Memory settings for performing Scan to USB Memory.

TWAIN Setup	Sets TWAIN.
WSD Scan Setup	Sets WSD Scan.
PC Scan Mode	Sets PC Scan mode.

Print From USB Memory Setup

Set Print From USB Memory.

Print Setup

Item		Description
Print Menu	Print Setup	Sets the number of copies, resolution, and other settings. When using the printer driver, the values that are set with the printer driver are given priority over these settings.
	Printer Adjust	Sets manual timeout, jam recovery, and other print adjustment settings.
	Print Position Adjust	Adjusts front X, front Y, back X and back Y positions.
	Drum Cleaning	Sets cleaning of an image drum.
	Hex Dump	Displays all the received print data in hex. To exit this mode, restart the machine.
System Configuration Menu		Sets operation modes, alarm release, and other machine operation settings for each situation.
Emulation	PCL Setup	Sets PCL.
	PS Setup	Sets PS.
	XPS Setup	Sets XPS.
	IBM PPR Setup	Sets IBM PPR Setup.
	EPSON FX Setup	Sets EPSON FX Setup.

Management

You can set local interface, system settings, power save mode, memory setting, change password, default value reset, or other device settings.

Item		Description
Local Interface	USB Menu	Sets USB.
System Setup		Sets access control, display units, and other settings.
Power Save		Sets power save settings.
Memory Setup		Sets the reception buffer size and resource save area.
Admin Password		Sets an administrator password.
Reset Settings		Initializes all the data that is set in "Management", including speed dial, copy and fax function settings.

User Install

Item	Description
Power Setup	Sets Auto power off and Power supply Return.
Fax Setup	Sets a fax line, sender, and other settings.
Time Setup	Sets the time to the machine. **Note** If you select [Auto], you cannot set the time from the operator panel.
Other Settings	Sets High humid mode and Quiet mode.

Job List

Item	Description
Job List	Displays a list of print jobs that are sent to the machine. You can delete unnecessary jobs.

Direct Print

Item		Description
Web Printing		Specifies and prints a PDF file.
E-mail Printing	E-mail Printing	Prints a PDF, JPEG and TIFF file if it is attached on an e-mail that the machine receives. Printing E-mail Attachment Files
	Receive Settings	Sets an e-mail receive settings. Registering from the Web page

Transmission Settings

This function is displayed only if you log in as the administrator of the machine.

Item	Description
Automated Delivery Setup	Sets the function that enables you to automatically convert a received fax into an e-mail and send it, and the function that enables you to automatically deliver a received e-mail.
Transmission Settings	Sets the function that enables you to save received and sent faxes and e-mail data to a server and other storages.
Automated Delivery Log	Displays the automated delivery logs. Display condition: [Admin Setup] > [Management] > [Job Log Setup] > [Save Job Log] is set to [Enable].
Transmission Log	Displays the transmission logs. Display condition: [Admin Setup] > [Management] > [Job Log Setup] > [Save Job Log] is set to [Enable].

Links

Item	Description
Links	Displays the links that are set by the manufacturer, and the links that are set by your administrator.
Edit Links	Your administrator can set any URLs. Five support links and five other links can be registered. Include "http://" in an entered URL.

Loading Paper or Envelopes in a Tray

This chapter describes various information about paper that can be loaded in a paper tray of this machine.

- About Paper Types That Can be Loaded and Storage Methods
- About Paper Sizes, Weight, and Number of Sheets That Can be Loaded
- Loading Paper
- Loading Envelopes
- Registering the Loaded Paper Size or Other Information in the Machine
- About Paper Output

  This section describes how to use the facedown stacker and faceup stacker.

About Paper Types That Can be Loaded and Storage Methods

Available paper types

To perform high-quality printing, be sure to use the supported paper types that satisfy requirements, such as material, weight, or paper surface finishing. Use digital photo print paper.

If you print on paper that is not recommended by Oki Data, check the print quality and the movement of the paper thoroughly in advance to ensure that there are no problems.

Paper type	Paper type and paper size (mm) (The value enclosed with brackets is indicated in inches.)		Paper weight
Plain paper	A4	210 x 297	60 to 163 g/m^2(16 to 43 lb) For duplex printing, 60 to 120 g/m^2(16 to 32 lb)
	A5	148 x 210	
	A6	105 x 148	**Note** If the paper size is set to A6, A5, or the paper width is 148 mm (A5 width) or smaller, printing becomes slow.
	B5	182 x 257	
	Letter	215.9 x 279.4 (8.5 x 11)	
	Legal 13	215.9 x 330.2 (8.5 x 13)	
	Legal 13.5	215.9 x 342.9 (8.5 x 13.5)	
	Legal 14	215.9 x 355.6 (8.5 x 14)	
	Executive	184.2 x 266.7 (7.25 x 10.5)	
	Statement	(5.5 x 8.5)	
	16K (184 x 260 mm)	184 x 260	
	16K (195 x 270 mm)	195 x 270	
	16K (197 x 273 mm)	197 x 273	
	4x6inch	(4 x 6)	
	5x7inch	(5 x 7)	
	Custom	Width: 86 to 216 Length: 140 to 1321	60 to 163 g/m^2(16 to 43 lb)
	Banner 210 x 900 mm	210 x 900	
	Banner 215 x 900 mm	215 x 900	
	Banner 215 x 1200 mm	215 x 1200	
Envelope	Monarch	98.4 x 190.5 (3.875 x 7.5)	Envelopes must be made of paper of 85 g/m^2(24 lb), and their flaps must be folded.
	Com-9	98.4 x 225.4 (3.875 x 8.875)	
	Com-10	104.8 x 241.3 (4.125 x 9.5)	
	DL	110 x 220 (4.33 x 8.66)	
	C5	162 x 229 (6.4 x 9)	
	C6	114 x 162 (4.49 x 6.38)	
Label	A4	210 x 297	0.1 to 0.2 mm
	Letter	215.9 x 279.4 (8.5 x 11)	
Partly-printing paper	Subject to plain paper		60 to 163 g/m^2(16 to 43 lb)
Color paper	Subject to plain paper		60 to 163 g/m^2(16 to 43 lb)

Recommended paper

The machine supports a variety of print media, including a range of paper weights and sizes. This section describes how to choose and use media. To obtain the best performance, use 75 to 90 g/m^{2}plain paper that is designed for use in copiers and laser printers. Use of heavily embossed or very rough textured paper is not recommended. Pre-printed stationery can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process.

- Envelopes

  Envelopes must be free from twists, curls or other deformations. The envelopes must also be of the rectangular flap type, with glue that remains intact when subjected to hot roll pressure fusing in the machine. Window envelopes are not suitable.

-

Labels

Labels must be of the type recommended for use in copiers and laser printers, in which the base carrier page is entirely covered by labels. Other types of label stocks may damage the machine due to the labels peeling off during the printing process.

Paper storage

Store paper under the following conditions to maintain quality.

- Inside a cabinet or other dry and dark place
- On a flat surface
- Temperature: 20℃
- Humidity: 50% RH (relative humidity)

Do not store paper in the places as shown below:

- Directly on the floor
- Where paper is exposed to direct sunlight
- Near the inside of an exterior wall
- On an uneven surface
- Where static electricity may be generated
- Where temperature excessively rises high and temperature rapidly changes
- Near this machine, an air conditioner, a heater, or duct

Note

- Do not unwrap paper until just before you use.
- Do not leave paper unwrapped for a long period. Doing so may result in printing problems.

About Paper Sizes, Weight, and Number of Sheets That Can be Loaded

Loading in Tray 1
Loading in Tray 2 (Optional)
Loading in the MP Tray

The following paper types and tray capacity can be loaded in each tray.

Loading in Tray 1

Available paper size	Tray capacity	Paper weight
A4 A5* A6* B5 Letter Legal (13 inches) Legal (13.5 inches) Legal (14 inches) Executive Statement* 16K (184 x 260 mm) 16K (195 x 270 mm) 16K (197 x 273 mm) Custom	250 sheets (if paper weight is 80 g/m^2)	Light 60 to 63 g/m^2(16 to 17 lb) Medium Light 64 to 74 g/m^2(18 to 19 lb) Medium 75 to 89 g/m^2(20 to 23 lb) Medium Heavy 90 to 104 g/m^2(24 to 27 lb) Heavy 1 105 to 120 g/m^2(28 to 32 lb)

*Paper cannot be used for duplex printing.

Loading in Tray 2 (Optional)

Available paper size	Tray capacity	Paper weight
A4 A5* B5 Letter Legal (13 inches) Legal (13.5 inches) Legal (14 inches) Executive 16K (184 x 260 mm) 16K (195 x 270 mm) 16K (197 x 273 mm) Custom	530 sheets (if paper weight is 80 g/m^2)	Light 60 to 63 g/m^2(16 to 17 lb) Medium Light 64 to 74 g/m^2(18 to 19 lb) Medium 75 to 89 g/m^2(20 to 23 lb) Medium Heavy 90 to 104 g/m^2(24 to 27 lb) Heavy 1 105 to 120 g/m^2(28 to 32 lb)

*Paper cannot be used for duplex printing.

Loading in the MP Tray

Available paper size	Tray capacity	Paper weight
A4 A5* A6* B5 Letter Legal (13 inches) Legal (13.5 inches) Legal (14 inches) Executive Statement* 16K (184 x 260 mm)	100 sheets (if paper weight is 80 g/m^2) 10 sheets (envelopes)	Light 60 to 63 g/m^2(16 to 17 lb) Medium Light 64 to 74 g/m^2(18 to 19 lb) Medium 75 to 89 g/m^2(20 to 23 lb) Medium Heavy 90 to 104 g/m^2(24 to 27 lb) Heavy 1 105 to 120 g/m^2(28 to 32 lb) Heavy 2

16K (195 x 270 mm) 16K (197 x 273 mm) 4x6inch* 5x7inch* Custom Com-9* Com-10* Monarch* DL* C5* C6*		121 to 163 g/m^2(33 to 43 lb)

*Paper cannot be used for duplex printing.

Loading Paper

There are three paper feed sources: Tray 1, Tray 2 (optional), and the MP tray.

Plain paper is printed from Tray 1, Tray 2 (optional), or the MP tray.

Envelopes and labels are printed from the MP tray.

- Loading in Tray 1 or Tray 2
- Loading in the MP Tray

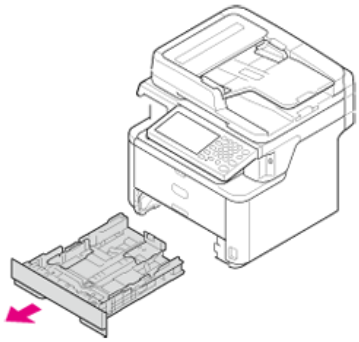
Loading in Tray 1 or Tray 2

The following procedure describes how to load paper in Tray 1 or Tray 2 (optional).

Note

The following procedure uses Tray 1 as an example, and the same procedure applies to Tray 2 (optional).

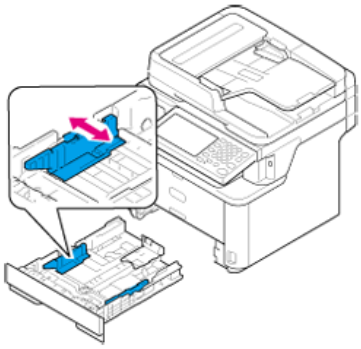
1. Pull the paper cassette out.



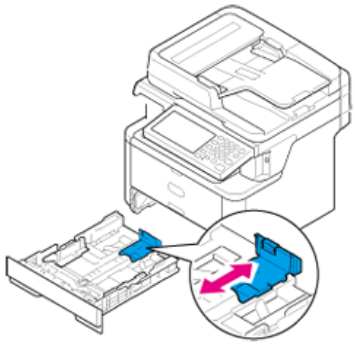
Note

When you pull the paper cassette out, the paper size selection screen is automatically displayed (for 6 seconds). Follow the procedure from step 4 in "Registering the Paper Size, Type, or Weight". If you do not change the paper size, you do not need to set this setting.

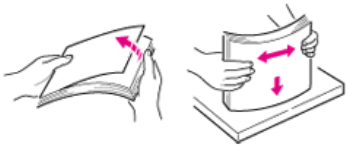
2. Slide the paper guide to the width of paper to be loaded.



3. Slide the paper stopper to the length of paper to be loaded.

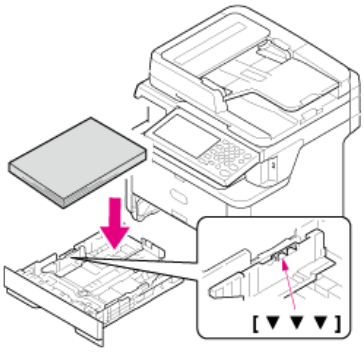


4. Fan a stack of paper well, and then align the edges of the paper.



5. Load paper with the print side face down.

> **Note**
>
> Do not load paper above the "▽" mark on the paper guide.



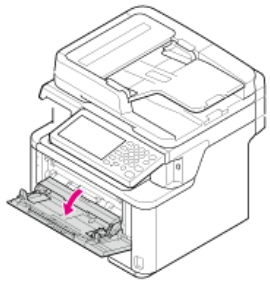
6. Push the paper cassette until it stops.

Register the loaded paper in the machine. Proceed to "Registering the Paper Size, Type, or Weight".

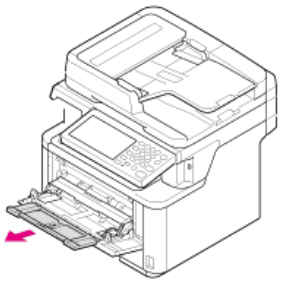
Loading in the MP Tray

The following procedure describes how to load paper in the MP tray.

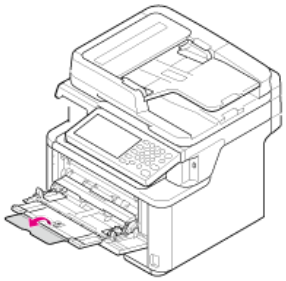
1. Open the MP tray.



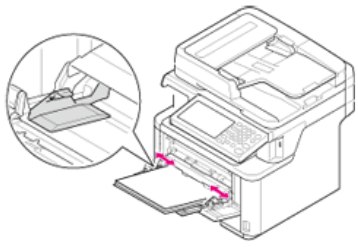
2. Pull the paper support out.



3. Open the sub support.

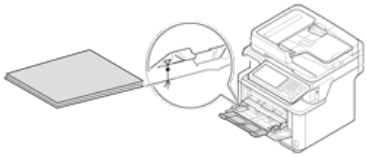


4. Adjust the manual feeding paper guide to the width of paper to be loaded.



5. Insert the paper with the print side up until its edge touches the paper feed entrance.

> **Note**
>
> Do not load paper above the "▽" mark.



Register the loaded paper in the machine. Proceed to "Registering the Paper Size, Type, or Weight".

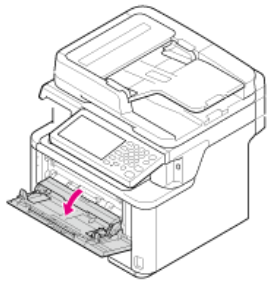
Note

- Do not load paper of different sizes, types, or weights at the same time.
- When adding paper, take the paper in the MP tray out, straighten the edges of both stacks of paper, and then load them.
- Do not put anything other than print paper in the MP tray.

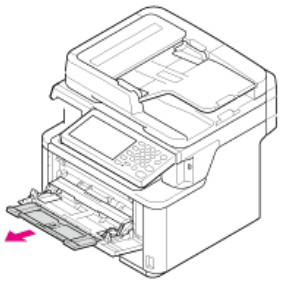
Loading Envelopes

This section describes how to load envelopes in the MP tray.

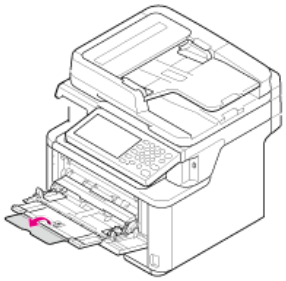
1. Open the MP tray.



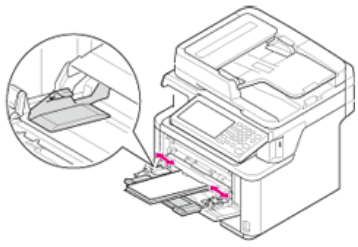
2. Pull the paper support out.



3. Open the sub support.

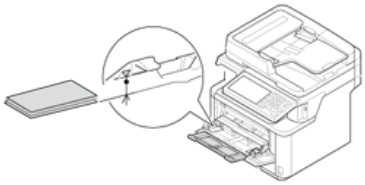


4. Adjust the manual feeding paper guide to the width of an envelope to be loaded.



5. Load an envelope with the print side up until its edge touches the paper feed entrance.

> **Note**
> Do not load envelopes above the "▽" mark.



Memo

Load envelopes with the address side up in the direction as described below.

If you are using envelopes with the flap (for gluing) on the long edge (Monarch, Com-9, Com-10, DL, C5, C6), load them with the flap folded so that the flap is on the left side when fed.

Registering the Loaded Paper Size or Other Information in the Machine

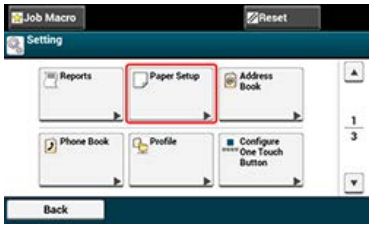
This section describes how to register paper information to the machine after paper is set in the machine.

- Registering the Paper Size, Type, or Weight
- Registering a Custom Size

Registering the Paper Size, Type, or Weight

After you load paper in Tray 1, Tray 2 (optional), or MP tray, you must register the loaded paper in the machine.

1. Press [Device Settings] on the touch panel.
2. Press [Paper Setup].



3. Press the paper tray that holds paper.
4. Press [Paper Size].
5. Select a size of the loaded paper.

   If you select [Custom] for [Paper Size], you must register the custom size.

   About how to register a custom size

   Registering a Custom Size
6. Press [Media Type].
7. Select a type of the loaded paper.
8. Press [Media Weight].
9. Select weight of the loaded paper.

Registering a Custom Size

To load custom size paper, you must register the width and length of the paper before printing. The range of the sizes you can set varies depending on the paper tray.

Tray	Available paper size range
Tray 1	Width: 100 to 216 mm (3.9 to 8.5 inches) Length: 148 to 356 mm (5.8 to 14.0 inches)
Tray 2 (optional)	Width: 148 to 216 mm (5.8 to 8.5 inches) Length: 210 to 356 mm (8.3 to 14.0 inches)
MP Tray	Width: 86 to 216 mm (3.4 to 8.5 inches) Length: 140 to 1321 mm (5.5 to 52.0 inches)

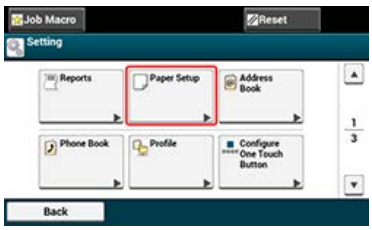
Note

- [Custom] is displayed only if [Paper Size] is set to [Custom].
- The available paper size range for duplex printing is shown as below.

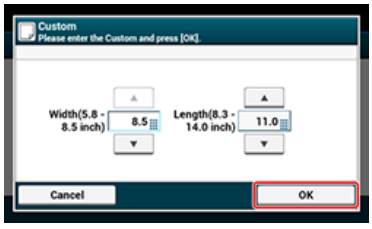
  Width: 182 to 216 mm

  Length: 257 to 356 mm

1. Press [Device Settings] on the touch panel.
2. Press [Paper Setup].



3. Press the paper tray that holds paper.
4. Press [Paper Size].
5. Press [Custom].
6. Press [Custom].
7. Enter the values by using the 10-key pad, and then press [OK].



About Paper Output

Outputting with the Print Side Down (Facedown Stacker)
Outputting with the Print Side Up (Faceup Stacker)

The machine outputs paper to the facedown or faceup stacker. Paper types that can be outputted to each stacker are as follows.

Output stacker	Supported paper type	Capacity
Facedown stacker	• Plain paper • Recycled paper	150 sheets (if paper weight is 80 g/m^2)
Faceup stacker	• Plain paper • Recycled paper • Envelope • Photo 4x6inch, 5x7inch • Label	• 100 sheets (if paper weight is 64 g/m^2) • 10 sheets (thick paper and envelopes)

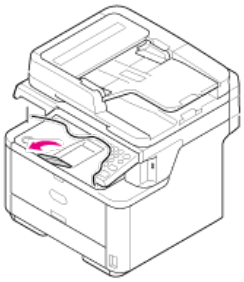
When performing duplex printing, paper is output to the facedown stacker.

Note

Do not open or close the faceup stacker during printing. Paper jams may result.

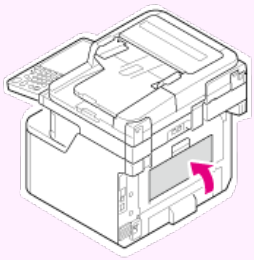
Outputting with the Print Side Down (Facedown Stacker)

Paper is output with the print side down.



Note

Check that the faceup stacker is closed. If the faceup stacker is opened, paper is always output to the faceup stacker.



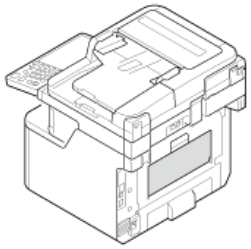
Outputting with the Print Side Up (Faceup Stacker)

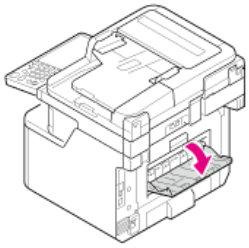
Paper is output with the print side up.

Note

Duplex printing is not available with the faceup stacker.

1. Open the faceup stacker toward you.





Setting a Document

This chapter describes how to set the document on this machine.

- About Documents That Can be Set
- Setting in the ADF
- Setting on the Document Glass

About Documents That Can be Set

About Where to Set a Document
About Documents That Cannot be Set
About the Scannable Area When Copied

About Where to Set a Document

Set a document in the ADF or on the document glass to copy, scan, or fax the document.

Scanner type	Scan size	Capacity	Paper weight
ADF	• A4 • A5 • B5 • A6 • Letter • Legal 13 • Legal 13.5 • Legal 14 • Executive	50 sheets (80 g/m^2)	60 to 105 g/m^2(16 to 28 lb)
Document glass	• A4 • A5 • B5 • A6 • Letter • Executive • Legal 13 • Legal 13.5 • Legal 14	-	20 mm

Memo

Duplex scan is not available for A6.

Note

For documents on which adhesives, ink, or correction fluid is used, make sure that they have completely dried before setting.

About Documents That Cannot be Set

You cannot set the following documents in the ADF. Use the document glass, instead.

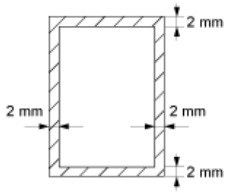
- Documents with holes or tears
- Badly curled or rolled documents
- Damp documents
- Documents that are stuck together due to static electricity
- Carbon-backed documents
- Cloth, metal sheets, OHP films
- Stapled, clipped, or taped documents
- Documents that are pasted each other, or documents with glue
- Glossy documents
- Coated documents

Observe the following to avoid damaging the document glass.

- When copying a thick document, do not press on it on the document glass.
- Place a hard document gently.
- Do not set a document that has sharp protrusions.

About the Scannable Area When Copied

Texts or images within the 2 mm area from the edges of standard paper cannot be scanned with the copy function.



Setting in the ADF

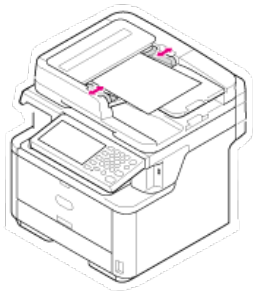
1. Set a document face up in the ADF.

   If a document is portrait, set the document so that its top edge is pulled into the ADF first.

   If a document is landscape, set the document so that its left edge is pulled into the ADF first.

2. Align the document guide to the document width.

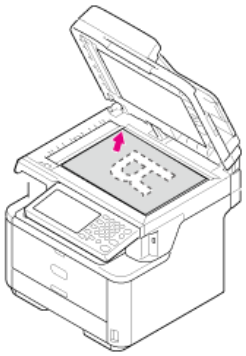
> **Note**
>
> If ADF paper feed problems often occur, reduce the number of document pages to set.



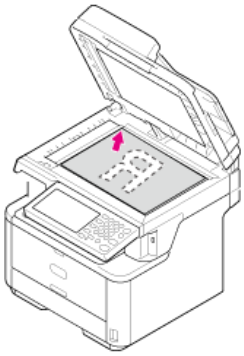
Setting on the Document Glass

1. Open the document glass cover.
2. Set a document face down on the document glass.

   If a document is portrait, align its top edge with the upper-left corner of the glass.

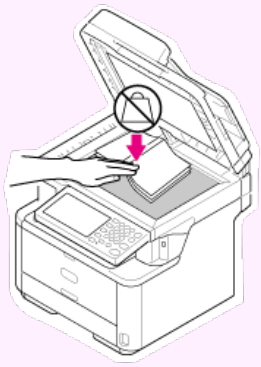


   If a document is landscape, align its right edge with the upper-left corner of the glass.



Note

Do not press the document glass forcefully.



3. Close the document glass cover gently.

   You must change the [Direction] setting to suit the document orientation (portrait or landscape) in advance.

   About the [Direction] setting

   Changing the Document Orientation (Direction)

Saving Power Consumption with the Power Save Function

The machine has three Power Save modes: Power Save, Sleep, and Deep Sleep.

If you do not use the machine for a certain period of time, the machine automatically enters Power Save mode, saving power consumption. Alternatively, you can switch the machine to Power Save mode by pressing the (POWER SAVE) button.

The procedures for switching the machine to each mode and conditions to exit each mode are shown in the table below.

Power Save mode	Procedure for switching the machine to each mode	Condition to switch to each mode	Machine status	Condition to exit each mode
Power Save mode	After a certain period of time passes*1, or press the (POWER SAVE) button	-	The backlight on the operator panel turns off. The (POWER SAVE) button lights up in green.	Press a button on the operator panel. Print data, a fax, or other data is received.
Sleep mode	After a certain period of time passes*2	A certain function*3is enabled.	The screen on the operator panel turns off. The (POWER SAVE) button flashes in green (every 3 seconds).	Press the (POWER SAVE) button. Print data, a fax, or other data is received.
Deep Sleep mode	After a certain period of time passes*2	A certain function*3is disabled.	The screen on the operator panel turns off. The (POWER SAVE) button flashes in green (every 6 seconds).	Same conditions as Sleep mode are applied or there are restrictions to exit Deep Sleep*4.

*1 If the machine idles for a certain period of time (1 minute by factory default), the machine automatically enters Power Save mode. To change the time to enter Power Save mode, refer to "Setting Power Save Mode".

*2 If the machine idles for a certain period of time (30 minutes by factory default) in Power Save mode, the machine automatically enters Sleep mode or Deep Sleep mode. To change the time to enter Sleep mode or Deep Sleep mode, refer to "Setting Sleep Mode".

*3 For details on the applicable function, refer to "Setting Sleep Mode".

*4 For details on the restrictions, refer to "About Restrictions in Sleep Mode and Deep Sleep Mode".

- Setting Power Save Mode

  This section describes how to set Power Save mode.

- Setting Sleep Mode

  This section describes how to set Sleep mode and exit Sleep mode to the standby status.

- About Restrictions in Sleep Mode and Deep Sleep Mode

  This section describes about the restrictions that occur to the network when this machine enters Sleep Mode or Deep Sleep Mode.

Setting Power Save Mode

If you do not use the machine for a certain period of time, the machine automatically enters Power Save mode, saving power consumption.

Alternatively, you can press the (POWER SAVE) button to manually switch the machine to Power Save mode. If you press the (POWER SAVE) button in Power Save mode, the machine returns to standby status.

In Power Save mode, the (POWER SAVE) button lights up.

Exiting Power Save Mode to Standby Mode

To exit Power Save mode to standby status, press the (POWER SAVE) button.

Memo

When this machine receives data from a computer or other devices, this machine returns to standby status.

You can register Power Save mode in the following three ways.

- Opening the Web Page of This Machine from a Computer

  This section describes how to set Power Save mode from the Web page. You must log in as the administrator to set this setting.

- Using Configuration Tool (Windows Only)

  This section describes how to set Power Save mode from the operator panel on the machine. You must enter the administrator password to set this setting.

- Using the Operator Panel

  This section describes how to set Power Save mode from the operator panel on the machine. You must enter the administrator password to set this setting.

Opening the Web Page of This Machine from a Computer

You can set Power Save mode from the Web page of this machine.

Set the length of idle time before entering Power Save mode.

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   - How to log in as the administrator
     - About the Web Page of This Machine
3. Click [Admin Setup].
4. Click [Management] > [Power Save].
5. Select the transition time from [Power Save Time], and then click [Submit].

   Available transition time settings

1 minute*, 2 minutes, 3 minutes, 4 minutes, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes

   * indicates the factory default setting.

Using Configuration Tool (Windows Only)

You can set Power Save mode from Configuration Tool.

Set the length of idle time before entering Power Save mode.

For details on Configuration Tool, refer to "Using Configuration Tool (Windows only)".

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Click the [Device Setting] tab.
4. Click [Menu settings].
5. Click (Display administrator settings).
6. Enter the administrator password, and then click [OK].

   The factory default password is "aaaaaa".

   Entering Characters
7. Click ▶ in order of [Admin Setup] > [Management] > [Power Save].
8. Select the transition time from [Power Save Time], and then click (Save to device).

   Available transition time settings

1 minute*, 2 minutes, 3 minutes, 4 minutes, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes

   * indicates the factory default setting.

Using the Operator Panel

You can set Power Save mode from the operator panel.

Set the length of idle time before entering Power Save mode.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Management].
6. Press [Power Save].
7. Press [Power Save Time].
8. Select transition time.

   Available transition time settings

1 minute*, 2 minutes, 3 minutes, 4 minutes, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes

   * indicates the factory default setting.

Setting Sleep Mode

When a set period of time elapses, this machine enters Sleep mode from Power Save mode. In Sleep mode, the status of this machine is almost the same as when this machine is turned off.

In Sleep mode, the (POWER SAVE) button flashes.

You can register Sleep mode in the following three ways.

Note

- If an error has occurred, the machine does not enter Sleep mode.
- If a delayed transmission is reserved, the machine does not enter Sleep mode.
- If a fax transmission is waiting for a redial, the machine does not enter Sleep mode.
- If the wired network connection is switched to the wireless network connection, the machine does not enter Deep Sleep mode but enters Sleep mode.
- If the wireless network connection is switched to the wired network connection, the machine enters Deep Sleep mode.

Exiting Sleep Mode or Deep Sleep Mode to Standby Mode

To exit Sleep mode to standby status, press the (POWER SAVE) button.

Memo

When this machine receives data from a computer or other devices, this machine returns to standby status.

- Opening the Web Page of This Machine from a Computer

  This section describes how to set Sleep mode from the Web page. You must enter the administrator password to set this setting.
- Using Configuration Tool (Windows Only)

  This section describes how to set Sleep mode from Configuration Tool. You must enter the administrator password to set this setting.
- Using the Operator Panel

  This section describes how to set Sleep mode from the operator panel of this machine. You must enter the administrator password to set this setting.

Opening the Web Page of This Machine from a Computer

You can set Sleep mode from the Web page of this machine.

Set the length of idle time before entering Sleep mode.

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   - How to log in as the administrator
     - About the Web Page of This Machine
3. Click [Admin Setup].
4. Click [Management] > [Power Save].
5. Select the transition time from [Sleep Time], and then click [Submit].

   Available transition time settings

1 minute, 2 minutes, 3 minutes, 4 minutes, 5 minutes, 10 minutes, 15 minutes, 30 minutes*, 60 minutes

   * indicates the factory default setting.

Topics

- About Restrictions in Sleep Mode and Deep Sleep Mode

Using Configuration Tool (Windows Only)

You can set Sleep mode from Configuration Tool.

Set the length of idle time before entering Sleep mode.

For details on Configuration Tool, refer to "Using Configuration Tool (Windows only)".

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Click the [Device Setting] tab.
4. Click [Menu settings].
5. Click (Display administrator settings).
6. Enter the administrator password, and then click [OK].

   The factory default password is "aaaaaa".

   Entering Characters
7. Click ▶ in order of [Admin Setup] > [Management] > [Power Save].
8. Select the transition time from [Sleep Time], and then click (Save to device).

   Available transition time settings

1 minute,	2 minutes,	3 minutes,	4 minutes,	5 minutes,	10 minutes,	15 minutes,	30 minutes*,	60 minutes

   * indicates the factory default setting.

Topics

About Restrictions in Sleep Mode and Deep Sleep Mode

Using the Operator Panel

You can set Sleep mode from the operator panel.

Set the length of idle time before entering Sleep mode.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Management].
6. Press [Power Save].
7. Press [Sleep Time].
8. Select transition time.

   Available transition time settings

1 minute,	2 minutes,	3 minutes,	4 minutes,	5 minutes,	10 minutes,	15 minutes,	30 minutes*,	60 minutes

   * indicates the factory default setting.

Topics

About Restrictions in Sleep Mode and Deep Sleep Mode

About Restrictions in Sleep Mode and Deep Sleep Mode

This section describes the restrictions when the machine is in Sleep mode or Deep Sleep mode.

If the machine displays an error, the machine does not enter Sleep mode or Deep Sleep mode.

In Sleep mode, the network function is restricted as follows.

The machine does not enter Deep Sleep mode

The machine does not enter Deep Sleep mode in the following cases.

- IPSec is enabled
- A TCP connection is established

  Example: A connection is established with Telnet or FTP.

  When the transition time to enter Sleep mode or Deep Sleep mode from Power Save mode elapses and the connection is disconnected, the machine enters Sleep mode.
- E-mail reception is enabled

Memo

To switch the machine to Deep Sleep mode, disable IPSec or e-mail reception.

Cannot print

In Deep Sleep mode, you cannot use the following protocols to print.

- IPv6
- NBT
- WSDPrint

Cannot search or set

In Deep Sleep mode, you cannot search or set by using the following functions and protocols.

- NBT
- PnP-X
- UPnP
- LLTD
- MIB*

* References with some supported MIB (the Get command) are possible in Deep Sleep mode.

Protocols that have the client function do not operate

In Deep Sleep mode, the following protocols that have the client function do not operate.

- E-mail alert*2
- SNMP Trap
- WINS*1
- SNTP*2

*1 The elapse time in Deep Sleep mode is not included in the intervals of WINS update time.

WINS regular updates are not performed in Deep Sleep mode, possibly resulting in names that are registered in the WINS server being deleted.

*2 The elapse time in Deep Sleep mode is not included in the intervals of the e-mail alert notification time and the intervals of the NTP server update time.

The machine automatically enters Sleep mode from Deep Sleep mode

In a network environment where a large number of packets are sent, the machine automatically exits Deep Sleep mode to Sleep mode and responds.

Also, if a terminal that runs searches with Bonjour, such as Mac or iPhone, is connected to the same network, the machine automatically exits Deep Sleep mode to Sleep mode and responds.

This machine automatically enters Deep Sleep mode after a certain period of time.

Reducing Power Consumption by Automatically Turning the Machine Off

If you do not use the machine for a certain period of time, the machine automatically enters Auto Power Off and turns off. To use the machine again, turn the machine on.

- About the Auto Power Off Function Setting Items

  This section describes three setting items that decide the Auto Power Off operation.

- Setting Auto Power Off

  This section describes how to set the transition time to enter Auto Power Off. To set this setting, the administrator password is required.

About the Auto Power Off Function Setting Items

There are three Auto Power Off options that determine the machine's behavior in Auto Power Off.

- [Enable]: If you do not use the machine for a certain period of time, the machine automatically turns off.
- [Auto Config]: The machine does not automatically turn off in the following cases.
  - A LAN cable is connected to the network interface connector.
  - A telephone cable is connected to the LINE connector.
  - Wireless LAN is enabled.
- [Disable]: The Auto Power Off function is disabled. The machine does not automatically turn off.

Note

- If an error has occurred, the machine does not automatically turn off.
- If a delayed transmission is reserved, the machine does not automatically turn off.
- If a fax transmission is waiting for a redial, the machine does not automatically turn off.

Setting Auto Power Off

When the machine is connected to a network or a telephone cable is connected, set the following settings to set Auto Power Off.

You can register Auto Power Off in the following three ways.

- Opening the Web Page of This Machine from a Computer

  This section describes how to set Auto Power Off from the Web page. You must enter the administrator password to set this setting.

- Using Configuration Tool (Windows Only)

  This section describes how to set Auto Power Off from Configuration Tool. You must enter the administrator password to set this setting.

- Using the Operator Panel

  This section describes how to set Auto Power Off from the operator panel of this machine. You must enter the administrator password to set this setting.

Opening the Web Page of This Machine from a Computer

Setting Auto Power Off
Setting the Transition Time

You can set Auto Power Off from the Web page of this machine.

Setting Auto Power Off

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   - How to log in as the administrator
     - About the Web Page of This Machine
3. Click [Admin Setup].
4. Click [User Install] > [Power Setup].
5. Select [Auto Power Off], and then click [Submit].

   Available value settings:

Enable, Auto Config*, Disable

   * indicates the factory default setting.

Setting the Transition Time

1. Open the Web page of this machine.

   About the IP Address of this machine

   Setting an IP Address from the Operator Panel on This Machine
2. Log in as the administrator.

   How to log in as the administrator

   About the Web Page of This Machine
3. Click [Admin Setup].
4. Click [Management] > [Power Save].
5. Select [Auto Power Off Time], and then click [Submit].

   Available value settings:

1 hour, 2 hours, 3 hours, 4 hours*, 8 hours, 12 hours, 18 hours, 24 hours

   * indicates the factory default setting.

Using Configuration Tool (Windows Only)

You can set Auto Power Off from Configuration Tool.

Set the length of idle time before entering Auto Power Off.

About Configuration Tool

Using Configuration Tool (Windows only)

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Click the [Device Setting] tab.
4. Click [Menu settings].
5. Click (Display administrator settings).
6. Enter the administrator password, and then click [OK].

   The factory default password is "aaaaaa".

   Entering Characters
7. Click ▶ in order of [Admin Setup] > [Management] > [Power Save].
8. Select the transition time from [Auto Power Off Time], and then click (Save to device).

   Available transition time settings:

1 hour, 2 hours, 3 hours, 4 hours*, 8 hours, 12 hours, 18 hours, 24 hours

   * indicates the factory default setting.

Enabling Auto Power Off
Setting the Transition Time

Enabling Auto Power Off

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [User Install].
6. Press [Power Setup].
7. Press [Auto Power Off].
8. Press [Enable].

Setting the Transition Time

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Management].
6. Press [Power Save].
7. Press [Auto Power Off Time].
8. Select transition time.
   Available transition time settings:

1 hour, 2 hours, 3 hours, 4 hours*, 8 hours, 12 hours, 18 hours, 24 hours

* indicates the factory default setting.

How to Customize the Touch Panel

Setting a Home Icon on the Home Screen

Functions That Can be Set to a Home Icon on the Home Screen

Setting a Shortcut Button of Each Function

You can customize home icons and shortcut buttons on the home screen and the top screen of each function to fit your needs.

Setting a Home Icon on the Home Screen

Memo

You can register 16 icons.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Configure Home Screen].
6. Press the button whose setting you want to change.
   The shortcut button setting screen is displayed.
7. Operate the touch panel according to the changes you want to make.

	Item	Description
1	Layout preview area	Displays the locations of the shortcut buttons.
2	Add function	Inserts a function into the location where ↓ is indicated in the layout preview area.
3	Add blank	Inserts an empty button into the location where ↓ is indicated in the layout preview area.
4	Move	Moves the selected button to a specified location.
5	Delete	Deletes the function that is registered to the selected button.

8. Press [OK].

Functions That Can be Set to a Home Icon on the Home Screen

You can register the following functions.

- Copy*
- Fax/Internet Fax*
- Fax
- Internet Fax
- Scan*
- Scan To E-mail
- Scan To Shared Folder
-

Scan To USB Memory

- Scan To Computer
- Remote Scan TWAIN
- Remote Scan WSD
- Print*
- Stored Job
- Encrypted Job
- Print From USB Memory
- Job Macro
- Configure Home Screen

* indicates the factory default setting.

Setting a Shortcut Button of Each Function

The number of shortcut buttons that can be set varies depending on the function.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Follow the procedure in the table below.

Functions whose settings you want to change	Display on the touch panel and operation procedures
Copy	Press [Copy Setup] > [Configure Shortcuts].
Scan To E-mail	Press [Scanner Setup] > [E-mail Setup] > [Configure Shortcuts].
Scan To Shared Folder	Press [Scanner Setup] > [Shared Folder Setup] > [Configure Shortcuts].
Fax Sending	Press [Fax Setup] > [Configure Shortcuts].
Internet Fax Sending	Press [Internet Fax Setup] > [Configure Shortcuts].
Scanning to Fax Server	Press [FaxServer Function] > [Configure Shortcuts].

6. Press the button whose setting you want to change.
7. Select a function to register.

> **Memo**
> Each shortcut button registered cannot be deleted. It can be replaced by a different shortcut button.

8. Press [OK].

Operating a Frequently-used Setting with a One-touch Button (JOB MACRO)

You can register macros for frequently used function settings for copying, scanning, faxing, Internet faxing, and printing in the machine and create shortcuts. This "Job Macro" allows you to perform operations more simply and quickly.

You can create a macro for settings on the following functions.

- Copying
- Printing from USB Memory
- Scanning to e-mail
- Scanning to network PC
- Scanning to USB Memory
- Fax Sending
- Internet Fax Sending
- Scanning to Fax Server

Note

If the user authentication is enabled, log in to the machine before creating or editing a macro.

Memo

You can register up to 16 macros.

- Registering a Frequently-used Setting as a Macro
- Using a Registered Macro
- Checking the Macro Content
- Editing a Macro Title
- Deleting a Registered Macro

Registering a Frequently-used Setting as a Macro

You can create a macro for a frequently-used setting.

Registering Newly

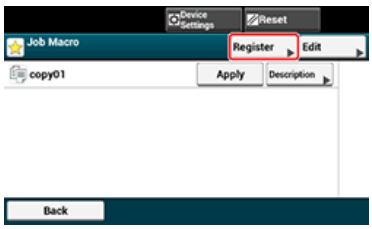
1. Press [Job Macro] on the touch panel.

Memo

The Job Macro list screen also appears if [Register to Job Macro] is pressed in the following operation procedure. In this case, proceed to step 3.

Function	Display on the touch panel and operation procedures
Copy	[Basic] tab > [Register to Job Macro]
Scan To E-mail	[Basic] tab > [Register to Job Macro]
Scan To USB Memory	[Scan To USB Memory] tab > [Register to Job Macro]
Scan To Computer	[Basic] tab > [Register to Job Macro]
Print from USB Memory	[Register to Job Macro]
Fax Sending	[Basic] tab > [Register to Job Macro]
Internet Fax Sending	[Basic] tab > [Register to Job Macro]
Scanning to Fax Server	[Basic] tab > [Register to Job Macro]

2. Press [Register] in the Job Macro list screen.



3. Check the setting, and then press [Yes].

4. Enter a new macro name.

Entering Characters

5. Press [OK].

A confirmation screen is displayed.

Using a Registered Macro

You can use a macro by reading out it.

1. Press [Job Macro] on the touch panel.
2. Select a macro to use, and then press [Apply].

   If the access control is enabled on the functions you want to use, a message is displayed to inform you that you are not permitted to use them, and the screen returns to the JOB MACRO menu.
3. Perform a job.

Checking the Macro Content

1. Press [Job Macro].
2. Select a macro, and then press [Description].
3. Check the content, and then press [Back].
   If you press [Apply] instead of [Back], the macro is applied.

Editing a Macro Title

You can edit a macro title.

1. Press [Job Macro].
2. Press [Edit].
3. Select a macro, and then press [Title Edit].
4. Enter a new title.
   Entering Characters
5. Press [OK].

Deleting a Registered Macro

You can delete a macro.

1. Press [Job Macro].
2. Press [Edit].
3. Select a macro, and then press [Delete].
   A confirmation screen is displayed.
4. Press [Yes].

Adjusting Volume

This chapter describes how to adjust the volume of the sound that the machine emits such as the key touch tone volume of the operator panel.

- Adjusting the Key Touch Tone Volume on the Operator Panel
- Adjusting the Fax Monitor Sound
- Adjusting the Fax and Phone Ring Volume
- Adjusting the Fax Completion Volume

Adjusting the Key Touch Tone Volume on the Operator Panel

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Management].
6. Press [Sound Control].
7. Press [Key Touch Tone Volume].
8. Select a volume level.

Adjusting the Fax Monitor Sound

To hear the monitor sound, set as described below.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [User Install].
6. Press [Monitor Control].
7. Select [Type 1] or [Type 2].

Adjusting the Fax and Phone Ring Volume

You can change the ring volume of the machine for a fax reception or incoming voice call.

Note

The setting of the ring volume is enabled only if [Reception Mode] is set to [Tel/Fax Ready Mode].

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Fax Setting].
7. Press [Soft Ringer Volume].
8. Select a volume level.

Adjusting the Fax Completion Volume

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Management].
6. Press [Sound Control].
7. Press [FAX Buzzer Volume].
8. Select a volume level.

Switching This Machine Online

When the machine is offline, you cannot print from a computer, print a received fax, and copy. Switch the machine from offline to online.

1. Press [Print] on the home screen or the (PRINT) button.
2. Select [Online] or [Offline].

Windows Operation

This section describes the procedure for displaying the driver setting screen from the [Printers and Faxes] folder.

Memo

If multiple drivers are installed, an icon for each driver is displayed in the [Printers and Faxes] folder.

- Displaying the Property Screen of the Printer Driver
- Displaying the Print Setup Screen of the Printer Driver

Displaying the Property Screen of the Printer Driver

This section describes how to display the property screen of the printer driver for OS other than Windows 7 as shown as examples in this manual.

- Windows 8.1
- Windows Vista
- Windows Server 2012 R2
- Windows Server 2008 R2
- Windows Server 2008

Windows 8.1

1. Right-click [Start].
2. Select [Control Panel] > [Hardware and Sound] > [Devices and Printers].
3. Right-click the OKI MB562 icon, and then select [Printer properties].

Windows Vista

1. Click [Start], and then select [Control Panel] > [Hardware and Sound] > [Printers].
2. Right-click the OKI MB562 icon, and then select [Printer properties].

Windows Server 2012 R2

1. Right-click [Start] on a computer.
2. Select [Control Panel] > [Hardware] > [Devices and Printers].
3. Right-click the OKI MB562 icon, and then select [Printer properties].

Windows Server 2008 R2

1. Click [Start], and then select [Control Panel] > [Devices and Printers].
2. Right-click the OKI MB562 icon, and then select [Printer properties].

Windows Server 2008

1. Click [Start], and then select [Control Panel] > [Printers].
2. Right-click the OKI MB562 icon, and then select [Printer properties].

Displaying the Print Setup Screen of the Printer Driver

This section describes how to display the print setup screen of the printer driver for OS other than Windows 7 as shown as examples in this manual.

- Windows 8.1
- Windows Vista
- Windows Server 2012 R2
- Windows Server 2008 R2
- Windows Server 2008

Windows 8.1

1. Right-click [Start].
2. Select [Control Panel] > [Hardware and Sound] > [Devices and Printers].
3. Right-click the OKI MB562 icon, and then select [Printing preferences].

Windows Vista

1. Click [Start], and then select [Control Panel] > [Hardware and Sound] > [Printers].
2. Right-click the OKI MB562 icon, and then select [Printing preferences].

Windows Server 2012 R2

1. Right-click [Start] on a computer.
2. Select [Control Panel] > [Hardware] > [Devices and Printers].
3. Right-click the OKI MB562 icon, and then select [Printing preferences].

Windows Server 2008 R2

1. Click [Start], and then select [Control Panel] > [Devices and Printers].
2. Right-click the OKI MB562 icon, and then select [Printing preferences].

Windows Server 2008

1. Click [Start], and then select [Control Panel] > [Printers].
2. Right-click the OKI MB562 icon, and then select [Printing preferences].

Checking the Menu Hierarchy of This Machine (Menu Tree)

About the menu hierarchy

Setting Menu Hierarchy of This Machine (Menu Tree)

Troubleshooting

Memo

- If the (STATUS) button lights up, a message is displayed by pressing the (STATUS) button.
  - If the STATUS Button Lights Up or Flashes on the Operator Panel
- There are some restrictions depending on your OS on a computer.
  - About Restrictions on Each OS

Machine problems

Is an error code or error message displayed on the operator panel?

Displayed

If an Error Message is Displayed on the Operator Panel

If the occurrence of a paper jam is displayed

If a "Paper jam" Message is Displayed

If the "Document jam" Message is Displayed

If the consumable lifetime or replacement time is displayed

Replacing Consumables

If another message is displayed

Error Message Search

Not displayed

Problems that may occur in this machine

If Paper in the Tray or the Set Document is not Fed Properly

If a Power Failure Occurs

About Problems of Each Function

About Problems with Printing Results

Other Problems

Computer problems

There is a problem with a driver or utility.

If You Cannot Install a Printer Driver

If Configuration Tool has a Problem

Cannot solve

Record the error message currently displayed.

Does copying, printing, or scanning work properly?

No	Yes
	There may be a problem with a telephone or fax line. Contact your carrier or provider.

Does copying or faxing work properly?

No	Yes
	There may be a problem in the computer. Contact your computer dealer.

Does copying, printing, scanning, or faxing work properly?

No	Yes
	There may be a problem in the computer. Contact your computer dealer.

Cannot find a cause

Contact your dealer.

If an Error Message is Displayed on the Operator Panel

- Checking an Error Message (Error Message Search)

  This section describes how to check error messages.
- If a "Paper jam" Message is Displayed

  You can refer to a list of error codes, error messages, and error contents concerning paper jams.
- If the "Document jam" Message is Displayed

  You can refer to a list of error codes, error messages, and error contents concerning document jams.

Checking an Error Message (Error Message Search)

If an error occurs in this machine, an error message and/or an error code (a 3-digit number) is displayed on the operator panel.

In such a case, the (STATUS) button lights up or flashes.

If you are not sure how to solve a problem, enter the error message or error code into "Error Message Search", and then check the error cause and its solution.

If a "Paper jam" Message is Displayed

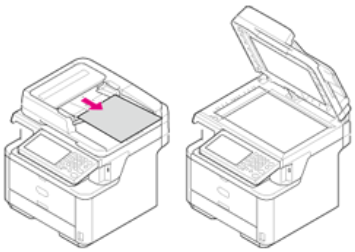
<table>
<tr><th>Error code</th><th>Message</th><th>Reference</th></tr>
<tr><td>370</td><td rowspan="8">Paper jam has occurred.
Please open the scanner unit and the top cover to check.
Please see Help for details.</td><td rowspan="3">If the Error Code is "372"</td></tr>
<tr><td>371</td></tr>
<tr><td>372</td></tr>
<tr><td>380</td><td rowspan="6">If the Error Code is "380", "381", "382", "385" or "389"</td></tr>
<tr><td>381</td></tr>
<tr><td>382</td></tr>
<tr><td>385</td></tr>
<tr><td>389</td></tr>
<tr><td>390</td><td>If the Error Code is "390"</td></tr>
<tr><td>391</td><td rowspan="2">Paper jam has occurred.
Remove and check the TRAY cassette.
Please see Help for details.</td><td rowspan="2">If the Error Code is "391" or "392"</td></tr>
<tr><td>392</td></tr>
<tr><td></td><td>Document jam has occurred.
Open the automatic document feeder (ADF) cover on the scanner to check.
Please see Help for details.</td><td>If the "Document jam" Message is Displayed</td></tr>
</table>

If the Error Code is "372"

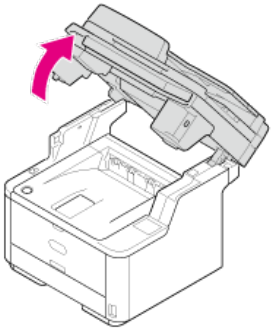
If the "Paper jam has occurred. Please open the scanner unit and the top cover to check." message is displayed, a paper jam has occurred near the fuser unit or the image drum.

Remove the jammed paper by following the procedure below.

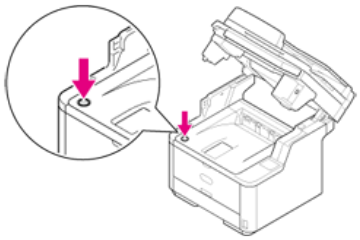
1. Remove a document from the ADF or document glass.



2. Open the scanner unit.

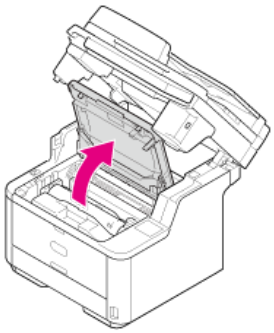


3. Press the top cover open button.



4. Open the top cover.

⚠ CAUTION	Burns may result.	⚠
Work carefully, because the fuser is very hot.		

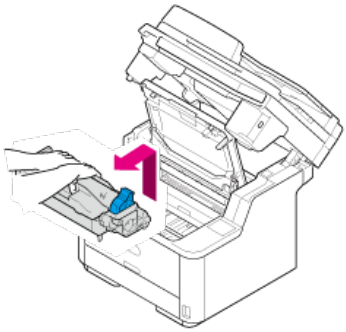


5. Hold the image drum handle with both hands, and then remove the image drum from the machine

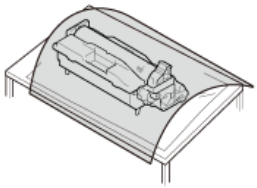
gently.

Note

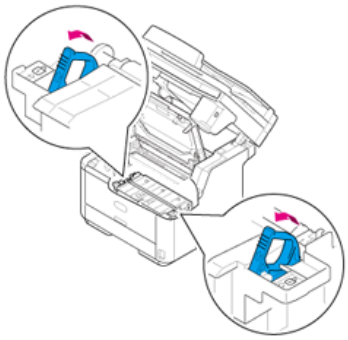
- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.



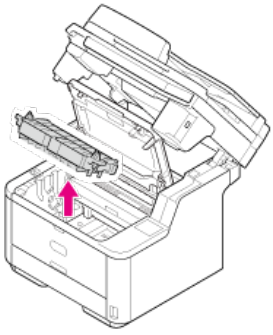
The toner cartridge is removed with the image drum. Place the toner cartridge on a flat surface, and then put paper over it to avoid the light.



6. Raise the blue handles of the transcription unit to unlock.



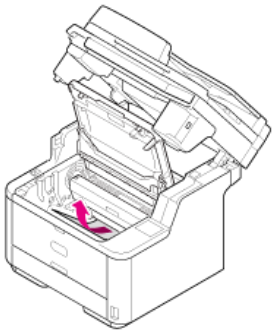
7. Hold the handles of the transcription unit, and then remove it from the machine gently.



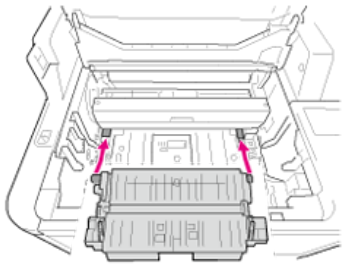
8. Remove the jammed paper.

Note

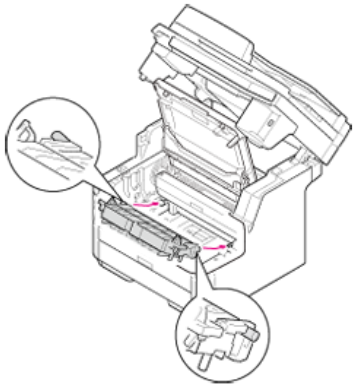
- Check that there is no paper remaining inside the machine.
- Remove the jammed paper carefully and slowly not to tear the paper. If the paper is torn, remove all paper fragments.



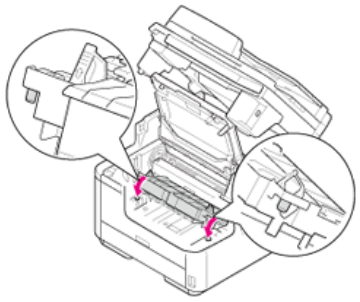
9. Place the projections on the right and left sides of the transcription unit on the bearing parts (holders) of the machine.



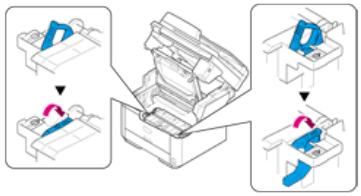
10. Push the transcription unit back into the machine.



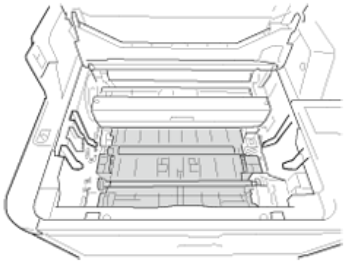
11. Insert rear projections located close to both handles of the transcription unit into the mounting holes of the machine.



12. Rotate both handles of the transcription unit in the direction of the (Lock) arrow to secure it to the machine.



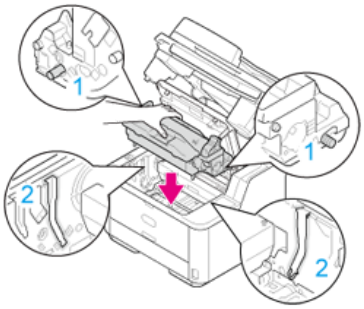
When the transcription unit is attached correctly, it looks like the following figure.



Note

Do not touch the sponge roller of the transcription unit.

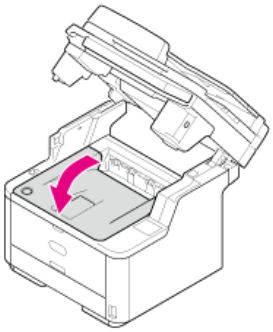
13. Check that the right and left pegs (1) of the image drum are fitted into both slots (2) of the machine, and then return the image drum into the machine.



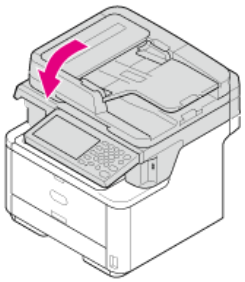
Note

- Check that there is no paper remaining inside the machine.
- Remove the jammed paper carefully and slowly not to tear the paper. If the paper is torn, remove all paper fragments.

14. Close the top cover.



15. Close the scanner unit.

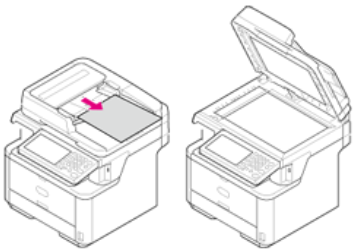


If the Error Code is "380", "381", "382", "385" or "389"

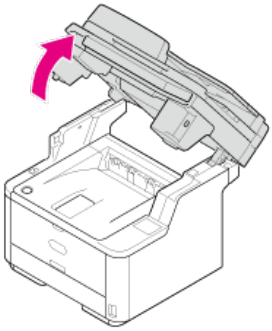
If the "Paper jam has occurred. Please open the scanner unit and the top cover to check." message is displayed, a paper jam has occurred near the image drum.

Remove the jammed paper by following the procedure below.

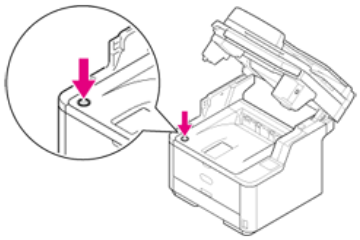
1. Remove a document from the ADF or document glass.



2. Open the scanner unit.

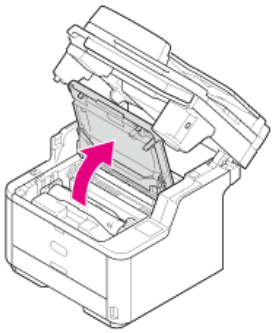


3. Press the top cover open button.



4. Open the top cover.

⚠ CAUTION	Burns may result.	⚠
Work carefully, because the fuser is very hot.		

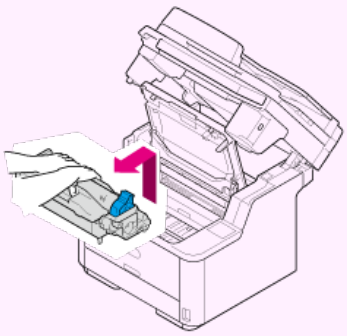


5. Hold the image drum handle with both hands, and then remove the image drum from the machine

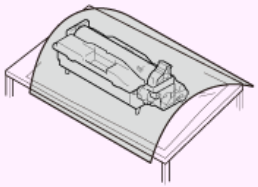
gently.

Note

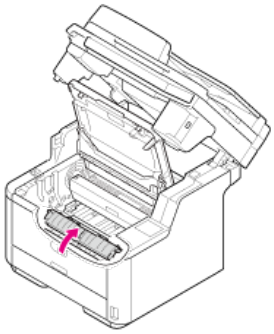
- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.



The toner cartridge is removed with the image drum. Place the toner cartridge on a flat surface and put a paper over it to avoid the light.



6. Open the transparent resist guide in the direction of the arrow.



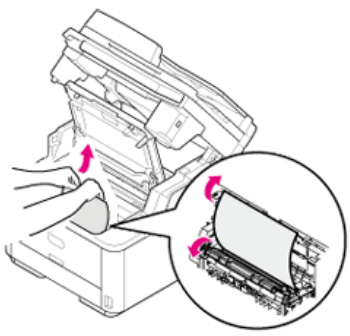
7. Remove the jammed paper.

Note

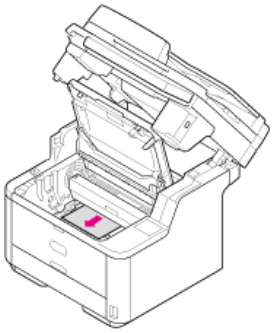
- Check that there is no paper remaining inside the machine.
- Remove the jammed paper carefully and slowly not to tear the paper. If the paper is torn, remove all paper fragments.

The solution varies depending on the location of the paper jam.

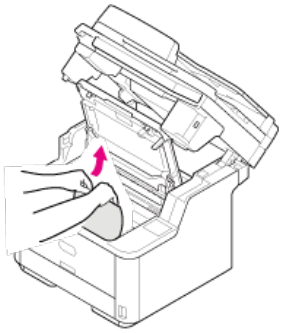
- If the top end of the paper is visible behind the transparent resist guide, pull out the paper gently while holding its top end.



- If any part of the paper other than its top and bottom ends is visible, move the paper in the direction of the arrow. Pull out the paper gently while holding its top end.



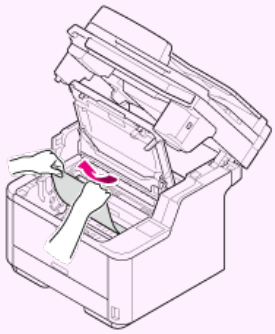
- If the bottom end of the paper is visible, pull out the paper in the direction of the arrow gently while holding its top end.



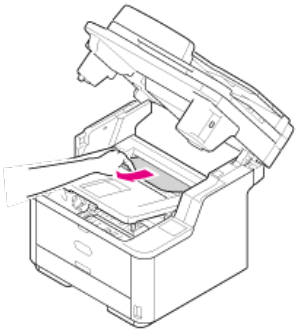
- If the bottom end of the paper is visible inside the machine, pull out the paper gently while holding it.

Note

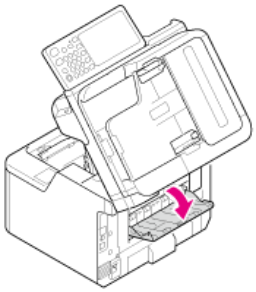
If paper jams in the paper output part and the paper is visible inside the top cover, pull out the paper toward inside the machine.



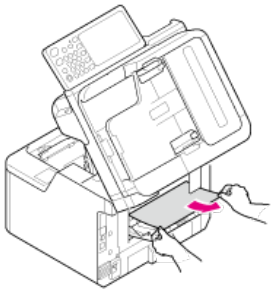
- If the bottom end of the paper is not visible but its top end is visible in the paper output unit, pull out the paper gently while holding its top end.



(1) Open the faceup stacker.

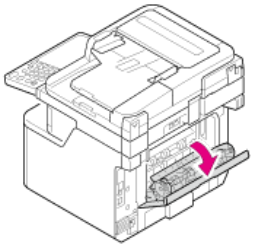


(2) Pull out the paper in the direction of the arrow.

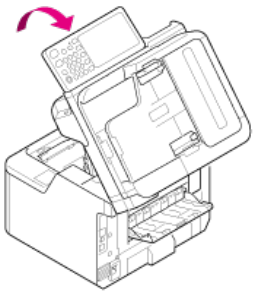


- If you cannot remove the paper, follow the procedure below.

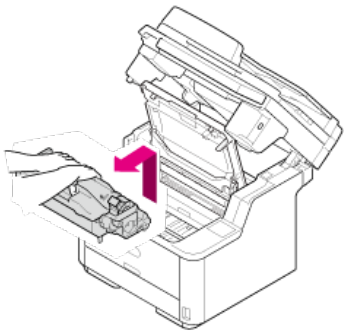
(3) Open the rear cover.



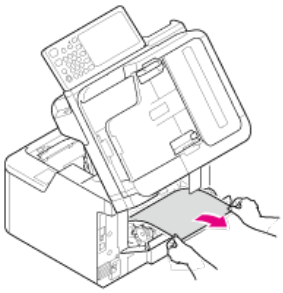
(4) Open the scanner unit and top cover.



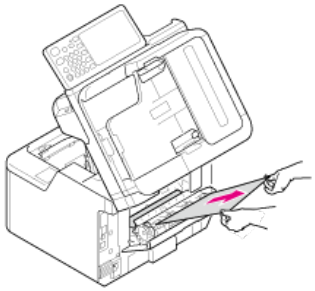
(5) Take the image drum out.



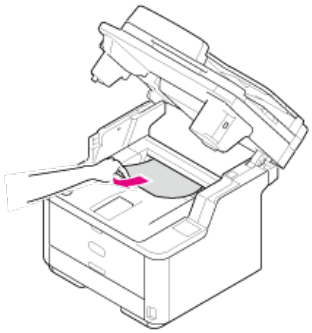
(6) Pull out the paper horizontally.



(7) Pull out the paper upward.



- If you fail to remove the jammed paper, do not pull out the paper forcibly but follow the procedure below.



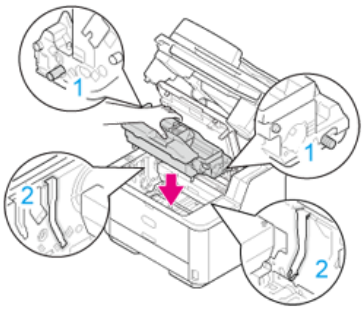
(1) Return the image drum into the machine, and then close the top cover.

(2) Turn the machine off, and then turn it on again. When the motor starts rotating, pull out the paper while holding its top end.

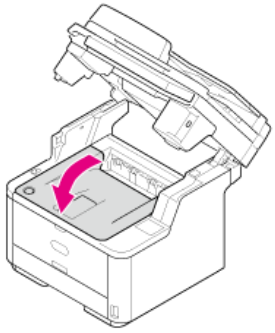
Note

If paper jams when you set it, check that no paper has been left in the paper feed units. To release the alarm display, open and close the top cover.

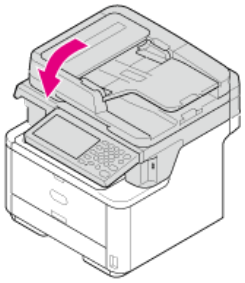
8. Check that the right and left pegs (1) of the image drum are fitted into both slots (2) of the machine, and then return the image drum with the toner cartridge into the machine.



9. Close the top cover.



10. Close the scanner unit.

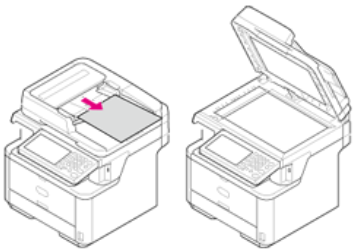


If the Error Code is "390"

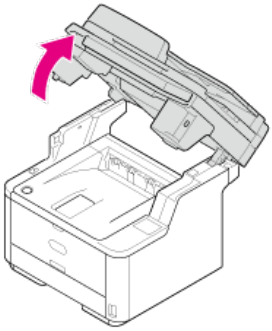
If the "Paper jam has occurred. Please open the scanner unit and the top cover to check." message is displayed, a paper jam has occurred near the paper feed entrance.

Remove the jammed paper by following the procedure below.

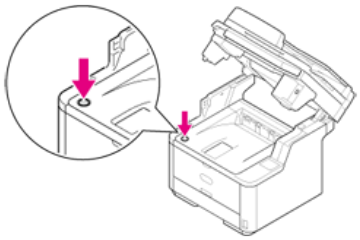
1. Remove a document from the ADF and document glass.



2. Open the scanner unit.

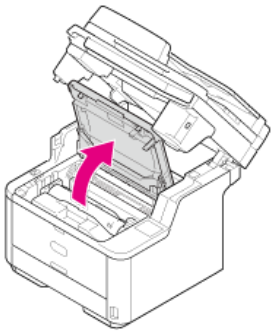


3. Press the top cover open button.



4. Open the top cover.

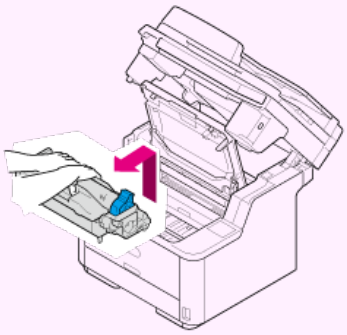
⚠ CAUTION	Burns may result.	⚠
Work carefully, because the fuser is very hot.		



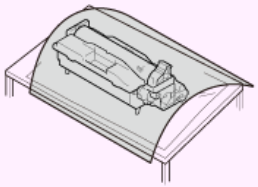
5. Hold the image drum handle with both hands and remove it from the machine gently.

Note

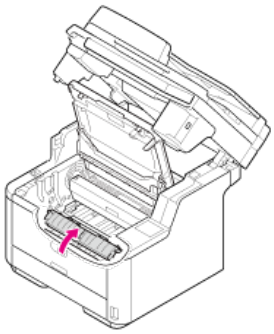
- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.



The toner cartridge is removed with the image drum. Place the toner cartridge on a flat surface and put paper over it to avoid the light.



6. Open the transparent resist guide in the direction of the arrow.



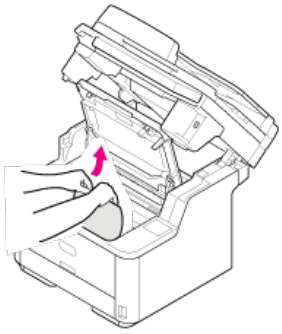
7. Remove the jammed paper.

Note

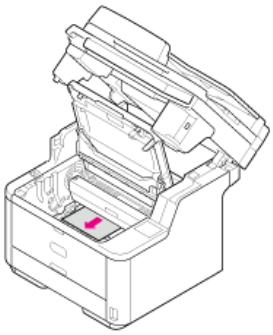
- Check that there is no paper remaining inside the machine.
- Remove the jammed paper carefully and slowly not to tear the paper. If the paper is torn, remove all paper fragments.

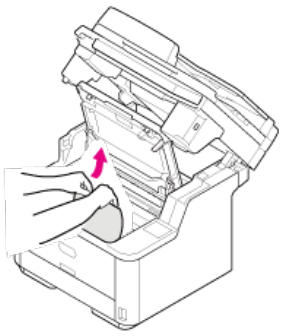
The solution varies depending on the location of the paper jam.

- If the top end of the paper is visible behind the transparent resist guide, pull out the paper gently while holding its top end.

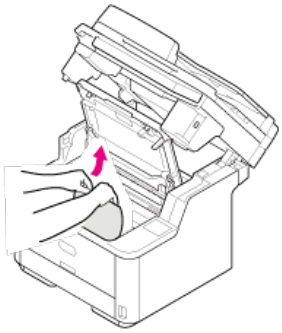


- If any part of the paper other than its top and bottom ends is visible, move the paper in the direction of the arrow. Pull out the paper gently while holding its top end.

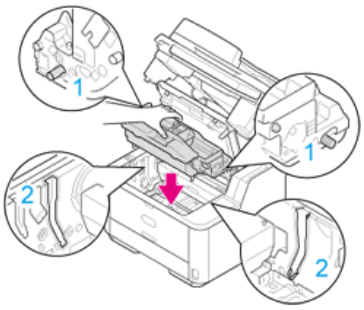




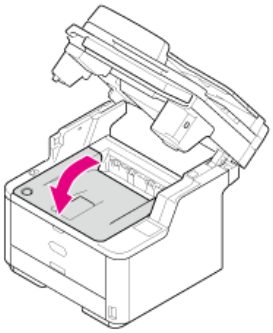
- If the bottom end of the paper is visible, pull out the paper in the direction of the arrow gently while holding its top end.



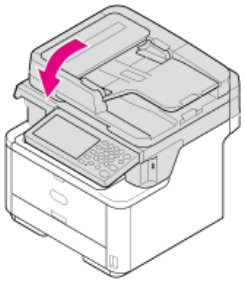
8. Check that the right and left pegs (1) of the image drum are fitted into both slots (2) of the machine, and then return the image drum into the machine.



9. Close the top cover.



10. Close the scanner unit.

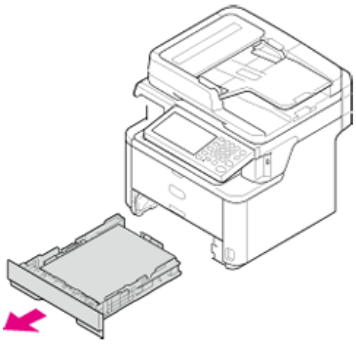


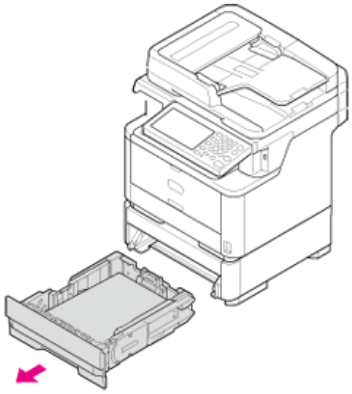
If the Error Code is "391" or "392"

If the "Paper jam has occurred. Remove and check the TRAY cassette." message is displayed, a paper jam has occurred in a tray. The error code shows the location of the paper jam, with "391" indicating Tray 1 and "392" indicating Tray 2.

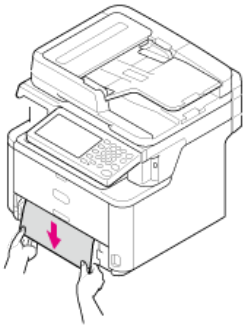
Remove the jammed paper by following the procedure below.

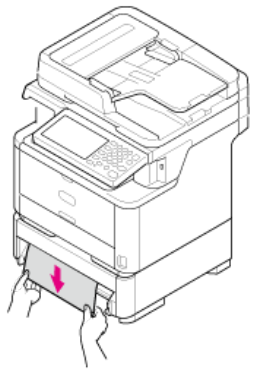
1. Pull out the paper cassette of the indicated tray.



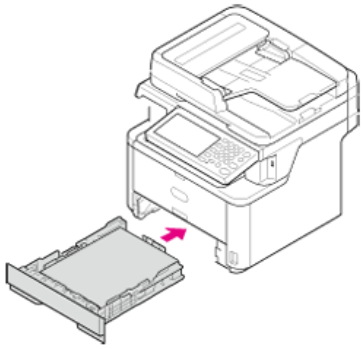


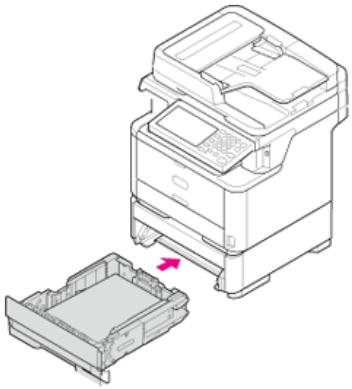
2. Remove the jammed paper.



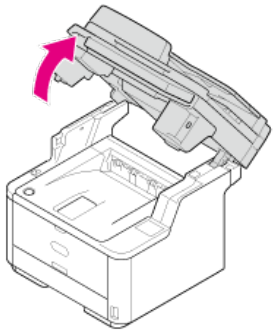


3. Push the tray back into the machine.

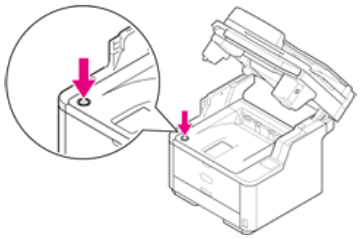




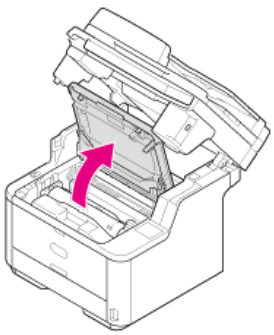
4. Open the scanner unit.



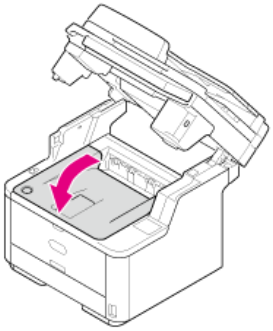
5. Press the top cover open button.



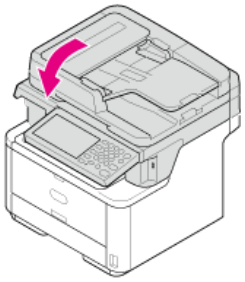
6. Open the top cover.



7. Close the top cover.



8. Close the scanner unit.



If the "Document jam" Message is Displayed

If a document jams, the "Document jam has occurred. Open the automatic document feeder (ADF) cover on the scanner to check." message is displayed.

Remove the jammed document by following the procedure below.

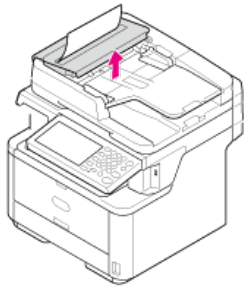
Note

If ADF paper feed problems often occur, reduce the number of document pages to set.

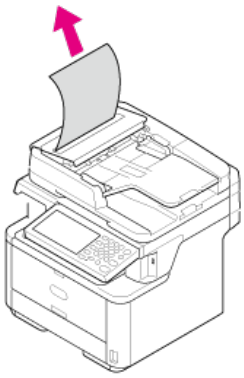
- If a Document is Visible in the Duplex Paper Path
- If a Document Jams in the ADF (Automatic Document Feeder)

If a Document is Visible in the Duplex Paper Path

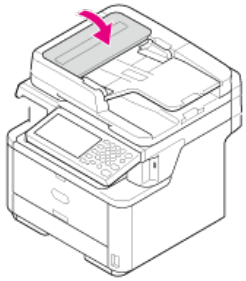
1. Open the ADF cover.



2. Pull out the document upward.



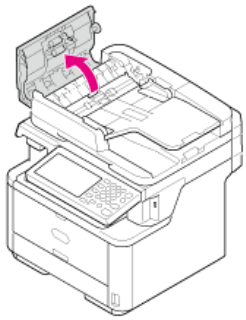
3. Close the ADF cover.



If a Document Jams in the ADF (Automatic Document Feeder)

1. Check the ADF.

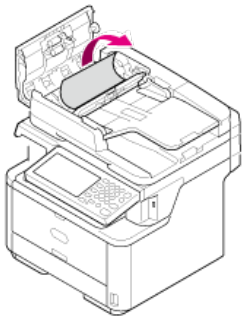
2. Open the ADF cover.



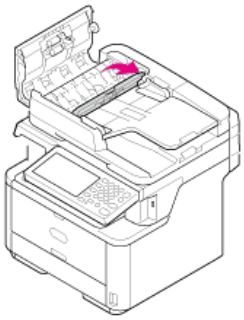
3. Remove the jammed document.

The solution varies depending on the location of the paper jam.

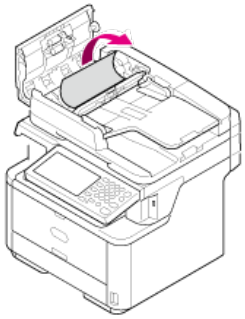
- If the top end of the document is visible inside the ADF cover, pull out the document gently while holding its top.



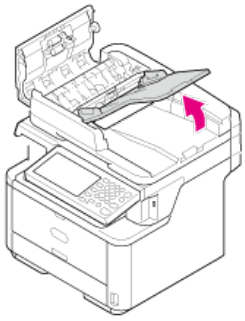
- If the top end of the document is visible under the paper guide, lift the paper guide.



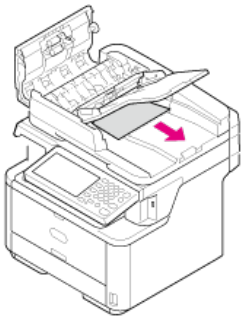
Pull out the document.



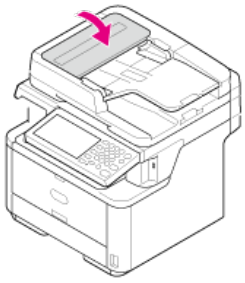
- If the top end of the document is visible under the document tray, lift the document tray.



Pull out the document.



4. Pull down the paper guide and the document tray.
5. Close the ADF cover.



If the STATUS Button Lights Up or Flashes on the Operator Panel

Checking the Problem Status
Checking the Device Situation and Job Status

You can check the status of this machine by using the (STATUS) button.

Checking the Problem Status

If any problem occurs in this machine, the (STATUS) button lights up or flashes. Press the (STATUS) button, and check the problem status.

1. Press the (STATUS) button.
2. Press [System Status].
3. Select an item.

Checking the Device Situation and Job Status

You can check the residual life of consumables, the counter information, and the job list from the (STATUS) button.

1. Press the (STATUS) button.
2. Press [Device Information].
3. Select an item.
4. Press [Close] or [Back].

If Paper in the Tray or the Set Document is not Fed Properly

Memo

If you cannot solve a problem with the following solutions, contact your dealer.

Symptom	Cause	Solution	Reference
The document is not ejected from the machine.	The document jammed.	Remove the jammed document, and then set it again.	If the "Document jam" Message is Displayed
The document often jams.	The document is not appropriate.	Use an appropriate document.	About Documents That Can be Set
	The document guides are not aligned.	Adjust the document guides to the document.	Setting in the ADF Setting on the Document Glass
	There is a piece of paper inside the ADF.	Open the ADF cover to check.	If the "Document jam" Message is Displayed
	The document feed roller of the ADF is dirty.	Clean the document feed roller of the ADF.	Cleaning the Document Feed Roller
• Paper often jams. • Multiple sheets of paper are pulled in at the same time. • Paper is pulled in at an angle.	The machine is inclined.	Place the machine on a flat surface.	-
	The paper is too light or too heavy.	The paper is too light or too heavy. Use the appropriate paper for the machine.	About Paper Sizes, Weight, and Number of Sheets That Can be Loaded
	The paper is damp or has a static charge.	Use paper stored under proper temperature and humidity conditions.	About Paper Types That Can be Loaded and Storage Methods
	The paper is wrinkled, folded, or curled.	Use the appropriate paper for the machine. Fix the curled paper.	About Paper Types That Can be Loaded and Storage Methods
	The back side of the paper is printed.	The paper that has been printed once cannot be used in Tray 1 and Tray 2. Load the paper in the MP tray for printing.	-
	The edges of the paper are not aligned.	Fan a stack of the paper well, and then align the edges of the paper.	Loading Paper
	There is only one sheet of paper in the tray.	Load multiple sheets of paper.	-
	You added new paper onto the paper that is already loaded in the tray.	Remove the already loaded paper, stack up it onto the new paper, and then align the edges of all the paper.	Loading Paper
	Paper is loaded at an angle.	For Tray 1 and Tray 2, adjust the paper guide and paper stopper to the paper. For the MP tray, adjust the manual feeding paper guide to the paper.	Loading Paper
	Envelopes are loaded in the wrong direction.	Load the envelopes correctly.	Loading Envelopes
	Paper, envelopes, or labels whose weight is 121 to 163 g/m^2(33 to 43 lb) is loaded in Tray 1 and Tray 2.	Load the paper, envelopes, or labels whose weight is 121 to 163 g/m^2(33 to 43 lb) is in the MP tray.	About Paper Sizes, Weight, and Number of Sheets That Can be Loaded
	The faceup stacker is not closed firmly.	Close the faceup stacker firmly.	About Paper Output
Paper is not fed.	The [Paper Feeding Source] setting on the printer driver is specified incorrectly.	Check the paper tray, and then select the correct tray in [Paper Feeding Source] on the printer driver.	-
	The manual feeding is specified on the printer driver.	Load paper in the MP tray, and then select [Start] on the operator panel. Alternatively, disable the [Use MP tray as manual feed] setting on the printer driver.	Printing Manually One by One

Paper is not fed from Tray 2 (optional).	Tray 2 (optional) is not set with the printer driver.	Set Tray 2 (optional) with the printer driver.	Installing the Second Tray Unit (Optional) to the Machine
Even after the jammed paper was removed, the machine does not work.	-	Open and close the top cover.	-
Paper is curled. Paper is creased.	The paper is damp or has a static charge.	Use paper stored under proper temperature and humidity conditions.	About Paper Types That Can be Loaded and Storage Methods
	The paper is light.	Press [Device Settings], select [Paper Setup] > [(tray name)] > [Media Weight], and then specify a lighter weight.	Registering the Paper Size, Type, or Weight
The paper twists around the rollers in the fuser unit.	The settings of media weight and type are incorrect.	Press [Device Settings], select [Paper Setup] > [(tray name)] > [Media Type]/[Media Weight], and then specify the appropriate values. Alternatively, specify heavier weight in [Media Weight].	Registering the Paper Size, Type, or Weight
	The paper is light.	Use heavier paper.	-
	There are nearly solid fill on the leading edge of the paper.	Insert a margin into the leading edge of the paper. For duplex printing, insert a margin into the bottom edge of the paper as well.	-
The paper is twinkled when printing on envelopes.	The paper is damp.	Use paper stored under proper temperature and humidity conditions.	About Paper Types That Can be Loaded and Storage Methods
	The machine is printing when the temperature and humidity conditions are high.	Set [High Humid Mode] of [User Install] to [ON] on [Admin Setup].	User Install
	If you cannot solve a problem with the above solutions	Load the envelope with the flap (for gluing) on the printer side, and then set the reverse page orientation (180°) on the printing preferences.	About Screens and Functions of Each Printer Driver

If You Cannot Install a Printer Driver

Memo

- If you cannot solve a problem with the following solutions, contact your dealer.
- For problems caused by an application, contact the manufacturer of the application.

USB Connection Problems (For Windows)

Symptom	Cause/solution	Reference
An icon for the machine is not created on the [Devices and Printers] folder.	The printer driver is not installed correctly. Reinstall the printer driver correctly.	Installing a Driver and Software to a Computer
When a printer driver is already installed, another printer driver cannot be installed.	Perform [Custom Install] by following the procedure described in the reference.	Installing a Driver and Software to a Computer
The [Unable to install printer driver] error message is displayed.	Use Plug-and-Play. Follow the procedure below: 1. Check that the machine and computer are turned off. 2. Connect a USB cable. 3. Turn the machine on. 4. Turn the computer on. 5. When the [Found New Hardware Wizard] is displayed, follow the on-screen instructions to complete the setup.	-

[Device Setting] tab

- Cloning

Symptom	Cause	Solution	Reference
A copy destination device is not displayed on the screen.	The model name of the copy destination device is different. Cloning functions only between the devices with the same model name.	Check the model name of the copy destination device.	-
If multiple devices are specified as copy destinations, copying cannot be made to some of the devices.	The entered administrator password is different from the administrator password of the device to which copying cannot be made.	Check the administrator password of the device to which copying cannot be made.	-

[User Setting] tab

- E-mail Address Manager

Symptom	Cause	Solution	Reference
Some items cannot be edited.	The items are locked because other functions uses them.	Unlock the used item before editing.	-
Cannot edit at all	The items are locked because this machine is being set from another computer.	Wait until setting from another computer is complete. Alternatively, interrupt setting from another computer before editing.	-
Cannot set the edits to this machine	Editing is timed out.	Set a longer time-out period for this machine before editing. Press [Device Settings], select [Admin Setup] > [Management] > [System Setup] > [Address Information Lock Time Out], and then enter any period of time.	Management

- Speed Dial Manager

Symptom	Cause	Solution	Reference
Some items cannot be edited.	The items are locked because other functions uses them.	Unlock the used item before editing.	-
Cannot edit at all	The items are locked because this machine is being set from another computer.	Wait until setting from another computer is complete. Alternatively, interrupt setting from another computer before editing.	-
Cannot set the edits to this machine	Editing is timed out.	Set a longer time-out period for this machine before editing. Press [Device Settings], select [Admin Setup] > [Management] > [System Setup] > [Address Information Lock Time Out], and then enter any period of time.	Management

- Profile Manager

Symptom	Cause	Solution	Reference
Some items cannot be edited.	The items are locked because other functions uses them.	Unlock the used item before editing.	-
Cannot edit at all	The items are locked because this machine is being set from another computer.	Wait until setting from another computer is complete. Alternatively, interrupt setting from another computer before editing.	-
Cannot set the edits to this machine	Editing is timed out.	Set a longer time-out period for this machine before editing. Press [Device Settings], select [Admin Setup] > [Management] > [System Setup] > [Address Information Lock Time Out], and then enter any period of time.	Management

- Network Scan Manager

Symptom	Cause	Solution	Reference
Some items cannot be edited.	The items are locked because other functions uses them.	Unlock the used item before editing.	-

Cannot edit at all	The items are locked because this machine is being set from another computer.	Wait until setting from another computer is complete. Alternatively, interrupt setting from another computer before editing.	-
Cannot set the edits to this machine	Editing is timed out.	Set a longer time-out period for this machine before editing. Press [Device Settings], select [Admin Setup] > [Management] > [System Setup] > [Address Information Lock Time Out], and then enter any period of time.	Management

- Cloning

Symptom	Cause	Solution	Reference
A copy destination device is not displayed on the screen.	The model name of the copy destination device is different. Cloning functions only between the devices with the same model name.	Check the model name of the copy destination device.	-
If multiple devices are specified as copy destinations, copying cannot be made to some of the devices.	The entered administrator password is different from the administrator password of the device to which copying cannot be made.	Check the administrator password of the device to which copying cannot be made.	-
Copying cannot be made to a device by performing cloning with the following functions. • E-mail Address Manager • Speed Dial Manager • Profile Manager • Network Scan Manager • Auto Delivery Manager	Information that is to be replaced in the copy destination device is locked because it is being edited or used.	Unlock the used information before performing cloning.	-
If I perform cloning with Auto Delivery Manager, the following settings are also copied. • E-mail Address Manager • Speed Dial Manager • Profile Manager	If e-mails or speed dials are used for the auto delivery settings of the copy source device, these settings also need to be copied at the same time.	To copy only the auto delivery settings, delete the e-mail, speed dial, or other settings from the copy source device before performing cloning.	-

[Alert Info] tab

Symptom	Cause	Solution	Reference
Cannot enable an alert on the [Alert Info(Detect and notify of device events)] screen	[Save the Log setup] in this machine is disabled.	Follow the procedure below: 1. Press [Device Settings], select [Admin Setup] > [Management] > [Job Log Setup] > [Save Job Log], and then select [Enable]. 2. Click [Update device] on the [Alert Info(Detect and notify of device events)] screen.	Management

If a Power Failure Occurs

The operation of the machine

If a power failure occurs, the machine operates as follows.

Note

- Since the machine is not turn on automatically, turn it on by pressing the power switch after the power is restored.
- The operation that uses an uninterruptible power supply (UPS) or inverter is not guaranteed. Do not use an uninterruptible power supply (UPS) or inverter.

Machine's Status	Operation
During a call	You can continue talking.
During a transmission	The transmission stops halfway. When the power is restored, • If a memory transmission is used, the machine automatically retransmits from the page on which the transmission stopped. • If a real time transmission is used, the machine does not send the data again. Set the document, and then specify the destination again to start the transmission.
During a reception	The reception stops halfway. If the machine received one or more pages, print the erased report after the power is restored. A received image is not printed.
Copying or printing a list	Printing stops halfway. When the power is restored, start the print job again.
Idle	You cannot start another copy, fax, scan, or print job. You also cannot receive another fax.

Stored fax data

- Backing up data in memory

  The image data stored in the memory is retained even if a power failure occurs or you turn the machine off.
- Erased report

  If the fax data in memory is lost, an erased report is printed automatically.

  The following documents are eligible for an erased report.
  - Fcode Box Document
  - Documents received in memory

    An erased report informs you of the following items of deleted data.
  - Document type
  - Fcode box number
  - Fcode box name
  - Destination name
  - Fcode confidential communication/Fcode bulletin board communication
  - Time when communication started
  - Number of received pages

Memo

If a fax is received with the manual reception, Fcode polling reception, or Fcode confidential reception, its reception type is also printed.

About Problems of Each Function

This chapter describes details and solutions for the following problems.

- Copy Problems
- Scan Problems
- Print Problems
- Fax Problems
- AirPrint Problems
- Google Cloud Print Problems

Copy Problems

Memo

If you cannot solve a problem with the following solutions, contact your dealer.

Unable to copy

Symptom	Point to check	Solution	Reference
Unable to copy.	Is the machine turned on?	Turn the machine on.	Turning the Machine On
	Is the machine being initialized?	Wait until initialization is complete.	-
	Is your document set properly?	Set the document properly.	Setting in the ADF Setting on the Document Glass
	Is there paper in the tray?	Load paper in the tray. Check that the paper cassette is installed in the machine.	Loading Paper
	Is the proper size of paper for the document loaded in the tray?	Load the proper size of paper for the document.	About Paper Sizes, Weight, and Number of Sheets That Can be Loaded
	Is the paper tray selectable if [Paper Feed] is set to [Auto]?	Press [Device Settings], select [Paper Setup] > [Select Tray] > [Copy] > the paper tray on which the paper you use is loaded, and then select [ON] or [ON(Prior)].	Specifying the Paper Feed Tray (Paper Feed)
	Is the loaded paper compatible with duplex printing?	Duplex copying cannot be performed depending on the paper size, document type, or document weight. Load the appropriate paper for duplex printing, and then set the paper size, document type, and document weight correctly.	About Paper Sizes, Weight, and Number of Sheets That Can be Loaded
	Is the media type of the paper tray set to [Plain] or [Recycled]?	If [Paper feed] is set to [Auto], set the media type for the paper tray to [Plain] or [Recycled].	About Paper Sizes, Weight, and Number of Sheets That Can be Loaded Registering the Paper Size, Type, or Weight
	Is there a paper jam?	Check an error message, and then remove any jammed paper.	If a "Paper jam" Message is Displayed
	Is there an empty toner cartridge?	Replace the empty toner cartridge with a new toner cartridge.	Replacing the Toner Cartridge
	Does the image drum reach its lifetime?	Replace the image drum with a new image drum.	Replacing the Image Drum
	Are any covers on the machine opened?	Close all the covers.	-
	Has any error occurred?	Clear the error.	Error Message Search
	Is another job in progress?	Start copying after the other job is complete.	-
	Is a print job from a computer or other device in progress?	Wait until printing is complete.	-
	Is a fax being sent in real time?	Wait until the transmission is complete.	-
	Is Continuous Scan mode on?	Select [Scan completed] on the display screen.	Enabling Continuous Scan Mode (Continuous Scan)
	Is the machine offline?	Press the (PRINT) button, and then select [Switch Online/Offline].	Switching This Machine Online
	Are you authorized to make copies?	Enter the authorized PIN or user name and password.	Limiting Users with User Names and Passwords
Unable to	Is [Mixed Size] set to	Set [Mixed Size] to [ON].	Copying Different Size

copy mixed size documents.	[OFF]?		Documents (Mixed Size)
	Is the size of your document supported for making mixed size copies?	Use documents sizes supported for mixed size copying.	Copying Different Size Documents (Mixed Size)
	Is paper of the required sizes loaded?	Load paper of the required sizes on each paper tray. The paper trays need to be set to [ON] or [ON(Prior)] from [Device Settings] > [Paper Setup] > [Select Tray] > [Copy].	-
Unable to sort copies.	Is [Sort] set to [OFF]?	Set [Sort] to [ON].	Sorting Each Set in Page Order (Sort)
	Is memory full?	Reduce the number of document pages. Check the free space in memory. Delete unnecessary jobs in memory.	Checking the Free Space in Memory Deleting Unnecessary Jobs from Memory

The copied output is different from the original document

Symptom	Point to check	Solution	Reference
The copied output is different from the original document.	Is [Duplex Copy] set?	Set [Duplex Copy] to [OFF(Simplex)].	Copying on Both Sides of Paper (Duplex Copy)
	Is [Mixed Size] set to [ON]?	Set [Mixed Size] to [OFF].	Copying Different Size Documents (Mixed Size)
The size of the copied output is different from the size of the original document.	Is the proper size paper for the document loaded in the paper tray?	Load the proper size paper for the document.	About Paper Sizes, Weight, and Number of Sheets That Can be Loaded
	Is the zoom rate properly set?	Set the proper zoom rate.	Making Enlarged or Reduced Copies (Zoom)
	Is [Repeat] enabled?	Set [Repeat] to [OFF].	Making Multiple Copies on a Sheet of Paper (Repeat)
A part of the document image is missing on the copied output.	Is [Edge Erase] set to [ON]?	Set [Edge Erase] to [OFF].	Erasing Edge Shadows (Edge Erase)
	Is [Margin] set to [ON]?	Set [Margin] to [OFF].	Setting Margins (Margin)
	Is [N-in-1] enabled?	Set [N-in-1] to [OFF].	Combining Multiple Pages on One Sheet of Paper (N-in-1)

Problems after starting copying

Symptom	Point to check	Solution	Reference
It takes a long time to start copying.	Is [Warming Up] or [Preparing] displayed on the display screen on the operator panel?	The machine is preparing. Wait until the copy is started.	-
A copy job is cancelled.	Has any error occurred?	A copy job is cancelled when a specific error occurs while copying. Clear the error, and then start copying again.	Error Message Search
	Is there paper in the MP tray?	When copying using paper from the MP tray, check whether enough paper is loaded in the MP tray before starting copying. Press [Device Settings], select [Paper Setup] > [Select Tray] > [Copy] > [MP Tray], and then check that [ON] or [ON(Prior)] is selected.	-

Scan Problems

Memo

If you cannot solve a problem with the following solutions, contact your dealer.

Symptom	Point to check	Solution	Reference
Unable to scan.	Is the machine turned off?	Turn the machine on.	Turning the Machine On
	Is the cable connected to the machine?	Check the cable connections, and then connect the cables properly.	Connecting with a LAN Cable (Network Connection)
	Is there any damage to the cable?	Change the cable.	-
	Is the network setting correct?	Set the network setting correctly.	Connecting This Machine to a Network
	Has any error occurred?	Follow the on-screen instructions on the display screen of the machine.	Error Message Search
E-mail transmissions and receptions are not possible.	Did you connect the LAN cable after turning the machine on?	Turn the machine off. Connect the LAN cable before turning the machine on.	Turning the Machine Off
	Is the E-mail address of the machine set?	Set the e-mail address of the machine.	Register the E-mail Address of the Machine and Server Information
	Is the entered e-mail address is correct?	Enter the correct e-mail address.	Register the E-mail Address of the Machine and Server Information
	Is the SMTP server address correct?	Check the SMTP server setting.	Register the E-mail Address of the Machine and Server Information
	Is the POP3 server address correct?	Check the POP3 server setting.	Register the E-mail Address of the Machine and Server Information
	Is the DNS server address correct?	Check the DNS server setting.	Setting an IP Address from the Operator Panel on This Machine
	Is another job in progress?	Wait until the other job is complete.	-
	Has any error occurred?	Follow the on-screen instructions on the display screen of the machine.	Error Message Search
	The network connection setting is incorrect.	This machine cannot connect to a wired LAN and wireless LAN at the same time. To connect to a wired network, set the network connection to wired. To connect to a wireless network, set the network connection to wireless.	Connecting This Machine to a Network
	Not connected to a wireless access point.	• Check that the wireless access point power switch is turned on. • Check the wireless access point settings, and then perform the manual settings or automatic settings. • Restart the wireless LAN function. • Press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Wireless Setting], and then select [Wireless reconnection].	Connecting to a Wireless LAN (Network Connection) (MB562dnw, ES5162dnw only)
Files cannot be saved in a network folder.	Is the FTP/CIFS setting correct?	Check the profile settings.	Registering a Destination (Profile)
	Has any error occurred?	Follow the on-screen instructions on the display screen of the machine.	Error Message Search

Print Problems

Memo

- If you cannot solve a problem with the following solutions, contact your dealer.
- For problems caused by an application, contact the manufacturer of the application.

General causes

- Common to Windows and Mac OS X

Cause	Solution	Reference
The machine is in Sleep mode or Deep Sleep mode.	Press the (POWER SAVE) button to enter standby status.	Setting Power Save Mode
The machine is turned off.	Turn the machine on.	Turning the Machine On
A LAN cable or USB cable is unplugged.	Check that the cable is plugged into the machine and computer properly.	Connecting with a LAN Cable (Network Connection)
There may be a problem with a cable.	Replace the cable with a new cable.	-
The machine is offline.	Press the (PRINT) button, and then select [Online/Offline].	Switching This Machine Online
An error message is displayed on the display screen of the operator panel.	Check the error messages displayed on the screen display or press [?] on the touch panel.	Error Message Search
The interface setting is disabled.	Whether there is a consistency with the machine's settings and the network connection environment, check the settings of the interface that you are using on the operator panel.	Connecting This Machine to a Network
There is a problem with the print function.	Check if the menu map can be printed.	Performing a Test Print
The power switch LED lamp quickly flashes at approximately 0.3-second intervals.	A malfunction may occur in the machine. Unplug the power cord immediately, and then contact your dealer.	-

- For Windows

Cause	Solution	Reference
The machine is not set as the default printer.	Set the machine as the default printer. Right-click the OKI MB562 icon on the [Devices and Printers] folder, and then select [Set as Default Printer] (if multiple drivers are installed, select [OKI MB562(*)]). * Select the required driver type.	-
The output port of the printer driver is incorrect.	Select the output port for connecting the LAN cable or USB cable.	-
The machine is processing data from another interface.	Wait until printing is complete.	-
[Received invalid data] is displayed on the display screen and the machine does not print.	Press [Device Settings], select [Admin Setup] > [Print Setup] > [Print menu] > [Printer Adjust] > [Timeout Injob], and then select a longer time. The factory default setting is 40 seconds.	-

Network connection problems

- Common to Windows and Mac OS X

Cause	Solution	Reference
Using a cross cable.	Use a straight cable.	-

The machine was turned on before a cable was connected.	Connect cables before turning the machine on.	Connecting with a LAN Cable (Network Connection)
There is a problem with the compatibility with the hub.	Press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting] > [HUB Link Setting], and then change the setting.	-
The network connection setting is incorrect.	This machine cannot connect to a wired LAN and wireless LAN at the same time. To connect to a wired network, set the network connection to wired. To connect to a wireless network, set the network connection to wireless.	Connecting This Machine to a Network
Not connected to a wireless access point.	• Check that the wireless access point power is switched on. • Check the wireless access point settings, and then try the manual settings or automatic settings. • Restart the wireless LAN function. • Press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Wireless Setting], and then select [Wireless reconnection].	Connecting to a Wireless LAN (Network Connection) (MB562dnw, ES5162dnw only)

- For Windows

Cause	Solution	Reference
The IP address is incorrect.	• Check that the same IP address is set for the machine and the machine's port setting on the computer. • Check that the IP address is not duplicated by another device. • Check that the correct IP address, subnet mask, and gateway address are set. • If using OKI LPR Utility, check the IP address setting with OKI LPR Utility.	Setting an IP Address from the Operator Panel on This Machine Following the IP Address of the Registered Printer Automatically
All pages are not printed.	If you are using the WSD port, change it to the standard TCP/IP port.	-

USB connection problems

- Common to Windows and Mac OS X

Cause	Solution	Reference
An unsupported USB cable is used.	Use a USB 2.0 cable.	-
A USB hub is used.	Directly connect the machine to the computer.	Connecting a Computer to This Machine via a USB Interface
A printer driver is not installed correctly.	Reinstall the printer driver.	Installing a Driver and Software to a Computer

- For Windows

Cause	Solution	Reference
The machine is offline.	Right-click the OKI MB562 icon on the [Devices and Printers] folder, and then select [See print jobs] (if multiple drivers are installed, select [OKI MB562(*)]). In the dialog box, select the [Printer] menu and then clear the check of [Use Printer Offline]. * Select the required driver type.	Switching This Machine Online
A switch, buffer, extension cable, or USB hub is used.	Directly connect the machine to the computer.	Connecting a Computer to This Machine via a USB Interface
Another printer driver that works when connected via a USB interface is installed.	Remove the other printer driver from the computer.	-

Fax Problems

Memo

If you cannot solve a problem with the following solutions, contact your dealer.

Unable to send a fax

Symptom	Point to check	Solution	Reference
Unable to send a fax.	Did you send in the correct procedure?	Check the procedure, and then try again.	Sending a Fax
	Did you specify the correct fax number?	If you are using speed dial, print the speed dial list to check the registration.	Specifying a Destination
	Did you specify the appropriate dial type?	Specify the appropriate dial type for your region.	Setting the Telephone Line Type to Use
	Has any problem occurred at the recipient machine?	Ask the recipient to have the recipient's machine ready for reception.	-
A document cannot be sent continuously.	Did you set the document correctly in the ADF?	Set the document after aligning the leading edge.	Setting in the ADF
	Did you set a document other than A4, Letter or Legal 13/13.5/14 in the ADF?	Only A4, Letter, and Legal 13/13.5/14 size documents can be sent from the ADF.	About Documents That Can be Set
After dialing, even if the (START) button is pressed, the machine cannot send a fax.	Did you specify the appropriate dial type?	Specify the appropriate dial type for your region.	Setting the Telephone Line Type to Use
	Is the document set properly?	Set the document properly.	Setting in the ADF Setting on the Document Glass
	Did you dial the correct number?	Dial the correct number.	-
	Is the recipient's line busy?	Wait until the line is opened, and then try again.	-
Unable to send a fax manually.	Did you put the handset down before pressing the (START) button?	Press the (START) button first.	Sending a Fax after Calling (Manual Transmission)
A document cannot be scanned during memory transmission.	Is the document set properly?	Set the document properly.	Setting in the ADF Setting on the Document Glass
	Is memory full?	Check the reserved transmission. Print the documents received with the confidential transmission. Delete the documents stored in the bulletin board box.	Sending at a Specified Date and Time (Delayed Tx) Printing a Document That is Received in the Confidential Box of This Machine Receiving a Document That is Saved in a Destination Bulletin Board Box by Fax (Fcode Polling)

Unable to receive a fax

Symptom	Point to check	Solution	Reference
Unable to receive a fax.	Did you specify the appropriate reception mode?	Check the reception mode.	Setting a Reception Mode
	Is there paper in the tray?	Load the paper.	Loading Paper
	Is there a paper jam?	Check an error message, and then remove any jammed paper.	If a "Paper jam" Message is Displayed
	Is a telephone cable connected to the machine and telephone line	Connect the telephone cable correctly.	Connecting a Telephone Line

	correctly?		
	Is memory full?	Check the reserved transmission. Check whether paper jams or paper runs out.	Cancelling a Fax Transmission If a "Paper jam" Message is Displayed
		Print the documents received with the confidential transmission. Delete the documents stored in the bulletin board box.	Printing a Document That is Received in the Confidential Box of This Machine Deleting Unnecessary Jobs from Memory
	Do you connect the machine to the number display line?	This machine does not support the number display line. If you connect the machine to the line to which you have made a contract of the number display service, and connect a telephone that supports the number display service to the machine, set [Ring Response] to [10 seconds], [15 seconds], or [20 seconds].	Setting the Waiting Time from When an Incoming Call Arrives to When Reception Starts (Response Waiting Time)
Unable to receive a fax manually.	Did you put the handset down before pressing the (START) button?	Press the (START) button first.	Setting a Reception Mode
	Did you pick up the handset when the phone rang once?	If you have made a contract of the number display service line and pick up the handset of the phone when the phone rings once, you may not be able to receive a fax manually. Pick up the handset when the phone rings two times or more.	-
Fcode polling reception is not available.	Did the sender store a polling document in a bulletin box?	Ask the sender to store the polling document.	-

Unable to send or receive a fax

Symptom	Point to check	Solution	Reference
Unable to send or receive a fax.	Did you install an IP phone on the machine in a broadband environment?	Press [Device Settings], and then select [Admin Setup] > [User Install] > [Super G3] > [OFF].	Changing the Super G3 Setting

A received fax is not printed on the appropriate paper

Symptom	Point to check	Solution	Reference
The received fax is not printed on the appropriate paper.	Did you specify any paper type in a tray other than [Plain] or [Recycled] in [Media Type]?	Specify [Plain] or [Recycled] in [Media Type] for the paper type in the tray.	Setting a Print Method for When a Received Image Exceeds Paper Size

AirPrint Problems

Note

- The machine may take a few minutes to connect to a network after turning the machine on. Check that the machine is connected to the network before printing.
- If using Mac OS X or iOS, upgrade to the latest version before use.

Symptom	Point to check	Solution	Reference
The "No AirPrint Printers Found" message is displayed on an iOS device.	Is the machine turned on?	Turn the machine on. If the machine is turned on, turn it off and then back on, and then check whether the problem is solved.	Turning the Machine On or Off
	Is the machine connected to the same network as the iOS device?	Check that the machine is displayed on the print screen of the iOS device. If the machine is not displayed, check the IP address.	Setting an IP Address from the Operator Panel on This Machine
Unable to print.	Is the machine turned on?	Turn the machine on. If the machine is turned on, turn it off and then back on, and then check whether the problem is solved.	Turning the Machine On or Off
	Is the machine connected to the same network as the iOS device?	Check that the machine is displayed on the print screen of the iOS device. If the machine is not displayed, check the IP address.	Setting an IP Address from the Operator Panel on This Machine
	Is the latest firmware version installed?	Check the firmware version of this machine and iOS device. If the version of the firmware is not the latest, update to the appropriate version from the OKI web site or Apple web site.	-
	Is there paper in the tray?	Check the message informing you that paper runs out.	Checking an Error Message (Error Message Search) If the STATUS Button Lights Up or Flashes on the Operator Panel
	Is there toner in the toner cartridge?	Check the message informing you that toner runs out.	Checking an Error Message (Error Message Search) If the STATUS Button Lights Up or Flashes on the Operator Panel
	Is AirPrint set to [Enable]?	Press [Device Settings], and check the status of [AirPrint]. When [Disable] is displayed, AirPrint is not available.	-
	Is an error displayed?	Check the error message or the (STATUS) button.	Checking an Error Message (Error Message Search) If the STATUS Button Lights Up or Flashes on the Operator Panel

Google Cloud Print Problems

Symptom	Point to check	Solution	Reference
The machine cannot be registered in Google Cloud Print.	-	Register again from the beginning.	Setting Google Cloud Print
Unable to print.	Is the machine registered in Google Cloud Print correctly?	Register the machine in Google Cloud Print correctly.	Checking Google Cloud Print Registrations Setting Google Cloud Print
	Is there any error in the connection status of the machine?	Open the Web page of this machine, and check the connection by following the procedure below. Select [Admin Setup] > [View Information] > [Network] > [Google Cloud Print], and then check [XMPP Status] and [HTTP Status]. If [Error(error code)] is displayed, refer to "Error code is displayed" in this topic.	-
	Do you use a corporate internal network?	Check that the XMPP(5222) port is opened. For detail on the network, contact your network administrator.	-
Even after the machine was deleted from Google Cloud Print, the registration information remains on the management screen.	Did you delete the registration information with the machine connected to a network?	Delete the machine on the management screen of Google Cloud Print.	Checking That Deletion is Complete
Even after the machine was deleted from Google Cloud Print, the registration information remains in the machine.	Did you delete the machine on the management screen of Google Cloud Print?	Delete the registration information from the operator panel of the machine.	Checking That Deletion is Complete

An error code is displayed on the panel

If an error occurs, the error code (8-digit alphanumeric value) is displayed on the operator panel of the machine. Check the first three characters, or last two digits of the error code, and then follow the procedure of the error code list.

- Error code list

  An "x" in the error code list means any alphanumeric characters.

Error code	Solution	Reference
00000000	The machine is operating normally.	-
10axxx13 10bxxx13 10cxxx13	A connection error with the HTTP server (server authentication error). Access the Web page (http://(IP address of this machine) of the machine, and then check the imported CA license. Alternatively, update the firmware.	About Importing the CA Licenses of the Proxy Server
10axxx16 10bxxx16 10cxxx16	A connection error with the proxy server (server authentication error). Access the Web page (http://(IP address of this machine) of the machine, and then check the imported CA license. Alternatively, update the firmware.	About Importing the CA Licenses of the Proxy Server
103xxx83 10bxxx83	A connection error with the XMPP server (server authentication error). Access the Web page (http://(IP address of this machine) of the machine, and then check the imported CA license. Alternatively, update the firmware.	About Importing the CA Licenses of the Proxy Server
103xxx86 10bxxx86	A connection error with the proxy server (server authentication error). Access the Web page (http://(IP address of this machine) of the machine, and then check the imported CA license. Alternatively, update the firmware.	About Importing the CA Licenses of the Proxy Server
xxxxxx11	An error with the DNS server has occurred. Check the DNS server setting of the machine.	Checking Google Cloud Print Registrations
xxxxxx12	Failed to connect to the HTTP server. The connection cannot be established due to your network environment. Check with your network administrator.	-
xxxxxx13	An HTTP server connection error.	-

	The connection cannot be established due to your network environment. Check with your network administrator.	
xxxxxx14	An error with the DNS server has occurred. Check the DNS server setting of the machine or the setting of the proxy server name.	Checking Google Cloud Print Registrations
xxxxxx15	Failed to connect to the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	Checking Google Cloud Print Registrations
xxxxxx16	A proxy server connection error. The connection cannot be established due to your network environment. Check with your network administrator.	Checking Google Cloud Print Registrations
xxxxxx17	An authentication error of the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	Checking Google Cloud Print Registrations
xxxxxx81	An error with the DNS server has occurred. Check the DNS server setting of the machine.	Checking Google Cloud Print Registrations
xxxxxx82	Failed to connect to the XMPP server. Check that the XMPP(5222) port is opened. If the problem cannot be solved, check with your network administrator.	-
xxxxxx83	Failed to connect to the XMPP server. Check that the XMPP(5222) port is opened. If the problem cannot be solved, check with your network administrator.	-
xxxxxx84	An error with the DNS server has occurred. Check the DNS server setting of the machine or the setting of the proxy server name.	Checking Google Cloud Print Registrations
xxxxxx85	Failed to connect to the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	Checking Google Cloud Print Registrations
xxxxxx86	A connection error with the proxy server. Check that the XMPP(5222) port is opened. If the problem cannot be solved, check with your network administrator.	-
xxxxxx87	An authentication error of the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	Checking Google Cloud Print Registrations

About Problems with Printing Results

This chapter describes causes and solutions for problems with printing results.

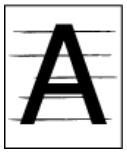
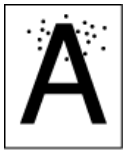
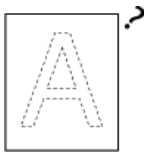
- List of Examples of Problems

  Problems with printing are listed in a table. Click the link to see the details.
- Vertical White Lines Appear
- Printed Images are Fading Vertically
- Printed Images are Light
- White Spots and Lines Appear
- Vertical Lines Appear
- Horizontal Lines and Spots Appear Periodically
- White Area on Paper is Lightly Stained
- The Periphery of Characters is Smudged
- The Entire Paper Area is Lightly Stained When Printing on Envelopes or Coated Paper
- Toner Comes Off When Printed Paper is Rubbed
- Uneven Gloss
- Black or White Dots Appear
- Dirt is Printed
- The Entire Page is Printed Black
- Nothing is Printed
- White Patches Appear
- The Entire Page is Dirty
- The Peripheral Area of the Page is Dirty
- The Printed Image is Skewed

List of Examples of Problems

Memo

If you cannot solve a problem with the following solutions, contact your dealer.

List of Examples of Problems		
Vertical White Lines Appear	Printed Images are Fading Vertically	Printed Images are Light
White Spots and Lines Appear	Vertical Lines Appear	Horizontal Lines and Spots Appear Periodically 
White Area on Paper is Lightly Stained	The Periphery of Characters is Smudged	The Entire Paper Area is Lightly Stained When Printing on Envelopes or Coated Paper
Toner Comes Off When Printed Paper is Rubbed	Uneven Gloss	Black or White Dots Appear 
Dirt is Printed	The Entire Page is Printed Black	Nothing is Printed 
White Patches Appear	The Entire Page is Dirty	The Peripheral Area of the Page is Dirty
The Printed Image is Skewed		

Vertical White Lines Appear

Cause	Solution	Reference
The LED head is dirty.	Wipe the LED head with a soft tissue paper.	Cleaning the LED Head
The toner is low.	Replace the toner cartridge.	Replacing the Toner Cartridge
There may be foreign objects in the image drum.	Replace the image drum.	Replacing the Image Drum
The lightproof film of the image drum is dirty.	Wipe the lightproof film with a soft tissue paper.	-
The image drum is not installed properly.	Install the image drum properly.	Replacing the Image Drum
The ADF document glass is dirty.	Clean the ADF document glass.	Cleaning the Document Glass Cleaning the Document Feed Roller

Printed Images are Fading Vertically

Cause	Solution	Reference
The LED head is dirty.	Wipe the LED head with a soft tissue paper.	Cleaning the LED Head
The toner is low.	Replace the toner cartridge.	Replacing the Toner Cartridge
The paper is unsuitable.	Use recommended paper.	About Documents That Can be Set

Printed Images are Light

Cause	Solution	Reference
The image cartridge is not installed properly.	Install the toner cartridge properly.	Replacing the Toner Cartridge
The toner is low.	Replace the toner cartridge.	Replacing the Toner Cartridge
The paper is damp.	Use paper stored under proper temperature and humidity conditions.	About Documents That Can be Set Loading Paper
The paper is unsuitable.	Use recommended paper.	About Documents That Can be Set
The paper is unsuitable. The settings of the media type and weight are incorrect.	Press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Type] and [Media Weight]. Or, select a thicker values for [Media Weight].	Registering the Paper Size, Type, or Weight
Recycled paper is used.	Press [Device Settings], and then select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Type] and [Media Weight].	Registering the Paper Size, Type, or Weight
Yellow and green are used in the original document.	If you are the receiver, ask the sender to change the color of the original document to black and white.	-

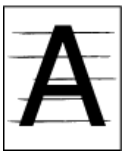
White Spots and Lines Appear

Cause	Solution	Reference
The paper is damp or dry.	Use paper stored under proper temperature and humidity conditions.	About Paper Types That Can be Loaded and Storage Methods

Vertical Lines Appear

Cause	Solution	Reference
The image drum is damaged.	Replace the image drum.	Replacing the Image Drum
The toner is low.	Replace the toner cartridge.	Replacing the Toner Cartridge
The document glass and document feed roller of the ADF are dirty.	Clean the document glass and document feed roller.	Cleaning the Document Glass Cleaning the Document Feed Roller

Horizontal Lines and Spots Appear Periodically



Cause	Solution	Reference
If the intervals of lines or spots are approximately 94 mm (3.7 inches), the green tube of the image drum is damaged or dirty.	Lightly wipe the image drum with a soft tissue paper. Replace the image drum if it is damaged.	Replacing the Image Drum
If the intervals of lines or spots are approximately 40 mm (1.6 inches), there may be foreign objects in the image drum.	Open and close the top cover, and then print again.	-
The image drum has been exposed to light.	Place the image drum back into the machine, and then do not use for a few hours. If the problem persists, replace the image drum.	Replacing the Image Drum
The paper feed path is dirty.	Print a few test copies.	Copying

White Area on Paper is Lightly Stained

Cause	Solution	Reference
The paper has a static charge.	Use paper stored under proper temperature and humidity conditions.	About Paper Types That Can be Loaded and Storage Methods
The paper is too thick.	Use thinner paper.	About Paper Types That Can be Loaded and Storage Methods
The toner is low.	Replace the toner cartridge.	Replacing the Toner Cartridge

The Periphery of Characters is Smudged

Cause	Solution	Reference
The LED head is dirty.	Wipe the LED head with a soft tissue paper.	Cleaning the LED Head
The paper is unsuitable.	Use recommended paper.	About Paper Types That Can be Loaded and Storage Methods
The paper is damp.	Replace the damp paper with new paper.	About Paper Types That Can be Loaded and Storage Methods Loading Paper

The Entire Paper Area is Lightly Stained When Printing on Envelopes or Coated Paper

Cause	Solution	Reference
The toner may stick to the whole area of the envelope or coated paper.	This is not a malfunction. Coated paper is not recommended.	-

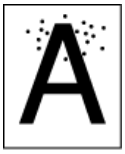
Toner Comes Off When Printed Paper is Rubbed

Cause	Solution	Reference
The settings of the media type and weight are incorrect.	Press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Type] and [Media Weight]. Or, select a thicker values for [Media Weight].	Registering the Paper Size, Type, or Weight
Recycled paper is used.	Press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Weight].	Registering the Paper Size, Type, or Weight

Uneven Gloss

Cause	Solution	Reference
The settings of the media type and weight are incorrect.	Press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Type] and [Media Weight]. Or, select a thicker values for [Media Weight].	Registering the Paper Size, Type, or Weight

Black or White Dots Appear



Cause	Solution	Reference
The paper is unsuitable.	Use recommended paper.	About Paper Types That Can be Loaded and Storage Methods
If the intervals of lines or spots are approximately 94 mm (3.7 inches), the green tube of the image drum is damaged or dirty.	Lightly wipe the image drum with a soft tissue paper. Replace the image drum if it is damaged.	Replacing the Image Drum
The document glass or document holding pad is dirty.	Clean the document glass and document holding pad.	Cleaning the Document Glass

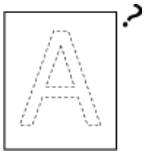
Dirt is Printed

Cause	Solution	Reference
The paper is damp.	Replace the damp paper with new paper.	About Paper Types That Can be Loaded and Storage Methods Loading Paper
The paper is unsuitable.	Use recommended paper.	About Paper Types That Can be Loaded and Storage Methods
The document glass or document holding pad is dirty.	Clean the document glass and document holding pad.	Cleaning the Document Glass

The Entire Page is Printed Black

Cause	Solution	Reference
A malfunction may occur in the machine.	Contact your dealer.	-

Nothing is Printed



Cause	Solution	Reference
Two or more sheets of paper are fed at the same time.	Fan the paper well and load the paper again.	Loading Paper
A malfunction may occur in the machine.	Contact your dealer.	-
The document is set upside down.	Set the document properly.	Setting in the ADF Setting on the Document Glass

White Patches Appear

Cause	Solution	Reference
The paper is damp.	Replace the damp paper with new paper.	About Paper Types That Can be Loaded and Storage Methods Loading Paper
The paper is unsuitable.	Use recommended paper.	About Paper Types That Can be Loaded and Storage Methods
The document glass is dirty.	Clean the document glass.	Cleaning the Document Glass

The Entire Page is Dirty

Cause	Solution	Reference
The document glass is dirty.	Clean the document glass.	Cleaning the Document Glass
The image on the back side of a duplex document is printed.	If the duplex document is thin, the image on the back side may be printed. Lighten the density.	Adjusting the Density

The Peripheral Area of the Page is Dirty

Cause	Solution	Reference
The document feed roller or document holding pad is dirty.	Clean the document feed roller and document holding pad.	Cleaning the Document Feed Roller
The paper size is bigger than the size of the document (when the zoom rate is set to 100%).	Use paper of the same size as the document.	Making Enlarged or Reduced Copies (Zoom) Enlarging or Reducing to Fit the Specified Paper Size Setting a Print Method for When a Received Image Exceeds Paper Size
The document orientation is different from the paper orientation.	Set the document orientation to suit paper.	Changing the Document Orientation (Direction)
The document is not reduced at the rate that suits the paper size.	Reduce the document at the rate that suits the paper size.	Making Enlarged or Reduced Copies (Zoom) Enlarging or Reducing to Fit the Specified Paper Size Setting a Print Method for When a Received Image Exceeds Paper Size

The Printed Image is Skewed

Cause	Solution	Reference
The document is set improperly.	Set the document properly.	Setting in the ADF Setting on the Document Glass
An unsuitable document is set in the ADF.	Set a suitable document in the ADF.	Setting in the ADF Setting on the Document Glass
There may be foreign objects on the ADF document glass.	Clean the ADF document glass.	Cleaning the Document Glass Cleaning the Document Feed Roller

Other Problems

Memo

If you cannot solve a problem with the following solutions, contact your dealer.

Symptom	Cause	Solution	Reference
Nothing is displayed on the display screen after turning the machine on.	The power cord is unplugged.	Turn the machine off, and then plug in the power cord firmly.	-
	The power is out.	Check whether the power is supplied to the outlet.	-
The machine does not operate.	The power cord is not firmly plugged in.	Plug in the power cord firmly.	-
	The machine is turned off.	Turn the machine on.	Turning the Machine On
The power switch LED lamp quickly flashes at approximately 0.3-second intervals.	A malfunction may occur in the machine.	Unplug the power cord immediately, and then contact your dealer.	-
The machine does not start printing.	An error is displayed.	Check the error code, and then follow the on-screen instructions.	Error Message Search
	A LAN cable or USB cable is unplugged.	Plug in a LAN cable or USB cable firmly.	Connecting with a LAN Cable (Network Connection)
	There may be a problem with a LAN cable or USB cable.	Use another LAN cable or USB cable.	-
	A LAN cable or USB cable does not meet the standard.	• Use a USB 2.0 cable. • Use an Ethernet 10BASE-T/ 100BASE-TX cable.	-
	There may be a problem with the print function.	Press [Device Settings], select [Reports] > [Configuration], and print out the configuration list to check the printing performance.	Reports
	A communication protocol is disabled.	Press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting], and then enable the communication protocol that you are using.	-
	A printer driver is not selected.	Set the printer driver of the machine as the default printer.	-
	The output port of the printer driver is incorrect.	Specify the output port for connecting a LAN cable or USB cable.	-
Nothing is displayed on the display screen.	The machine is in Sleep mode or Deep Sleep mode.	Check the (POWER SAVE) button flashes, and then start the machine by pressing the (POWER SAVE) button.	Using the Operator Panel
Print data is not sent.	A LAN cable or USB cable is damaged.	Connect a new cable.	-
	The time-out period set on the computer has elapsed.	Set a longer time-out period.	-
There is an abnormal sound.	The machine is inclined.	Place the machine on a flat surface.	-
	There are waste paper or foreign objects inside the machine.	Check inside the machine, and then remove any objects.	-
	The top cover is opened.	Close the top cover.	-

There is a buzzing sound.	The machine is printing on heavy or light paper when the temperature inside is high.	This is not a malfunction. You can proceed with the operation.	-
The machine does not start printing immediately.	The machine is warming up to exit Power Save, Sleep mode, or Deep Sleep mode.	You can set to extend the time of period for entering Power Save mode, Sleep mode or Deep Sleep mode by following the procedure below. Press [Device Settings], and then select [Management] > [Power Save] > [Power Save Time] > [Sleep Time].	Saving Power Consumption with the Power Save Function
	The machine may be cleaning the image drum.	Wait for a while.	-
	The machine is adjusting the temperature of the fuser unit.	Wait for a while.	-
	The machine is processing data from another interface.	Wait until printing is completed.	-
Even if the [Density] setting is changed, printing results do not change.	-	-	Adjusting the Density
Printing stops halfway.	The temperature inside the machine rises due to continuous printing for a long time, resulting in the temperature being adjusted.	Wait for a while. When the machine reaches the suitable temperature, printing restarts automatically.	-
The specified settings such as the time setting have been erased.	The machine is left turned off for a long time, or turn the machine on and off every time you use the machine.	The battery may reach its lifetime. Contact your dealer.	-
Free space in memory is insufficient.	The print data is complicated.	Simplify the print data.	-
All pages are not printed.	The WSD port is used.	Change the print port to Standard TCP/IP Port.	-
Printing is slow.	Printing process is also processed in the computer.	Use a computer with faster processing speed.	-
	You have selected [High Quality (Multiple tones)] on the [Print Job Options] tab of the printer driver.	Select [Fine / Detail (600x1200)] or [Normal (600x600)] on the [Job Options] tab of the printer driver.	-
	The print data is complicated.	Simplify the print data.	-
The printer driver is not correctly displayed.	The printer driver may not be operating correctly.	Uninstall the printer driver, and then install it again.	Removing Drivers (Windows) Removing Drivers (Mac OS X) Installing a Driver and Software to a Computer
The machine turns off automatically.	If the machine is not used for a certain period of time (the factory default is 4 hours), the machine turns off automatically. This function is called Auto Power Off.	Press [Device Settings], select [Admin Setup] > [User Install] > [Power Setup] > [Auto Power Off], and then disable the function.	Reducing Power Consumption by Automatically Turning the Machine Off

About Restrictions on Each OS

This chapter describes about the restrictions for the printer drivers or utilities.

- Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008
- Windows Server 2003 Service Pack 1
- Mac OS X 10.6.8

Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008

Item	Symptom	Cause/solution
Printer driver	[Help] is not displayed.	The Help function is not supported.
	The [User Account Control] dialog box is displayed.	When you start an installer or utility, the [User Account Control] dialog box may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No] or [Cancel], the installer or utility does not start.
Network Extension	[Help] is not displayed.	The Help function is not supported.
	The [User Account Control] dialog box is displayed.	When you start an installer or utility, the [User Account Control] dialog may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No], the installer or utility does not start.
	The [Program Capability Assistant] dialog box is displayed.	If the [Program Capability Assistant] dialog box is displayed after installation (including if you stop installation before it is complete), be sure to click [This program installed correctly].

Restrictions on Windows Firewall

On Windows Server 2003 Service Pack 1, the Windows firewall function is enhanced. The following restrictions may apply to printer drivers and utilities.

Item	Symptom	Cause/solution
Printer driver	Unable to print a file when using this machine as a shared printer on a network.	On the server, click [start], and then select [Control Panel] > [Windows Firewall]. Select the [Exceptions] tab, select the [File and Printer Sharing] check box, and then click [OK].
OKI LPR Utility	Unable to find a printer.	If the [Don't allow exceptions] check box is selected on the [General] tab of the Windows firewall, you cannot search for a printer in a segment that is connected to another router. Only printers within the same segment as the printer are the search target. If you cannot find a printer, specify the IP address of the printer on the [Add Printer] or [Confirm Connections] screen.

Mac OS X 10.6.8

Item	Symptom	Cause/solution
TWAIN driver	Unable to scan with Image Capture.	• Scan is available only if the computer is connected via a USB interface. The network connection does not support scan. • In Image Capture, TWAIN driver user interface is not displayed. Scan by using Image Capture user interface.

Checking and Changing the Settings of This Machine

Information about setting menus of this machine, how to change a setting, the included utility software, and other information are provided.

- Setting Menu Items and Functions of This Machine

  This section describes the setting menu items of the machine and their functions.

- Setting Menu Hierarchy of This Machine (Menu Tree)

  This section describes the setting menu items of the machine and their functions.

- Changing the Basic Settings from the Operator Panel (Easy Setup)

  This section describes how to set the date and time, fax, network, and other basic settings from the [Easy Setup] menu.

- Changing General Settings

  This section describes how to change a machine setting.

- Changing the Detailed Settings of a Network

  This section describes how to change a network advanced setting from the Web page of the machine, Configuration Tool, and Network Card Setup.

- Changing the Display Language on the Operator Panel

  This section describes how to change the language that is displayed on the operator panel on the machine by using a utility.

- Checking or Changing the Image Quality

  This section describes how to adjust print finishing by adjusting the image contrast and density.

- About the Included Utility Software

  This section describes how to describe pieces of the included utility software that are useful when using the machine.

Setting Menu Items and Functions of This Machine

For details on how to enter a setting value, refer to "Entering Characters".

- Reports

  You can print lists of settings of this machine, errors, and job logs.
- Paper Setup

  You can set various settings related to paper that can be loaded in a tray.
- Address Book

  You can create and edit an address book.
- Phone Book

  You can create and edit a phone book.
- Profile

  You can create and edit a profile.
- Configure One Touch Button

  You can set frequently used destinations registered in the address book to the one touch buttons.
- Network Scan Destination

  You can set a network scan destination.
- Store Document Settings

  You can set storage of documents for Fcode bulletin board communication.
- View Information

  You can check the serial number, management number, and other information about this machine.
- Easy Setup

  You can set the date and time, fax, network, and other basic settings.
- AirPrint

  Enable or disable AirPrint.
- Google Cloud Print

  You can set and change settings related to Google Cloud Print.
- Wireless Setting

  You can set and change wireless LAN settings.
- Enabling Wired Communications

  You can enable the wired LAN.
- Administrator Setup

  You can enable or disable each category, and set other settings. To enter this menu, the administrator password is required.
- Advanced

  Set the Boot Menu.

Reports

You can print and check the configuration or the job logs of this machine.

1. Press [Device Settings] on the touch panel.
2. Press [Reports].
   To print the [Configuration], proceed to step 5.
3. Select the category of a report to print.
4. Select a report to print.
   If the administrator password entry screen is displayed, enter the administrator password, and then press [OK].
   The factory default password is "aaaaaa".
5. Press [Yes] on a confirmation screen.

Note

If [Admin Setup] > [Management] > [System Setup] > [Allow All Reports To Print] is set to [Disable], the administrator password is required for printing the following reports.

- Scan To Log
- Speed Dial List
- Group List
- A/R Full Print (Fax)
- A/R Full Print (E-mail/Internet)
- Address Book

Item			Description
Configuration			Prints detailed settings of this machine.
View Information	File List		Prints a list of job files.
	Demo Page		Prints a demo page.
	Error Log		Prints an error log.
	Scan To Log		Prints the results of the jobs of Scan to E-mail, Scan to Shared Folder, or Scan to USB Memory. Display condition: [Admin Setup] > [Management] > [Job Log Setup] > [Save Job Log] is set to [Enable].
	MFP Usage	Copies	Prints the total of the job logs. Specifies the number of pages to print on the [Copies] screen.
	Network Information		Prints general information on the network.
Fax	Speed Dial List		Prints the list of the fax numbers registered for speed dials.
	Group List		Prints the list of the fax numbers registered in groups.
	A/R Full Print		Prints the list of the transmission and reception results of the latest 50 fax jobs.
	Fcode Box List		Prints the list of Fcode boxes.
	Block Junk Fax List		Prints the address list for Block Junk Fax.
E-mail/Internet Fax	A/R Full Print		Prints the transmission and reception results of the latest 50 Internet Fax, Scan to E-mail, and e-mail attachment files.
	Address Book		Prints the registered address list.
Print	PCL Font List		Prints a list of PCL font samples.
	PPR Font List		Prints a list of IBMPPR font samples.
	PSE Font List		Prints a list of PSE font samples.
	FX Font List		Prints a list of EPSON FX font samples.
	Engine Status		Prints the engine status.

Paper Setup

Sets a paper in the tray.

1. Press [Device Settings] on the touch panel.
2. Press [Paper Setup].
3. Select an item, and then change the setting.
4. Press [Back] until the home screen is displayed.

Item			Factory default setting	Description
Tray 1	Paper Size		A4 or Letter	Selects a paper size.
	Custom	Width	210 mm (8.3 inch) or 216 mm (8.5 inch)	Sets the width and length of a custom paper size. Display condition: [Custom] is selected as a paper size. Available range: Width 100 to 216 mm (3.9 to 8.5 inches) Length: 148 to 356 mm (5.8 to 14.0 inches)
		Length	297 mm (11.7 inch) or 279 mm (11.0 inch)	
	Media Type		Medium Light	Selects a paper type.
	Media Weight		Medium	Selects a paper weight.
Tray 2 (Optional)	Paper Size		A4 or Letter	Selects a paper size. Display condition: the second tray unit is installed.
	Custom	Width	210 mm (8.3 inch) or 216 mm (8.5 inch)	Sets the width and length of a custom paper size. Display condition: The second tray unit is installed and [Custom] is selected as a paper size. Available range: Width 148 to 216 mm (5.8 to 8.5 inches) Length: 210 to 356 mm (8.3 to 14.0 inches)
		Length	297 mm (11.7 inch) or 279 mm (11.0 inch)	
	Media Type		Medium Light	Selects a paper type. Display condition: the second tray unit is installed.
	Media Weight		Medium	Selects a paper weight. Display condition: the second tray unit is installed.
MP Tray	Paper Size		A4 or Letter	Selects a paper size.
	Custom	Width	210 mm (8.3 inch) or 216 mm (8.5 inch)	Sets the width and length of a custom paper size. Display condition: [Custom] is selected as a paper size. Available range: Width 86 to 216 mm (3.4 to 8.5 inches) Length: 140 to 1,321 mm (5.5 to 52.0 inches)
		Length	297 mm (11.7 inch) or 279 mm (11.0 inch)	
	Media Type		Medium Light	Selects a paper type.
	Media Weight		Medium	Selects a paper weight.
	MP Tray Usage		Do Not Use	Sets the use of the MP tray.
Select Tray	Fax	Tray 1	ON	Specifies the tray to be used when printing a received document. Display condition for [Tray 2]: the second tray unit is installed.
		Tray 2 (Optional)	ON	
		MP Tray	OFF	
	Copy	Tray 1	ON(Prior)	Specifies a tray to use when a tray is automatically selected. Display condition for [Tray 2]: the second tray unit is installed.
		Tray 2 (Optional)	ON	
		MP Tray	OFF	
Paper Feed			Tray 1	Specifies a paper feed tray.
Auto Tray Switch			ON	Specifies the automatic tray switching.
Tray Sequence			Down	Specify the priority of the tray selection order at the time of automatic tray selection/automatic tray switching.

Duplex Last Page	Skip Blank Page	If [Skip Blank Page] is selected, when odd pages are printed in duplex print mode, the final page is printed on only one side of paper.* If [Always Print] is selected, both sides are printed even for odd page job in the duplex print mode.*

* This function may not work on some applications.

Address Book

You can create and edit the address book.

1. Press [Device Settings] on the touch panel.
2. Press [Address Book].
3. Select an item.
4. Change the setting, and then press [OK].
5. Press [Back] until the home screen is displayed.

Item			Description
E-mail Address	Edit/Register	No.	Displays an item number.
		Name	Sets a name of a destination. You can enter up to 16 one-byte characters.
		E-mail Address	Sets an e-mail address. You can enter up to 80 one-byte characters.
		Group No.	Selects a group.
	Delete		Deletes the registered e-mail address.
	Sort By Name		Sorts e-mail addresses by alphabetical order.
	Sort By Number		Sorts e-mail addresses by registered numerical order.
	Search		Searches for an e-mail address.
E-mail Group	Edit/Register	No.	Displays an item number.
		Name	Sets a group name. You can enter up to 16 one-byte characters.
		Address No.	Selects address numbers. You can register up to 100 e-mail addresses in a group.
	Delete		Deletes the registered group.
	Sort By Name		Sorts group by alphabetical order.
	Sort By Number		Sorts group by registered numerical order.
	Search		Searches for a group.

Phone Book

You can create and edit the telephone book.

1. Press [Device Settings] on the touch panel.
2. Press [Phone Book].
3. Select an item.
4. Change the setting, and then press [OK].
5. Press [Back] until the home screen is displayed.

Item			Description
Speed Dial	Edit/Register	No.	Displays an item number.
		Name	Sets a name of a destination. You can enter up to 24 one-byte characters.
		Fax Number	Sets a fax number of a destination. You can enter up to 40 one-byte digits.
		Group No.	Selects a group.
	Delete		Deletes the registered speed dial.
	Sort By Name		Sorts speed dials by alphabetical order.
	Sort By Number		Sorts speed dials by registered numerical order.
	Search		Searches for a speed dial.
Group No.	Edit/Register	No.	Displays an item number.
		Name	Sets a group name. You can enter up to 16 one-byte characters.
		Speed Dial	Sets a speed dial. You can register up to 100 e-mail addresses in a group.
	Delete		Deletes the registered group.
	Sort By Name		Sorts group by alphabetical order.
	Sort By Number		Sorts group by registered numerical order.
	Search		Searches for a group.

Profile

You can create and edit a profile.

1. Press [Device Settings] on the touch panel.
2. Press [Profile].
3. Select a number, and then press [Edit].
4. Change the setting, and then press [OK].
   Press [Back] until [OK] is displayed at the bottom of the touch panel if necessary.
5. Press [Back] until the home screen is displayed.

Item			Factory default setting	Description
Edit/Register	Server Setting	No.	-	Displays an item number.
		Profile Name	(NULL)	Set a profile name. You can enter up to 16 characters.
		Protocol	CIFS	Selects a protocol to use for storing files.
		Target URL	(NULL)	Sets a server address and directory to store the scanned data. You can enter up to 144 characters.
		User Name	(NULL)	Sets a user name log in to the server. You can enter up to 32 characters.
		Password	(NULL)	Sets a password log in to the server. You can enter up to 32 characters.
	Transmission Option	Encode Communication	None	Selects an encryption method for communication. Not available when using CIFS protocol. Choices vary depending on the protocol being selected.
		Port No.	445	Sets a port number. Available range: 1 to 65535
		Host Kanji-Code PASV Mode	EUC	Select Chinese character code at host side. Display condition: FTP is set as a protocol.
			OFF	Sets whether to use a FTP Passive mode. Display condition: FTP is set as a protocol.
		CIFS Character Set	UTF-16	Select the character code to use. Display condition: CIFS is set as a protocol.
	Scan Setting	Scan Size	A4 or Letter	Selects a scan size.
	Image Settings	Density	0	Sets the density of images.
		Document Type	Text&Photo	Sets the image quality of documents.
		Background Removal	Auto	Sets the background removal of documents.
		Resolution	200 dpi	Selects a resolution for scanning.
		Contrast	0	Sets the contrast of documents. The default value is the value set on [Admin Setup] menu.
		Hue	0	Sets the red-green color balance. The default value is the value set on [Admin Setup] menu.
		Saturation	0	Sets the color saturation of documents. The default value is the value set on [Admin Setup] menu.
		RGB	Red : 0 Green : 0 Blue : 0	Sets the RGB contrast. The default value is the value set on [Admin Setup] menu.
	File Name		(NULL)	Sets a file name. You can enter up to 64 characters. The following options can be set.*1 #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss)
	File Format	Color	PDF	Sets a file format for scanning.

		Grayscale		PDF	
		Mono		PDF	
	Compression Rate	Color		Low	Sets a compression rate for scanning.
		Grayscale		Low	
		Mono		High	
	Edge Erase	Setting		OFF	Sets whether to erase the edge shadow created in the surrounding of 2-page spread documents.
		Width		5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to 50 mm (0.2 to 2.0 inches)
	Encrypted PDF	Encrypted PDF		Not Encrypt	Sets whether to enable PDF encryption.
		Encryption Level		Medium	Sets the encryption level.
		Document Open Password		Disable	Sets a password to open an encrypted PDF file. A document open password cannot be the same as a permission password. To encrypt a PDF file, you must set a document open password or permission password. You can enter up to 32 characters.
			Password Password (Verify)	(NULL)	
		Permissions Password		Disable	Sets a password to control printing, extracting or editing an encrypted PDF file. A permission password cannot be the same as a document open password. To encrypt a PDF file, you must set a document open password or permission password. You can enter up to 32 characters.
			Password Password (Verify)	(NULL)	
		Permission	Permission To Print	Not Allowed	Sets the permission settings on an encrypted PDF file. Display Condition: the permission password is set.
			Permission To Extract	Not Allowed	
			Permission To Edit	Not Allowed	
Delete					Deletes profiles.
Sort By Name					Sorts profile by alphabetical order.
Sort By Number					Sorts profile by registered numerical order.
Search					Searches for a profile.
Register to an empty					Registers to an empty.

*1 For profiles, "#n" or "#d" can be specified for [File Name].

If specifying "#n": 5-digit serial number from 00000 to 99999

If specifying "#d": Date and time when a file is created. 12-digit number in yymmddhhmmss format

yy:	Year created (the last two digits of the Christian Era)	hh:	Hours created (00 to 23)
mm:	Month created (01 to 12)	mm:	Minute created (00 to 59)
dd:	Date created (01 to 31)	ss:	Second created (00 to 59)

* The date and time when a file is created are values of the timer of MB562.

An example of file name specification (if the file format is PDF)

If specifying "DATE#n": Saved as file names such as "Data0000.pdf" and "Data00001.pdf".

If specifying "File#d": Saved as file names such as "File090715185045.pdf".

If specifying "Scan": "Scan.pdf" is created first, and then data is saved with the name of "Scan#.pdf".

For "#d", refer to the above.

If nothing is specified: "Image.pdf" is created first, and then data is saved with the name of "Image#d.pdf".

For "#d", refer to the above.

Note

File names registered in profiles are applied when executing Scan to Shared Folder.

When performing auto delivery using profiles with these file names, the above names are not applied.

The file name at auto delivery is fixed to "yymmddhhmmss_xxxxxxxx.pdf". The part of "yymmddhhmmss" is date and time when a file is created for the above "#d", and the part of "_xxxxxxxx" is additional 8-digit alphanumeric characters (meaningless value) so as not to duplicate other files.

Configure One Touch Button

You can set frequently used destinations stored in the machine such as the address book to the one touch buttons. For each function, up to 40 destinations can be set to the one touch buttons.

1. Press [Device Settings] on the touch panel.
2. Press [Configure One Touch Button].
3. Select a function that you want to set for the one touch buttons.
4. Select a button to which you want to set a destination from [01:] to [40:].
5. Press [Replace].

   A list of destinations that can be registered is displayed.

   Memo

   - If you press [Replace], a destination can be registered or other destination can be replaced by a new one.
   - If you press [Delete], a destination will be deleted from the one touch button.
6. Select a destination.
7. Press [OK] when the setting is finished.
8. Press [Back] until the home screen is displayed.

Item	Factory default setting	Description
Fax	-	Sets a fax number to a one touch button.
Internet Fax	-	Sets an E-mail address to a one touch button.
Scan To E-mail	-	Sets an E-mail address to a one touch button.
Scan To Shared Folder	-	Sets a folder property to a one touch button.

Network Scan Destination

Set the transmission destination of the network scan.

1. Press [Device Settings] on the touch panel.
2. Press [Network Scan Destination].
3. Select a number, and then press [Edit].
4. Change the setting, and then press [OK].
5. Press [Back] until the home screen is displayed.

Item		Factory default setting	Description
Edit/Register	No.	-	Displays an item number.
	Destination	(NULL)	Set a transmission destination name. You can enter up to 16 characters.
	Destination Address	(NULL)	Set a transmission destination address. You can enter up to 64 characters.
	Port No.	9968	Sets a port number. Available range: 1 to 65535
Delete			Deletes a transmission destination.
Sort By Name			Sorts transmission destinations by alphabetical order.
Sort By Number			Sorts transmission destinations by registered numerical order.
Search			Searches for a transmission destination.

Store Document Settings

You can set the document storing settings.

1. Press [Device Settings] on the touch panel.
2. Press [Store Document Settings].
3. Select an item.
4. Change the setting, and then press [OK].
5. Press [Back] until the home screen is displayed.

Item		Description
Received Documents	Delete	Deletes received fax documents.
	Print	Prints a received fax document that is not printed due to an error of this machine or other reasons.
	Preview	Previews received fax documents.
Fcode Bulletin Board	Delete	Deletes stored documents.
	Override	Stores documents in a bulletin box.
Fcode Box	Print	Prints stored documents.

View Information

You can check the device information of this machine.

1. Press [Device Settings] on the touch panel.
2. Press [View Information].
3. Select an item.
   The current setting is displayed.
4. Press [Close].
5. Press [Back] until the home screen is displayed.

Item			Description
System Information	Serial No.		Indicates the serial number of this machine.
	Asset No.		Indicates the asset number of this machine.
	Lot No.		Indicates the production lot number of this machine.
	Firmware Version		Indicates the version of firmware.
	CU Version		Indicates the version of the control unit firmware.
	PU Version		Indicates the version of the print unit firmware.
	Panel Version		Indicates the version of the panel firmware.
	Total Memory	xx MB	Indicates the total capacity of all RAM installed.
	Flash Memory	xx MB [Fxx]	Indicates the total capacities of all flash memories.
Network	IPv4 Address		Indicates the IPv4 address of this machine. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] >[TCP/IP] is set to [Enable].
	Subnet Mask		Indicates the subnet mask of this machine. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] >[TCP/IP] is set to [Enable].
	Gateway Address		Indicates the Gateway address. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] >[TCP/IP] is set to [Enable].
	MAC Address		Indicates the MAC address of this machine.
	NIC Program Version		Indicates the version of the network firmware.
	IPv6 Address (Local)		Indicates the IPv6 address of this machine. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] >[TCP/IP] is set to [Enable].
	IPv6 Address (Global)		Indicates the IPv6 address of this machine. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] >[TCP/IP] is set to [Enable].
	Network Information	Network Connection	Indicates the network connection method (wired LAN/wireless LAN) of this machine.
		IPv4 Address	Indicates the IPv4 address of this machine. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is set to [Enable].
		Subnet Mask	Indicates the subnet mask of this machine. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is set to [Enable].
		Gateway Address	Indicates the Gateway address. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is set to [Enable].
		MAC Address	Indicates the MAC address of this machine.
		NIC Program Version	Indicates the version of the network firmware.

		IPv6 Address (Local)	Indicates the IPv6 address of this machine. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is set to [Enable].
		IPv6 Address (Global)	Indicates the IPv6 address of this machine. Display condition: [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is set to [Enable].
	Wireless Information	Firmware Version	Indicates the version of the wireless LAN board firmware.
		Serial No.	Indicates the serial number of the wireless LAN board.
		SSID	Indicates the connection destination SSID.
		Security	Indicates the security of the wireless LAN function.
		State	Indicates the wireless connection status. [State] is not displayed if [Network Connection] is set to [Wired].
		Band	Indicates the band currently in use. [Band] is not displayed if [State] is set to other than [Connected].
		Channel	Indicated the channel number currently in use. [Channel] is not displayed if [State] is set to other than [Connected].
		RSSI	Indicates received signal strength. [RSSI] is not displayed if [State] is set to other than [Connected].

Easy Setup

In [Easy Setup], you can change the settings of date/time, fax, network, e-mail function by using [Device Settings] on the operator panel.

1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Select an item, and then change the setting.
   When the setting is complete, the setting completion screen is displayed.
6. Press [Close] to complete the setup.

Item			Description
Date/Time Setting	Time Zone		Sets the GMT time zone.
	Daylight Saving		Sets daylight saving to ON or OFF.
	Server	SNTP Server (Primary)	Sets the SNTP server to use for setting the current date and time. You can enter up to 64 characters.
		SNTP Server (Secondary)	
	Manual	Date	Sets the current date and time manually.
		Time	
Fax Setting	Fax Number		Sets the fax number of this machine. You can enter up to 40 digits.
	Sender ID		Sets the sender's information. You can enter up to 22 characters.
Network Setting	IP Address		Sets the IP address. You can enter up to 15 characters.
	Subnet Mask		Sets the subnet mask. You can enter up to 15 characters.
	Default Gateway		Sets the gateway address. You can enter up to 15 characters.
	DNS Server (Primary)		Sets the IP address for a Primary DNS server. You can enter up to 15 characters.
	DNS Server (Secondary)		Sets the IP address for a Secondary DNS server. You can enter up to 15 characters.
	WINS Server (Primary)		Sets the name or the IP address for the WINS server. You can enter up to 15 characters.
	WINS Server (Secondary)		Sets the name or the IP address for the WINS server. You can enter up to 15 characters.
E-mail Setting	Mail Server Address		Sets the IP address or host name for the SMTP server. You can enter up to 64 characters.
	Set Sender's Address (from)		Sets an e-mail address for this machine.
	Receive Setting		Sets the protocol to be used for receiving e-mails.
	Authentication Method		Sets the authentication method.
	SMTP User ID		Sets the login ID to the server used for SMTP authentication. You can enter up to 64 characters.
	SMTP Password		Sets the password to the server used for SMTP authentication. You can enter up to 64 characters.
	POP3 Server		Sets the IP address or host name for the POP3 server. You can enter up to 64 characters.
	POP User ID		Sets the login ID to the server used for POP authentication. You can enter up to 64 characters.
	POP Password		Sets the password to the server used for POP authentication. You can enter up to 16 characters.

AirPrint

You can check the condition of AirPrint of this machine.

1. Press [Device Settings] on the touch panel.
2. Press [AirPrint].
3. Change the setting.
4. Press [Back] until the home screen is displayed.

Item	Description
Enable	Displays if the AirPrint is available. ([Disable] is not displayed)
Disable	Displays if the AirPrint is not available.

Google Cloud Print

You can set Google Cloud Print.

1. Press [Device Settings] on the touch panel.
2. Press [Google Cloud Print].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Select an item, and then change the setting.
5. Press [Back] until the home screen is displayed.

Item		Description
Delete Registered Information		Deletes the registered information.
Register to Google Cloud Print		Registers to Google Cloud Print.
Google Cloud Print Settings	Using Cloud Service	Sets whether to use Cloud Service.
	DNS Server (Primary)	Sets the IP address of the primary DNS server. You can enter up to 15 characters.
	DNS Server (Secondary)	Sets the IP address of the secondary DNS server. You can enter up to 15 characters.
	Proxy	Sets whether to use proxy.
	Proxy Server	Sets the name or IP address of the proxy server. You can enter up to 15 characters.
	Proxy Server Port No.	Sets the port number of the proxy server.
	Proxy User ID	Sets the user ID to connect to the proxy server.
	Proxy Password	Sets the password to connect to the proxy server.

Wireless Setting

Set a wireless LAN.

1. Press [Device Settings] on the touch panel.
2. Press [Wireless Setting].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Select an item, and then change the setting.
5. Press [Back] until the home screen is displayed.

Item			Description
Automatic Setup (WPS)	WPS-PBC		WPS-PBC is executed.
	WPS-PIN		WPS-PIN is executed.
Wireless Network Selection	A list of access points' names found in the search		Displays a list of access points' names found in the search.
	Manual Setup	SSID	Enter an SSID.
		Security	Selects the security of the wireless LAN function. "WPA2-EAP" can set only on the Web.
		WPA Encryption Type	Select a WAP2-PSK encryption type. Displays if [WAP2-PSK] is selected for [Security].
		WPA Pre-shared Key	Enter a pre-shared key. Displays if [WAP2-PSK] is selected for [Security].
Wireless reconnection			Wireless reconnection is executed.

Memo

If the wireless setting is enabled, [Enabling Wired Communications] is displayed under the wireless setting. If the network card cannot operate, the setting is not displayed.

Enabling Wired Communications

You can enable wired LAN. This menu display will appear when wireless LAN is enabled. To enter this menu, the administrator password is required.

1. Press [Device Settings] on the touch panel.
2. Press [Enabling Wired Communications].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Yes] or [No].
   When the setting is complete, the setting completion screen is displayed.
6. Press [Back] until the home screen is displayed.

Item	Description
Enabling Wired Communications	Sets the wired LAN connection. This setting is displayed only if a wireless LAN is enabled.

Administrator Setup

In the following menu, you can change the settings that need the administrator authority.

Memo

- To enter the [Admin Setup] menu, you need the administrator password. The factory default password is "aaaaaa".
- If you change the default setting from the [Admin Setup] menu, and want to reflect the changed default on the touch panel immediately, press the (HOME) button, the (COPY) button, the (SCAN) button, the (PRINT) button or the (FAX) button to switch the function.

- Copy Setup

  You can check and change the default settings of the copy functions for this machine.

- Fax Setup

  You can check and change the default settings of the fax functions and other various basic settings.

- FaxServer Function

  You can check and change the default settings of the FaxServer function for this machine.

- Internet Fax Setup

  You can check and change the default settings of the Internet Fax function for this machine.

- Scanner Setup

  You can check and change the default settings of the scanner functions and other various basic settings.

- Print From USB Memory Setup

  You can check and change the default settings of the Print from USB Memory function for this machine.

- Print Setup

  You can check and change a tray configuration, print settings, and other various settings of the print functions.

- Network Menu

  You can check and change various settings for a network and servers.

- Configure Home Screen

  Set the home screen with home icons.

- Management

  You can check and change the time to reset the screen on the operator panel, Power Save mode, and other various settings related to the machine management.

- User Install

  You can check and change the time zone, time, and other various default settings required for managing this machine.

Copy Setup

You can set the initial values of the copy functions.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Copy Setup].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item				Factory default setting	Description
Default Settings	Scan Size			A4 or Letter	Sets the default scan size.
	Duplex Copy			OFF(Simplex)	Sets the default setting of whether to turn duplex copying on or off, and the default binding position.
	Zoom			100%	Sets the default zoom rate.
	Sort			ON	Sets whether to collate copied documents by default.
	Image Settings	Density		0	Sets the default density.
		Document Type		Text&Photo	Sets the default image quality.
		Resolution		High Speed	Sets the default resolution.
		Background Removal		Auto	Sets the default background removal.
		Contrast		0	Sets the default contrast.
	Direction			Portrait	Selects the default page orientation of documents.
	ID Card Copy			OFF	Sets whether to use the ID card copy mode by default.
	Continuous Scan			OFF	Sets whether to use Continuous Scan mode.
	Mixed Size			OFF	Sets whether different sized documents are copied on each size paper by default.
	Margin	Margin		OFF	Sets the default margins.
		Front	Left	0 mm (0 inch)	Available range: 0 to ±25 mm (0.0 to 1.0 inch) (1 mm increment)
			Top		
		Back	Left		
			Top		
	Edge Erase	Setting		ON	Sets whether to erase the shade created in the surrounding of 2-page spread documents by default.
		Width		2 mm (0.1 inch)	Sets an erasing width. Available range: 2 to ±25 mm (0.1 to 1.0 inch) (1 mm increment)
Configure Shortcuts				01: Scan Size 02: Paper Feed 03: Duplex Copy 04: N-in-1 05: Zoom 06: Direction	Sets the shortcut button for the [Copy] tab.

Fax Setup

Set the default settings of the fax functions and the fax server functions.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Fax Setup].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item				Factory default setting	Description
Default Settings	Resolution			Normal	Sets the default image quality.
	Density			0	Sets the default density to scan.
	Scan Size			A4 or Letter	Sets the default scan size.
	Continuous Scan(Document Glass)			OFF	Sets whether to use Continuous Scan.
	Continuous Scan(ADF)			OFF	
	Edge Erase		Setting	OFF	Sets whether to erase the edge shadow created on Fax scan image.
			Width	2 mm (0.1 inch)	Sets an erasing width created on Fax scan image.
	TTI			ON	Sets whether to add the sender's name to the header of the sent fax by default.
	Transmit Confirmation Report			OFF or ON	Sets whether to automatically print transmission results by default.
	Memory Tx			ON	Sets whether to use memory transmission (ON) or real-time transmission (OFF) by default.
Configure Shortcuts				01: Manual Dial 02: Speed Dial 03: Group List 04: Redial 05: Off Hook 06: Resolution	Sets the shortcut button for the [Fax] tab.
Fcode Box	Edit/Register	Confidential Box	Box Name	(NULL)	Sets the name for confidential boxes. You can enter up to 16 characters.
			Sub-Address	(NULL)	Sets the sub-address for confidential box. You can enter up to 20 characters.
			Hold Time	0	Sets the hold time for confidential box. Available range: 0 to 31 days
			I.D.Code	(NULL)	Sets the password for confidential box. Register a 4-digit numerical number only.
		Bulletin Box	Box Name	(NULL)	Sets a bulletin box name. You can enter up to 16 characters.
			Sub-Address	(NULL)	Sets the sub-address for bulletin box. You can enter up to 20 characters.
	Delete				Deletes an Fcode box.
Security	ID Check Tx			OFF	Sets whether to use the ID check transmission.

Function	Broadcast Destination			ON	Sets whether to indicate the transmission destination number before starting broadcast transmission.
	Confirm Dial			OFF	Sets whether to reenter the transmission destination fax number before sending a fax.
	Secure Receive		Setting	OFF	Sets whether to store a received fax in the memory of this machine without printing immediately.
			Password	(NULL)	Sets the password that is entered when printing a received fax image that is stored in the memory of this machine.
			Delete after printing	Yes	Sets whether to delete a fax image after printing.
Other Settings	Redial Tries			2 time(s)	Sets the number of redial attempts. Available range: 0 to 9 times
	Redial Interval			1 minute(s)	Sets the time between redial attempts. Available range: 0 to 5 minutes
	Block Junk Fax	Setting		OFF	Sets Block Junk mode Fax.
		Registered List	Register/Edit	(NULL)	Register/Edit addresses for Block Junk Fax. Display condition: To set [Mode2] or [Mode3], [Admin Setup] > [Other Settings] > [Block Junk Fax] > [Setting].
			Delete		Delete addresses for Block Junk Fax. Display condition: To set [Mode2] or [Mode3], [Admin Setup] > [Other Settings] > [Block Junk Fax] > [Setting].
	Ring Response			1 Ring	Sets the number of rings required before receiving an incoming fax.
	Dialing Pause Duration			2 second(s)	Sets the dial pause time. Available range: 0 to 10 seconds
	Rx Reduc. Rate			Auto	Sets the reception reduction rate.
	Reduc. Margin			24 mm (0.9 inch) or 100 mm (3.9 inch)	Sets the threshold level of reception reduction. Available range: 0 to 100 mm (0 to 3.9 inches)
	ECM Mode			ON	Sets whether to use the error correction mode.
	PreFix			(NULL)	Sets the dialing prefix. You can enter up to 40 digits.
	Received Time Stamp			OFF	Sets whether to print the time stamp on received faxes.
	Print Check Message			ON	Sets whether to report the error content if a transmission error occurs.
Fax Setting	Service Bit			OFF	If set to OFF, some menu items are not displayed on the screen.
	Country Code			International or U.S.A	Sets the country code.
	A/R Full Print			ON	Sets whether to print the list of the communication results automatically after every 50 communications.
	Tone For Echo (For Transmission)			Disable	Displays only if Service Bit is ON.
	Tone For Echo (For Reception)			Disable	Displays only if Service Bit is ON.
	H/Modem Rate (For Tx)			33.6 Kbps	Sets the default modem reception transmission speed while the machine is sending a fax.
	H/Modem Rate (For Rx)			33.6 Kbps	Sets the default value of the modem transmission speed while the machine is receiving a fax.
	Attenuator			10 dB, Range: 0 - 15 dB	Enter Attenuator. Displays only if Service Bit is ON.
	MF Attenuator			8 dB, Range: 0 - 15 dB	Enter MF(Tone) Attenuator. Displays only if Service Bit is ON.
	Pulse Make Ratio			40%, Range: 33, 39, 40%	Sets to make rate of DP (10 pps) during call. Displays only if Service Bit is ON and Tone/Pulse setting is PULSE.
	Pulse Dial Type			N, Range: N, 10-N, N+1	Sets the pulse type for dialing. Displays only if Service Bit is ON and Tone/Pulse setting is PULSE.
	MF(Tone) Duration			100 mseconds, Range: 75, 85, 100 mseconds	Enter MF(Tone) Duration. Displays only if Service Bit is ON and Tone/Pulse setting is TONE.

	Calling Timer		60 mseconds, Range: 1 - 255 seconds	Displays only if Service Bit is ON.
	PBX Line		OFF	When connecting to PBX (internal exchange), put it to [ON].
	Forwarding Setting	Forwarding Setting	OFF	Sets whether to enable the fax forwarding mode.
		Forwarding Number	(NULL)	Sets a fax number used for the fax forwarding mode.
	TAD Mode		Type 3	Sets an operation type in Tel/Fax Ready mode. [Type 3]: A fax signal is detected in 15 seconds from when the answering machine answers. Normally, use this type. [Type 1]: A fax signal is detected right after the answering machine answers, and then the reception starts. If you have any fax reception problems, they may be improved if this type is set. [Type 2]: A fax signal is detected right after the answering machine answers. Set this type if you usually use this machine as a phone.
	Tel Priority Mode		OFF	Sets when the external telephone and the machine ring in Tel/Fax Ready mode. [ON]: The sender is assumed to make a voice call. The telephone rings early.
	CNG Detection		OFF	Sets whether to determine whether the sender is sending a fax during the off the hook condition in Tel/Fax Ready mode.
	T/F Timer Programming		35 seconds	Sets when to start the auto fax reception if the communication does not start even after an incoming call arrives in Tel/Fax Ready mode or Ans/Fax Ready mode.
	Soft Ringer Volume		Middle	Sets a phone ring volume in Tel/Fax Ready mode.
	Remote Receive Number		OFF	Sets a remote switch over number.

FaxServer Function

You can set the initial values of FaxServer Function.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [FaxServer Function].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item		Factory default setting	Description
Environmental Settings	FaxServer Function	OFF	Sets whether to use scanning to fax server.
	Prefix	(NULL)	Sets to prefix code for scanning to fax server.
	Suffix	@faxserver	Sets to suffix code for scanning to fax server.
	Text	OFF	Sets whether to add body text.
Default Settings	Scan Size	A4 or Letter	Sets the default scan size.
	Density	0	Sets the default density.
	Resolution	Normal	Sets the default resolution.
	Background Removal	Auto	Sets the default setting of the background removal.
	Continuous Scan	OFF	Sets whether to use Continuous Scan mode by default.
	Compression Rate	Low	Selects the default compression level.
Configure Shortcuts		01: Manual Dial 02: Speed Dial 03: Group List 04: Tx History 05: Scan Size	Sets the shortcut button for the [Internet Fax] tab.
Security Function	Broadcast Destination	ON	Sets whether to indicate the transmission destination number before starting broadcast transmission.
	Confirm Dial	OFF	Sets whether to reenter the transmission destination fax number before sending.

Internet Fax Setup

You can set the initial values of Internet Fax.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Internet Fax Setup].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item		Factory default setting	Description
Default Settings	Scan Size	A4 or Letter	Sets the default scan size.
	Density	0	Sets the default density.
	Resolution	Normal	Sets the default resolution.
	Background Removal	Auto	Sets the default background removal.
	Continuous Scan	OFF	Sets whether to use Continuous Scan mode by default.
	Compression Rate	Low	Selects the default compression level.
Configure Shortcuts		01: Manual Input 02: Address Book 03: Group List 04: Tx History 05: LDAP	Sets the shortcut button for the [Internet Fax] tab.

Scanner Setup

You can set the initial values of the scanner functions.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Scanner Setup].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item			Factory default setting	Description
Default Settings	Scan Size		A4 or Letter	Sets the default scan size.
	Image Settings	Density	0	Sets the default density.
		Document Type	Text&Photo	Sets the image quality of documents.
		Background Removal	Auto	Sets the default the background removal.
		Resolution	200dpi	Sets the default resolution.
		Contrast	0	Sets the default contrast.
		Hue	0	Sets the default red-green color balance.
		Saturation	0	Sets the default saturation.
		RGB	R:0 G:0 B:0	Sets the default RGB contrast.
	Continuous Scan		OFF	Sets whether to use Continuous Scan mode by default.
	File Format	Color	PDF	Selects the default file format. [Color]/[Grayscale] can be selected from PDF, TIFF, JPEG, and XPS. [Mono] can be selected from PDF, TIFF, and XPS.
		Grayscale	PDF	
		Mono	PDF	
	Encrypted PDF Setting	Document Open Password	(NULL)	Sets the default password to open an encrypted PDF. A document open password cannot be the same as a permission password. You can enter up to 32 characters.
		Permissions Password	(NULL)	Sets the default password to control printing or editing on an encrypted PDF file. A permission password cannot be the same as a document open password. You can enter up to 32 characters.
		Display Default Password	Disable	Sets whether the registered password is displayed or not displayed on the password selection screen for the document open password or permission password. [Disable]: Displays the registered default password using* instead of each character. [Enable]: Displays the registered default password as it is.
	Compression Rate	Color	Low	Selects a default compression level.
		Grayscale	Low	
		Mono	High	
	Edge Erase	Setting	OFF	Sets whether to erase the edge shadow created in the surrounding of 2-page spread documents.

		Width		5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to 50 mm (0.2 to 2.0 inches)
E-mail Setup	Configure Shortcuts			01: Address Book 02: Group List 03: Tx History 04: Manual Input 05: LDAP	Sets the shortcut button for the [Scan To E-mail] tab.
	File Name			(NULL)	Sets a file name. You can enter up to 64 one-byte characters. The following options can be set.*1 #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss) (yymmddhhmmss)
	Template	Edit Subject		(NULL)	Registers or edits e-mail subject text. You can enter up to 80 characters.
		Edit Body		(NULL)	Registers or edits e-mail body. You can enter up to 256 characters.
	From / Reply To	From		(NULL)	Sets the e-mail address that is displayed in the [From] field. You can enter up to 80 characters.
		E-mail Sender ID		(NULL)	Sets the sender name that is displayed in the [From] field. You can enter up to 32 characters.
		Reply To	Address Book	(NULL)	Sets the e-mail address that is displayed in the [Reply to] column. You can enter up to 80 characters.
			Direct Input	(NULL)	
			LDAP	(NULL)	
	Broadcast Destination			ON	Sets whether an e-mail address confirmation screen is displayed before broadcasting the e-mail.
	MDN Response			OFF	Sets whether to request the MDN (message disposition notification) response.
	A/R Full Print			OFF	Set whether to print the transmission and reception history reports automatically.
	MCF Report			OFF	Sets whether to print a confirmation after transmission of Internet fax and Scan to E-mail.
	Timeout of MCF Report			15 minutes	Sets the timeout for printing a confirmation after transmission of Internet fax and Scan to E-mail. If the setting period of time is exceeded, the report is automatically printed without the MDN response.
	Print Check Message			OFF	Sets whether to report the error content if a transmission error occurs.
USB Memory Setup	File Name			(NULL)	Sets the default file name. You can enter up to 255 characters. The following options can be set as the default file name.*1 #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss) (yymmddhhmmss)
Shared Folder Setup	Configure Shortcuts			01: Color Mode 02: Scan Size 03: Duplex Scan 04: File Name 05: Subfolder	Sets the shortcut button for the [Scan To Shared Folder] tab.
TWAIN Setup	Network TWAIN			ON	Sets whether to use the Network TWAIN.
	Port No.*2			9967	Sets the port number. Available range: 1 to 65535
WSD Scan Setup	WSD Scan			Enable	Specifies whether to use WSD Scan.
	Binding			Long Edge	Sets the default binding position.

		Bind	
PC Scan Mode		Simple Scan Mode	Selects the default PC scan mode.
Scanner Calibration		Execute	Starts a scanner calibration.

*1 For profiles, "#n" or "#d" can be specified for [File Name].

If specifying "#n": 5-digit serial number from 00000 to 99999

If specifying "#d": Date and time when a file is created. 12-digit number in yymmddhhmmss format

yy:	Year created (the last two digits of the Christian Era)	hh:	Hours created (00 to 23)
mm:	Month created (01 to 12)	mm:	Minute created (00 to 59)
dd:	Date created (01 to 31)	ss:	Second created (00 to 59)

* The date and time when a file is created are values of the timer of MB562.

An example of file name specification (if the file format is PDF)

If specifying "DATE#n": Saved as file names such as "Data0000.pdf" and "Data00001.pdf".

If specifying "File#d": Saved as file names such as "File090715185045.pdf".

If specifying "Scan": "Scan.pdf" is created first, and then data is saved with the name of "Scan#.pdf".

For "#d", refer to the above.

When nothing is specified: "Image.pdf" is created first, and then data is saved with the name of "Image#d.pdf".

For "#d", refer to the above

*2 To enable the changed setting, the network card must be restarted. Follow the instructions on the confirmation screen that is displayed when changing the settings, and restart the network card.

Print From USB Memory Setup

You can set the initial values of the USB Memory function.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Print From USB Memory Setup].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item		Factory default setting	Description
Default Settings	Paper Feed	Tray 1 (A4 or Letter)	Specify a paper tray to use.
	Copies	1	Sets the number of copies.
	Duplex	OFF	Turns the duplex printing function on or off. [OFF]: simplex printing [Long Edge Bind]: duplex printing for long-edge binding [Short Edge Bind]: duplex printing for short-edge binding
	Fit	ON	Specify whether to match the paper.
	Override A4/Letter	Yes	Set the function that automatically switches paper to print from A4 to Letter if a tray runs out of A4 paper and Letter paper is loaded, or from Letter to A4 if a tray runs out of Letter paper.

Print Setup

Set the print menu and other print functions.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Print Setup].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item			Factory default setting	Description
Print Menu	Print Settings	Copies	1 Set(s)	Sets the number of copies. For local printing, this setting is invalid except for demo data. Available range: 1 to 999
		Duplex	OFF	Turns the duplex printing function on or off. [OFF]: simplex printing [Long Edge Bind]: duplex printing for long-edge binding [Long Edge Bind]: duplex printing for long-edge binding
		Media Check	Enable	Sets whether to check an inconsistency between the paper size and the page size of documents.
		Override A4/Letter	Yes	Set the function that automatically switches paper to print from A4 to Letter if a tray runs out of A4 paper and Letter paper is loaded, or from Letter to A4 if a tray runs out of Letter paper.
		Resolution	600dpi	Sets the resolution.
		Toner Save Mode	OFF	Sets the amount of toner to be saved. This setting is enabled when copying, printing, printing received faxes, and printing from USB Memory.
		Orientation	Portrait	Sets the page orientation.
		Lines Per Page	64 line(s) or 60 line(s)	Sets the number of lines of text per page (for PCL only). The default number of lines for A4 portrait is 64. The default number of the width is 60. The number of lines varies depending on the size of paper in the paper feed tray.
		Edit Size	Cassette size	Sets the size of the printable page area if the size is not specified with the paper edit size command from a computer.
		Width	210 mm (8.3 inch) or 216 mm (8.5 inch)	Sets the width of a custom paper size. Available range: 86 to 216 mm (3.4 to 8.5 inches)
		Length	297 mm (11.7 inch) or 279 mm (11.0 inch)	Sets the length of a custom paper size. Available range: 140 to 1,321 mm (5.5 to 52.0 inches)
	Printer Adjust	Manual Timeout	60 seconds	Sets for how many seconds the machine waits for paper to be fed before cancelling a job when using the manual feeder.
		Timeout Injob	40 seconds	Sets for how many seconds the machine waits until pages are output from when the processing of the received data stops.
		Timeout Local	40 seconds	Sets how long each port is left opened after a job is complete. (The network is excluded.)
		Timeout Network	90 seconds	Sets how long the network port is left opened after a job is complete.

		Jam Recovery		Enable	Sets whether to print the pages again that are not printed due to a paper jam after the jam is cleared.
		Paper Black Setting		0	Corrects the unevenness of printed characters caused by temperature differences. Change the value if the characters are faded.
		Darkness		0	Sets print darkness.
		SMR Setting		0	Corrects variations in print results caused by temperature and humidity conditions and differences in print density and frequency. Change the setting if the print quality is uneven.
		BG Setting		0	Corrects variations in print results caused by temperature and humidity conditions and differences in print density and frequency. Change the setting if the background is dark.
	Print Position Adjust	Tray 1	X Adjust	0 mm	• X Adjust: Adjusts the position of the entire printing image perpendicular to the direction of paper movement. Available range: ±2.00 mm (0.25 increments). • Y Adjust: Adjusts the position of the entire printing image parallel to the direction of paper movement. Available range: ±2.00 mm (0.25 increments). • Duplex X Adjust: Adjusts the position of the image on the back side of a duplex print perpendicular to the direction of paper movement. Available range: ±2.00 mm (0.25 increments). • Duplex Y Adjust: Adjusts the position of the image on the back side of a duplex print parallel to the direction of paper movement. Available range: ±2.00 mm (0.25 increments).
			Y Adjust	0 mm	
			Duplex X Adjust	0 mm	
			Duplex Y Adjust	0 mm	
		Tray 2 (Optional)	X Adjust	0 mm	
			Y Adjust	0 mm	
			Duplex X Adjust	0 mm	
			Duplex Y Adjust	0 mm	
		MP Tray	X Adjust	0 mm	
			Y Adjust	0 mm	
			Duplex X Adjust	0 mm	
			Duplex Y Adjust	0 mm	
	Drum Cleaning			OFF	Sets whether to clean the drum before printing. The image quality improvement may be expected.
	Hex Dump			OFF	Prints out the data received from the host computer in hex. To finish printing, turn the machine off.
System Configuration Menu	Personality			Auto	Selects the emulation mode. If auto is set, the correct emulation is automatically selected every time a print job is received.
	Alarm Release			Manual	If [Manual] is set, non-critical warnings, such as requests for a different paper size, can be cleared by pressing [RESET]. If [Auto] is set, the warnings are cleared when the print job resumes.
	Auto Continue			OFF	Sets whether the machine automatically recovers from a memory overflow.
	Error Report			OFF	Sets whether to print error details if PostScript errors occur.
PCL Setup	Font Source			Resident	Selects the location of the font to use.
	Font No.			I0	Selects the font number to use. Available range: I0 to I90 if [Resident] is set/C1 to C4 if [Resident 2] is set
	Font Pitch			10.00 CPI	Sets the width of the PCL default font. Available range: 0.44 to 99.99 CPI (0.01CPI increments).
	Font Height			12.00 point(s)	Sets the height of the PCL default font.

			Available range: 4.00 to 999.75 point. (0.25 point increments)
	Symbol Set	PC-8	Selects a PCL symbol set.
	A4 Print Width	78 Column	Sets the number of digits for automatic line feed on A4 paper.
	White Page Skip	OFF	Selects whether to print blank pages.
	CR Function	CR	Sets the machine operation when receiving CR code.
	LF Function	LF	Sets the machine operation when receiving LF code.
	Print Margin	Normal	Sets the nonprintable area of the page.
	Pen Width Adjust	ON	Sets whether to emphasize thin lines so that the lines look thicker.
	Tray ID# / Tray 1	1	Sets a value that specifies a tray with the PCL paper source specification command. Available range: 1 to 59 Display condition for [Tray 2]: the second tray unit is installed.
	Tray ID# / Tray 2 (Optional)	5	
	Tray ID# / MP Tray	4	
PS Setup	L1 Tray	Type 1	Set the paper tray number for the Level 1 operator. [Type 1]: The effective number for paper tray starts from 1. [Type 2]: The effective number for paper tray starts from 0.
	Network PS-Protocol	RAW	Specifies PS communication protocol mode of data from Network.
	USB PS-Protocol	RAW	Specifies PS communication protocol mode of data from USB.
XPS Setup	DigitalSignature	OFF	Sets the DigitalSignature functions.
	DiscardControl	Auto	Sets the DiscardControl function.
	MC Mode	ON	Sets the MarkupComaptibility function.
	Unzip Mode	Speed	Sets the XPS file decompression method.
	White Page Skip	OFF	Selects whether to output blank pages in XPS.
SIDM Setup	SIDM Manual ID#	2	Sets SIDM Manual MP numbers and Tray IDs.
	SIDM Manual2 ID#	3	
	SIDM MP Tray ID#	4	
	SIDM Tray1 ID#	1	
	SIDM Tray2 ID#	5	
IBM PPR Setup	Character Pitch	10 CPI	Specifies character pitches in IBM PPR emulation.
	Font Condense	12CPI to 20CPI	Specifies 12CPI pitches for Condense Mode.
	Character Set	SET-2	Specifies a character set.
	Symbol Set	IBM-437	Specifies a symbol set.
	Letter O Style	Disable	Specifies the style that replaces 9BH with letter o and 9DH with a zero.
	Zero Character	Normal	Sets the zero to be slashed or unslashed.
	Line Pitch	6 LPI	Specifies the line spacing.
	White Page Skip	OFF	Selects whether to print blank pages.
	CR Function	CR	Selects a carriage return from [CR] or [CR+LF].
	LF Function	LF	Selects a line feed from [LF] or [LF+CR].
	Line Length	80 Column	Specifies the number of characters per line.
	Form Length	11.7 inch or 11 inch	Specifies the length of paper.
	TOF Position	0.0 inch	Specifies the distance from the top edge of paper to where the cut is to be made.
	Left Margin	0.0 inch	Specifies the distance from the left edge of paper to where the cut is to be made.
	Fit To Letter	Disable or Enable	Sets the printing mode that can fit paper to the printable area equivalent to 11 inches (66 lines).
	Text Height	Same	Sets the height of a character. SAME: The height stays the same regardless of CPI. DIFF: The height varies according to CPI.
EPSON FX Setup	Character Pitch	10 CPI	Specifies character pitches.
	Character Set	SET-2	Specifies a character set.

	Symbol Set	IBM-437	Specifies a symbol set.
	Letter O Style	Disable	Specifies the style that replaces 9BH with letter o and 9DH with a zero.
	Zero Character	Normal	Sets the zero to be slashed or unslashed.
	Line Pitch	6 LPI	Specifies the line spacing.
	White Page Skip	OFF	Selects whether to print blank pages.
	CR Function	CR	Select a carriage return from [CR] or [CR+LF].
	Line Length	80 Column	Specifies the number of characters per line.
	Form Length	11.7 inch or 11 inch	Specifies the length of paper.
	TOF Position	0.0 inch	Specifies the distance from the top edge of paper to where the cut is to be made.
	Left Margin	0.0 inch	Specifies the distance from the left edge of paper to where the cut is to be made.
	Fit To Letter	Disable or Enable	Sets the printing mode that can fit paper to the printable area equivalent to 11 inches (66 lines).
	Text Height	Same	Sets the height of a character. SAME: The height stays the same regardless of CPI. DIFF: The height varies according to CPI.

Network Menu

Set the basic settings and other network settings.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Network Menu].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item			Factory default setting	Description
Network Setup	Network Setting	TCP/IP	Enable	Sets whether to enable TCP/IP.
		NetBIOS over TCP	Enable	Sets whether to enable NetBIOS over TCP/IP. Display condition: TCP/IP protocol is enabled.
		IP Address Set	Auto	Sets the method of assigning an IP address.
		IPv4 Address	192.168.100.100	Sets an IP address. Display condition: TCP/IP protocol is enabled.
		Subnet Mask	255.255.255.0	Sets a subnet mask. Display condition: TCP/IP protocol is enabled.
		Gateway Address	0.0.0.0	Sets a gateway address. Display condition: TCP/IP protocol is enabled.
		DNS Server (Primary)	0.0.0.0	Sets the IP address for a Primary DNS server. Display condition: TCP/IP protocol is enabled.
		DNS Server (Secondary)	0.0.0.0	Sets the IP address for a Secondary DNS server. Display condition: TCP/IP protocol is enabled.
		WINS Server (Primary)	0.0.0.0	Sets the name or the IP address for the WINS server. Display condition: TCP/IP protocol is enabled.
		WINS Server (Secondary)	0.0.0.0	Sets the name or the IP address for the WINS server. Display condition: TCP/IP protocol is enabled.
		Proxy	Disable	Sets whether to use proxy.
		Proxy Server	(NULL)	Sets the name or IP address of the proxy server. You can enter up to 15 characters.
		Proxy Server Port No.	8080	Sets the port number of the proxy server.
		Proxy User ID	(NULL)	Sets the user ID to connect to the proxy server.
		Proxy Password	(NULL)	Sets the password to connect to the proxy server.
		Web	Enable	Sets whether to enable access from a Web browser. Display condition: TCP/IP protocol is enabled.
		Telnet	Disable	Sets whether to enable access from the Telnet. Display condition: TCP/IP protocol is enabled.
		FTP	Disable	Sets whether to enable access with FTP. Display condition: TCP/IP protocol is enabled.
		IPSec	Disable	This item is displayed only if IPSec is set to valid. This item can be changed to disable only.
		SNMP	Enable	Sets whether to enable access from SNMP.

					Display condition: TCP/IP is enabled.
		Network Scale		Normal	[Normal]: The machine operates effectively even if connected to a HUB with the spanning tree function. However, the machine takes longer to start up if it is connected to a small LAN that consists of two or three computers. [Small]: This setting covers a small LAN that consists of two or three computers to a large LAN, but the machine may not operate efficiently if it is connected to a HUB with the spanning tree function.
		Gigabit Network		Disable	Sets whether to enable access with Gigabit Ethernet.
		HUB Link Setting		Auto	Sets the hub linking method. Normally, select [Auto Negotiate].
	Wireless Setting	Automatic Setup (WPS)	WPS-PBC	-	WPS-PBC is executed.
			WPS-PIN	-	WPS-PIN is executed.
		Wireless Network Selection	A list of access point name found in the search	-	Displays a list of wireless LAN access points' names that are found in a search.
			Manual Setup SSID	(NULL)	Enter an SSID.
			Manual Setup Security	Disable	Selects the security of the wireless LAN function. "WPA2-EAP" can set only in Web.
			Manual Setup WPA Encryption Type	AES	Select a WPA2-PSK encryption type. Displays if [WPA2-PSK] is selected for [Security].
			Manual Setup WPA Pre-shared Key	(NULL)	Enter the Pre-shared Key. Displays if [WPA2-PSK] is selected for [Security].
		Wireless reconnection		-	Wireless reconnection is executed.
	Enabling Wired Communications			-	Switch wireless network connection to wired network connection. This item is displayed if wireless communications are enabled.
	Factory Defaults				The settings of the network, mail server, LDAP server, and secure protocol server are returned to the default settings.
Mail Server Setup	SMTP Server			(NULL)	Sets the IP address or server name for the SMTP server.
	SMTP Port			25	Sets the port number for the SMTP server. Normally, use the default setting. Available range: 1 to 65535
	SMTP Encryption			None	Selects an encryption method in the SMTP communication.
	Receive Setting			Disable	Sets the protocol to be used for receiving e-mails.
	POP3 Server			(NULL)	Sets the IP address or server name for the POP3 server.
	POP3 Port			110	Sets the port number prepared by POP3 on the POP3 server. Available range: 1 to 65535
	POP Encryption			None	Selects an encryption method in the POP communication.
	Authentication Method			None	Selects an authentication method for e-mail transmissions.
	SMTP User ID			(NULL)	Sets the login name to the server used for SMTP authentication.
	SMTP Password			(NULL)	Sets a login password to the server used for SMTP authentication.
	POP User ID			(NULL)	Sets a login name to the server used for POP certification or for printing received e-mail attachment files.
	POP Password			(NULL)	Sets a login password to the server used for POP certification or for printing received e-mail attachment files.
LDAP Server	Server Setting	LDAP Server		(NULL)	Sets the IP address or server name for the LDAP server.
		Port No.		389	Sets the port number for the LDAP server.

Setting				Available range: 1 to 65535
		Timeout	30 second(s)	Sets the timeout value for the search response from the LDAP server. Available range: 10 to 120 seconds
		Max. Entries	100 entries	Sets the maximum number of search results from the LDAP server.
		Search Root	(NULL)	Specifies a position to start searching the LDAP directory.
	Attribute	Name1	cn	Specifies an attribute used for searching.
		Name2	sn	
		Name3	givenName	
		E-mail Address	mail	
		Additional Filter	(NULL)	
	Authentication	Method	Anonymous	Sets the authentication method. For Digest-MD5, the DNS server must be set. For Secure Protocol, the secure protocol server must be set.
		User ID	(NULL)	Sets a user ID for LDAP server authentication. You can enter up to 80 characters. Display condition: the LDAP authentication method is not set to [Anonymous].
		Password	(NULL)	Sets a password for LDAP server authentication. You can enter up to 32 characters. Display condition: the LDAP authentication method is not set to [Anonymous].
	Encryption		None	Sets the encryption of communication to the LDAP server.
Secure Protocol Server Setting	Domain		(NULL)	Sets a realm name for the Kerberos certification. You can enter up to 64 characters.

Memo

To apply the settings that are changed on the [Network Menu] menu, you must restart a network card. Restart the network card according to a confirmation screen that is displayed when you change settings.

Configure Home Screen

Set the home screen with home icons.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Configure Home Screen].
6. Press the button whose setting you want to change.
   The home icon setting screen is displayed.
7. Operate the touch panel according to the changes you want to make.

Factory default setting	Description
Copy Scan Print Fax/Internet Fax	Registers frequently-used functions on the Home Screen.

Management

Sets a default mode etc.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Management].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item			Factory default setting	Description
Default Mode			Home	Sets the default mode screen of this machine.
Operation Clear	Operation Timeout		3	Sets time for automatic reset of screen to begin. Available range: 1 to 10 minutes
	Clear After Job		OFF	Sets whether to reset after job is completed.
Sound Control	Key Touch Tone Volume		Middle	Sets the volume of the key-touch tone.
	FAX Buzzer Volume		Middle	Sets the volume for transmission complete sound.
	AirPrint Buzzer Volume		Low	Sets the AirPrint confirmation operation sound.
Local Interface*1	USB Menu	USB	Enable	Sets whether to enable USB.
		Soft Reset	Disable	Sets whether to enable the soft reset command.
		Speed	480Mpbs	Selects the maximum transfer speed of USB interface.
		Offline Receive	Disable	Set whether to receive data in offline state or in recoverable error state.
		Serial Number	Enable	Sets whether to use a USB serial number.
System Setup	Access Control		Disable	Sets access control.
	User Authentication Method		Local	Display condition: [Access Control] is set to [User] or [Password].
	Unit of Measure		Millimeter or Inch	Selects a displayed unit (millimeter/inch).
	Default Paper Size		A4 or Letter	Sets the default paper size.
	Date Format		dd/mm/yyyy or mm/dd/yyyy	Sets the date format.
	Allow All Reports To Print		Disable	Sets whether to allow printing reports with personal information.
	Near Life LED		Enable	Sets whether to light an LED if a near life warning occurs.
	Near Life Status		Enable	Sets whether to display a message if a near life warning occurs.
	Address Information Lock Time Out		30 minute(s)	Sets time until a lock is released by the machine when an address book, telephone book, or profile is kept locked by the utilities. Available range: 1 to 60 minutes
	USB Memory Interface		Enable	If [Disable] is set, the Scan to USB Memory and the print from USB Memory functions cannot be used.
	Panel Brightness		7	Sets the LCD panel brightness.

			Available range: 1 to 7 (1 increments)
	Panel Brightness (Power Saving)	0	Sets the LCD panel brightness. Available range: 0 to 7 (1 increments)
	Panel Calibration	Execute	Executes LCD panel calibration.
Power Save	Power Save Time	1 minute	Sets when to enter Power Save mode.
	Sleep Time	30 minutes	Sets when to enter Sleep mode.
	Auto Power Off Time	4 hours	Sets when to enter Auto Power Off.
	Silent Mode	ON	Specifies a print preparation operation when entering standby status from Sleep mode. If [ON] is set: it is quiet as there is no print preparation. If [OFF] is set: there is a rotation noise of the image to perform print preparation but you can start first printing early.
	ECO Mode*1	ON	If [ON] is set: Printing starts even before the temperature of the fuser reaches the prescribed degrees, if the job is small. If [OFF] is set: Printing starts after the temperature of the fuser reaches the prescribed degrees.
Memory Setup	Receive Buffer Size	Auto	Sets the reception buffer size that local interface secures.
	Resource Save	OFF	Sets the resource save area.
Flash Memory Setup*1	Initialize	Execute	Initializes a flash memory. Display condition: [Initial Lock] is set to [Disable].
	Format Partition – PCL	(NULL)	Formats a partition.
	Format Partition – Common	(NULL)	
	Format Partition – PS	(NULL)	
Storage Maintenance Setup	Initial Lock	Enable	Sets whether to give permission to change settings associated with the memory initialization.
Encryption Setup	Job Limitation	Disable	If [Encrypted Job only] is selected, all requests for print except encrypted authentication printing are ignored.
Language Maint Setup	Initialize*1	Execute	Deletes downloaded message files.
Admin Password	New Password Enter password (Verify)	aaaaaa	Changes the administrator password. 6 to 12 characters can be used.
Reset Settings*2		Execute	Deletes job macros, fax transmission/reception data, and the history information, and returns the settings to the default.
Job Log Setup	Save Job Log*1	Disable	Sets whether to save job logs.
	Clear Job Log*3	Execute	Clears the saved job logs. Display condition: [Save Job Log] is set to [Enable].
Print Statistics	Supplies Report	Disable	Sets whether to print the consumable counter's report.
	Reset Main Counter	Execute	Resets the main counter.
	Reset Supplies Counter	Execute	Reset the consumable counter. Display condition: [Supplies Report] is set to [Active].

*1 A message is displayed to confirm the equipment restarts automatically when changes have been made. Select [Yes] to continue. Select [No] to cancel.

*2 A message is displayed to confirm the equipment restarts automatically when executed. Select [Yes] to continue. Select [No] to cancel.

*3 A message is displayed to confirm that all job logs are deleted when executed. Select [Yes] to continue. Select [No] to cancel.

User Install

Set the time and other settings.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [User Install].
6. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
7. Press [Back] until the home screen is displayed.

Item			Factory default setting	Description
Time Zone			00:00	Sets the time GMT zone. Available range: -12:00 to +13:00 (15 minutes/increment)
Daylight Saving			ON	Sets whether to enable the Daylight Saving mode.
Time Setting	Auto Config	SNTP Server (Primary)		Sets the SNTP server to use for setting the current date and time. You can enter up to 64 characters.
		SNTP Server (Secondary)		
	Manual Setup		2001/1/1 0:00:00	Sets the current date and time manually.
Power Setting	Auto Power Off		Auto Config	Sets the behavior of Automatic Power Off.
	Power Supply Return		Manual	Sets whether to enable Power Save Mode.
High Humid Mode			OFF	Sets whether to enable the humidity mode.
Quiet Mode			OFF	Sets the low-speed print mode to reduce printing noise.
MF (Tone)/DP (Pulse)			Tone	Select a dial type. Tone Pulse
Reception Mode			Fax Ready Mode	Sets a reception mode. Fax Ready Mode Tel/Fax Ready Mode Ans/Fax Ready Mode Tel Ready Mode DRD (Distinctive Ring Detection)
DRD Type			Type 1	Set Distinctive Ring Detection. Type 1 Type 2 Type 3 Type 4
Dial Tone Detection			OFF	Sets whether to detect a dial tone.
Busy Tone Detection			ON	Sets whether to detect a busy tone.
Monitor Control	OFF		OFF	Select from three choices. OFF: Not to monitor. Type 1: Monitor till receiving/sending the first valid facsimile signal. Type 2: Execute Type 1 monitoring during communication.
	Type 1			
	Type 2			
Monitor Volume			Middle	Sets the Monitor Volume. OFF

			Low Middle High
TTI Register/Edit	TTI 1	(NULL)	Registers or changes the transmission terminal identification (the name of a sender). You can enter up to 22 characters.
	TTI 2		
	TTI 3		
Standard TTI		TTI 1	Selects the default sender's name from the registered list. TTI 1 TTI 2 TTI 3
TTI Number		(NULL)	Register the fax number of this machine.
TTI Calendar Type		dd/mm/yyyy or mm/dd/yyyy	Sets the calendar date format of sender's information.
Super G3		ON	Sets whether to use Super G3 (ultra high-speed communication mode).
Erase Privacy Data*		Execute	Deletes the registered privacy data. Display condition: The job accounting is invalid.

* A message is displayed to confirm the equipment restarts. Select [Yes] to continue. Select [No] to cancel.

Advanced

Job Macro

Operating a Frequently-used Setting with a One-touch Button (JOB MACRO)

Boot Menu

Initializing the Network Settings

Setting Menu Hierarchy of This Machine (Menu Tree)

You can view the setting menu items of this machine per the menu hierarchy level.

- Reports

  You can print lists of settings of this machine, errors, and job logs.
- Paper Setup

  You can set various settings related to paper that can be loaded in a tray.
- Address Book

  You can create and edit an address book.
- Phone Book

  You can create and edit a phone book.
- Profile

  You can create and edit a profile.
- Configure One Touch Button

  You can set frequently used destinations registered in the address book to the one touch buttons.
- Network Scan Destination

  You can set a network scan destination.
- Store Document Settings

  You can check the serial number, management number, and other information about this machine.
- View Information

  You can check the device information of this machine.
- Easy Setup

  You can set the date and time, fax, network, and other basic settings.
- AirPrint

  Enable or disable AirPrint.
- Google Cloud Print

  You can set and change settings related to Google Cloud Print.
- Wireless Setting

  You can set and change wireless LAN settings.
- Enabling Wired Communications

  You can enable the wired LAN.
- Administrator Setup

  You can enable or disable each category, and set other settings. To enter this menu, the administrator password is required.

Reports

- Reports
  - Configuration
  - View Information
    - File List
    - Demo Page
    - Error Log
    - Scan To Log
    - MFP Usage
      - Copies
    - Network Information
  - Fax
    - Speed Dial List
    - Group List
    - A/R Full Print
    - Fcode Box List
    - Block Junk Fax List
  - E-mail/Internet Fax
    - A/R Full Print
    - Address Book
  - Print
    - PCL Font List
    - PPR Font List
    - PSE Font List
    - FX Font List
    - Engine Status

Paper Setup

- Paper Setup
  - Tray 1
    - Paper Size "A4 or Letter"
    - Custom
      - Width "210 mm or 8.3 inch" or "216 mm or 8.5 inch"
      - Length "297 mm or 11.7 inch" or "279 mm or 11.0 inch"
    - Media Type "Medium Light"
    - Media Weight "Medium"
  - Tray 2 (Optional)
    - Paper Size "A4 or Letter"
    - Custom
      - Width "210 mm or 8.3 inch" or "216 mm or 8.5 inch"
      - Length "297 mm or 11.7 inch" or "279 mm or 11.0 inch"
    - Media Type "Medium Light"
    - Media Weight "Medium"
  - MP Tray
    - Paper Size "A4 or Letter"
    - Custom
      - Width "210 mm or 8.3 inch" or "216 mm or 8.5 inch"
      - Length "297 mm or 11.7 inch" or "279 mm or 11.0 inch"
    - Media Type "Medium Light"
    - Media Weight "Medium"
    - MP Tray Usage "Do Not Use"
  - Select Tray
    - Fax
      - Tray 1 "ON"
      - Tray 2 (Optional) "ON"
      - MP Tray "OFF"
    - Copy
      - Tray 1 "ON(Prior)"
      - Tray 2 (Optional) "ON"
      - MP Tray "OFF"
    - Paper Feed "Tray 1"
    - Auto Tray Switch "ON"
    - Tray Sequence "Down"
    - Duplex Last Page "Skip Blank Page"

Memo

" " indicates the factory default setting.

Address Book

- Address Book
  - E-mail Address
    - Edit/Register
      - No.
      - Name
      - E-mail Address
      - Group No.
    - Delete
    - Sort By Name
    - Sort By Number
    - Search
  - E-mail Group
    - Edit/Register
      - No.
      - Name
      - Address No.
    - Delete
    - Sort By Name
    - Sort By Number
    - Search

Phone Book

- Phone Book
  - Speed Dial
    - Edit/Register
      - No.
      - Name
      - Fax Number
      - Group No.
    - Delete
    - Sort By Name
    - Sort By Number
    - Search
  - Group No.
    - Edit/Register
      - No.
      - Name
      - Speed Dial
    - Delete
    - Sort By Name
    - Sort By Number
    - Search

Profile

- Profile
  - Edit/Register
    - Server Setting
      - No.
      - Profile Name
      - Protocol "CIFS"
      - Target URL
      - Port No. "445"
      - PASV Mode "OFF"
      - User Name
      - Password
    - Transmission Option
      - Encode Communication
      - Port No. "445"
      - Host Kanji-Code "EUC"
      - PASV Mode "OFF"
      - CIFS Character Set "UTF-16"
    - Scan Setting
      - Scan Size "A4 or Letter"
    - Image Settings
      - Density "0"
      - Document Type "Text&Photo"
      - Background Removal "Auto"
      - Resolution "200dpi"
      - Contrast "0"
      - Hue "0"
      - Saturation "0"
      - RGB "Red: 0, Green: 0, Blue: 0"
    - File Name
    - File Format
      - Color "PDF"
      - Grayscale "PDF"
      - Mono "PDF"
    - Compression Rate
      - Color "Low"
      - Grayscale "Low"
      - Mono "High"
    - Edge Erase
      - Setting "OFF"
      - Width "5 mm or 0.2 inch"
    - Encrypted PDF
      - Encrypted PDF "Not Encrypt"
      - Encryption Level "Medium"
    - Document Open Password "Disable"
      - Password
      - Password (Verify)
    - Permissions Open Password "Disable"
      - Password
      - Password (Verify)

    Permission

      - Permission To Print "Not Allowed"

-
    - Permission To Extract "Not Allowed"
    - Permission To Edit "Not Allowed"
- Delete
- Sort By Name
- Sort By Number
- Search
- Register to Free No.

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Configure One Touch Button

- Configure One Touch Button
  - Fax
    - No.
      - Replace
      - Delete
  - Internet Fax
    - No.
      - Replace
      - Delete
  - Scan To E-mail
    - No.
      - Replace
      - Delete
  - Scan To Shared Folder
    - No.
      - Replace
      - Delete

Network Scan Destination

- Network Scan Destination
  - Edit/Register
    - No.
    - Destination
    - Destination Address
    - Port No. "9968"
  - Delete
  - Sort By Name
  - Sort By Number
  - Search

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Store Document Settings

- Store Document Settings
  - Received Documents
    - Delete
    - Print
    - Preview
  - Fcode Bulletin Board
    - Delete
    - Override
  - Fcode Box
    - Print

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View Information

- View Information
  - System Information
    - Serial No.
    - Asset No.
    - Lot No.
    - Firmware Version
    - CU Version
    - PU Version
    - Panel Version
    - Total Memory
      - xx MB
    - Flash Memory
      - xx MB [Fxx]
  - Network
    - IPv4 Address
    - Subnet Mask
    - Gateway Address
    - MAC Address
    - NIC Program Version
    - IPv6 Address (Local)
    - IPv6 Address (Global)
    - Network Information
      - Network Connection "Wired"
      - IPv4 Address
      - Subnet Mask
      - Gateway Address
      - MAC Address
      - NIC Program Version
      - IPv6 Address (Local)
      - IPv6 Address (Global)
    - Wireless Information
      - Firmware Version
      - Serial No.
      - SSID
      - Security
      - State
      - Band
      - Channel
      - RSSI

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Easy Setup

- Easy Setup
  - Date/Time Setting
    - Time Zone
    - Daylight Saving "OFF"
    - Server
      - SNTP Server (Primary)
      - SNTP Server (Secondary)
    - Manual
      - Date
      - Time
  - Fax Setting
    - Fax Number
    - Sender ID
  - Network Setting
    - IP Address
    - Subnet Mask
    - Default Gateway
    - DNS Server (Primary)
    - DNS Server (Secondary)
    - WINS Server (Primary)
    - WINS Server (Secondary)
  - E-mail Setting
    - Mail Server Address
    - Set Sender's Address (from)
    - Receive Setting "Disable"
    - Authentication Method
    - SMTP User ID
    - SMTP Password
    - POP3 Server
    - POP User ID
    - POP Password

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" " indicates the factory default setting.

AirPrint

- AirPrint "Enable"

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Google Cloud Print

- Google Cloud Print
  - Delete Registered Information
  - Register to Google Cloud Print
  - Google Cloud Print Settings
    - Using Cloud Service "Enable"
    - DNS Server (Primary) "0.0.0.0"
    - DNS Server (Secondary) "0.0.0.0"
    - Proxy "Disable"
    - Proxy Server "NULL"
    - Proxy Server Port No. "8080"
    - Proxy User ID "NULL"
    - Proxy Password "NULL"

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Wireless Setting

- Wireless Setting
  - Admin Password
    - Automatic Setup (WPS)
      - WPS-PBC
      - WPS-PIN
    - Wireless Network Selection
      - Manual Setup
        - SSID "NULL"
        - Security "Disable"
        - WPA Encryption Type "TKIP"
        - WPA Pre-shared Key "NULL"
    - Wireless reconnection

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Enabling Wired Communications

- Enabling Wired Communications

Administrator Setup

- Copy Setup

  You can check and change the default settings of the copy functions for this machine.

- Fax Setup

  You can check and change the default settings of the fax functions and other various basic settings.

- FaxServer Function

  You can check and change the default settings of the FaxServer function for this machine.

- Internet Fax Setup

  You can check and change the default settings of the Internet Fax function for this machine.

- Scanner Setup

  You can check and change the default settings of the scanner functions and other various basic settings.

- Print From USB Memory Setup

  You can check and change the default settings of the Print from USB Memory function for this machine.

- Print Setup

  You can check and change a tray configuration, print settings, and other various settings of the print functions.

- Network Menu

  You can check and change various settings for a network and servers.

- Configure Home Screen

  Set the home screen with home icons.

- Management

  You can check and change the time to reset the screen on the operator panel, Power Save mode, and other various settings related to the machine management.

- User Install

  You can check and change the time zone, time, and other various default settings required for managing this machine.

Copy Setup

- Copy Setup
  - Default Settings
    - Scan Size "A4 or Letter"
    - Duplex Copy "OFF (Simplex)"
    - Zoom "100%"
    - Sort "ON"
    - Image Settings
      - Density "0"
      - Document Type "Text&Photo"
      - Resolution "High Speed"
      - Background Removal "Auto"
      - Contrast "0"
    - Direction "Portrait"
    - ID Card Copy "OFF"
    - Continuous Scan "OFF"
    - Mixed Size "OFF"
    - Margin
      - Margin "OFF"
      - Front
        - Left "0 mm or 0 inch"
        - Top "0 mm or 0 inch"
      - Back
        - Left "0 mm or 0 inch"
        - Top "0 mm or 0 inch"
    - Edge Erase
      - Setting "ON"
      - Width "2 mm or 0.1 inch"
  - Configure Shortcuts
    - 01: "Scan Size"
    - 02: "Paper Feed"
    - 03: "Duplex Copy"
    - 04: "N-in-1"
    - 05: "Zoom"
    - 06: "Direction"

Memo

" " indicates the factory default setting.

Fax Setup

- Fax Setup
  - Default Settings
    - Resolution "Normal"
    - Density "0"
    - Scan Size "A4 or Letter"
    - Continuous Scan (Document Glass) "OFF"
    - Continuous Scan (ADF) "OFF"
    - Edge Erase
      - Setting "OFF"
      - Width "2 mm or 0.1 inch"
    - TTI "ON"
    - Transmit Confirmation Report "OFF or ON"
    - Memory Tx "ON"
  - Configure Shortcuts
    - 01: "Manual Dial"
    - 02: "Speed Dial"
    - 03: "Group List"
    - 04: "Redial"
    - 05: "Off Hook"
    - 06: "Resolution"
  - Fcode Box
    - Edit/Register
      - Confidential Box
        - Box Name
        - Sub-Address
        - Hold Time "0"
        - I.D.Code
      - Bulletin Box
        - Box Name
        - Sub-Address
    - Delete
  - Security Function
    - ID Check Tx "OFF"
    - Broadcast Destination "ON"
    - Confirm Dial "OFF"
    - Secure Receive
      - Setting "OFF"
      - Password
      - Delete After Printing "Yes"
  - Other Settings
    - Redial Tries "2 time(s)"
    - Redial Interval "1 minute(s)"
    - Block Junk Fax
      - Setting "OFF"
      - Registered List
        - Register/Edit
        - Delete
    - Ring Response "1 Ring"
    - Dialling Pause Duration "2 second(s)"
    - Rx Reduc. Rate "Auto"
    - Reduc. Margin "24 mm or 0.9 inch" or "100 mm or 3.9 inch"

- ECM Mode "ON"
- PreFix "NULL"
- Received Time Stamp "OFF"
- Print Check Message "ON"

- Fax Setting
  - Service Bit "OFF"
  - Country Code "International or U.S.A"
  - A/R Full Print "ON"
  - Tone For Echo (For Transmission) "Disable"
  - Tone For Echo (For Reception) "Disable"
  - H/Modem Rate (For Tx) "33.6 Kbps"
  - H/Modem Rate (For Rx) "33.6 Kbps"
  - Attenuator "10 db, Range: 0 - 15 db"
  - MF Attenuator "8 db, Range: 0 - 15 db"
  - Pulse Make Ratio "40%, Range: 33, 39, 40%"
  - Pulse Dial Type "N, Range: N, 10-N, N+1"
  - MF (Tone) Duration "100 mseconds, Range: 75, 85, 100 mseconds"
  - Calling Timer "60 mseconds, Range: 1 - 255 seconds"
  - PBX Line "OFF"
  - Forwarding Setting
    - Forwarding Setting "OFF"
    - Forwarding Number "NULL"
  - TAD Mode "Type 3"
  - Tel Priority Mode "OFF"
  - CNG Detection "OFF"
  - T/F Timer Programming "35 seconds"
  - Soft Ringer Volume "Middle"
  - Remote Receive Number "OFF"

Memo

" " indicates the factory default setting.

FaxServer Function

- FaxServer Function
  - Environmental Settings
    - FaxServer Function "OFF"
    - Prefix "NULL"
    - Suffix "@faxserver"
    - Text "OFF"
  - Default Settings
    - Scan Size "A4 or Letter"
    - Density "0"
    - Resolution "Normal"
    - Background Removal "Auto"
    - Continuous Scan "OFF"
    - Compression Rate "Low"
  - Configure Shortcuts
    - 01: "Manual Dial"
    - 02: "Speed Dial"
    - 03: "Group List"
    - 04: "Tx History"
    - 05: "Scan Size"
  - Security Function
    - Broadcast Destination "ON"
    - Confirm Dial "OFF"

Memo

" " indicates the factory default setting.

Internet Fax Setup

- Internet Fax Setup
  - Default Settings
    - Scan Size "A4 or Letter"
    - Density "0"
    - Resolution "Normal"
    - Background Removal "Auto"
    - Continuous Scan "OFF"
    - Compression Rate "Low"
  - Configure Shortcuts
    - 01: "Manual Input"
    - 02: "Address Book"
    - 03: "Group List"
    - 04: "Tx History"
    - 05: "LDAP"

Memo

" " indicates the factory default setting.

Scanner Setup

- Scanner Setup
  - Default Settings
    - Scan Size "A4 or Letter"
    - Image Settings
      - Density "0"
      - Document Type "Text&Photo"
      - Background Removal "Auto"
      - Resolution "200dpi"
      - Contrast "0"
      - Hue "0"
      - Saturation "0"
      - RGB "R:0, G:0, B:0"
    - Continuous Scan "OFF"
    - File Format
      - Color "PDF"
      - Grayscale "PDF"
      - Mono "PDF"
    - Encrypted PDF Setting
      - Document Open Password "NULL"
      - Permissions Password "NULL"
      - Display Default Password "Disable"
    - Compression Rate
      - Color "Low"
      - Grayscale "Low"
      - Mono "High"
    - Edge Erase
      - Setting "OFF"
      - Width "5 mm or 0.2 inch"
  - E-mail Setup
    - Configure Shortcuts
      - 01: "Address Book"
      - 02: "Group List"
      - 03: "Tx History"
      - 04: "Manual Input"
      - 05: "LDAP"
    - File Name "NULL"
    - Template
      - Edit Subject "NULL"
      - Edit Body "NULL"
    - From / Reply To
      - From "NULL"
      - E-mail Sender ID "NULL"
      - Reply To
        - Address Book "NULL"
        - Direct Input "NULL"
        - LDAP "NULL"
    - Broadcast Destination "ON"
    - MDN Response "OFF"
    - A/R Full Print "OFF"
    - MCF Report "OFF"
    - Timeout of MCF Report "15 minutes"

- Print Check Message "OFF"
- USB Memory Setup
  - File Name "NULL"
- Shared Folder Setup
  - Configure Shortcuts
    - 01: "Color Mode"
    - 02: "Scan Size"
    - 03: "Duplex Scan"
    - 04: "File Name"
    - 05: "Subfolder"
- TWAIN Setup
  - Network TWAIN "ON"
  - Port No. "9967"
- WSD Scan Setup
  - WSD Scan "Enable"
  - Binding "Long Edge Bind"
- PC Scan Mode "Simple Scan Mode"
- Scanner Calibration

Memo

" " indicates the factory default setting.

Print From USB Memory Setup

- Print From USB Memory Setup
  - Default Settings
    - Paper Feed "Tray1 (A4 or Letter)"
    - Copies "1"
    - Duplex "OFF"
    - Fit "ON"
    - Override A4/Letter "Yes"

Memo

" " indicates the factory default setting.

Print Setup

- Print Setup
  - Print Menu
    - Print Settings
      - Copies "1 Set(s)"
      - Duplex "OFF"
      - Media Check "Enable"
      - Override A4/Letter "Yes"
      - Resolution "600dpi"
      - Toner Save Mode "OFF"
      - Orientation "Portrait"
      - Lines Per Page "64line(s) or 60line(s)"
      - Edit Size "Cassette Size"
      - Width "210 mm or 8.3 inch" or "216 mm or 8.5 inch"
      - Length "297 mm or 11.7 inch" or "279 mm or 11.0 inch"
    - Printer Adjust
      - Manual Timeout "60 seconds"
      - Timeout Injob "40 seconds"
      - Timeout Local "40 seconds"
      - Timeout Network "90 seconds"
      - Jam Recovery "Enable"
      - Paper Black Setting "0"
      - Darkness "0"
      - SMR Setting "0"
      - BG Setting "0"
    - Print Position Adjust
      - Tray 1
        - X Adjust "0 mm"
        - Y Adjust "0 mm"
        - Duplex X Adjust "0 mm"
        - Duplex Y Adjust "0 mm"
      - Tray 2 (Optional)
        - X Adjust "0 mm"
        - Y Adjust "0 mm"
        - Duplex X Adjust "0 mm"
        - Duplex Y Adjust "0 mm"
      - MP Tray
        - X Adjust "0 mm"
        - Y Adjust "0 mm"
        - Duplex X Adjust "0 mm"
        - Duplex Y Adjust "0 mm"
    - Drum Cleaning "OFF"
    - Hex Dump "OFF"
  - System Configuration Menu
    - Personality "Auto"
    - Alarm Release "Manual"
    - Auto Continue "OFF"
    - Error Report "OFF"

  PCL Setup
    - Font Source "Resident"
    - Font No. "I0"
    - Font Pitch "10.00 CPI"

- Font Height "12.00 point(s)"
- Symbol Set "PC-8"
- A4 Print Width "78 Column"
- White Page Skip "OFF"
- CR Function "CR"
- LF Function "LF"
- Print Margin "Normal"
- Pen Width Adjust "ON"
- Tray ID#
    - Tray 1 "1"
    - Tray 2 (Optional) "5"
    - MP Tray "4"

- PS Setup
    - L1 Tray "Type 1"
    - Network PS-Protocol "RAW"
    - USB PS-Protocol "RAW"
- XPS Setup
    - DigitalSignature "OFF"
    - DiscardControl "Auto"
    - MC Mode "ON"
    - Unzip Mode "Speed"
    - White Page Skip "OFF"
- SIDM Setup
    - SIDM Manual ID# "2"
    - SIDM Manual2 ID# "3"
    - SIDM MP Tray ID# "4"
    - SIDM Tray1 ID# "1"
    - SIDM Tray2 ID# "5"
- IBM PPR Setup
    - Character Pitch "10 CPI"
    - Font Condense "12CPI to 20CPI"
    - Character Set "SET-2"
    - Symbol Set "IBM-437"
    - Letter O Style "Disable"
    - Zero Character "Normal"
    - Line Pitch "6 LPI"
    - White Page Skip "OFF"
    - CR Function "CR"
    - LF Function "LF"
    - Line Length "80 Column"
    - Form Length "11.7 inch or 11 inch"
    - TOF Position "0.0 inch"
    - Left Margin "0.0 inch"
    - Fit TO Letter "Disable or Enable"
    - Text Height "Same"

EPSON FX Setup

- Character Pitch "10 CPI"
- Character Set "SET-2"
- Symbol Set "IBM-437"
- Letter O Style "Disable"
- Zero Character "Normal"

- Line Pitch "6 LPI"
- White Page Skip "OFF"
- CR Function "CR"
- Line Length "80 Column"
- Form Length "11.7 inch or 11 inch"
- TOF Position "0.0 inch"
- Left Margin "0.0 inch"
- Fit TO Letter "Disable or Enable"
- Text Height "Same"

Memo

" " indicates the factory default setting.

Network Menu

- Network Menu
  - Network Setup
    - Network Setting
      - TCP/IP "Enable"
      - NetBIOS over TCP "Enable"
      - IP Address Set "Auto"
      - IPv4 Address "192. 168. 100. 100"
      - Subnet Mask "255. 255. 255. 0"
      - Gateway Address "0. 0. 0. 0"
      - DNS Server (Primary) "0. 0. 0. 0"
      - DNS Server (Secondary) "0. 0. 0. 0"
      - WINS Server (Primary) "0. 0. 0. 0"
      - WINS Server (Secondary) "0. 0. 0. 0"
      - Proxy "Disable"
      - Proxy Server "NULL"
      - Proxy Server Port No. "8080"
      - Proxy UserID "NULL"
      - Proxy Password "NULL"
      - Web "Enable"
      - Telnet "Disable"
      - FTP "Disable"
      - IPSec "Disable"
      - SNMP "Enable"
      - Network Scale "Normal"
      - Gigabit Network "Disable"
      - HUB Link Setting "Auto"
    - Wireless Setting
      - Automatic Setup (WPS)
        - WPS-PBC
        - WPS-PIN
      - Wireless Network Selection
        - Manual Setup
          - SSID "NULL"
          - Security "Disable"
          - WPA Encryption Type "AES"
          - WPA Pre-shared Key "NULL"
      - Wireless reconnection
    - Enabling Wired Communications
    - Factory Defaults
  - Mail Server Setup
    - SMTP Server "NULL"
    - SMTP Port "25"
    - SMTP Encryption "None"
    - Receive Setting "Disable"
    - POP3 Server "NULL"
    - POP3 Port "110"
    - POP Encryption "None"
    - Authentication Method "None"
    - SMTP User ID "NULL"
    - SMTP Password "NULL"
    - POP User ID "NULL"

- POP Password "NULL"
- LDAP Server Setting
  - Server Setting
    - LDAP Server "NULL"
    - Port No. "389"
    - Timeout "30 second(s)"
    - Max. Entries "100 entries"
    - Search Root "NULL"
  - Attribute
    - Name1 "cn"
    - Name2 "sn"
    - Name3 "givenName"
    - E-mail Address "mail"
    - Additional Filter "NULL"
  - Authentication
    - Method "Anonymous"
    - UserID "NULL"
    - Password "NULL"
  - Encryption "None"
- Secure Protocol Server Setting
  - Domain "NULL"

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" " indicates the factory default setting.

Configure Home Screen

- Configure Home Screen "Copy, Scan, Print, Fax/Internet Fax"
  - Add function
  - Add blank
  - Move
  - Delete

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" " indicates the factory default setting.

Management

- Management
  - Default Mode "Home"
  - Operation Clear
    - Operation Timeout "3"
    - Clear After Job "OFF"
  - Sound Control
    - Key Touch Tone Volume "Middle"
    - FAX Buzzer Volume "Middle"
    - AirPrint Buzzer Volume "Low"
  - Local Interface
    - USB Menu
      - USB "Enable"
      - Soft Reset "Disable"
      - Speed "480Mbps"
      - Offline Receive "Disable"
      - Serial Number "Enable"
  - System Setup
    - Access Control "Disable"
    - User Authentication Method "Local"
    - Unit of Measure "Millimeter or Inch"
    - Default Paper Size "A4 or Letter"
    - Date Format "dd/mm/yyyy or mm/dd/yyyy"
    - Allow All Reports To Print "Disable"
    - Near Life LED "Enable"
    - Near Life Status "Enable"
    - Address Information Lock Time Out "30 minute(s)"
    - USB Memory Interface "Enable"
    - Panel Brightness "7"
    - Panel Brightness (Power Saving) "0"
    - Panel Calibration
  - Power Save
    - Power Save Time "1 minute"
    - Sleep Time "30 minutes"
    - Auto Power Off Time "4 hours"
    - Silent Mode "ON"
    - ECO Mode "ON"
  - Memory Setup
    - Receive Buffer Size "Auto"
    - Resource Save "OFF"
  - Flash Memory Setup
    - Initialize
    - Format Partition
      - PCL "NULL"
      - Common "NULL"
      - PS "NULL"
  - Storage Maintenance Setup
    - Initial Lock "Enable"
  - Encryption Setup
    - Job Limitation "Disable"
  - Language Maint Setup
    - Initialize

- Admin Password
    - New Password/Enter password (Verify) "aaaaaa"
- Reset Settings
- Job Log Setup
    - Save Job Log "Disable"
    - Clear Job Log
- Print Statistics
    - Supplies Report "Disable"
    - Reset Main Counter
    - Reset Supplies Counter

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" " indicates the factory default setting.

User Install

- User Install
  - Time Zone "00:00"
  - Daylight Saving "ON"
  - Time Setting
    - Auto Config
      - SNTP Server (Primary)
      - SNTP Server (Secondary)
    - Manual Setup "2001/1/1 0:00:00"
  - Power Setting
    - Auto Power Off "Auto Config"
    - Power Supply Return "Manual"
  - High Humid Mode "OFF"
  - Quiet Mode "OFF"
  - MF (Tone)/DP (Pulse) "Tone"
  - Reception Mode "Fax Ready Mode"
  - DRD Type "Type 1"
  - Dial Tone Detection "OFF"
  - Busy Tone Detection "ON"
  - Monitor Control "OFF"
  - Monitor Volume "Middle"
  - TTI Register/Edit
    - TTI 1 "NULL"
    - TTI 2 "NULL"
    - TTI 3 "NULL"
  - Standard TTI "TTI 1"
  - TTI Number "NULL"
  - TTI Calendar Type "dd/mm/yyyy or mm/dd/yyyy"
  - Super G3 "ON"
  - Erase Privacy Data

Memo

" " indicates the factory default setting.

Changing the Basic Settings from the Operator Panel (Easy Setup)

With [Easy Setup], you can change the basic settings such as the time, fax, network and e-mail functions from [Device Settings].
For details on how to enter a setting value, refer to "Entering Characters".

1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Select an item, and then change the setting.
   When the setting is complete, the setting completion screen is displayed.
6. Press [OK] to complete the setup.

Memo

- [---] indicates an item that cannot be reset.
- To access the [Easy Setup] menu, the administrator password is required.

Changing General Settings

For details on how to enter a setting value, refer to "Entering Characters".

- Using the Web Page of This Machine

  This section describes how to open the Web page of this machine and change settings of the machine.

- Using Configuration Tool (Windows only)

  This section describes how to display information about this machine, change and manage setting of the machine by using the Configuration Tool utility.

- Changing from the Operator Panel

  This section describes how to change setting of this machine. To perform this operation, the administrator password is required.

- Using Network Extension (Windows only)

  This section describes how to check the settings on this machine and set the composition of the options by using the Network Extension utility.

Using the Web Page of This Machine

Changing the Administrator Password
Changing the Settings of This Machine
Obtaining the Date Automatically

This section explains Web pages that can be used on both Windows and Mac OS X.

For details on the Web page, refer to "About the Web Page of This Machine".

You can change the settings of this machine from the Web Page on the computer.

Changing the Administrator Password

You can change the administrator password from the Web page. The administrator password that you specified on the Web page is used when logging in to the machine from the Web page or the operator panel.

Note

- The entered password must be between 6 and 12 alphanumeric characters.
- The password is case sensitive.

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   How to log in as the administrator
   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Management] > [Admin Password].
5. Enter a new password in [New Admin Password].

   Memo

   - You can enter 6 to 12 characters of alphanumeric password.
   - The password is case sensitive.
6. Reenter the password in [New Admin Password (Verify)].
   The entered password is not displayed. Write down your password and keep it in a safe place.
7. Click [Submit].
   The new setting takes effect when the network function restarts.

Memo

You do not need to restart the machine. Next time when you log in as the administrator, use the new password.

Changing the Settings of This Machine

You can change the settings of this machine from the Web page.

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine

2. Log in as the administrator.

   How to log in as the administrator

   About the Web Page of This Machine

3. Change the setting, and then click [Submit].

Obtaining the Date Automatically

You can get date information automatically from an Internet time server, and reflect this on the machine.

1. Open the Web page of this machine.

   - About the IP Address of this machine

     Setting an IP Address from the Operator Panel on This Machine

   - How to log in to the Web page

     About the Web Page of This Machine

2. Log in as the administrator.

   How to log in as the administrator

   About the Web Page of This Machine

3. Select [Admin Setup].
4. Select [User Install] > [Time Setup].
5. Specify your time zone.
6. Select [Auto] from [Set time].
7. Enter the SNTP server in [SNTP Server (Primary)].
8. Enter another SNTP server in [SNTP Server (Secondary)] if necessary.
9. Click [Submit].

   The new setting takes effect when the network function restarts.

Memo

When using SNTP, you cannot set the time from the operator panel.

Using Configuration Tool (Windows only)

In the Configuration Tool, you can manage multiple machines and change settings.

The Configuration Tool functions are as follows.

- About Configuration Tool

  This section describes an overview of Configuration Tool.

- Installing Configuration Tool

  This section describes how to install Configuration Tool.

- Registering and Removing This Machine

  This section describes how to register this machine in Configuration Tool when you install the machine for the first time.

- Importing and Exporting Destination E-mail Addresses

  This section describes how to export e-mail addresses that are registered in this machine as destinations to a file, and how to import e-mail addresses you want to register in this machine from a file.

- Importing and Exporting Speed Dials of Destinations

  This section describes how to export speed dials that are registered in this machine as destinations to a file, and how to import speed dials you want to register in this machine from a file.

- Setting Profiles

  This section describes how to export profiles that are registered in this machine to a file, and how to import profiles you want to register in this machine from a file.

- Setting a Network Scan

  This section describes how to export network scan information that is registered in this machine, and how to delete the registered network scan information from this machine.

- Setting the Device Setting Plug-in

  This section describes how to save menu settings of this machine to a file, and how to restore the menu settings from the file.

- Setting the Alert Info Plug-in

  This section describes how to display a message on a computer when a print job or another job is complete by using the Alert Info plug-in.

- Setting the Network Setting Plug-in

  This section describes how to set the IP address of your machine, enable or disable device settings (Web), and set the display of the Web page by using the Network Setting plug-in.

- Cloning Settings

  This section describes how to clone various settings of this machine.

- Setting the Storage Manager Plug-in

  This section describes how to register forms, fonts, and other settings for printing by using the Storage Manager plug-in.

- Registering Forms (Form Overlay)

  You can register such as logos to the machine as forms, and then print overlays. This section describes how to register forms.

- Checking the Free Space in Memory

  This section describes how to check the free space in memory by using Configuration Tool.

- Deleting Unnecessary Jobs from Memory

  You can delete print jobs in memory by using Configuration Tool.

About Configuration Tool

Configuration Tool
List of Icons used in Configuration Tool

You can manage multiple machines and change settings using Configuration Tool from a computer running Windows.
Start Configuration Tool plug-in by following the procedure below.

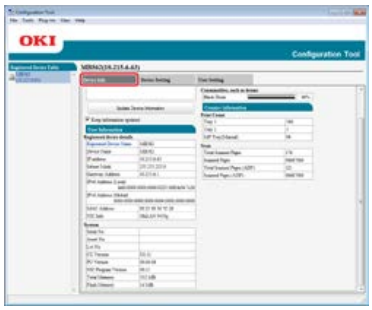
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
   The start screen is displayed.
2. Select the machine from [Registered Device Table].
   The [Device Info] screen is displayed.

Configuration Tool

This section describes the name and function of each screen.

[Device Info] tab

The status and information of the machine are displayed.



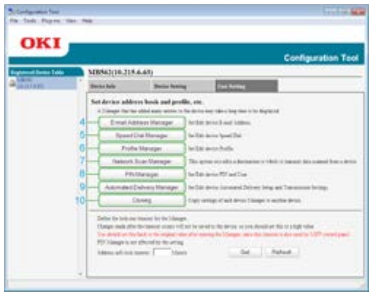
[Device Setting] tab

Set the device menu.

	Item	Description
1	Menu Settings	Edit the setting of the menu.
2	Cloning	Copy device menu settings to another device.
3	Change password	Change device password.

[User Setting] tab

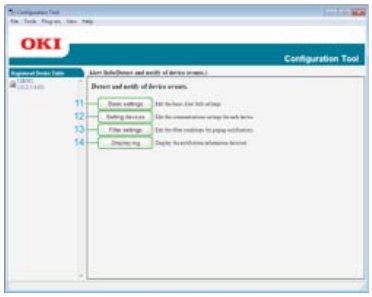
Set the device address book, profile, or other settings.



	Item	Description
4	E-mail Address Manager	Set/Edit device E-mail Address.
5	Speed Dial Manager	Set/Edit device Speed Dial.
6	Profile Manager	Set/Edit device Profile.
7	Network Scan Manager	This option sets/edits a destination to which to transmit data scanned from a device.
8	PIN Manager	Set/Edit device PIN and User.
9	Automated Delivery Manager	Set/Edit device Automated Delivery Setup and Transmission Settings.
10	Cloning	Copy settings of each device Manager to another device.

[Alert Info] plug-in

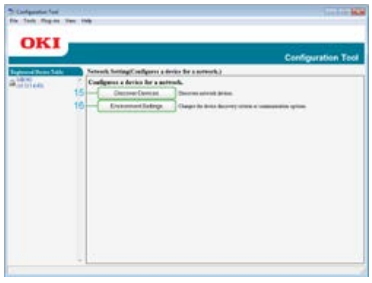
Detect a device event and sends a notification.



	Item	Description
11	Basic settings	Edit the basic Alert Info settings.
12	Setting devices	Edit the communications settings for each device.
13	Filter settings	Edit the filter conditions for popup notifications.
14	Display log	Display the notification information detected.

[Network Setting] plug-in

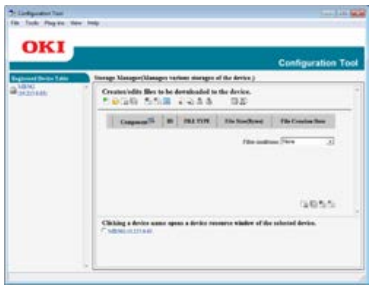
Set the device network.



	Item	Description
15	Discover Devices	Discovers network devices.
16	Environment Settings	Changes the device discovery criteria or communication options.

[Storage Manager] plug-in

Create or edit a file to download to a device.



- Registration and deletion of form data
- Management of a stored job

List of Icons used in Configuration Tool

	Icon name	Description
	New(E-mail Address)	Registers a new e-mail address.
	New(Group)	Registers a new e-mail address group.
	New(Speed Dial)	Registers a new speed dial number.
	New(Group)	Registers a new speed dial number group.
	New	Registers a new profile.
	Create by Copying	Copy content of items whose check boxes are selected, and create a new document profile.
	New(PIN)	Registers a new PIN number.
	New(User)	Registers a new user.
	LDAP server	
	Displays PIN as Standard	
	Displays User as Standard	
	New	Register a new automatic setting delivery number.
	Reread Settings	Reloads the setting information of this machine.
	Save to device	Saves the settings in the machine.
	Delete	Deletes the specified items.
	Delete and Sort	Deletes the specified items, and then moves up other items.

	Delete all	Deletes all items.
	Export to file	Export the current settings to a file.
	Import from file	Imports the settings from a file.
	Return to top page	Returns to the top page.
	Back	Returns to the previous page.
	Return to before changes	Cancels the last change.
	Display administrator settings	Displays the administrator setting.
	Backup settings	Saves settings of the device displayed on the screen in a file.
	Restore settings	Restores the settings of the device that are stored in an external file.
	Discover Devices	Searches for the machine again.
	Environment Settings	Changes search conditions for this machine.
	Device Settings	Changes the IP address of the machine.
	Restart device	Restarts the machine.
	Change Password	Changes the network password.
	Display Web Page	Display the Web page of this machine.
	New Project	Creates a new project.
	Open Project	Opens a project.
	Save Project	Saves a project.
	Save as...	Saves the project under a name.
	Add File to Project	Adds a file to a project.
	Remove file from project	Deletes a file from a project.
	Open a macro file filtering window	Displays a filtering screen of the PCL form file.
	Create download file	Creates a download file.
	Send download file to printer	Sends a download file.
	Send project file to printer	Sends a project.
	Send file(s) to printer	Sends a file.
	Open a job Management window	Displays the job control screen.
	Open an Administrator Functions window	Displays the administrator function screen.

Installing Configuration Tool

For the Network Connection

For the USB Connection

Install Configuration Tool by using the Software DVD-ROM.

The following five types of plug-ins are available for Configuration Tool.

- User Setting Plug-in
- Device Setting Plug-in
- Alert Info Plug-in
- Network Setting Plug-in
- Storage Manager Plug-in

For the Network Connection

Connect this machine to a network, and then start installation.

Note

Check the status of this machine before installing.

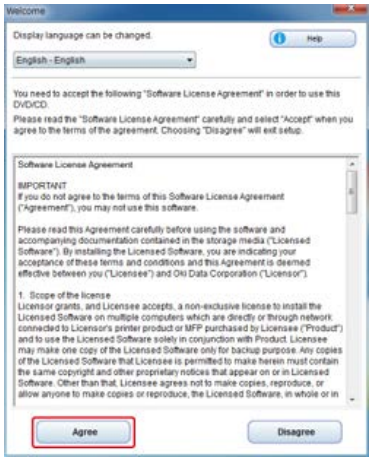
- This machine is turned on.
- This machine is connected to a network with a network cable.
- The IP address or other settings are set.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

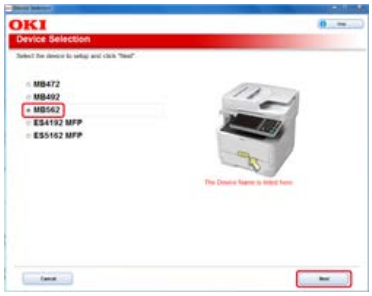
If the [User Account Control] dialog box is displayed, click [Yes].

3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].

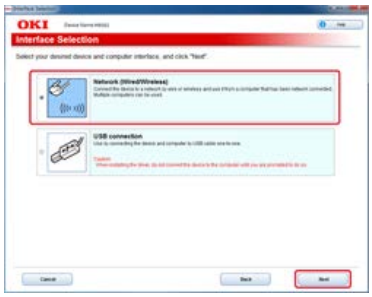


5. Click [Next].

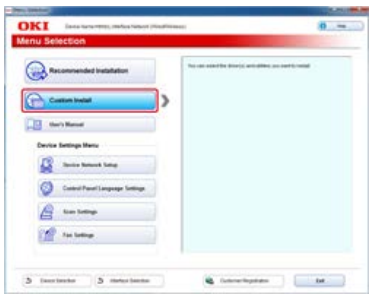
6. Select the model name of this machine, and then click [Next].



7. Select [Network (Wired/Wireless)], and then click [Next].



8. Click [Custom Install].



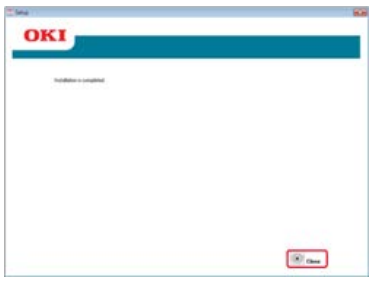
9. Click [Separate Install].

10. Click [Configuration Tool].

11. Select a component to install, and then click [Install].

Installation starts.

12. Click [Close].



For the USB Connection

Connect a computer to this machine with a USB cable, and then start installation.

Note

Check the status of this machine before installing.

- This machine is turned off.
- This machine is not connected to a computer with a USB cable.

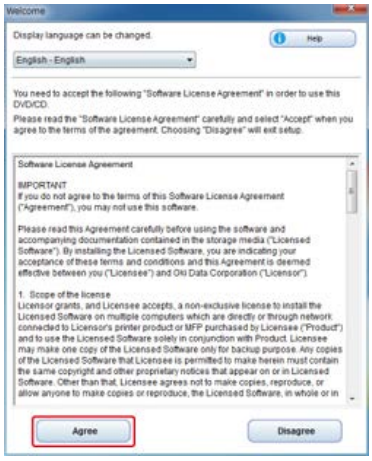
1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

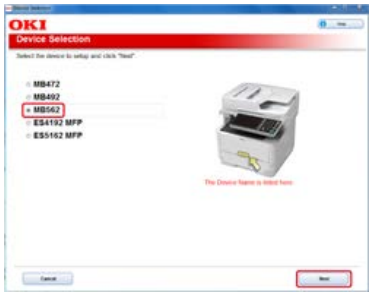
3. Select a language from the drop-down list.

4. Read the license agreement, and then click [Agree].

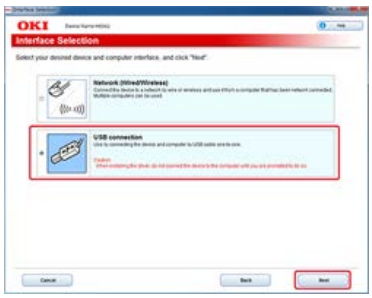


5. Click [Next].

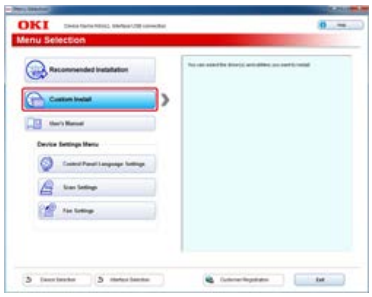
6. Select the model name of this machine, and then click [Next].



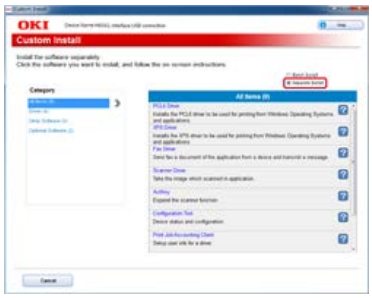
7. Select [USB connection], and then click [Next].



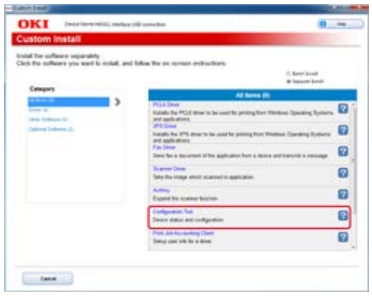
8. Click [Custom Install].



9. Click [Separate Install].



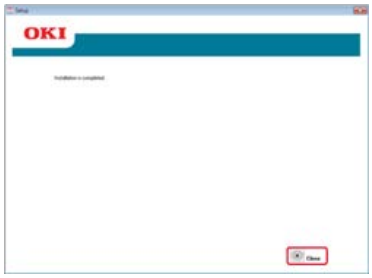
10. Click [Configuration Tool].



11. Select a component to install, and then click [Install].

Installation starts.

12. Click [Close].



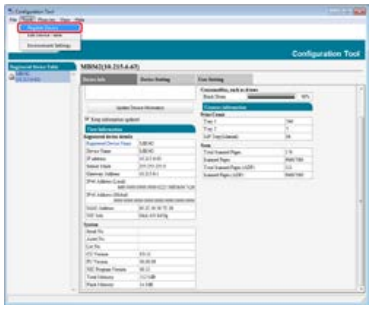
Registering and Removing This Machine

Registering This Machine
Removing This Machine
Checking the Status of This Machine

Registering This Machine

If you install this machine for the first time, register it in Configuration Tool.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Register Device] from the [Tools] menu.



Search results are displayed.

3. Select this machine, and then click [Register].
4. Click [Yes] on a confirmation screen.

Removing This Machine

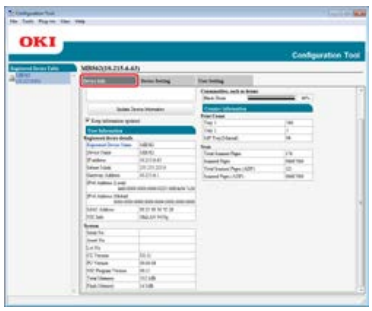
You can remove a registered machine.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Right-click the machine from [Registered Device Table].
3. Select [Remove device].
4. Click [Yes] on a confirmation screen.

Checking the Status of This Machine

You can check the status and information of this machine.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [Device Info] tab.



Memo

- If this machine is connected to the network, [Device Status] is displayed.
- To update information, click [Update Device Information].

Importing and Exporting Destination E-mail Addresses

Exporting Addresses to a File
Importing Addresses from a File

With the User Setting plug-in, you can register and edit the e-mail address of the machine. The following section describes some functions.

Note

To use the following functions, install the User Setting plug-in.

About how to install the plug-in

Installing Configuration Tool

Exporting Addresses to a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the addresses you want to export from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [E-mail Address Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Export to file).
7. Enter the name of a file to be saved and the name of the save destination folder, and then click [Save].

Note

After exporting, the edited CSV file may not restore properly.

Importing Addresses from a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine to which you want to import the addresses from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [E-mail Address Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Import from file).
7. Click [Open] from [Select CSV File].
8. Select the file to import, and then click [Open].
9. Click [Next].
10. Select the settings to import, and then click [Import].
11. Click (Save to device).

Memo

CSV files exported from Outlook Express (Windows Mail and Windows Live Mail) can also be restored.

Importing and Exporting Speed Dials of Destinations

Exporting Speed Dials to a File
Importing Speed Dials to a File

You can register and edit speed dials on this machine. The following section describes some functions.

Note

To use Speed Dial Manager, install the User Setting plug-in.

About for how to install the plug-in

Installing Configuration Tool

About icons

About Configuration Tool

Exporting Speed Dials to a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the speed dials you want to export from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Speed Dial Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Export to file).
7. Enter the name of a file, select a save destination folder, and then click [Save].

Note

After exporting, the edited CSV file may not restore properly.

Importing Speed Dials to a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine to which you want to import the speed dials from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Speed Dial Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Import from file).
7. Click [Open] from [Select CSV File].
8. Select the file to import, and then click [Open].
9. Click [Next].
10. Select the settings to import, and then click [Import].
11. Click (Save to device).

Memo

CSV files exported from Outlook Express (Windows Mail and Windows Live Mail) can also be restored.

Setting Profiles

Exporting Profiles to a File
Importing Profiles from a File

You can register and edit profiles on this machine.

If you click (Save to device), the changed settings are reflected to the machine.

The following section describes some functions.

Note

To use Profile Manager, install the User Setting plug-in.

About for how to install the plug-in

Installing Configuration Tool

About profiles

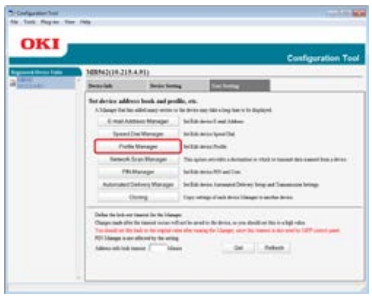
Profile

About icons

About Configuration Tool

Exporting Profiles to a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the profiles you want to export from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Profile Manager].



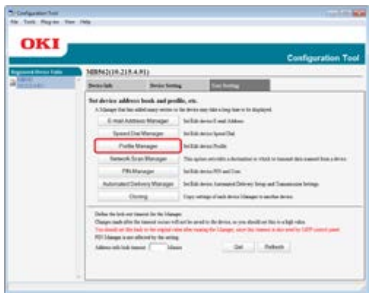
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Export to file).
7. Enter the name of a file, select a save destination folder, and then click [Save].

Note

After exporting, the edited CSV file may not restore properly.

Importing Profiles from a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine to which you want to import the profiles from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Profile Manager].



5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Import from file).
7. Select the file to import, and then click [Open].
8. Select the settings to import, and then click [Import].
9. Click (Save to device).

Setting a Network Scan

Exporting Network Scan Settings to a File
Importing Network Scan Settings from a File
Deleting Network Scan Settings

You can register and edit an address to use for network scans.

If you click (Save to device), the changed settings are reflected to the machine.

About icons

About Configuration Tool

Exporting Network Scan Settings to a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the network scan settings you want to export from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Network Scan Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Export to file).
7. Enter the name of a file, select a save destination folder, and then click [Save].

Note

After exporting, the edited CSV file may not restore properly.

Importing Network Scan Settings from a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine to which you want to import the network scan settings from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Network Scan Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Import from file).
7. Select the file to import, and then click [Open].
8. Select the settings to import, and then click [Import].
9. Click (Save to device).

Deleting Network Scan Settings

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Network Scan Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Select the destination to delete.
7. Click (Delete).
8. Click [Yes] on a confirmation screen.
9. Click (Save to device).

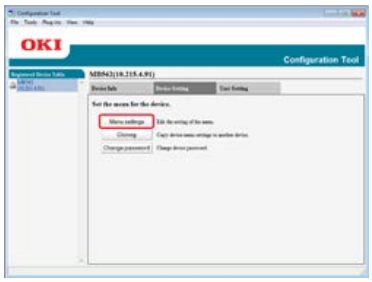
Setting the Device Setting Plug-in

Saving Settings to a File
Restoring Settings from a File
Setting a Password

With the Device Setting plug-in, you can change the machine menu and copy settings to another device.
If you click (Save to device), the changed settings are reflected to the machine.
About icons
About Configuration Tool

Saving Settings to a File

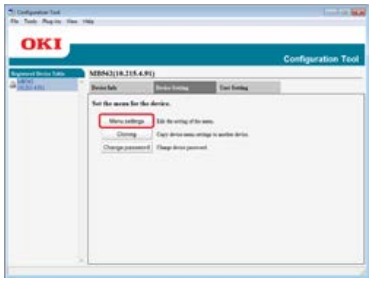
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [Device Setting] tab.
4. Click [Menu settings].



5. Click (Backup settings).
6. Enter the name of a file, select a save destination folder, and then click [Save].

Restoring Settings from a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [Device Setting] tab.
4. Click [Menu settings].

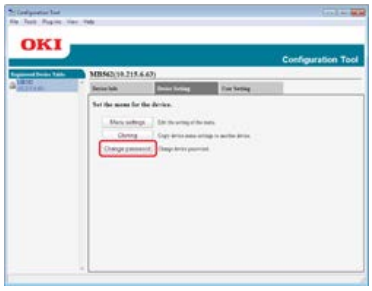


5. Click (Restore settings).
6. Check the content of the displayed message, and then click [Yes].
7. Select the file to restore, and then click [Open].

8. Click (Save to device).

Setting a Password

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [Device Setting] tab.
4. Click [Change password].



5. Enter the current password and a new password, and then click [OK].

Setting the Alert Info Plug-in

Basic Settings
Device Settings
Filter Settings
Checking Logs

You can use the Alert Info plug-in to display a message on your computer when a job is complete. As a special term for this software, completion of a job is called an "event".

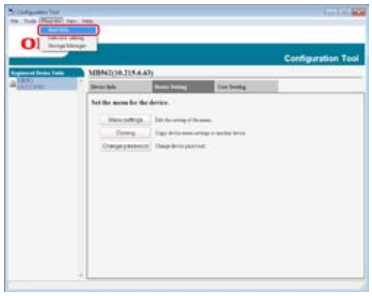
Note

- The Alert Info plug-in can be used with devices connected to the network.
- The time and time zone of this machine must be consistent with those of your computer.

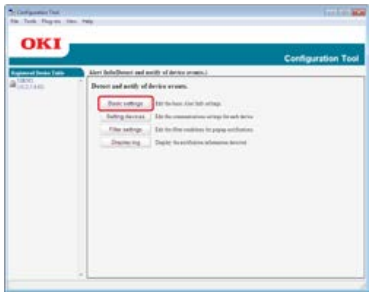
Basic Settings

You can set basic settings of the Alert Info plug-in.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Alert Info] from the [Plug-ins] menu.



3. Select [Basic settings].

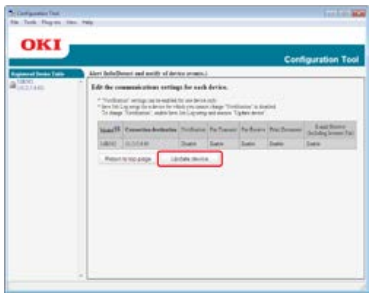


4. Change the setting if necessary.
5. Click [Update].

Device Settings

The Alert Info plug-in settings can be changed for each device.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Alert Info] from the [Plug-ins] menu.
3. Select [Setting devices].
4. Click [Update device].

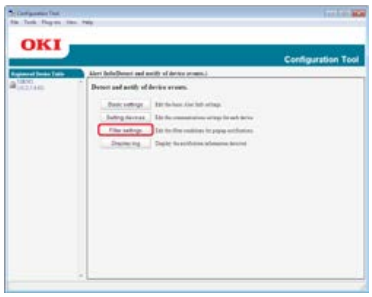


5. Select a device to set.
6. Change the settings if necessary, and then click [OK].

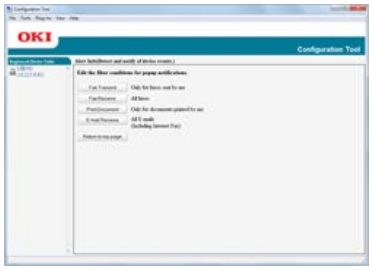
Filter Settings

You can set display alert conditions for sending and receiving faxes, printing the document, or receiving e-mails and Internet faxes.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Alert Info] from the [Plug-ins] menu.
3. Select [Filter settings].



4. Change the setting if necessary.



5. Click [OK].

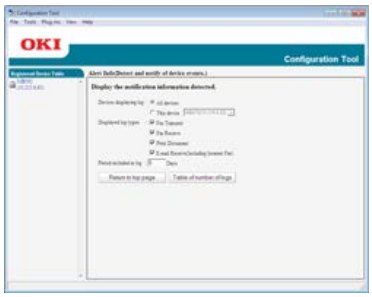
Memo

Up to 300 senders can be registered as e-mail, Internet fax, or fax sender.

Checking Logs

Using the event log, you can check whether there are any records about the machine that is registered.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Alert Info] from the [Plug-ins] menu.
3. Select [Display log].



Memo

- You can check the total number of recorded events in [Log Number List].
- You can check details of recorded logs in [Log details].

Setting the Network Setting Plug-in

Searching for the Machine on a Network
Specifying Search Conditions
Changing the IP Address

You can set a network with Configuration Tool. Before setting, install the Network Setting plug-in.

About how to Make Network Settings

Connecting This Machine to a Network

About icons

About Configuration Tool

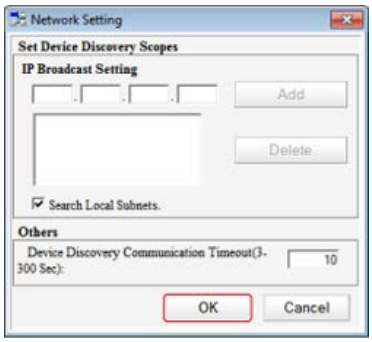
Searching for the Machine on a Network

You can search for this machine.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Network Setting] from the [Plug-ins] menu.
3. Select [Discover Devices].
   Search results are displayed.

Specifying Search Conditions

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Network Setting] from the [Plug-ins] menu.
3. Select [Environment Settings].
4. Change the search conditions if necessary, and then click [OK].



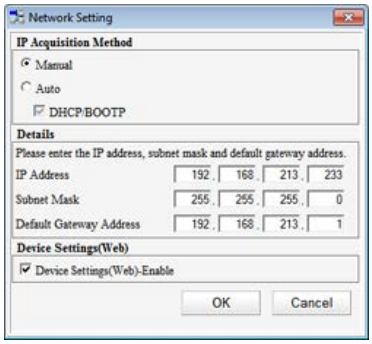
Changing the IP Address

You can change the IP address for this machine.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Network Setting] from the [Plug-ins] menu.
3. Select [Discover Devices].
4. Select the machine from the device list.

5. Click (Device Settings).

6. Change the setting if necessary.



7. Click [OK].

8. Enter the network password, and then click [OK].
   The default password is the last six alphanumerical digits of the MAC address.

9. Click [OK] to restart this machine.

Cloning Settings

Cloning the Settings of This Machine
Cloning User Settings

Cloning the Settings of This Machine

You can copy machine's settings to a different device.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the settings you want to clone from [Registered Device Table].
3. Select the [Device Setting] tab.
4. Click [Cloning].
5. Select a cloning destination, and then click [Execute].
6. Enter the password for the cloning source and target, and then click [OK].

Cloning User Settings

You can copy user settings to a different device.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the settings you want to clone from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Cloning].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Select a cloning destination to and cloning settings.
7. Click [Execute].
8. Enter the password for the cloning source and target and click [OK].
   Results are displayed.

Setting the Storage Manager Plug-in

The Storage Manager plug-in can manage jobs to be stored in the machine, and store forms and fonts used for printing.

Note

- The job management function does not support encryption authentication jobs.
- Overlay and other functions are supported.

About icons

About Configuration Tool

Registering Forms (Form Overlay)

Creating a Form
Registering the Form to the Machine Using Configuration Tool

You can register such as logos to the machine as forms, and then print overlays. This section describes how to register forms.

About how to Print Overlays

Overlaying Forms or Logos (Overlay)

Note

The Windows XPS printer driver cannot be used.

Creating a Form

1. Click [Start], and then select [Devices and Printers].
2. Right-click the printer icon, and then select the necessary printer driver from [Printer Properties].
3. Select the [Ports] tab, select the [FILE] check box from [Port], and then click [Configure Port].
4. Create a form to register on the machine.
   If using the Windows PCL printer driver, proceed to step 9.
5. Select [Print] from the [File] menu.
6. Click [Preferences] (or [Properties]).
7. Select the [Extend] tab, and then click [Overlays].
8. Select [Create Form].
9. Start printing.
10. Enter the file name under which you want to save.
11. Return [Printer Port] from the [Ports] tab.

Registering the Form to the Machine Using Configuration Tool

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Storage Manager] from the [Plug-ins] menu.
3. Click (New Project).
4. Click (Add File to Project), and then select a created form file.
   The form is added to the project.
5. Click the form file.
6. Enter [ID], and then click [OK].

   Note

   Do not change [Target Volume] and [Path].
7. Select the machine from the bottom of the Storage Manager Plug-in window.
8. Click (Send project file to printer).

9. Click [OK].

Checking the Free Space in Memory

You can check the free space in memory.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Storage Manager] from the [Plug-ins] menu.
3. Click the device name in the device selection area at the bottom of the Storage Manager plug-in screen.

   The storage, volume name, size, free space, location name, label, status, file name, size, and comment are displayed by communicating with the device.

Deleting Unnecessary Jobs from Memory

You can delete print jobs in memory.

Note

Encrypted authorized print jobs cannot be deleted with the Storage Manager plug-in.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Storage Manager] from the [Plug-ins] menu.
3. Click (Open a job Management window).
4. To view a specific user's print jobs, enter the password, and then click [Apply job password].

   Memo

   To view all the print jobs, enter the administrator password, and then click [Apply administrator password]. The factory default administrator password is "aaaaaa".
5. Select a job to delete, and then click (Remove file from project).
6. Click [OK].

Changing from the Operator Panel

The administrator can change settings from the operator panel by following the procedure below.

About the details on items that can be set by the administrator

Administrator Setup

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Select an item, and then change the setting.
   Press [OK] by following the on-screen instructions if necessary.
6. Press [Back] until the home screen is displayed.

Memo

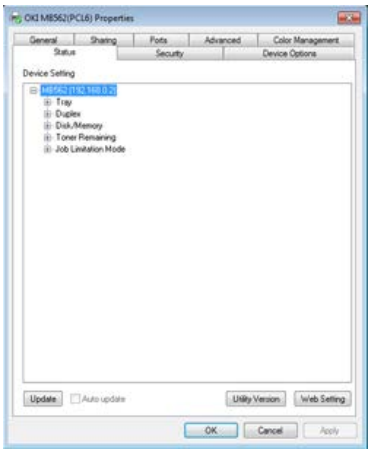
- "---" indicates the items that cannot be set.
- To access the [Admin Setup] menu, the administrator password is required.

Using Network Extension (Windows only)

About Network Extension
Starting the Utility
Checking the Settings of the Machine
Set Options Automatically
Uninstall the Utility

About Network Extension

In Network Extension, you can check the settings on this machine and set the composition of the options.



In order to use Network Extension, TCP/IP needs to be activated.

Note

This requires administrator rights.

Memo

- Network Extension is automatically installed when installing a printer driver through a TCP/IP network.
- Network Extension works in conjunction with the printer driver. Do not install only Network Extension.
- Network Extension only functions when the printer driver is connected to OKI LPR port or the standard TCP/IP port.

Starting the Utility

To use Network Extension, open the printer properties screen.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the printer icon, and then select [Printer properties].

Checking the Settings of the Machine

You can check the settings of this machine.

1. Start the printer properties screen.
   Displaying the Property Screen of the Printer Driver
2. Select the [Status] tab.
3. Click [Update].
4. Click [OK].

Click [Web Setting] to start the webpage automatically. You can change settings of this machine on this webpage screen.

Using the Web Page of This Machine

Memo

The [Option] tab may not be displayed properly when using Network Extension in unsupported environments.

Set Options Automatically

You can get the composition of options of the connected machine and automatically set the printer driver.

1. Start the printer properties screen.
   Displaying the Property Screen of the Printer Driver
2. Select the [Device Options] tab.
3. Click [Get Printer Settings].
4. Click [OK].

Memo

You cannot configure this when using Network Extension in unsupported environments.

Uninstall the Utility

1. Click [Start], and then select [Control Panel] > [Programs] > [Uninstall a program].
2. Select [OKI Network Extension], and then click [Uninstall].
3. Follow the instructions on the screen and complete the uninstallation.

Changing the Detailed Settings of a Network

This chapter describes the network settings of this machine.

You can change the network settings from the Web page of this machine, Configuration Tool, TELNET, and Network Card Setup.

- Network Setting Items

  This section describes items that can be set with network functions, and how to print and check the values that are currently set.

- Opening the Web Page of This Machine from the Computer

  This section describes how to change network settings of this machine from the Web page on the computer.

- Using Configuration Tool (Windows only)

  This section describes how to change network settings of this machine by using Configuration Tool.

- Using Network Card Setup in Mac OS X

  This section describes how to change network settings of this machine by using Network Card Setup.

Network Setting Items

This section describes the items that can be set with network functions.

You can print the network setting list and check the current network setting by pressing [Device Settings], and then select [Reports] > [System] > [Network Information] on the touch panel.

- Device Information

  You can view a list of information that is set to manage this machine, such as the name and management number of the machine.

- TCP/IP

  You can view a list of the setting items related to TCP/IP.

- NBT

  You can view a list of the setting items related to NBT.

- Mail Server Settings

  You can view a list of the setting items related to e-mail transmission.

- E-mail Reception Settings

  You can view a list of the setting items related to e-mail reception.

- E-mail Alert Settings

  You can view a list of the setting items related to e-mail alerts.

- SNMP

  You can view a list of the setting items related to SNMP.

- SNMP Trap

  You can view a list of the setting items related to SNMP Trap.

- IPP

  You can view a list of the setting items related to IPP.

- Windows Rally

  You can view a list of the setting items related to WSD Print and WSD Scan.

- IEEE802.1X

  You can view a list of the setting items related to IEEE802.1X.

- Secure Protocol Server Settings (Kerberos)

  You can check the setting item related to the Secure protocol server (Kerberos).

- LDAP Server Settings

  You can view a list of the setting items related to the LDAP server.

- Security

  You can view a list of the setting items related to security.

- IP Filtering

  You can view a list of the setting items related to IP filtering.

- MAC Address Filtering

  You can view a list of the setting items related to MAC address filtering.

- Encryption (SSL/TLS)

  You can view a list of the setting items related to SSL/TLS, such as encryption and a certificate.

- IPSec

  You can view a list of the setting items related to IPSec.

- Maintenance

  You can view a list of the setting items related to the network scale and HUB.

- Time Setup (SNTP Settings)

  You can view a list of the setting items related to SNTP.

- Direct Print

  You can view a list of the setting items for printing without using a printer driver.

Device Information

Item			Factory default setting	Description
Web page	Configuration Tool (Windows) / Network Setting Plug-in	Network Card Setup (Mac OS X)		
Contact Administrator	-	-	(NULL)	Specifies the contact information of the system administrator within 225 characters.
Device Name	-	-	OKI-(product name)-(last six digits of MAC address)	Sets the device name within 31 characters.
Short Device Name	-	-	(product name)-(last six digits of MAC address)	Sets the short device name within 15 characters.
Location	-	-	(NULL)	Sets the location of this machine within 255 characters.
Asset Number	-	-	(NULL)	Sets any number to manage this machine within 32 characters.

TCP/IP

Item				Factory default setting	Description
Web page	Configuration Tool (Windows)		Network Card Setup (Mac OS X)		
	Network Setting Plug-in	Device Setting Plug-in			
IP Address Set	IP Address Request Method	IP Address Set	Get IP address	AUTO	Specifies the method of assigning an IP address.
IP Address	IP Address	IP Address	IP Address	192.168.100.100	Sets an IP address.
Subnet Mask	Subnet Mask	Subnet Mask	Subnet Mask	255.255.255.0	Sets a subnet mask.
Gateway Address	Default Gateway Address	Gateway Address	Default Gateway Address	0.0.0.0	Sets a gateway address.
DNS Server (Primary)	-	DNS Server (Primary)	-	0.0.0.0	Specifies the IP address for a primary DNS server. Be sure to set this item when you use a domain name to specify the SMTP/POP/LDAP server.
DNS Server (Secondary)	-	DNS Server (Secondary)	-	0.0.0.0	Specifies the IP address for a secondary DNS server. Be sure to set this item when you use a domain name to specify the SMTP/POP/LDAP server.
Dynamic DNS	-	Dynamic DNS	-	Disable	Specifies whether to register the information in the DNS server when a setting has been changed.
Domain Name	-	Domain Name	-	(NULL)	Sets the domain name to which the machine belongs.
WINS Server (Primary)	-	WINS Server (Primary)	-	0.0.0.0	Specifies the name or IP address of the WINS server (for Windows only).
WINS Server (Secondary)	-	WINS Server (Secondary)	-	0.0.0.0	Specifies the name or IP address of the WINS server (for Windows only).
Scope ID	-	Scope ID	-	(NULL)	Specifies the Scope ID for WINS. From 1 to 223 characters can be used.
Windows	-	Windows	-	Disable	Specifies whether to use the auto-discovery function of Windows.
Macintosh	-	Macintosh	-	Enable	Specifies whether to use the auto-discovery function of Macintosh.
Device Name	-	Device Name	-	OKI-(product name)-(last six digits of MAC address)	Specifies the rule for displaying the machine name if the auto-detect function is enabled.

NBT

Item			Factory default setting	Description
Web page	Configuration Tool (Windows)	Network Card Setup (Mac OS X)		
	Network Setting Plug-in			
Short Device Name	-	-	(product name)-(last six digits of MAC address)	Sets the name to be identified on NetBIOS over TCP within 15 one-byte characters. In Windows, it is displayed in the PrintServer group of the Network Computer.
Workgroup Name	-	-	PrintServer	Sets the work group name to be displayed on Windows network computer within 15 characters.
Master Browser Setting	-	-	Enable	Specifies whether to use master browser.
Comment	-	-	EthernetBoardOkiLAN 9450g	Sets a comment within 48 characters.

Mail Server Settings

Item				Factory default setting	Description
Web page	Configuration Tool (Windows)		Network Card Setup (Mac OS X)		
	Network Setting Plug-in	Device Setting Plug-in			
SMTP Send	-	SMTP Send	-	Enable	Specifies whether to use SMTP (E-mail).
SMTP Server	-	SMTP Server	-	(NULL)	Specifies the SMTP server name. Enter the domain name or IP address. Be sure to configure DNS settings if you enter a domain name.
Device E-mail Address	-	Device E-mail Address	-	(NULL)	Specifies the e-mail address of this machine.
Authentication Method	-	Authentication Method	-	None	Specify the SMTP authentication method.
SMTP Port Number	-	SMTP Port Number	-	25	Specify the SMTP port number.
SMTP User ID	-	SMTP User ID	-	(NULL)	Sets a user ID for SMTP authentication.
SMTP password	-	SMTP Password	-	(NULL)	Sets a password for SMTP authentication.
SMTP Encryption	-	SMTP Encryption	-	None	Specifies the method to encrypt the SMTP (E-mail send protocol).
POP3 Server	-	-	-	(NULL)	Specifies the POP server name. Enter the domain name or IP address. Be sure to configure DNS settings if you enter a domain name.
POP3 Port Number	-	-	-	110	Specifies the port number to access the POP server.
POP User ID	-	POP User ID	-	(NULL)	Sets a user ID to access the POP server.
POP Password	-	POP Password	-	(NULL)	Sets a password to access the POP server.
POP Encryption	-	POP Encryption	-	None	Specifies the method to encrypt POP communication.
APOP Support	-	APOP Support	-	Disable	Specifies whether to use APOP.
Attached Information Device Model	-	-	-	ON	Specifies whether to list the model name of this machine on an e-mail alert.
Attached Info Network Interface	-	-	-	ON	Specifies whether to list the network interface name on an e-mail alert.
Attached Information Serial Number	-	-	-	ON	Specifies whether to list the serial number of this machine on an e-mail alert.
Attached Information Asset Number	-	-	-	OFF	Specifies whether to list the asset number of the machine on an e-mail alert.
Attached Information Device Name	-	-	-	OFF	Specifies whether to list the device name of the machine on an e-mail alert.
Attached Information Location	-	-	-	OFF	Specifies whether to list the location of the machine on an e-mail alert.
Additional Information IP Address	-	-	-	ON	Specifies whether to list the IP address of this machine on an e-mail alert.
Additional Information MAC Address	-	-	-	OFF	Specifies whether to list the MAC address of this machine on an e-mail alert.
Attached Information Short	-	-	-	OFF	Specifies whether to list the short device name of the machine on an e-mail alert.

Device Name					
Attached Information Device URL	-	-	-	OFF	Specifies whether to list the Web page URL of this machine on an e-mail alert.
Comment	-	-	-	(NULL)	Sets a comment to add to an alert e-mail. You can enter up to 63 characters in a line. You can specify up to four lines.
Reply-To-Address	-	-	-	(NULL)	Specifies the e-mail address used to reply e-mails. Specify the e-mail address of the network administrator.

E-mail Reception Settings

Item				Factory default setting	Description
Web page	Configuration Tool (Windows)		Network Card Setup (Mac OS X)		
	Network Setting Plug-in	Device Setting Plug-in			
Use Protocol	-	-	-	Disable	Specifies whether to use the e-mail reception function. Select the protocol to use.
POP Server Name	-	-	-	(NULL)	Specifies the POP server name. Enter the domain name or IP address. Be sure to configure DNS settings if you enter a domain name.
POP User ID	-	POP User ID	-	(NULL)	Sets a user ID to access the POP server.
POP Password	-	POP Password	-	(NULL)	Sets a password to access the POP server.
APOP Support	-	APOP Support	-	Disable	Specifies whether to use APOP.
POP Port Number	-	-	-	110	Specifies the port number to access the POP server.
POP Encryption	-	POP Encryption	-	None	Specifies the method to encrypt POP communication.
POP Receive Interval	-	-	-	5 (minutes)	Specifies the intervals to access the POP server to receive e-mails.
Domain Filter	-	-	-	Disable	Specifies whether to use domain filtering.
E-mail from following listed domains.	-	-	-	Accept	Specifies whether to accept or block e-mails from the specified domains.
Domain 1-5	-	-	-	(NULL)	Specifies the domain to apply domain filtering.
SMTP Receive Port Number	-	-	-	25	Specifies the port number to access this machine via SMTP.

E-mail Alert Settings

Item			Factory default setting	Description
Web page	Configuration Tool (Windows) Network Setting Plug-in	Network Card Setup (Mac OS X)		
Address 1-5	-	-	(NULL)	Specifies the destination e-mail address. You can specify up to 5 destinations.
Error Notification Method	-	-	Upon occurrence of an error	Specifies when to notify you of an error.
E-mail Alert Interval	-	-	24 (Hours)	Specifies the intervals of the e-mail alert. Effective only if periodic notification is specified.
Consumable Warning	-	-	Immediate	Specifies whether to notify you of a warning regarding consumables. Effective only if notification upon occurrence is selected.
Consumable Warning	-	-	Enable	Specifies whether to notify you of a warning regarding consumables. Effective only if periodic notification is selected.
Consumable Error	-	-	Immediate	Specifies whether to notify you of an error regarding consumables. Effective only if notification upon occurrence is selected.
Consumable Error	-	-	Enable	Specifies whether to notify you of an error regarding consumables. Effective only if periodic notification is selected.
Maintenance Unit Warning	-	-	2H0M	Specifies whether to notify you of a warning regarding the maintenance unit. Effective only if notification upon occurrence is selected.
Maintenance Unit Warning	-	-	Enable	Specifies whether to notify you of a warning regarding the maintenance unit. Effective only if periodic notification is selected.
Maintenance Unit Error	-	-	Immediate	Specifies whether to notify you of an error regarding the maintenance unit. Effective only if notification upon occurrence is selected.
Maintenance Unit Error	-	-	Enable	Specifies whether to notify you of an error regarding the maintenance unit. Effective only if periodic notification is selected.
Paper Supply Warning	-	-	0H15M	Specifies whether to notify you of a warning regarding paper. Effective only if notification upon occurrence is selected.
Paper Supply Warning	-	-	Enable	Specifies whether to notify you of a warning regarding paper. Effective only if periodic notification is selected.
Paper Supply Error	-	-	Immediate	Specifies whether to notify you of an error regarding paper. Effective only if notification upon occurrence is selected.
Paper Supply Error	-	-	Enable	Specifies whether to notify you of an error regarding paper. Effective only if periodic notification is selected.
Printing Paper Warning	-	-	Disable	Specifies whether to notify you of a warning regarding paper feed. Effective only if notification upon occurrence is selected.
Printing Paper Warning	-	-	Disable	Specifies whether to notify you of a warning regarding paper feed. Effective only if periodic notification is selected.
Printing Paper Error	-	-	2H0M	Specifies whether to notify you of an error regarding paper feed. Effective only if notification upon occurrence is selected.
Printing Paper Error	-	-	Enable	Specifies whether to notify you of an error regarding paper feed. Effective only if periodic notification is selected.
Storage Device Warning	-	-	Disable	Specifies whether to notify you of a warning regarding the storage device. Effective only if notification upon occurrence is selected.
Storage Device Warning	-	-	Enable	Specifies whether to notify you of a warning regarding the storage device. Effective only if periodic notification is selected.

Print Result Warning	-	-	Disable	Specifies whether to notify you of a warning regarding an error that affects the print results. Effective only if notification upon occurrence is selected.
Print Result Warning	-	-	Enable	Specifies whether to notify you of a warning regarding an error that affects the print results. Effective only if periodic notification is selected.
Print Result Error	-	-	2H0M	Specifies whether to notify you of an error that affects the print results. Effective only if notification upon occurrence is selected.
Print Result Error	-	-	Enable	Specifies whether to notify you of an error that affects the print results. Effective only if periodic notification is selected.
Interface Warning	-	-	Disable	Specifies whether to notify you of a warning regarding the interface. Effective only if notification upon occurrence is selected.
Interface Warning	-	-	Disable	Specifies whether to notify you of a warning regarding the interface. Effective only if periodic notification is selected.
Interface Error	-	-	2H0M	Specifies whether to notify you of an error regarding the interface. Effective only if notification upon occurrence is selected.
Interface Error	-	-	Enable	Specifies whether to notify you of an error regarding the interface. Effective only if periodic notification is selected.
Security Warning	-	-	Disable	Specifies whether to notify you of a warning regarding the security function. Effective only if notification upon occurrence is selected.
Security Warning	-	-	Disable	Specifies whether to notify you of a warning regarding the security function. Effective only if periodic notification is selected.
Scanner Warning	-	-	Disable	Specifies whether to notify you of a warning regarding the scanner. Effective only if notification upon occurrence is selected.
Scanner Warning	-	-	Disable	Specifies whether to notify you of a warning regarding the scanner. Effective only if periodic notification is selected.
Scanner Error	-	-	Disable	Specifies whether to notify you of an error regarding the scanner. Effective only if notification upon occurrence is selected.
Scanner Error	-	-	Disable	Specifies whether to notify you of an error regarding the scanner. Effective only if periodic notification is selected.
Fax Warning	-	-	Disable	Specifies whether to notify you of a warning regarding the fax function. Effective only if notification upon occurrence is selected.
Fax Warning	-	-	Disable	Specifies whether to notify you of a warning regarding the fax function. Effective only if periodic notification is selected.
Fax Error	-	-	Disable	Specifies whether to notify you of an error regarding the fax function. Effective only if notification upon occurrence is selected.
Fax Error	-	-	Disable	Specifies whether to notify you of an error regarding the fax function. Effective only if periodic notification is selected.
Other Error	-	-	2H0M	Specifies whether to notify you of other errors. Effective only if notification upon occurrence is selected.
Other Error	-	-	Enable	Specifies whether to notify you of other errors. Effective only if periodic notification is selected.

SNMP

Item			Factory default setting	Description
Web page	Configuration Tool (Windows)	Network Card Setup (Mac OS X)		
	Network Setting Plug-in			
Use SNMP Settings	-	-	SNMPv3+v1	Specifies the SNMP version.
User Name	-	-	root	Sets the user name in SNMPv3 up to 32 characters.
Authentication Settings Passphrase	-	-	(NULL)	Sets the password to create an authentication key for SNMPv3 packet authentication. From 8 to 32 characters can be used.
Authentication Settings Algorithm	-	-	MD5	Specifies the algorithm for SNMPv3 packet authentication.
Encryption Settings Passphrase	-	-	(NULL)	Sets the password to create an authentication key for SNMPv3 packet encryption. From 8 to 32 characters can be used.
Encryption Settings Algorithm	-	-	DES	Specifies the algorithm for SNMPv3 packet encryption. You cannot change this value.
New SNMP Read Community	-	-	public	Sets the read community for SNMPc1 within 15 characters.
New SNMP Write Community	-	-	public	Sets the write community for SNMPv1 within 15 characters.

SNMP Trap

Item			Factory default setting	Description
Web page	Configuration Tool (Windows) Network Setting Plug-in	Network Card Setup (Mac OS X)		
Printer Trap Community Name	-	-	public	Sets the community name for a printer trap within 31 characters.
Address 1-5	-	-	0.0.0.0	Specifies a trap destination in TCP/IP. You can specify up to 5 destinations.
Trap Enable 1-5	-	-	Disable	Specifies whether to use a printer trap in TCP #1-5.
Printer Reboot 1-5	-	-	Disable	Specifies whether to send an SNMP message when the machine has rebooted.
Receive Illegal Trap 1-5	-	-	Disable	Specifies whether to use a trap when a community name other than the one set in [Printer Trap Community Name Set] is used to access the machine.
Online 1-5	-	-	Disable	Specifies whether to send an SNMP message every time the machine comes online.
Offline 1-5	-	-	Disable	Specifies whether to send an SNMP message every time the machine comes offline.
Paper Out 1-5	-	-	Disable	Specifies whether to send an SNMP message if the machine runs out of paper.
Paper Jam 1-5	-	-	Disable	Specifies whether to send an SNMP message if paper jams.
Cover Open 1-5	-	-	Disable	Specifies whether to send an SNMP message every time the machine's cover opens.
Printer Error 1-5	-	-	Disable	Specifies whether to send an SNMP message if an error occurs.

IPP

Item			Factory default setting	Description
Web page	Configuration Tool (Windows) Network Setting Plug-in	Network Card Setup (Mac OS X)		
IPP	-	-	Enable	Specifies whether to use IPP.
Message from Administrator	-	-	(NULL)	Enter a message in a language that accords to the language selected in [Character Encoding] and [Language].
Charset	-	-	UTF-8	Specifies a character encoding to use when submitting settings to the machine.
Language	-	-	EN-US	Specifies the language used in settings that contain text strings.
Authentication	-	-	NONE	Specifies whether to use authentication when performing IPP printing.
Default User	-	-	Enable	Specifies whether to allow accessing from the default user.
Default User Name	-	-	guest	Specifies the default user name.
New Default User Password	-	-	(NULL)	Changes the default user password.
Verify Default User Password				

Windows Rally

Item			Factory default setting	Description
Web page	Configuration Tool (Windows)	Network Card Setup (Mac OS X)		
	Network Setting Plug-in			
WSD Print	-	-	Enable	Specifies whether to use WSD Print.
WSD Scan	-	-	Enable	Specifies whether to use WSD Scan.
LLTD	-	-	Disable	Specifies whether to use LLTD.

IEEE802.1X

Item			Factory default setting	Description
Web page	Configuration Tool (Windows) / Network Setting Plug-in	Network Card Setup (Mac OS X)		
IEEE802.1X	-	-	Disable	Specifies whether to use IEEE802.1X.
EAP Type	-	-	EAP-TLS	Specifies the EAP method.
EAP User	-	-	(NULL)	Specifies the user name to be used for EAP within 64 characters.
EAP Password	-	-	(NULL)	Specifies the password to be used for EAP within 64 characters. Effective only if [PEAP] is selected for [EAP Type].
Client Certificate Setting	-	-	Use SSL/TLS certificate for EAP authentication	Specifies whether to use an SSL/TLS certificate in IEEE802.1 authentication. It is unavailable when no SSL/TLS certificate is installed. Effective only if EAP-TLS is selected.
CA Certification Setting	-	-	Authenticate Server	Specifies whether to use a CA certificate to authenticate the certificate sent from the RADIUS server.

Secure Protocol Server Settings (Kerberos)

Item				Factory default setting	Description
Web page	Configuration Tool (Windows)		Network Card Setup (Mac OS X)		
	Network Setting Plug-in	Device Setting Plug-in			
Domain Name	-	Domain Name	-	(NULL)	Sets a realm name for the Kerberos certification.

LDAP Server Settings

Item				Factory default setting	Description
Web page	Configuration Tool (Windows)		Network Card Setup (Mac OS X)		
	Network Setting Plug-in	Device Setting Plug-in			
LDAP Server	-	LDAP Server	-	(NULL)	Specifies a LDAP server name within 80 characters. Enter a domain name or IP address. Be sure to set DNS settings if you enter a domain name.
Port Number	-	Port Number	-	389	Specifies a port number.
Timeout	-	Timeout	-	30	Specifies the timeout value to wait for the LDAP server response.
Max. Entries	-	Max. Entries	-	100	Specifies the maximum number of search results.
Search Root	-	DN Name	-	(NULL)	Specifies where to search (BaseDN) in LDAP search.
User Name 1	-	User Name 1	-	cn	Specifies the attribute name searched for as the user name.
User Name 2	-	User Name 2	-	sn	
User Name 3	-	User Name 3	-	givenName	
Mail Address	-	Mail Address	-	mail	Specifies the attribute name searched for as an e-mail address.
Additional Filter	-	Additional Filter	-	(NULL)	Specifies additional filters for LDAP search.
Method	-	Method	-	Anonymous	Specifies the authentication method for LDAP server.
User ID-ID	-	User ID	-	(NULL)	Sets a user ID to access the LDAP server.
Password	-	Password	-	(NULL)	Sets a password to access the LDAP server.
Encryption	-	Encryption	-	None	Specifies the method to encrypt LDAP communication.

Security

Item				Factory default setting	Description
Web page	Configuration Tool (Windows)		Network Card Setup (Mac OS X)		
	Network Setting Plug-in	Device Setting Plug-in			
TCP/IP	-	TCP/IP	-	Enable	Specifies whether to use TCP/IP.
NetBIOS over TCP	-	NetBIOS over TCP	-	Enable	Specifies whether to use NetBIOS over TCP.
Web (Port Number: 80)	Device Settings (Web) - Enable	Web (Port Number: 80)	Web Page Settings	Enable	Specifies whether to use the Web page to access the machine.
Web	-	-	-	80	Specifies the port number to access the Web page of this machine.
IPP (Port Number: 631)	-	IPP (Port Number: 631)	-	Enable	Specifies whether to use IPP.
Telnet	-	Telnet	-	Disable	Specifies whether to use TELNET to access the machine.
FTP	-	FTP	-	Disable	Specifies whether to use FTP to access the machine.
SNMP	-	SNMP	-	Enable	Specifies whether to use SNMP to access the machine.
POP	-	POP (POP3(E-mail))	-	Disable	Specifies whether to use POP3.
POP	-	POP	-	110	Specify the port number for POP3.
SNTP	-	-	-	Disable	Specifies whether to use SNTP.
Local Ports	-	Local Ports	-	Enable	Specifies whether to use a unique protocol.
SMTP Send	-	SMTP Send	-	25	Specifies the port number for SMTP send.
SMTP Receive	-	SMTP Receive	-	25	Specifies the port number for SMTP receive.
Change Network Password	Password Change	-	Password Change	(last six digits of MAC address)	Sets a new administrator password within 15 characters. The password is case sensitive. This password is used only if you change settings from the utilities. The administrator password set in the machine cannot be changed from this item.

IP Filtering

Item			Factory default setting	Description
Web page	Configuration Tool (Windows) / Network Setting Plug-in	Network Card Setup (Mac OS X)		
IP Filtering	-	-	Disable	Specifies whether to use IP filtering. Be sure to configure the following settings of this category when you enable IP filtering. If you do not, you cannot access this machine via TCP/IP. **Memo** If IP filtering is enabled, IPv6 communication is not available.
Start Address 1-10	-	-	0.0.0.0	Specifies IP addresses that are allowed to access this machine. You can specify an individual address or an address range.
End Address 1-10	-	-	0.0.0.0	
Printing 1-10	-	-	Disable	Specifies whether to allow print jobs from specified IP addresses.
Configuration 1-10	-	-	Disable	Specifies whether to allow settings changes from specified IP addresses.
Administrator's IP Address setting	-	-	0.0.0.0	Specifies the administrator IP address automatically. Only this address can always access the machine. When the administrator accesses this machine via a proxy server, all access via the proxy server is allowed.

MAC Address Filtering

Item			Factory default setting	Description
Web page	Configuration Tool (Windows) Network Setting Plug-in	Network Card Setup (Mac OS X)		
MAC Address Filtering	-	-	Disable	Specifies whether to use MAC address filtering. This function is used to control access from MAC addresses. Be sure to configure the following settings of this category when you enable MAC address filtering. If not, you cannot access this machine via a network.
Communication from the following MAC Addresses	-	-	Accept	Specifies whether to accept or block the access from specified MAC addresses.
MAC Address 1-50	-	-	00:00:00:00:00:00	Specifies MAC addresses to which the filtering is applied.
Administrator's MAC Address setting	-	-	00:00:00:00:00:00	Specifies MAC addresses to which the filtering is applied. Only this address can always access the machine. If the administrator accesses this machine via a proxy server, all access via the proxy server is allowed.

Encryption (SSL/TLS)

Item			Factory default setting	Description
Web page	Configuration Tool (Windows) / Network Setting Plug-in	Network Card Setup (Mac OS X)		
HTTP/IPP	-	-	Enable	Specifies whether to encrypt HTTP/IPP communication.
FTP Receive	-	-	Disable	Specifies whether to encrypt reception via FTP.
SMTP Receive	-	-	Disable	Specifies whether to encrypt reception via SMTP.
Select Certificate Type	-	-	Use self-signed Certificate	Creates a self-signed certificate. Also, creates a CSR to send to a certificate authority and installs a certificate issued by a certificate authority.
Common Name	-	-	Pre-installed Certificate	The machine's IP address is specified when you create a self-signed certificate.
Organization	-	-	(NULL)	Specifies the official name of the organization you belong to within 64 characters.
Organizational Unit	-	-	(NULL)	Specifies the name of the sub-group (e.g. branch) you belong to within 64 characters.
Location	-	-	(NULL)	Specifies the name of the locality you are in within 128 characters.
State/Province	-	-	(NULL)	Specifies the name of the state or province you are in within 128 characters.
Country/Region	-	-	(NULL)	Specifies the country code or region code in two characters.
Key Exchange Method	-	-	RSA	Specifies the key method for encrypted communication.
Key Size	-	-	1024 bits	Specifies the key size for encrypted communication.

IPSec

Item			Factory default setting	Description
Web page	Configuration Tool (Windows)	Network Card Setup (Mac OS X)		
	Network Setting Plug-in			
IPSec	-	-	Disable	Specifies whether to use IPSec.
IP Address 1-50	-	-	0.0.0.0	Specifies the host allowed to communicate by IPSec.
Initiator 1 - 50	-	-	Disable	Specifies the direction of IPSec communication. Set [Enable] if using the Scan to functions or e-mail transmission functions.
IKE Encryption Algorithm	-	-	AES-CBC 128	Specifies the IKE encryption method.
IKE Hash Algorithm	-	-	SHA-1	Specifies the IKE hash method.
Diffie-Hellman Group	-	-	Group2	Specifies the Diffie-Hellman group to be used for "Phase 1 Proposal".
LifeTime	-	-	28800 (seconds)	Specifies the lifetime of "ISAKMP SA".
Pre-shared Key	-	-	(NULL)	Specifies the pre-shared key.
Key PFS	-	-	NOPFS	Specifies whether to use Key PFS (Perfect Forward Secrecy).
Key PFS Diffie-Hellman Group	-	-	None	Specifies the Diffie-Hellman group used by Key PFS.
ESP	-	-	Enable	Specifies whether to use Key ESP (Encapsulating Security Payload).
ESP Encryption Algorithm	-	-	AES-CBC 128	Specifies the encryption algorithm for ESP.
ESP Authentication Algorithm	-	-	SHA-1	Specifies the authentication algorithm for ESP.
AH	-	-	Enable	Specifies whether to use AH (Authentication Header).
AH Authentication Algorithm	-	-	SHA-1	Specifies the authentication algorithm for AH.
LifeTime	-	-	3600 (seconds)	Specifies the lifetime of "IPSec SA".

Item				Factory default setting	Description
Web page	Configuration Tool (Windows)		Network Card Setup (Mac OS X)		
	Network Setting Plug-in	Device Setting Plug-in			
Reset Network Card	-	-	-	Disable	Use to reboot Network Card.
Restore Network Card to Factory Defaults	-	-	-	Disable	Use to restore the network settings to the factory default settings.
Network Scale	-	Network Scale	-	Normal	Use the factory default setting. [SMALL] is recommended only if you use a small LAN to which a few computers are connected.
HUB Link Setting	-	HUB Link Setting	-	Auto	Specifies the speed and method of communication between the hub and the machine.

Time Setup (SNTP Settings)

Item				Factory default setting	Description
Web page	Configuration Tool (Windows)		Network Card Setup (Mac OS X)		
	Network Setting Plug-in	Device Setting Plug-in			
Time Setup	-	-	-	Manual	Specifies the method to set date and time (i.e., manually or automatically).
SNTP Server (Primary)	-	-	-	(NULL)	Specifies the IP address of the primary SNTP server to get the current time.
SNTP Server (Secondary)	-	-	-	(NULL)	Specifies the IP address of the secondary SNTP server to get the current time.
Time Zone	-	Time Zone	-	00:00	Specifies the time difference between GMT and your local time.
Daylight Saving	-	-	-	OFF	Specifies the Daylight Saving.

Direct Print

Item			Factory default setting	Description
Web page	Configuration Tool (Windows) Network Setting Plug-in	Network Card Setup (Mac OS X)		
Paper Feed	-	-	Tray 1	Specifies the tray to be used for print jobs.
Copies	-	-	1	Specifies the number of copies.
Collate	-	-	Disable	Specifies whether to collate the output.
Fit to page	-	-	Enable	Specifies whether to fit the document size to the paper size.
Duplex printing	-	-	(NULL)	Specifies whether to and how to bind a duplex job.
Page Select	-	-	Disable	Specifies the pages to be printed.
PDF Password	-	-	Disable	Select this item and enter the necessary password when you print an encrypted PDF file.

Opening the Web Page of This Machine from the Computer

To change the network settings using the Web page of this machine, refer to "Using the Web Page of This Machine".

Using Configuration Tool (Windows only)

To change the network settings using Configuration Tool, refer to "Setting the Network Setting Plug-in".

Using Network Card Setup in Mac OS X

You can use Network Card Setup to configure the network.

To use Network Card Setup, TCP/IP must be activated.

Note

Set the TCP/IP settings.

- Setting the IP Address

  This section describes how to set the IP address of this machine that is connected to a network by using Network Card Setup.

- Configuring Web Settings

  This section describes how to set the Web settings for this machine and open the Web page of the machine by using Network Card Setup.

- Quitting Network Card Setup

  This section describes how to exit Network Card Setup.

Setting the IP Address

1. Start Network Card Setup.
   Installing from the "Software DVD-ROM"
2. Select this machine from the list.
3. Select [IP Address...] from the [Printer] menu.
4. Change other settings if necessary, and then click [Save].
5. Enter the password, and then click [OK].
   - The default password is the last six alphanumerical digits of the MAC address.
   - The password is case sensitive.
6. Click [OK] to enable new settings.
   The network card of this machine restarts.

Configuring Web Settings

Enabling Web Settings
Opening the Web page

You can set the network settings for this machine by starting Network Card Setup.

Enabling Web Settings

1. Start Network Card Setup.
   Installing from the "Software DVD-ROM"
2. Select this machine from the list.
3. Select [Web Page Settings...] from the [Printer] menu.
4. Select [Enable], and then click [Set].
5. Enter the password into [Enter Password], and then click [OK].
   - The default password is the last six alphanumerical digits of the MAC address.
   - The password is case sensitive.
6. Click [OK] in a confirmation window.

Opening the Web page

1. Starts Network Card Setup.
   Installing from the "Software DVD-ROM"
2. Select this machine from the list.
3. Select [View Printer Web Page] from the [Printer] menu.
   The Web page opens, and the machine status page is displayed.

Quitting Network Card Setup

1. Select [Quit] from the [File] menu of Network Card Setup.

Changing the Display Language on the Operator Panel

Switch the language that is displayed on the operator panel of this machine by using a utility. Refer to the operation procedure that suits your OS.

- For Windows
- For Mac OS X (Panel Language Setup)

For Windows

Set a language that is displayed on the operator panel by using the Software DVD-ROM.

- For the Network Connection

  This section describes how to change the display language on the operator panel by using the Software DVD-ROM when this machine is connected to a computer via a network.

- For the USB Connection

  This section describes how to change the display language on the operator panel by using the Software DVD-ROM when this machine is connected to a computer via a USB interface.

For the Network Connection

Connect this machine to a network, and then set the language that is displayed on the operator panel.

Note

Check the status of this machine before working.

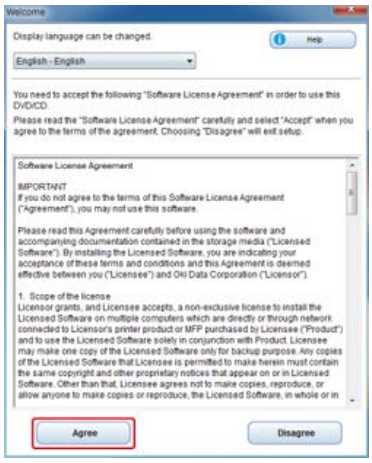
- This machine is turned on.
- This machine is connected to a network with a network cable.
- The IP address or other settings are set.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

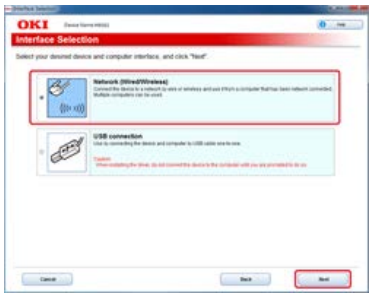
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



5. Click [Next].

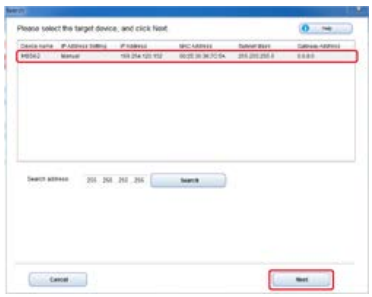
6. Select the model name of this machine, and then click [Next].

7. Select [Network (Wired/Wireless)], and then click [Next].

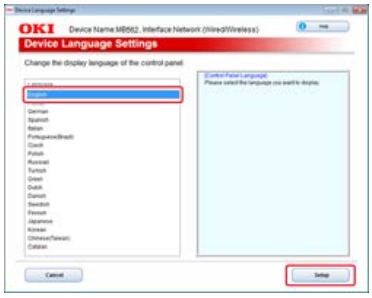


8. Click [Control Panel Language Settings].

9. Select the model name of this machine, and then click [Next].



10. Select the language you want to set to the machine from the list, and then click [Setup].



11. Enter the password for the machine, and then click [OK].
When the installation is complete, the setting completion screen is displayed.

12. Click [OK].

13. Restart the machine.

For the USB Connection

Connect this machine to a computer with a USB cable, and then set the language that is displayed on the operator panel.

Note

Check the status of this machine before working.

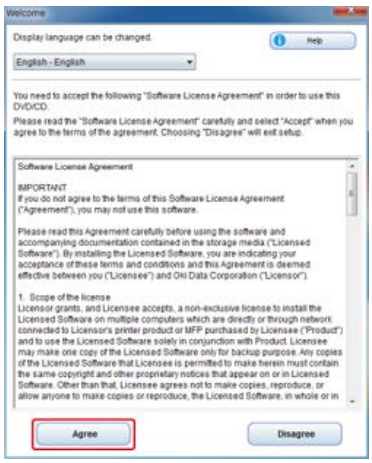
- This machine is turned off.
- This machine is not connected to a computer with a USB cable.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

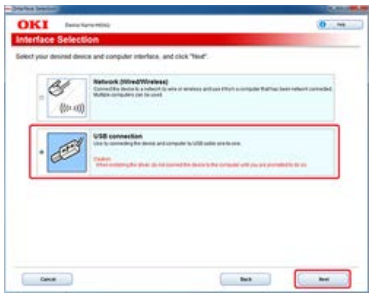
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



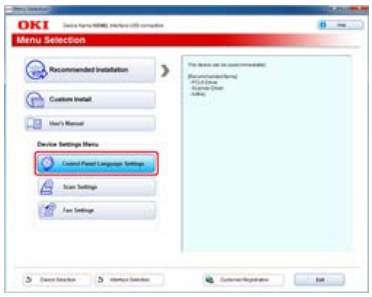
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

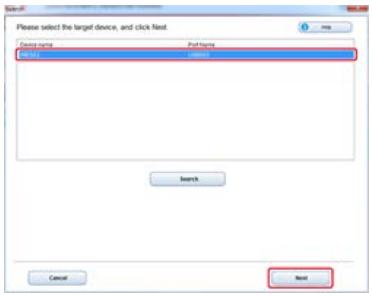
7. Select [USB connection], and then click [Next].



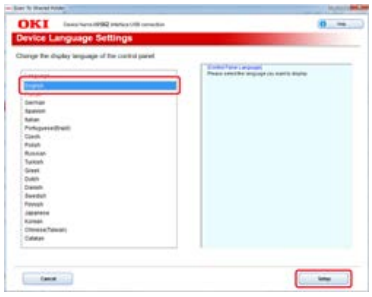
8. Click [Control Panel Language Settings].



9. Select the model name of this machine, and then click [Next].



10. Select the language you want to set to the machine from the list, and then click [Setup].



11. Enter the password for the machine, and then click [OK].
When the installation is complete, the setting completion screen is displayed.

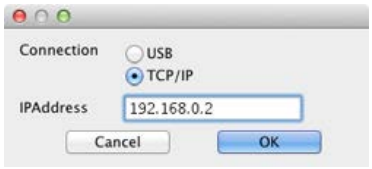
12. Click [OK].

13. Restart the machine.

For Mac OS X (Panel Language Setup)

You can change the display language of the operator panel.

1. Output a menu map for this machine.
2. Start the panel language setup utility.
   Installing from the "Software DVD-ROM"
3. Select a method of connection.



   If you select [TCP/IP], enter an IP address. You can check the IP address on the menu map output in step 1.

4. Click [OK].
5. Check that the "Language Format" value on the menu map and the value on the screen meet the following conditions.

   Condition 1: The first digit of the version is the same.

   Condition 2: The value displayed on the screen must be the same as the "Language Format" value or a newer (higher) one.

> **Memo**
>
> If Condition 1 is not met, the language set cannot be downloaded. If you attempt downloading with Condition 1 not being met, an error is displayed on the operator panel. To recover the error, restart the machine. If Condition 1 is met but Condition 2 is not met, you can use the machine but the names of some settings are displayed in English.

6. Select a language.

7. Click [Download].

   The language setting file is sent to the machine, and when sending is complete, a message is displayed.

8. Restart the machine.

Checking or Changing the Image Quality

This chapter describes how to change the default settings of the contrast, density, and other settings to produce the optimum image quality when copying, scanning, or faxing a document with this machine. To set these settings, the administrator password is required.

- Adjusting the Contrast (Contrast)

  This section describes how to change the default setting of the contrast for copying and scanning with this machine.

- Adjusting the Scan Color

  This section describes how to change the default settings of the hue, saturation, and RGB for scanning a color document with this machine.

- Adjusting the Density

  This section describes how to change the default setting of the density for copying, scanning, and faxing with this machine.

Adjusting the Contrast (Contrast)

This section describes how to change the default setting of the contrast for copying and scanning with this machine.

- Adjusting the Contrast When Copying
- Adjusting the Contrast When Scanning

Adjusting the Contrast When Copying

This section describes how to change the default setting of the contrast when copying.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Copy Setup].
6. Press [Default Settings].
7. Press [Image Settings].
8. Press [Contrast].
9. Select a value.
10. Press [Back] until the home screen is displayed.

Adjusting the Contrast When Scanning

This section describes how to change the default setting of the contrast when scanning.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Scanner Setup].
6. Press [Default Settings].
7. Press [Image Settings].
8. Press [Contrast].
9. Select a value.
10. Press [Back] until the home screen is displayed.

Adjusting the Scan Color

This section describes how to change the default settings of the hue, saturation, and RGB for scanning a color document with this machine. To set this setting, the administrator password is required.

- Adjusting the Hue (Hue)

  This section describes how to change the default setting of the color hue.

- Adjusting the Saturation (Saturation)

  This section describes how to change the default setting of the color saturation.

- Adjusting RGB (RGB)

  This section describes how to change the default setting of each R, G, and B color component.

Adjusting the Hue (Hue)

This section describes how to change the default setting of the hue when scanning.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Scanner Setup].
6. Press [Default Settings].
7. Press [Image Settings].
8. Press [Hue].
9. Select a value.
10. Press [Back] until the home screen is displayed.

Adjusting the Saturation (Saturation)

This section describes how to change the default setting of the saturation when scanning.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Scanner Setup].
6. Press [Default Settings].
7. Press [Image Settings].
8. Press [Saturation].
9. Select a value.
10. Press [Back] until the home screen is displayed.

Adjusting RGB (RGB)

This section describes how to change the default setting of RGB when scanning.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Scanner Setup].
6. Press [Default Settings].
7. Press [Image Settings].
8. Press [RGB].
9. Select a value for each color.
10. Press [Back] until the home screen is displayed.

Adjusting the Density

This section describes how to change the default setting of the density for copying, scanning, and faxing with this machine. To set this setting, the administrator password is required.

- Adjusting the Density When Copying
- Adjusting the Density When Scanning
- Adjusting the Density When Printing
- Adjusting the Density When Faxing

Adjusting the Density When Copying

This section describes how to change the default setting of the density when copying. You can adjust the density in seven levels.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Copy Setup].
6. Press [Default Settings].
7. Press [Image Settings].
8. Press [Density].
9. Select a value.
10. Press [Back] until the home screen is displayed.

Memo

[0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

Adjusting the Density When Scanning

This section describes how to change the default setting of the density when scanning. You can adjust the density in seven levels.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Scanner Setup].
6. Press [Default Settings].
7. Press [Image Settings].
8. Press [Density].
9. Select a value.
10. Press [Back] until the home screen is displayed.

Memo

[0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

Adjusting the Density When Printing

This section describes how to change the default setting of the density when printing. You can adjust the density in five levels.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Print Setup].
6. Press [Print Menu].
7. Press [Printer Adjust].
8. Press [Darkness].
9. Select a value.
10. Press [Back] until the home screen is displayed.

Memo

[0] is the standard value. To increase the density for printing, select [+1] or [+2] (darkest). To decrease the density for printing, select [-1] or [-2] (lightest).

Adjusting the Density When Faxing

This section describes how to change the default setting of the density when faxing. You can adjust the density in seven levels.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Fax Setup].
6. Press [Default Settings].
7. Press [Density].
8. Select a value.
9. Press [Back] until the home screen is displayed.

Memo

[0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

About the Included Utility Software

This chapter describes pieces of the included utility software that are useful when using this machine.

- Installing Software

  This section describes how to install utility software. Refer to the operation procedure that suits your computer environment.

- List of Utility Software

  A list of utility software available with this machine is provided.

Installing Software

If you have a utility you want to use, install it from the "Software DVD-ROM". You can also run a utility directly from the "Software DVD-ROM", and use it.

- Installing from the "Software DVD-ROM"

  This section describes how to install a utility to a computer running Windows and Mac OS X.

Installing from the "Software DVD-ROM"

For Windows
For Mac OS X

Install the utility you want to use by following the procedure below.

For Windows

Install a utility by using the Software DVD-ROM.

- To connect this machine to a network and install a utility, refer to "Installing Software You Want to Use with Custom Install" in "For the Network Connection".
- To connect this machine to a computer with a computer and install a utility, refer to "Installing Software You Want to Use with Custom Install" in "For the USB Connection".

For Mac OS X

You can copy a utility by dragging to any location. You can also run a utility directly from the "Software DVD-ROM".

1. Insert the "Software DVD-ROM" into a computer.
2. Double-click the [OKI] > [Utilities] folder.
3. Copy the folder of a utility to install by dragging to any location.

Memo

To start the utility, double-click the utility icon in the folder.

List of Utility Software

Windows Utilities

Mac OS X Utilities

This section describes utilities you can use on this machine. For how to use each utility, refer to its topic.

Windows Utilities

Item	Relevant function	Description	System requirements	References
PS Gamma Adjuster	Print	You can adjust the color density used for photographs.	Windows 8.1/Windows Server 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003	Adjusting the Tone of Photographs for Printing (PS Gamma Adjuster)
Print Job Accounting Client	Management	Set a user name and user ID to the printer driver.	Windows 8.1/Windows Server 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003	Setting in the Windows Environment
Configuration Tool	Settings	You cans set the access control settings of this machine, change the menu, and register the e-mail address, speed dials, profiles, PIN number, auto delivery settings, and network scan settings.	Windows 8.1/Windows Server 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003	Using Configuration Tool (Windows only)
ActKey	Scan	Use when forwarding a scanned image to the specified application or saving in the specified folder in the computer, sending a fax with the PCFax Software.	Windows 8.1/Windows Server 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003	Using the Oki Data Scan Tool, ActKey (Windows Only)
OKI LPR Utility	Print	You can check printing via the network connection, the print management, and the status of this machine.	Windows 8.1/Windows Server 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003	Printing by Using OKI LPR Utility
TELNET*	Settings	You can set a network of this machine.	Windows 8.1/Windows Server 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003	-
Network Extension	Management	You can check the settings of this machine and option settings from the printer driver. This utility is automatically installed when installing a printer driver via a network connection.	Windows 8.1/Windows Server 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 The computer running on TCP/IP	Using Network Extension (Windows only)

*TELNET is supported by the OS.

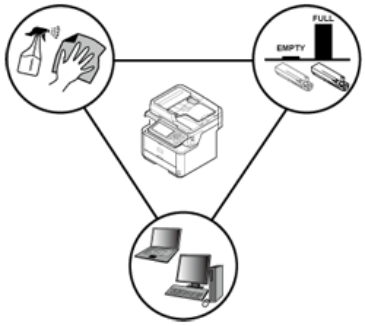
Mac OS X Utilities

Item	Relevant function	Description	System Requirements	References
PS Gamma Adjuster	Print	You can adjust the color density used for photographs.	Mac OS X 10.6.8 to 10.9	Adjusting the Tone of Photographs for Printing (PS Gamma Adjuster)
Network Scanner Setup Tool	Scan	This utility is activated when you select the scanner driver from the application and select a connected device. You do not need to set the connection destination once it is set.		Using the Network Scanner Setup Tool (Mac OS X Only)
Network Card Setup	Settings	You can set a network.		Using Network Card Setup in Mac OS X

Panel Language Setup	Settings	You can change the display language of the operator panel.		For Mac OS X (Panel Language Setup)

Maintenance

This category describes consumable replacements and cleaning to ensure a comfortable use of the machine for a longer life. This category also describes the updates and removals of a driver on a computer connected to the machine.



- Replacing Consumables

  This section describes how to replace the consumables.
- Cleaning Each Part of the Machine

  This section describes how to clean each part of the machine.
- Updating Installed Drivers

  This section describes how to update computer drivers. You must log in the administrator to complete this procedure.
- Removing Installed Drivers

  This section describes how to remove computer drivers. You must log in the administrator to complete this procedure.

Replacing Consumables

This section describes how to replace consumables.

- Cautions When Replacing
- Replacing the Toner Cartridge
- Replacing the Image Drum

Cautions When Replacing

Observe the following cautions when replacing.

⚠ WARNING		
Do not throw the toner or toner cartridge into a fire. The toner scatters, resulting in burns.	Do not store a toner cartridge in a location where it is exposed to open flames. The toner may ignite, resulting in fire or burns.	Do not vacuum spilled toner with an electric vacuum cleaner. Vacuuming spilled toner with an electric vacuum cleaner may result in ignition due to sparks from electric contacts or other reasons. If toner spills on the floor or other places, wipe the toner with a damp rag or other cloth.

⚠ CAUTION		
Some parts inside the machine become very hot. Do not touch the locations around a "CAUTION HOT" label. Burns may result.	Keep toner cartridges out of the reach of children. If a child accidentally swallows toner, immediately seek medical advice.	If you inhale toner, gargle with a large amount of water, and move to a place with fresh air. Seek medical advice if necessary.
If toner lands on your hands or other areas of skin, wash thoroughly with soap and water.	If toner gets into your eyes, immediately rinse with a large amount of water. Seek medical advice if necessary.	If you swallow toner, spit it out. Seek medical advice if necessary.
When handling a paper jam or replacing toner cartridges, use care not to let your clothes or hands get dirty with toner. If toner lands on your clothes, wash with cold water. If toner gets hot by washing with hot water or other methods, the toner will stain the fabric and become impossible to remove.	Do not disassemble the image drum or toner cartridge. You may inhale the scattered toner, or the toner may land on your hands or clothes, making them dirty.	Store used toner cartridges by putting them into a bag while using care not to scatter the toner.

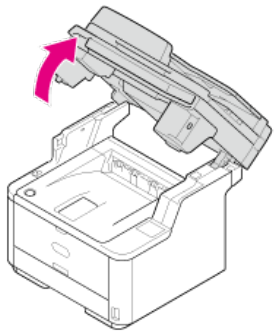
Note

- Use Oki Data genuine consumables to ensure optimum performance of the products.
- Charges for services for problems caused by the use of consumables other than Oki data genuine consumables are incurred, regardless of the warranty or in the maintenance contract. (Although the use of non-genuine consumables does not always result in problems, use extra care when using them.)

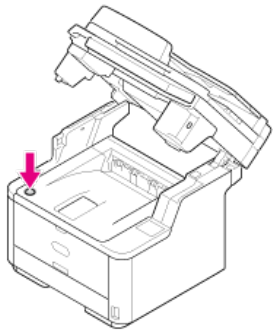
Replacing the Toner Cartridge

This section describes how to recognize the replacement period of a toner cartridge, and how to replace the toner cartridge.
When a toner cartridge nears the end of its lifetime, the "Toner Low" message is displayed. Have a new toner cartridge ready.
When the "Toner Empty" message is displayed and printing stops, replace the toner cartridge.

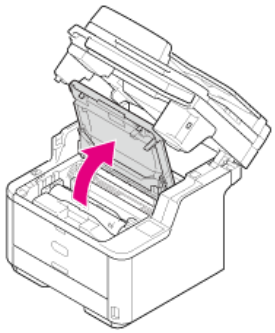
1. Open the scanner unit.



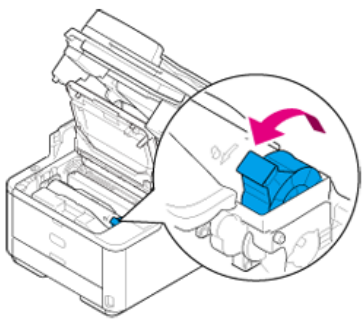
2. Press the top cover open button.



3. Open the top cover.

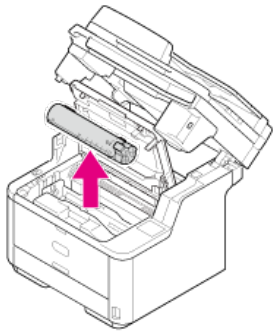


4. Rotate the blue lever of the toner cartridge in the direction of the (Unlock) arrow until it stops.

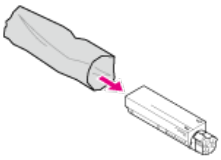


5. Remove the toner cartridge by lifting it gently.

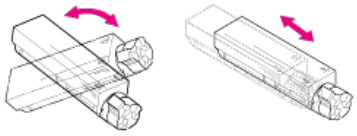
CAUTION	Burns may result.	
Be sure not to throw the used toner cartridges into a fire. The toner inside may scatter and ignite, resulting in burns.		



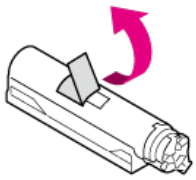
6. Unpack a new toner cartridge.



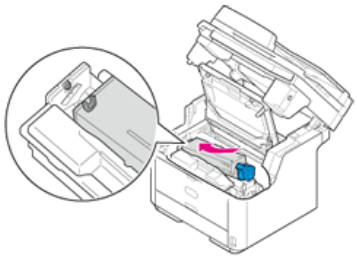
7. Shake the cartridge several times vertically and horizontally.



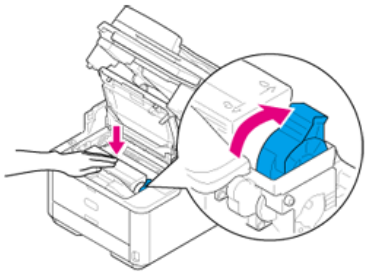
8. Level the toner cartridge, and then remove the tape gently.



9. Insert the left end of the toner cartridge while aligning the left end with the pin on the top of the image drum, and then insert the right end.



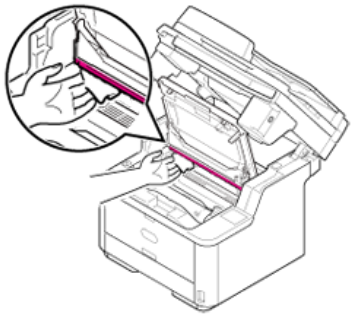
10. Rotate the blue lever of the toner cartridge in the direction of the (Lock) arrow until it stops.



Note

If the toner cartridge is not securely attached, printing quality may deteriorate.

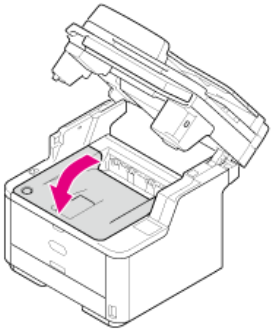
11. Wipe the lens of the LED head with a soft tissue paper lightly.



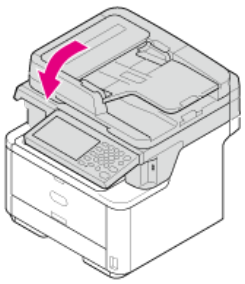
Note

Do not use solvents, such as methyl alcohol or thinners. They damage the LED head.

12. Close the top cover.



13. Close the scanner unit.



Memo

If you have to dispose of used toner cartridges, put them into polyethylene bags or other container, and be sure to follow the regulations or instructions of your local government.

Replacing the Image Drum

This section describes how to recognize the replacement period of an image drum, and how to replace the image drum.

- Before Replacing
- Replacing the Image Drum Only
- Replacing the Image Drum and Toner Cartridge at the Same Time

Before Replacing

When an image drum nears the end of its lifetime, the "Image Drum Unit Near Life" message is displayed. Have a new image drum ready.

When the "Please install new Image Drum Unit." message is displayed and printing stops, replace the image drum.

When using A4 paper (simplex printing), the estimated replacement cycle of an image drum is approximately 30,000 pages. This estimation assumes the standard use condition (three pages are printed at a time). Printing one page at a time reduces the drum lifetime approximately by half.

The actual number of printed pages may be less than half the above estimation depending on the printing conditions.

Note

- The actual number of pages you can print with the image drum depends on how you use the machine. It may be less than half the above estimation depending on the printing conditions.
- Printing quality may deteriorate after 1 year following the unpacking of the toner cartridge. Replace the toner cartridge with a new one.

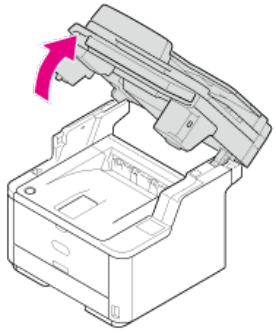
Replacing the Image Drum Only

This section describes how to replace the image drum when you want to continue using the toner cartridge.

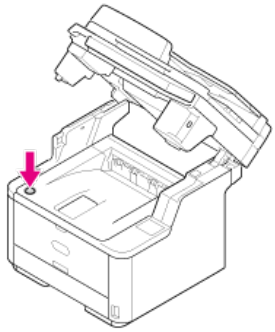
Note

- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.
- Use Oki Data genuine consumables to ensure optimum performance of the products.
- Charges for services for problems caused by the use of consumables other than Oki data genuine consumables are incurred, regardless of the warranty or in the maintenance contract. (Although use of non-genuine consumables does not always result in problems, use extra care when using them.)

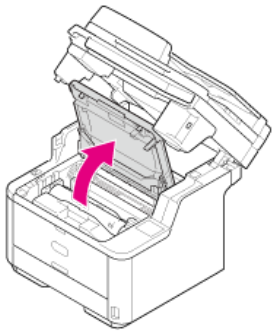
1. Open the scanner unit.



2. Press the top cover open button.

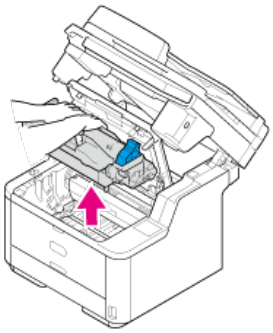


3. Open the top cover.



4. Hold the image drum handle with both hands, and then remove the image drum from the machine.

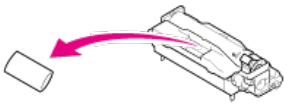
CAUTION	Burns may result.	
Be sure not to throw the used image drum and toner cartridge into a fire. The toner inside may scatter and ignite, resulting in burns.		



The toner cartridge is removed with the image drum.

5. Unpack a new image drum.

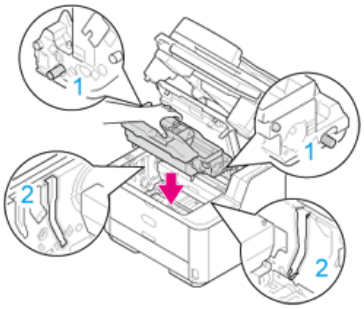
6. Remove the silica gel pack.



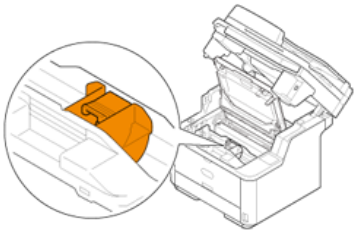
Note

Always use a new image drum. An image drum that has been used on another printer cannot be used.

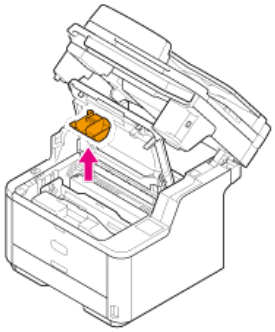
7. Align the guide posts (1) on the left and right sides of the image drum with their guide grooves (2) on the left and right sides inside the machine, and then set the image drum into the printer gently.



8. Press the toner cover removal button on the image drum.



9. Remove the toner cover.



Note

- Toner may remain on the reverse side of the toner cover. Use care not to stain other parts when removed.
- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.
- Do not leave the image drum for 1 hour or more, even if it is covered with black paper.

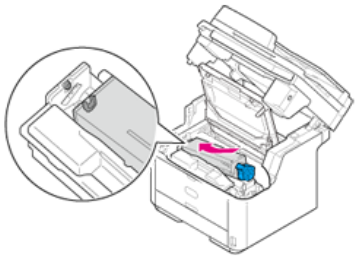
Memo

Dispose of the toner cover as incombustible waste.

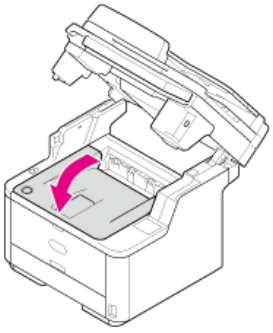
10. Rotate the blue lever of the toner cartridge in the direction of the (Unlock) arrow until it stops, and then remove the toner cartridge from the image drum that you removed from the machine.

11. Install the removed toner cartridge.

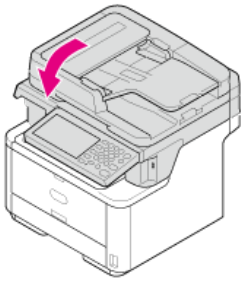
The installation method is the same as when installing a new toner cartridge. For details, refer to steps 9 to 11 in "Replacing the Toner Cartridge".



12. Close the top cover.



13. Close the scanner unit.



Memo

If you have to dispose of used image drums, put them into polyethylene bags or other container, and be sure to follow the regulations or instructions of your local government.

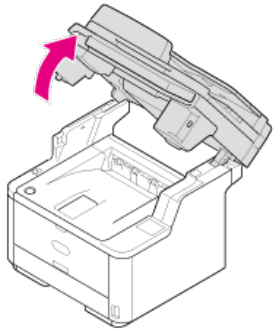
Replacing the Image Drum and Toner Cartridge at the Same Time

This section describes how to replace the image drum and toner cartridge with new ones at the same time.

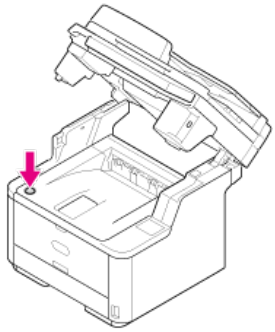
Note

- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Do not leave the image drum for 5 minutes or more even under room light.
- Use Oki Data genuine consumables to ensure optimum performance of the products.
- Charges for services for problems caused by the use of consumables other than Oki data genuine consumables are incurred, regardless of the warranty or in the maintenance contract. (Although use of non-genuine consumables does not always result in problems, use extra care when using them.)

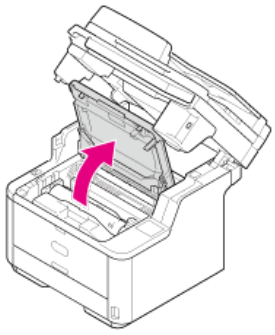
1. Open the scanner unit.



2. Press the top cover open button.

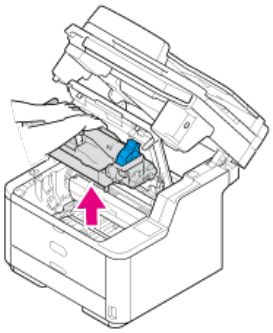


3. Open the top cover.



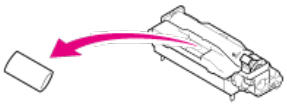
4. Hold the image drum handle with both hands, and then remove the image drum from the machine.

CAUTION	Burns may result.	
Be sure not to throw the used image drum and toner cartridge into a fire. The toner inside may scatter and ignite, resulting in burns.		



The toner cartridge is removed with the image drum.

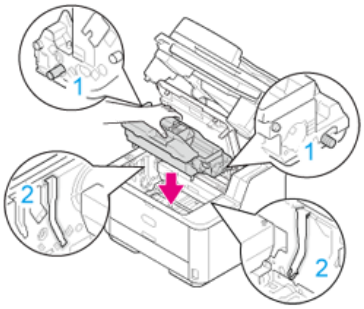
5. Rotate the blue lever of the toner cartridge in the direction of the (Unlock) arrow until it stops, and then remove the toner cartridge from the image drum.
   Place the toner cartridge on a flat place.
6. Unpack a new image drum.
7. Remove the silica gel pack.



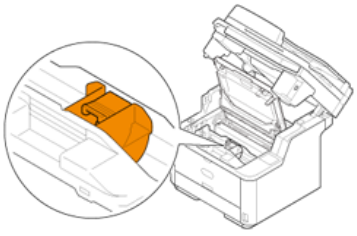
Note

Always use a new image drum. An image drum that has been used on another printer cannot be used.

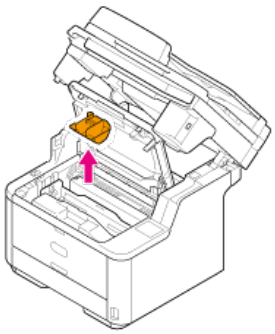
8. Align the guide posts (1) on the left and right sides of the image drum with their guide grooves (2) on the left and right sides inside the machine, and then set the image drum into the printer gently.



9. Press the toner cover removal button on the image drum.



10. Remove the toner cover.



Note

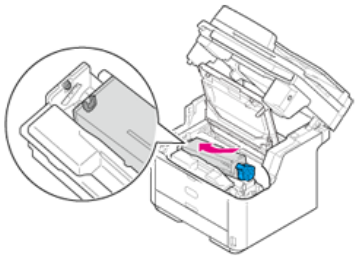
- Toner may remain on the reverse side of the toner cover. Use care not to stain other parts when removed.
- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Do not leave the image drum for 5 minutes or more even under room light.
- Do not leave the image drum for 1 hour or more, even if it is covered with black paper.

Memo

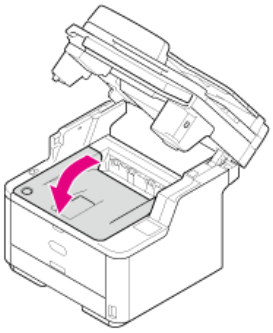
Dispose of the toner cover as incombustible waste.

11. Install a new toner cartridge.

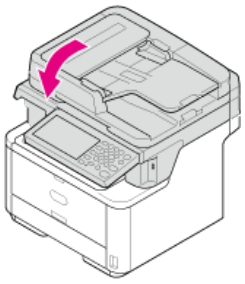
For the installation method, refer to steps 9 to 11 in "Replacing the Toner Cartridge".



12. Close the top cover.



13. Close the scanner unit.



Memo

If you have to dispose of used toner cartridges and image drums, put them into polyethylene bags or other container, and be sure to follow the regulations or instructions of your local government.

Cleaning Each Part of the Machine

This section explains how to clean each part of the machine.

- Cleaning the Surface of the Machine
- Cleaning the Document Glass
- Cleaning the Document Feed Roller
- Cleaning the Paper Feed Rollers
- Cleaning the LED Head

Cleaning the Surface of the Machine

Note

- Do not use benzine, thinners, or alcohol, because they may damage the plastic parts of the machine.
- Do not lubricate the machine with oil. Do not apply oil.

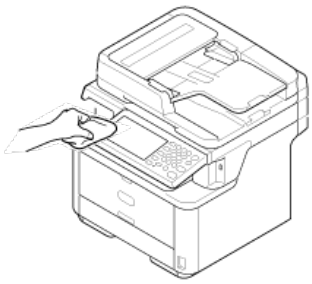
1. Turn the machine off.

   Turning the Machine Off

2. Wipe the surface of the machine with a soft cloth that has been slightly moistened with water or neutral detergent and then squeezed well.

   Note

   Do not use other than water or neutral detergent.



3. Dry the surface of the machine with a dry soft cloth.

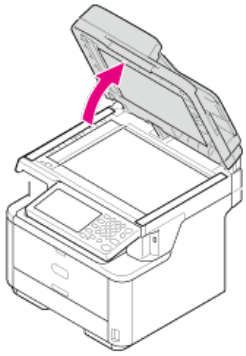
Cleaning the Document Glass

Clean the document glass once a month to maintain image quality of the printouts.

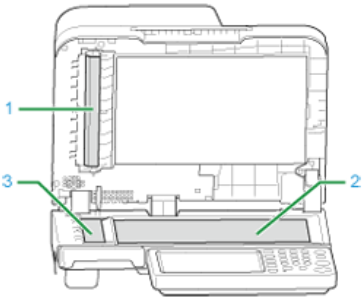
Note

Do not use benzine, thinners, or alcohol. They may damage the plastic parts of the machine.

1. Open the document glass cover.



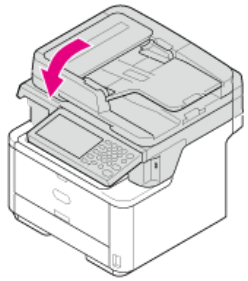
2. Wipe the ADF document holding pad (1), document glass (2), and ADF document glass (3) gently with a soft cloth that has been slightly moistened with water and squeezed well.



Memo

If the document glass surface and document holding pad are very dirty, wipe gently with a soft cloth that has been moistened with neutral detergent and squeezed well, and then wipe again with a soft cloth that has been slightly moistened with water and squeezed well.

3. Close the document glass cover.



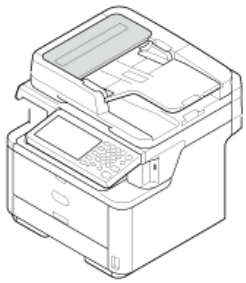
Cleaning the Document Feed Roller

If the document feed rollers in the ADF are contaminated with ink, toner particles or paper dust, documents and outputs get dirty and a paper jam may occur.

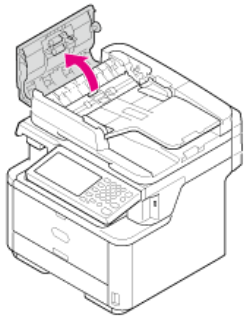
Note

Do not use benzine, thinners, or alcohol. They may damage the plastic parts of the machine.

1. Check the ADF cover.

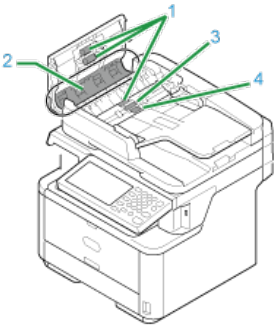


2. Open the ADF cover.



3. Wipe the document feed roller (1), guide surface (2), rubber pad (3), and rubber sheet (4) with a soft cloth that has been slightly moistened with water and squeezed well.

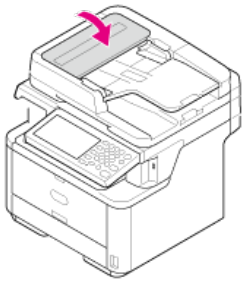
   Wipe the whole surface of the roller while turning it with your hand.



Memo

If the document feed roller is very dirty, wipe gently with a soft cloth that has been moistened with neutral detergent and squeezed well, and then wipe again with a soft cloth that has been slightly moistened with water and squeezed well.

4. Close the ADF cover.



Cleaning the Paper Feed Rollers

Clean the paper feed rollers if paper jams occur frequently.

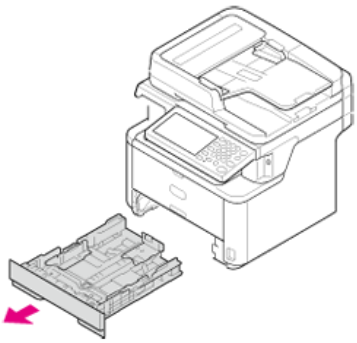
- Tray 1 and Tray 2 (Optional)
- MP Tray

Tray 1 and Tray 2 (Optional)

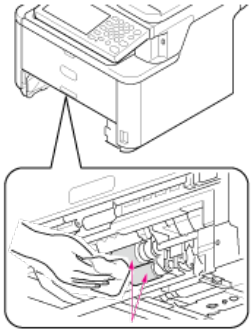
Clean the paper feed roller in the paper tray and the rollers inside the machine.

An example of Tray 1 is covered in the following procedure, and the same procedure applies to Tray 2.

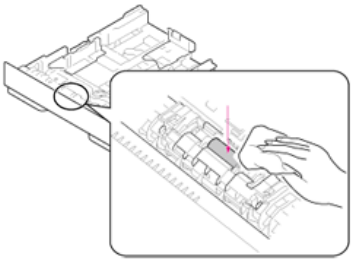
1. Pull the tray out.



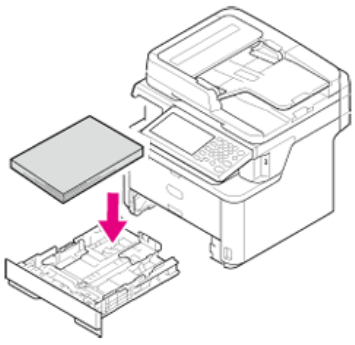
2. Wipe the two paper feed rollers inside the machine with a soft cloth that has been slightly moistened with water and then squeezed well.



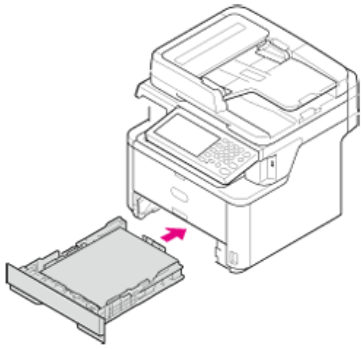
3. Wipe the two paper feed rollers in the tray with a soft cloth that has been slightly moistened with water and then squeezed well.



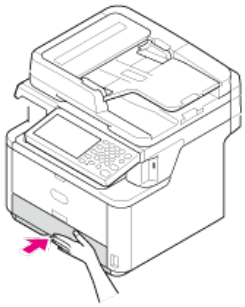
4. Load paper in the tray.



5. Push the tray back into the machine.



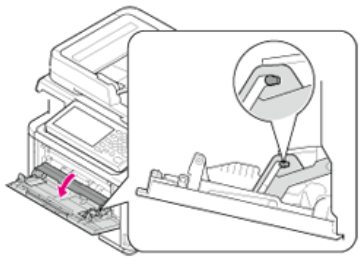
6. Close the tray.



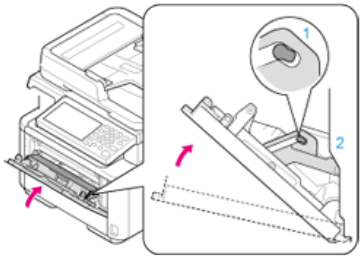
MP Tray

Clean the paper feed rollers in the MP tray.

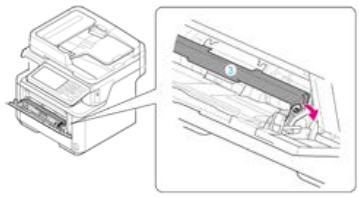
1. Open the MP tray.



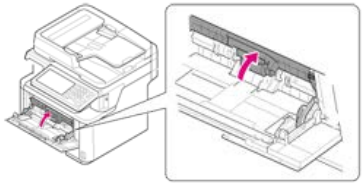
2. Close the MP tray gently to a position where the left and right tabs (1) fit the arm grooves (2).



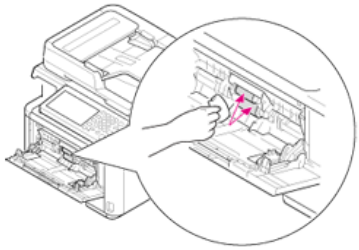
3. Separate the tabs on the roller guide (3) from the left and right arms by opening the arms outward.



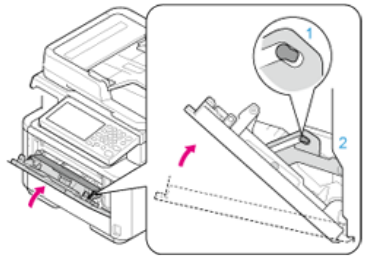
4. Raise the roller guide until it comes in contact with the machine.



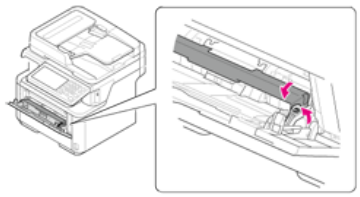
5. Wipe the rollers.



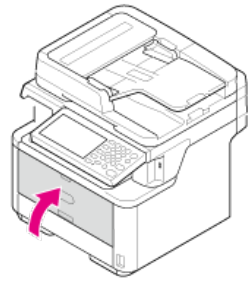
6. Close the MP tray gently to the position described in step 2.



7. Lower the roller guide, and then lock the left and right tabs by closing the left and right arms inwards.



8. Close the MP tray.



Cleaning the LED Head

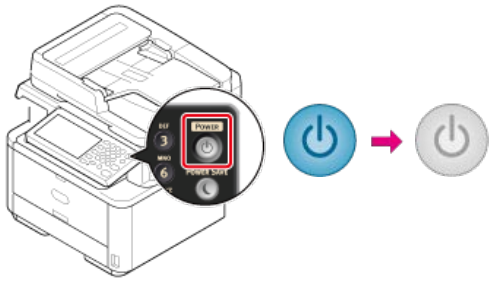
Clean the LED head if vertical white lines appear, images are faded, or the periphery of letters are smudged in the printouts. Dirt on the LED head may cause paper jams.

Note

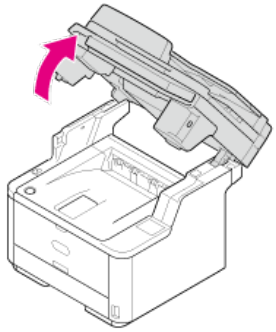
- Do not use solvents, such as methyl alcohol or thinners, because they may damage the LED head.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.

1. Turn the machine off.

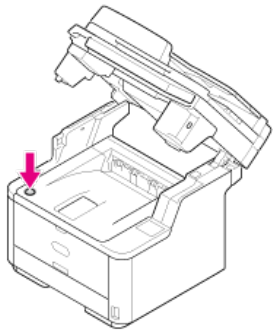
Turning the Machine Off



2. Open the scanner unit.

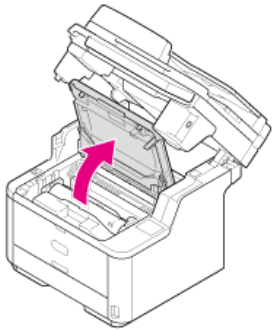


3. Press the top cover open button.

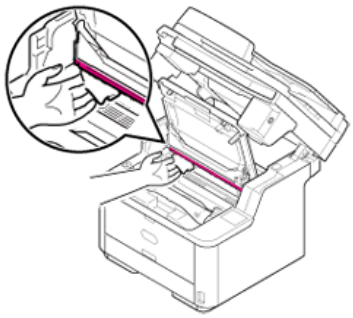


4. Open the top cover.

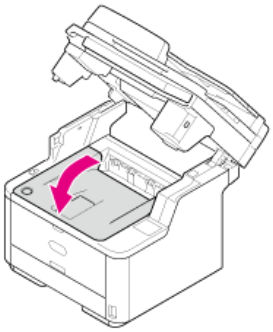
CAUTION	Burns may result.	
Do not touch the fuser, because it is very hot.		



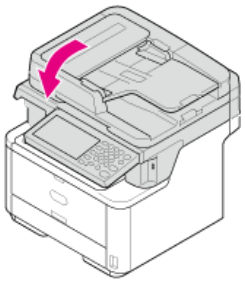
5. Wipe the lens of the LED head with a soft tissue paper lightly.



6. Close the top cover.



7. Close the scanner unit.



Updating Installed Drivers

Note

The descriptions in this manual may vary depending on the driver, Windows, or Mac OS X versions.

- Updating Drivers (Windows)
- Updating Drivers (Mac OS X)

Updating Drivers (Windows)

You can update a printer driver, fax driver, and scanner driver. Download the printer driver, fax driver, or scanner driver to update from the Oki Data Web Site.

- Updating the Printer Driver
- Updating the Fax Driver
- Updating the Scanner Driver

Updating the Printer Driver

Check details on the latest driver on the Oki Data Web site.

Note

You must log in as the administrator to complete this procedure.

1. Double-click the downloaded file.

   Memo

   If the [User Account Control] dialog box is displayed, click [Yes].

2. Select a language, and then click [OK].
3. Read the license agreement, and then click [Agree].
4. Install the driver by following the instructions.

   If the driver of the previous version is already installed, the screen to select updating will be displayed. Follow the instructions.

   Also, rebooting the computer may be required before updating the driver.
5. If the [Program Capability Assistant] dialog box is displayed after installation, be sure to click [This program installed correctly].

Updating the Fax Driver

Check details on the latest driver on the Oki Data Web site.

Note

You must log in as the administrator to complete this procedure.

1. Double-click the downloaded file.

   Memo

   If the [User Account Control] dialog box is displayed, click [Yes].

2. Select a language, and then click [OK].
3. Read the license agreement, and then click [Agree].
4. Install the driver by following the instructions.

   If the driver of the previous version is already installed, the screen to select updating will be displayed. Follow the instructions.

   Also, rebooting the computer may be required before updating the driver.
5. If the [Program Capability Assistant] dialog box is displayed after installation, be sure to click [This program installed correctly].

Updating the Scanner Driver

Check details on the latest driver on the Oki Data Web site.

Note

You must log in as the administrator to complete this procedure.

1. Double-click the downloaded file.
   The file is extracted, and then the installer starts.
2. Install the driver by following the instructions.

Updating Drivers (Mac OS X)

You can update a printer driver, fax driver, and scanner driver.

- Updating the Printer Driver
- Updating the Scanner Driver

Updating the Printer Driver

Check details on the latest driver on the Oki Data Web site.

Note

You must log in as the administrator to complete this procedure.

1. Remove the driver.
   - Removing the Printer Driver
2. Install a new driver.
   - Installing a Driver and Software to a Computer

Updating the Scanner Driver

Check details on the latest driver on the Oki Data Web site.

Note

You must log in as the administrator to complete this procedure.

1. Remove the scanner driver.
   Removing the Scanner Driver
2. Install a new scanner driver.
   Installing a Driver and Software to a Computer

Removing Installed Drivers

Note

The descriptions may vary depending on the driver, Windows, or Mac OS X versions.

- Removing Drivers (Windows)
- Removing Drivers (Mac OS X)

Removing Drivers (Windows)

This section describes how to remove the printer, fax, and scanner drivers that are used.

- Removing the Printer Driver
- Removing the Fax Driver
- Removing the Scanner Driver

Removing the Printer Driver

Note

- You must log in as the administrator to complete this procedure.
- Restart the computer before removing the driver.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 icon, and then select [Remove device].
   To remove a printer driver among multiple printer drivers, select [Remove Print Queue] > [OKIMB562(*)].
   * Select a driver type to remove.
3. When a confirmation message is displayed, click [Yes].

   Note

   When a message is displayed to inform you of the device in use, restart a computer, and then repeat steps 1 to 2.
4. Select an icon in [Printers and Faxes], and then click [Print server properties] on the top bar.
5. Select the [Drivers] tab.
6. If [Change Driver Settings] is displayed, click it.
7. Select a driver to remove, and then click [Remove].
8. When a message is displayed to ask you to select whether you want to remove the driver only or the driver and package from the system, select to remove the driver and package, and then click [OK].
9. When a confirmation message is displayed, click [Yes].
10. When the [Remove Driver Package] dialog box is displayed, click [Delete] > [OK].

    Note

    If removal is rejected, restart the computer, and then repeat steps 4 to 10.
11. Click [Close] in the [Print Server Properties] dialog box.
12. Restart the computer.

Removing the Fax Driver

Note

- You must log in as the administrator to complete this procedure.
- Restart the computer before removing the driver.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MB562 icon, and then select [Remove device].
   To remove a printer driver among multiple printer drivers, select [Remove device] > [OKIMB562(*)].
   * Select a driver type to remove.
3. When a confirmation message is displayed, click [Yes].

   Note

   When a message is displayed to inform you of the device in use, restart a computer, and then repeat steps 1 to 2.
4. Select an icon in [Printers and Faxes], and then click [Print server properties] on the top bar.
5. Select the [Drivers] tab.
6. If [Change Driver Settings] is displayed, click it.
7. Select a driver to remove, and then click [Remove].
8. When a message is displayed to ask you to select whether you want to remove the driver only or the driver and package from the system, select to remove the driver and package, and then click [OK].
9. When a confirmation message is displayed, click [Yes].
10. When the [Remove Driver Package] dialog box is displayed, click [Delete] > [OK].

    Note

    If removal is rejected, restart the computer, and then repeat steps 4 to 10.
11. Click [Close] in the [Print Server Properties] dialog box.
12. Restart the computer.

Removing the Scanner Driver

Note

You must log in as the administrator to complete this procedure.

1. Click [Start], and then select [Control Panel] > [Uninstall a program].
2. Select [OKI MB5(4)x2/ES5(4)1x2 Scanner], and then click [Uninstall].
3. If the [User Account Control] dialog box is displayed, click [Yes].
4. When a confirmation message is displayed, click [Yes].
5. Click [Finish] on the "Uninstallation Complete" screen.

Removing Drivers (Mac OS X)

This section describes how to remove the printer, fax, and scanner drivers that are used.

- Removing the Printer Driver
- Removing the Scanner Driver

Removing the Printer Driver

For Mac OS X 10.9
For Mac OS X 10.7 to 10.8
For Mac OS X 10.6.8

Note

You must log in as the administrator to complete this procedure.

For Mac OS X 10.9

1. Select [System Preferences] from the Apple menu.
2. Select [Printers & Scanners].
3. Select a device to remove, and then click [-].
   If a confirmation message is displayed, click [Delete Printer].
4. Close the [Printers & Scanners] dialog box.
5. Insert the "Software DVD-ROM" into a computer.
6. Double-click [OKI] > [Drivers] > [PCL] > [Uninstaller].
7. Follow the on-screen instructions, enter the administrator password, and then click [OK] until the uninstallation procedure is complete.
8. Remove the "Software DVD-ROM" from the computer.

For Mac OS X 10.7 to 10.8

1. Select [System Preferences] from the Apple menu.
2. Select [Print & Scan].
3. Select a device to remove, and then click [-].
   If a confirmation message is displayed, click [Delete Printer].
4. Close the [Print & Scan] dialog box.
5. Insert the "Software DVD-ROM" into a computer.
6. Double-click [OKI] > [Drivers] > [PCL] > [Uninstaller].
7. Follow the on-screen instructions, enter the administrator password, and then click [OK] until the uninstallation procedure is complete.
8. Remove the "Software DVD-ROM" from the computer.

For Mac OS X 10.6.8

1. Select [System Preferences] from the Apple menu.
2. Select [Print & Fax].
3. Select a device to remove, and then click [-].
   If a confirmation message is displayed, click [Delete Printer].

4. Close the [Print & Fax] dialog box.
5. Insert the "Software DVD-ROM" into a computer.
6. Double-click [OKI] > [Drivers] > [PCL] > [Uninstaller].
7. Follow the on-screen instructions, enter the administrator password, and then click [OK] until the uninstallation procedure is complete.
8. Remove the "Software DVD-ROM" from the computer.

Removing the Scanner Driver

Note

You must log in as the administrator to complete this procedure.

1. From the hard disk, select [Library] > [Image Capture] > [TWAIN Data Sources].
2. Delete the following files depending on the method of a connection to the machine.
   - Network connection:
     "OKI MB5(4)x2_ES5(4)1x2 Network.ds"
   - USB connection:
     "OKI MB5(4)x2_ES5(4)1x2 USB.ds"
3. Close the [TWAIN Data Sources] dialog box.
4. From the hard disk, select [Library] > [Image Capture] > [Devices].
5. Delete "OKI Scanner".
6. Close the [Devices] dialog box.
7. From the hard disk, select [Applications] > [OKIDATA] > [Scanner].
8. Delete the "Network Scanner Setup Tool".
9. Restart the computer.

Preparations Required

Set your machine's default settings to suit the functions you want to use.

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Installing This Machine

This chapter describes how to unpack and install the machine.

- Installation Requirements

  The environment where the machine is installed and required space are described.

- Checking the Accessories

  This section describes the main unit of the machine and included accessories.

- Unpacking and Installing the Machine

  This section describes how to remove the machine from the packaging box and the procedure after the removal.

Installation Requirements

Installation Environment

Installation Space

Installation Environment

Install the machine in the following environment.

Ambient temperature: 10℃ to 32℃

Ambient humidity: 20% to 80% RH (relative humidity)

Maximum wet bulb temperature: 25℃

Note

- Use care to prevent condensation. It may cause a malfunction.
- If installing your machine where the ambient humidity is 30% RH or below, use a humidifier or antistatic mat.
- The diffusion of dust, styrene, ozone, benzene, and TVOC conforms to the Eco Mark 122, "Printer Version2" substance emission certification criteria. (Toner was tested by performing black and white printing with Oki Data genuine toner cartridges according to the appendix 2 of the Blue Angel RAL UZ-122:2006 test method.)

⚠ WARNING

- Do not install this machine in a location where temperature becomes high or near open flames.
- Do not install this machine in a location where chemical reactions may occur (such as a laboratory).
- Do not install this machine near alcohol, thinners, or other flammable solvents.
- Do not install this machine in a location within the reach of children.
- Do not install this machine in an unstable location (such as on an unsteady stand or slanted location).
- Do not install this machine in a location with high level of humidity or dust, or in a location where the machine is exposed to direct sunlight.
- Do not install this machine in an environment where it is exposed to salty air or corrosive gas.
- Do not install this machine in a location where it is exposed to a high level of vibration.
- Do not install this machine in a location where its vent hole is blocked.

⚠ CAUTION

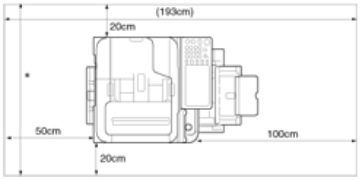
- Do not install this machine directly on a thick rug or carpet.
- Do not install this machine in a closed room or other locations with bad circulation and ventilation.
- If you use this machine in a small room continuously for an extended period of time, make sure to ventilate the room.
- Install this machine away from a source that emits strong magnetic fields or noise.
- Install this machine away from a monitor or television.
- Carry this machine by holding both its sides and slightly slanting its rear side down.

Installation Space

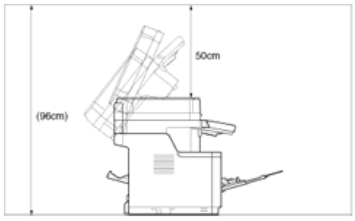
Install the machine on a flat surface that is wide enough to accommodate the legs of the machine.

Allow for enough room around the machine as shown in the following figures.

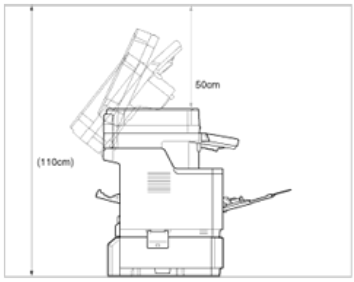
- Top view



- Side view



- Side view (if the second tray unit is installed)



Checking the Accessories

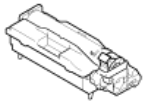
Check that you have everything shown below.

⚠ CAUTION	Injury may result.	⚠

The machine weighs approximately 29 kg.

- Main body

- Image drum
- Starter toner cartridge



The starter toner cartridge is installed in the image drum, which is installed in the machine before shipment.

Note

The starter toner cartridge is not installed in the ES models. Install the toner cartridge that is included in this machine. Refer to "Replacing the Image Drum".

- Software DVD-ROM

- Power cord
- Telephone cable

- Core

Memo

- A printer cable is not included in the machine. Prepare the cable that suits your computer separately.
- Packaging and cushioning material is used when you transport this machine. Do not dispose of it, and keep it for future use.

Unpacking and Installing the Machine

This section describes how to unpack and install the machine.

⚠ CAUTION	Injury may result.	⚠
Lift this machine by two or more persons, because it weighs approximately 29 kg.		

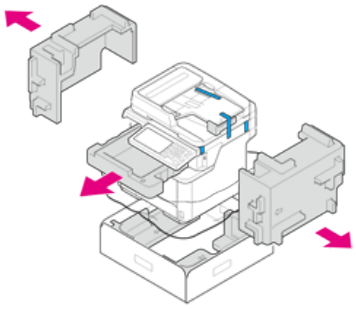
Note

- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.
- Packaging and cushioning material is required for transporting the machine. Do not dispose of it, and keep it for future use.

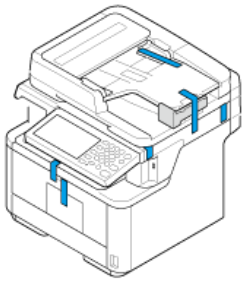
For details on paper feed to the machine, refer to "Loading Paper".

1. Remove the machine from the box, and then remove cushioning material and the plastic bag from the machine.

   A set of accessories is packed within the cushioning material.



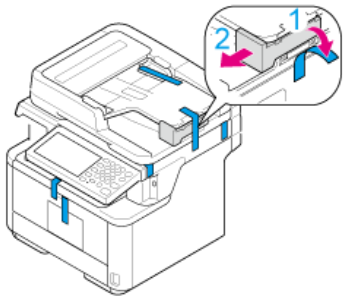
2. Lift the machine, and then place it where it is to be installed.



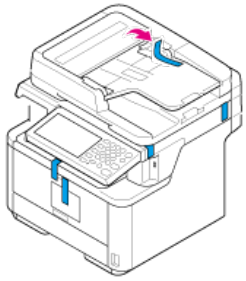
Note

Do not open the scanner unit until step 10.

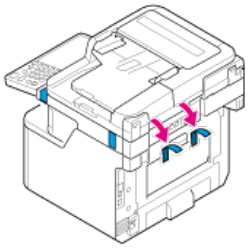
3. Remove the protection tape (1) at the side of the machine, and then take the cushioning material (2) out.



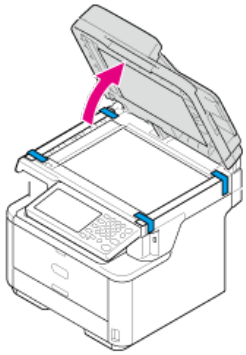
4. Remove the protection tape on the top of the machine.



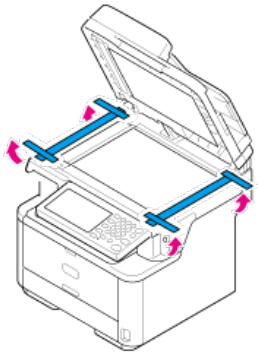
5. Remove the protection tapes on the rear side of the machine.



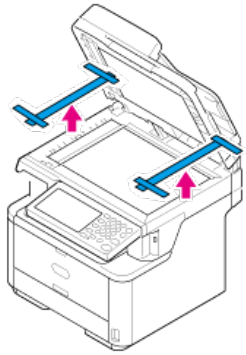
6. Open the document glass cover.



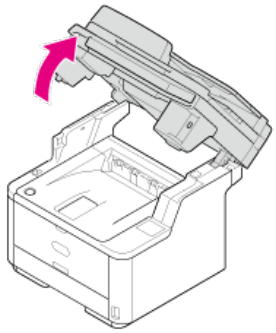
7. Remove the protection tapes on the document glass.



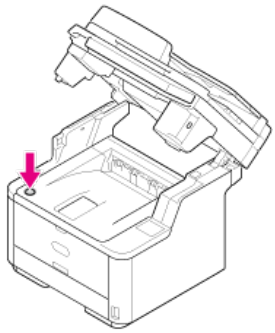
8. Remove the cushioning material on the document glass.



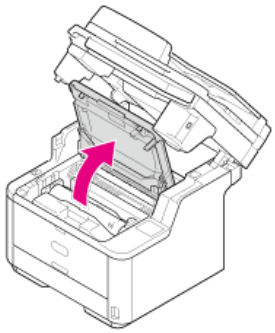
9. Close the document glass cover.
10. Open the scanner unit.



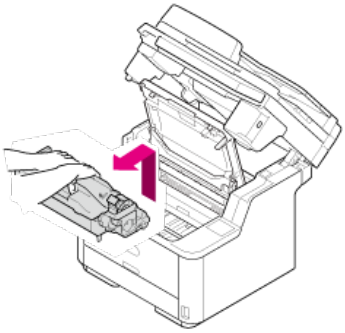
11. Remove the protection tape, and then remove the desiccant pack and films.
12. Press the top cover open button.



13. Open the top cover.



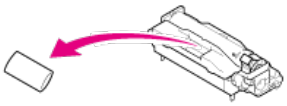
14. Take the image drum out.



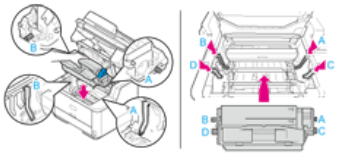
Note

- Do not expose the image drum to light for 5 minutes or more.
- Do not touch the shiny green surface at the bottom of the image drum.

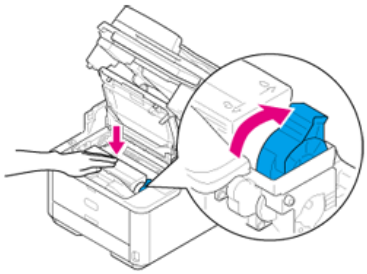
15. Remove the desiccant pack from the image drum.



16. Align the image drum pins (A to D) with the grooves (A to D) inside the machine, and then reinstall the image drum into the machine.



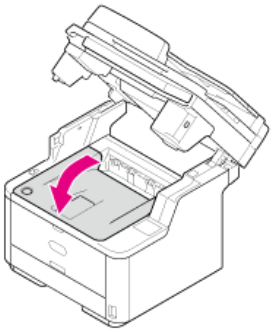
17. Rotate the blue lever of the toner cartridge in the direction of the (Unlock) arrow until it stops.



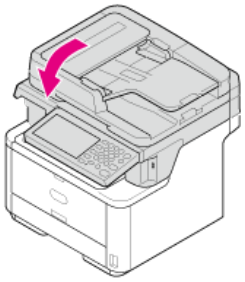
Memo

- Align the arrow on the lever with the arrow on the image drum.
- If the toner cartridge is not securely attached, printing quality may decline.

18. Close the top cover.



19. Close the scanner unit.



Installing Options (Purchasers Only)

The following option is provided for the machine.

- Second tray unit

Note

Be sure to turn the machine off and unplug the power cord and all the cables before installing the option. Installing the option with the machine turned on may cause the machine and option to malfunction.

- Installing the Second Tray Unit (Optional) to the Machine

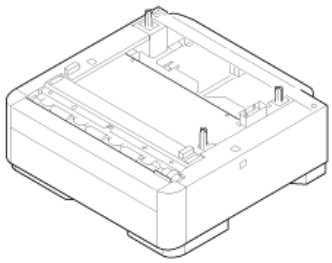
  This section describes how to install the second tray unit (optional).

Installing the Second Tray Unit (Optional) to the Machine

If you want to load more paper, install the second tray unit (Tray 2). You must set the printer driver after installing.

Installing the Second Tray Unit (Optional)
Setting the Printer Driver
Setting Tray 2 (Optional) to the Windows PCL Printer Driver
Setting Tray 2 (Optional) to the Windows XPS Printer Driver
Setting Tray 2 (Optional) to the Windows PS Printer Driver
Setting Tray 2 (Optional) to the Mac OS X Printer Driver

Installing the Second Tray Unit (Optional)



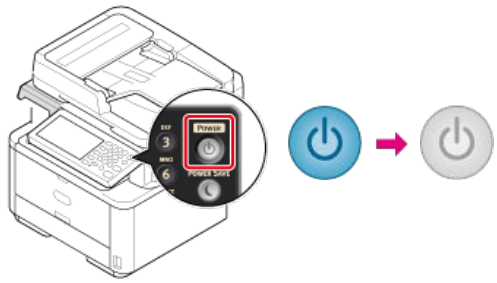
Note

Be sure to turn the machine off and unplug the power cord and all the cables before installing the option. Installing the option with the machine turned on may cause the machine and option to malfunction.

For the specifications of the second tray unit (Tray 2), refer to "About Paper Types That Can be Loaded and Storage Methods".

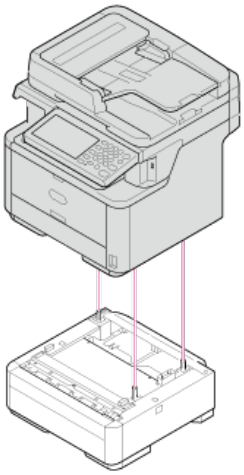
CAUTION	Injury may result.	
Lift this machine by two or more persons, because it weighs approximately 29 kg.		

1. Turn the machine off, and then unplug the power cord and all the cables.

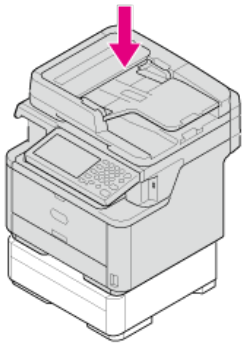


Turning the Machine Off

2. Lift the machine, and then align the three pins of the second tray unit with the holes at the bottom of the machine.

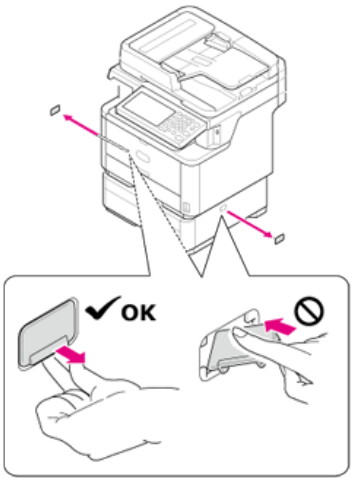


3. Place the machine on the second tray unit gently.

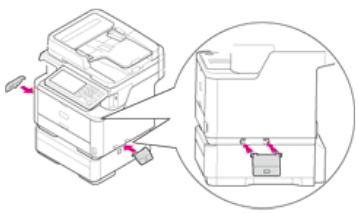


4. Attach the lock parts.

(1) Remove the left and right covers from the lock holes.

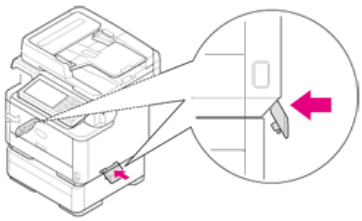


(2) Align the tabs (two pieces) on the upper side of the lock pieces with the holes on the machine.

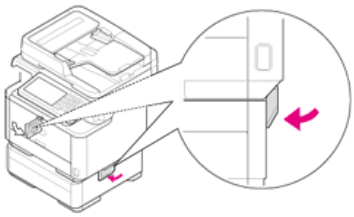


Insert the tabs (two pieces) on the upper side of the lock pieces into the holes on the machine.

(3)



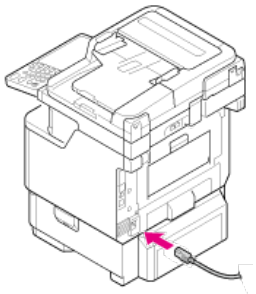
(4) Insert the protrusion on the lock piece into the lock hole by pushing the lower side of the lock piece onto the second tray.



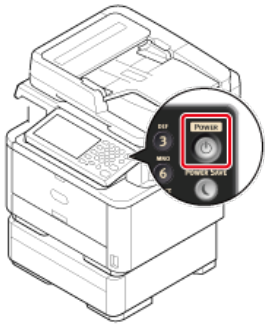
Note

If the lock parts are not attached, the machine may be detached from the second tray unit when you open the scanner unit.

5. Plug the power cord and the unplugged cables.



6. Press the power switch for approximately a second.



When the machine is turned on, the power switch LED lamp is lit.

Setting the Printer Driver

If the optional second tray unit is installed, set the second tray to a printer driver.

Note

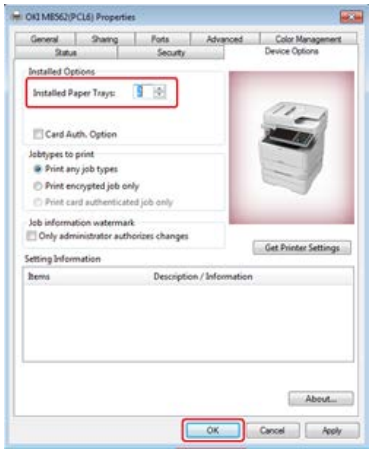
- To follow this procedure, you must log in to a computer as the administrator.
- If your Mac OS applies to the following conditions, the information about the installed option is automatically obtained, not requiring you to set the printer driver.

  If the USB connection or the network connection with Bonjour is used and you install the option to the machine before installing the driver
- The Windows XPS printer driver is not available with Windows Server 2003.

- You must register the printer driver in the computer in advance.
  Installing a Driver and Software to a Computer

Setting Tray 2 (Optional) to the Windows PCL Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click [OKI MB562], and then select [OKI MB562(PCL6)] from [Printer properties].
3. Select the [Device Options] tab.
4. Enter [2] for [Installed Paper Trays], and then click [OK].

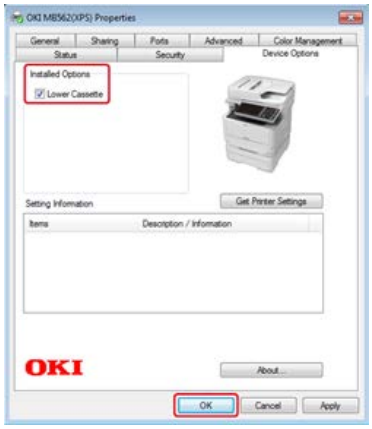


Memo

If a TCP/IP network connection is used, click [Get Printer Settings] to set the driver automatically.

Setting Tray 2 (Optional) to the Windows XPS Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click [OKI MB562], and then select [OKI MB562(XPS)] from [Printer properties].
3. Select the [Device Options] tab.
4. Select the [Lower Cassette] check box under [Installed Options], and then click [OK].

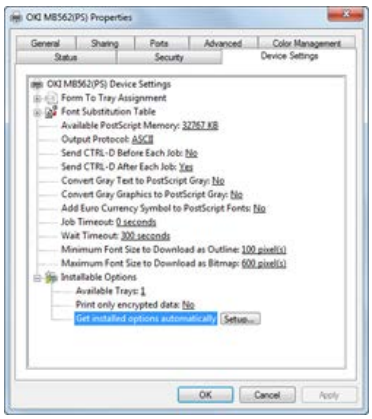


Setting Tray 2 (Optional) to the Windows PS Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click [OKI MB562], and then select [OKI MB562(PS)] from [Printer properties].

3. Select the [Device Settings] tab.

4. Select [Get installed options automatically] for [Installable Options], and then click [Setup].



Memo

When using a USB connection, select [2] for [Available Trays] in [Installable Options].

5. Click [OK].

Setting Tray 2 (Optional) to the Mac OS X Printer Driver

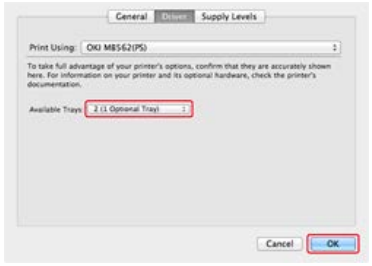
1. Select [System Preferences] from the Apple menu.

2. Click [Print & Scan].

3. Select the machine, and then click [Options & Supplies].

4. Select the [Driver] tab.

5. Select [2 (1 Optional Tray)] for [Available Tray], and then click [OK].



Turning the Machine On or Off

- About the Power Supply

  This section describes important information about the power supply.
- Turning the Machine On

  This section describes how to connect the power cord and handle the power plug.
- Turning the Machine Off

  This section describes how to turn the machine off in a normal way and forcibly.
- What You Should Do If You Do Not Use This Machine for an Extended Period of Time

  This section describes cautions if you do not use it for a certain period of time due to holidays, trips, or other reasons.

About the Power Supply

The power supply must meet the following conditions.

AC	110 to 127VAC (Range 99 to 140VAC)
	220 to 240VAC (Range 198 to 264VAC)
Frequency	50/60 Hz ± 2%

Note

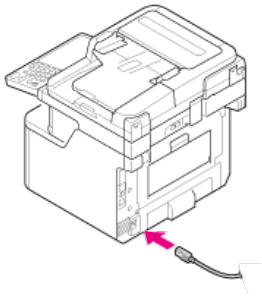
- If the power supply is unstable, use a voltage regulator.
- The maximum power consumption of the machine is 1170 W. Check that the power supply is sufficient.
- The operation that uses an uninterruptible power supply (UPS) or inverter is not guaranteed. Do not use an uninterruptible power supply (UPS) or inverter.

WARNING	Fire or electric shock may result.	

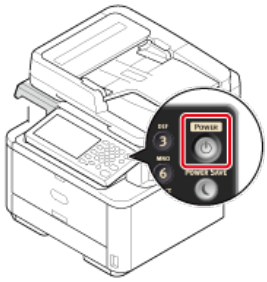
- Be sure to turn this machine off before connecting and disconnecting the power cord and the ground wire.
- Be sure to connect the ground wire to the designated ground terminal.
  If this machine cannot be grounded, contact your dealer.
- Be sure not to connect the ground wire to the ground of a water pipe, gas pipe or telephone line, or to a lightning rod.
- Be sure to connect the ground wire before connecting the power cord to the outlet. Also, be sure to unplug the power cord from the outlet before disconnecting the ground wire.
- Be sure to plug or unplug the power cord by holding its power plug.
- Securely plug the power cord into the outlet.
- Do not plug or unplug the power cord with wet hands.
- Install the power cord in a location where users cannot step on it, and do not place any object on the power cord.
- Do not bundle or tie the power cord.
- Do not use a damaged power cord.
- Do not overload the outlet.
- Do not connect the power cords of this machine and other electric products to the same outlet. If the power cord of this machine is connected to the same outlet as other electric products, especially an air conditioning machine, copier, or shredder, this machine may malfunction due to electrical noise. If you have to connect the power cord of this machine to the same outlet as other products, use a commercially available noise filter or noise cut transformer.
- Use the power cord included in this machine, and plug the cord directly into the outlet. Do not use the power cords of other products for this machine.
- Do not use an extension cord. If you have to use an extension cord, use a cord rated 15A or higher.
- Use of an extension cord may result in this machine malfunctioning due to AC voltage drop.
- Do not turn this machine off or unplug the power cord during printing.
- If you do not use this machine for an extended period of time due to holidays, trips, or other reasons, unplug the power cord.
- Do not use the power cord included in this machine for other products.

Turning the Machine On

1. Plug the power cord into the power connector.



2. Plug the power cord into the outlet.
3. Check that no documents are set on the document glass or in the ADF, and the ADF cover is closed.
4. Press the power switch for approximately a second.



When the machine is turned on, the power switch LED lamp is lit.

The wireless setting screen is displayed.

- If you select [Yes], the wireless LAN setting is performed.
- If you select [Do not show next time.], the wireless setting is not performed. The wireless setting screen is not displayed any more.
- If you select [No], the wireless LAN setting is not performed. The wireless setting screen is displayed every time you turn the machine on.

5. The machine enters standby status, and then the home screen is displayed.

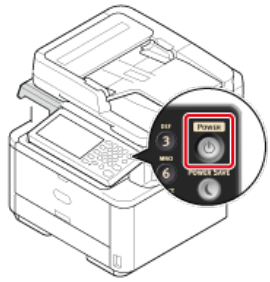
Turning the Machine Off

Note

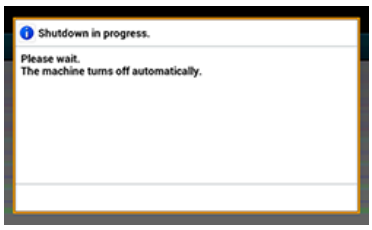
- Check that the machine is not receiving a fax or other data from a computer before shutting down.
- Holding the power switch down for 5 seconds or more forcibly turns the machine off. Use this method only if a problem occurs.

  For troubleshooting of this machine, refer to "Troubleshooting".

1. Press the power switch for approximately a second.



The "Shutdown in progress. Please wait. The machine turns off automatically." message is displayed, and the power switch LED lamp flashes at approximately one-second intervals.



After a while, the machine automatically turns off, and the power switch LED lamp goes out.

What You Should Do If You Do Not Use This Machine for an Extended Period of Time

If you do not use this machine for an extended period of time due to holidays, trips, or other reasons, unplug the power cord from the outlet.

Memo

This machine does not have functional failures if the power cord is unplugged for an extended period of time (four weeks or more).

Checking the Operations of This Machine

This chapter describes about the checks that can be performed with the machine turned on with only the power cord plugged into the machine.

- Performing a Test Print
- Checking Copy Operation

Performing a Test Print

This section describes how to print a menu map to check the status and settings of the machine.

Setting Menu Items and Functions of This Machine

You can also print a report for each function and a job list.

Reports

1. Press [Device Settings] on the touch panel.
2. Press [Reports].
3. Press [Configuration].
4. Press [Yes].
   Printing starts.

Checking Copy Operation

Check whether the machine is operating correctly by performing the copy operation.

The following procedure uses the factory default setting.

1. Press [Copy] or the (COPY) button.

The touch panel display switches to the copy top screen.

Memo

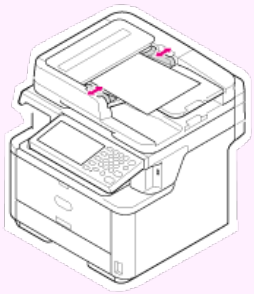
To display the home screen, press the (HOME) button.

2. Set a document in the ADF or on the document glass.

- If you set a document in the ADF, set the document face up and so that the top edge of the document is pulled into the ADF first. Align the document guide to the document width.

Note

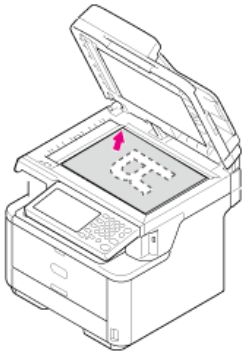
If ADF paper feed problems often occur, reduce the number of document pages to set.



For details, refer to "Setting in the ADF".

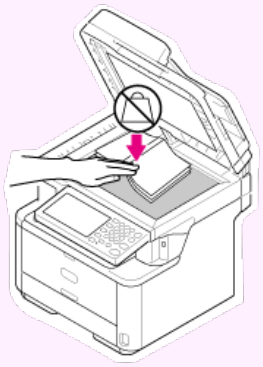
- If you set a document on the document glass, open the document glass cover, set the document face down, and then align its top edge with the top left corner of the glass.

  Close the document glass cover gently.



Note

When copying with the document glass, do not put more weight than necessary on the document glass.



For details, refer to "Setting on the Document Glass".

Memo

When copying a document with the machine, a document in the ADF is given priority. Check that there is no document in the ADF when using the document glass.

3. Press the (START) button.

Copying starts.

Memo

You can cancel copying until a message is displayed to inform you that copying is complete by pressing the (STOP) button.

Changing the Administrator Password

It is recommended to change the administrator password to protect your security. Write the new password down and keep it safe.

This section describes how to change the administrator password from the operator panel of the machine.

For details on changing from a computer, refer to "Changing the Administrator Password" in "Using the Web Page of This Machine".

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Management].
6. Press [Admin Password].
7. Enter a new password, and then press [OK].
8. Enter the password again.
9. Press [OK].

Connecting This Machine to a Network

Connect the machine to a wireless LAN or a network with a LAN cable, and then enter the IP address of the machine and other network information from the operator panel. You can set the IP address manually or automatically.

Note

The machine cannot connect to a wired LAN and wireless LAN at the same time. If using a wireless LAN, do not connect a LAN cable to the machine.

- Connecting to a Wireless LAN (Network Connection) (MB562dnw, ES5162dnw only)

  This section describes how to connect the machine to a network via a wireless LAN.
- Connecting with a LAN Cable (Network Connection)

  This section describes how to connect the machine to a network via a LAN cable.
- Setting an IP Address from the Operator Panel on This Machine

  This section describes how to set an IP address of the machine on the operator panel of the machine.
- Using the Software DVD-ROM (For Windows)

  This section describes how to connect the machine to a network by using the Software DVD-ROM.

Connecting to a Wireless LAN (Network Connection) (MB562dnw, ES5162dnw only)

Connect this machine to a network with a wireless LAN.

Note

Read the following cautions carefully before using this machine in a wireless LAN environment.

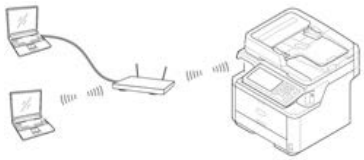
- The machine cannot connect to a wired LAN and wireless LAN at the same time. If using a wireless LAN, do not connect a LAN cable to this machine.
- If the machine is used in a wireless network environment, the machine does not enter Deep Sleep mode but enters Sleep mode.
- Do not place any electric products that emit weak radio waves (such as microwaves or digital cordless telephones) close to the machine.
- If there is metal, aluminum sash, or a reinforced concrete wall between the machine and wireless LAN access points, connections may be harder to be established.
- The communication speed of a wireless LAN connection may be slower than that of a wired LAN or USB connection depending on the environment. If you want to print big data such as a photo, it is recommended to print with a wired LAN or USB connection.

Preparations to use a wireless LAN

The machine can connect to a wireless LAN environment via wireless LAN access points (WPS supported).

Check whether your wireless LAN access point supports the following environment before using.

Item	Value
Standard	IEEE 802.11 a/b/g/n
Access method	Infrastructure mode



Checking the wireless LAN setting method

Check whether your wireless LAN access point supports WPS, and then select a setting method.

If your access point supports WPS, refer to "Connecting with WPS", and if you are not sure whether your access point supports WPS, refer to "Selecting a Wireless LAN Access Point from the Operator Panel to Connect".

- Connecting with WPS

  If a wireless LAN access point supports WPS, you can connect to the wireless LAN with the WPS button.

- Selecting a Wireless LAN Access Point from the Operator Panel to Connect

  If a wireless access point does not support WPS, you can specify a wireless LAN access point you want to use from the wireless LAN access points that the printer detects to establish a connection.

- Setting from the Operator Panel Manually to Connect

  Set the wireless LAN access point information (the SSID, encryption method, and encryption key) manually to connect to the wireless LAN.

- Checking That Connection is Established Correctly

  This section describes the procedure for checking by using the printer whether a connection to a wireless LAN is properly established.

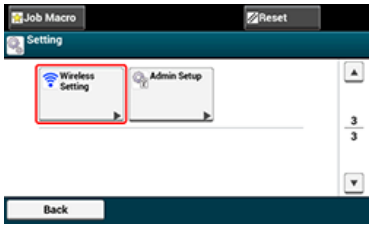
Connecting with WPS

If a wireless LAN access point supports WPS, you can easily connect to the wireless LAN with the easy setup button (WPS button). Connect by following the procedure below.

1. Check the position of the WPS button by referring to the instruction manual that is included in a wireless LAN access point or other document.
2. Check that the wireless LAN access point starts and is operating properly.
3. Turn the machine on.

> **Memo**
>
> If the following screen is displayed, press [Yes], and then proceed to step 6.
>
>
>

4. Press [Device Settings].
5. Press [Wireless Setting].

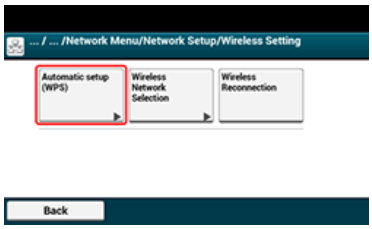


6. Enter the administrator password, and then press [OK].

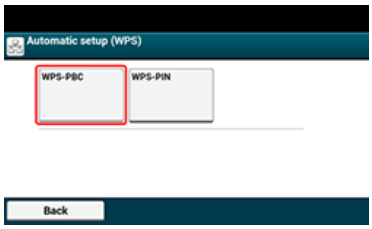
   The factory default password is "aaaaaa".

   The following message is displayed for approximately 5 seconds.

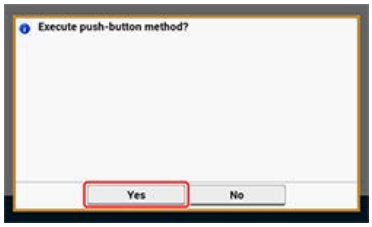
7. Press [Automatic Setup (WPS)].



8. Press [WPS-PBC].



9. Press [Yes].

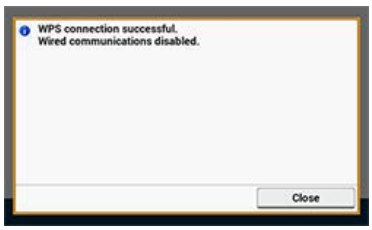


The machine starts searching for wireless LAN access points. The following screen is displayed for approximately 2 minutes, during which press and hold the WPS button for the wireless LAN access point for a few seconds.

Note

You cannot operate the panel when WPS is in progress.

When the following screen is displayed, the setting of the wireless LAN is complete.



Memo

- If the following screen is displayed, repeat the procedure from step 8.

- [Overlap] is displayed when multiple WPS push buttons are pressed almost at the same time at two or more wireless LAN access points and connection is not established. Wait for a while, and then try again.

Topics

Checking That Connection is Established Correctly

Selecting a Wireless LAN Access Point from the Operator Panel to Connect

If a wireless LAN access point does not support WPS, you can specify a wireless LAN access point you want to use from the wireless LAN access points that the machine detects to establish a connection. In such a case, you must enter an encryption key.

Set by following the procedure below.

1. Check the SSID and encryption key by referring to the instruction manual that is included in a wireless LAN access point or other documents, and write the information down.

   Memo

   - An SSID is also called a network name, ESSID, or ESS-ID.
   - An encryption key is also called a network key, security key, password, or Pre-shared Key.

2. Check that the wireless LAN access point starts and is operating properly.

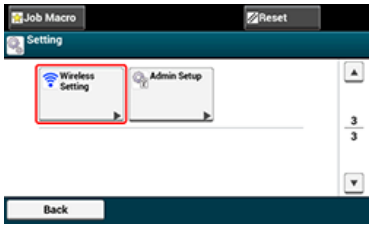
3. Turn the machine on.

   Memo

   If the following screen is displayed, press [Yes], and then proceed to step 6.

4. Press [Device Settings].

5. Press [Wireless Setting].

6. Enter the administrator password, and then press [OK].

   The factory default password is "aaaaaa".

   The following message is displayed for approximately 5 seconds.

7. Press [Wireless Network Selection].

The machine starts searching for wireless LAN access points. Wait for a while.

A list of SSIDs of valid wireless LAN access points is displayed.

8. Select a wireless LAN access point to connect, and then press [Select].

Note

If only [Manual Setup] is displayed, or the SSID of the wireless LAN access point you want to use is not included in the list, set by following the procedure in "Setting from the Operator Panel Manually to Connect".

The encryption key entry screen that is suitable for the encryption method of the selected wireless LAN access point is displayed.

9. Enter the encryption key, and then press [OK].

Memo

The encryption key varies depending on the wireless LAN access point or security.

- If the [Enter the Pre-shared Key.] message is displayed

Item	Description
Security	WPA2-PSK
Encryption key	Enter the Pre-shared Key.

- If the [To make this setting, make the changes from the web page.] message is displayed

Item	Description
Security	WPA2-EAP

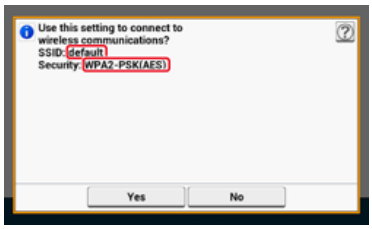
Set from the Web page of this machine.

Using the Web Page of This Machine

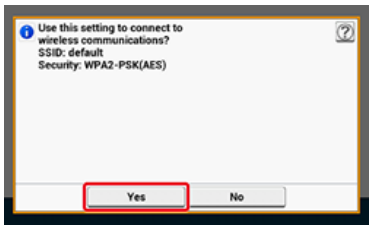
- If neither of the above two cases is applied

Item	Description
Security	Disable
Encryption key	No entry is required.

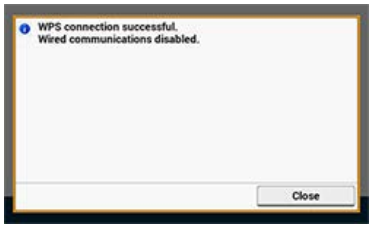
The SSID of the wireless LAN access point that you selected in step 8 is displayed in ▬ on a confirmation screen, and one of the encryption methods above is also displayed as Security.



10. If the displayed SSID is the same as the SSID that you prepared in step 1, press [Yes].



When the following screen is displayed, the setting of the wireless LAN is complete.



If the following screen is displayed, repeat the procedure from step 5.

Topics

Checking That Connection is Established Correctly

Setting from the Operator Panel Manually to Connect

Set the wireless LAN access point information (the SSID, encryption method, and encryption key) manually to connect to the wireless LAN.

Set by following the procedure below.

1. Check the SSID and encryption key by referring to the instruction manual that is included in a wireless LAN access point or other documents, and write the information down.

> **Note**
>
> If the encryption method is WPA2-EAP, set from the Web page of this machine.
>
> For details, open the Web page of this machine and click [Admin Setup] > [Network] > [Wireless Setting] > [Manual Setup].
>
> Using the Web Page of This Machine

> **Memo**
>
> - An SSID is also called a network name, ESSID, or ESS-ID.
> - An encryption key is also called a network key, security key, password, or Pre-shared Key.

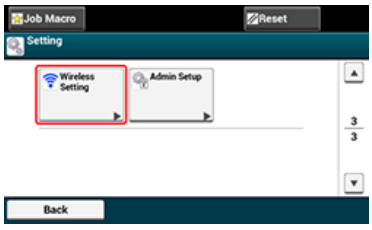
2. Check that the wireless LAN access point starts and is operating properly.

3. Turn the machine on.

> **Memo**
>
> If the following screen is displayed, press [Yes], and then proceed to step 6.
>
>
>

4. Press [Device Settings].

5. Press [Wireless Setting].

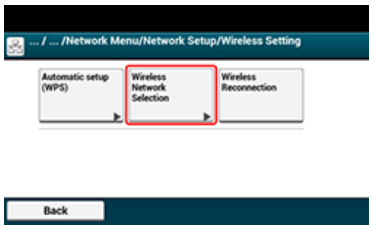


6. Enter the administrator password, and then press [OK].

The factory default password is "aaaaaa".

The following message is displayed for approximately 5 seconds.

7. Press [Wireless Network Selection].



The machine starts searching for wireless LAN access points. Wait for a while.

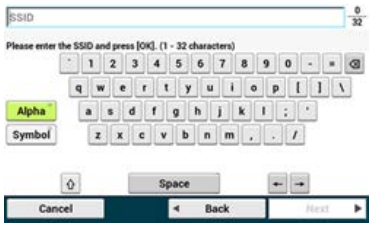
A list of SSIDs of valid wireless LAN access points is displayed.

8. Press [Manual Setup].

9. Enter the SSID, and then press [Next].

Note

The SSID is case sensitive. Enter the SSID correctly.



10. Select the encryption method that you selected in step 1, and then press [Next].

Memo

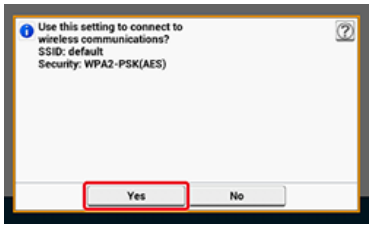
The encryption key varies depending on the wireless LAN access point or security.

11. Select AES and then press [Next].

12. Enter the Pre-shared Key, and then press [Next].

The SSID of the wireless LAN access point that you selected in step 10 and the security setting that you selected in step 12 are displayed in ▬ on a confirmation screen.

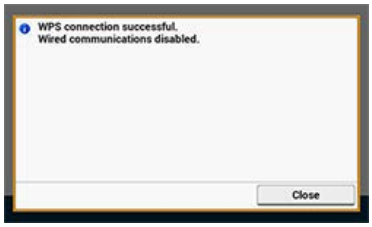
13. If the displayed content is the same as that you prepared in step 1, press [Yes].



Memo

It takes approximately 30 seconds for the machine to detect the wireless LAN access point.

When the following screen is displayed, the setting of the wireless LAN is complete.



If the machine cannot detect the specified wireless LAN access point, the following screen is displayed. In such a case, the specified wireless LAN access point may not be operating properly, or the entered information (the SSID, encryption method, and encryption key) may be wrong. Check.

Topics

Checking That Connection is Established Correctly

Checking That Connection is Established Correctly

This section describes the procedure for checking whether a connection is established to a wireless LAN correctly with the machine.
Check by following the procedure below.

1. If the antenna mark is displayed at the top right of the touch panel, the connection is established correctly.

Memo

The antenna mark may not be displayed on some screens such as the copy top screen.

If the wireless LAN connection is unstable

If the wireless LAN connection is unstable, read the cautions in "Connecting to a Wireless LAN (Network Connection) (MB562dnw, ES5162dnw only)" in this manual, and then change the positions of the machine and wireless LAN access point. If you cannot find a solution even after reading the cautions, bring the machine and the wireless LAN access point close to each other.

Connecting with a LAN Cable (Network Connection)

If there is no DHCP server on a network, you must set the IP address on a computer or machine manually.

Even if you are instructed to set a unique IP address that is specified by your network administrator, Internet service provider, or router manufacturer, you must set the IP address to the computer and machine manually.

Note

- Complete the network setting of the computer before this procedure.
- You must log in as the administrator.
- If you set an IP address manually, contact your network administrator or Internet service provider for the IP address to use. If the IP address is set incorrectly, the network may go down or Internet access may be disabled.

Memo

- If you construct a small network that consists of only the machine and a computer, set IP addresses as shown below (according to RFC1918).
  - For the computer

    IP address: 192.168.0.1 to 254

    Subnet mask: 255.255.255.0

    Default gateway: Not used

    DNS server: Not used
  - For the machine

    IP address setting: Manual

    IP address: 192.168.0.1 to 254 (Select a different value from the computer's IP address.)

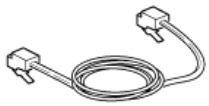
    Subnet mask: 255.255.255.0

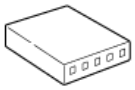
    Default gateway: 0.0.0.0

    Network scale: Small
- To set [Network Scale], select [Device Settings] > [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting] > [Network Scale] > [Small].

1. Prepare a LAN cable and hub.

Prepare a LAN cable (category 5 or higher, twist pair, straight) and hub.



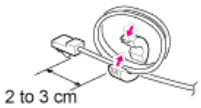


2. Turn the machine and computer off.

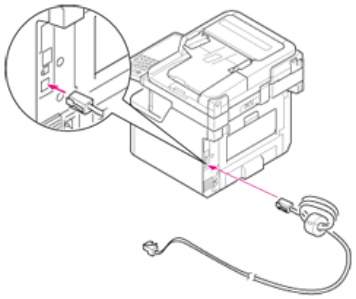
Turning the Machine Off

3. Attach the core to the LAN cable.

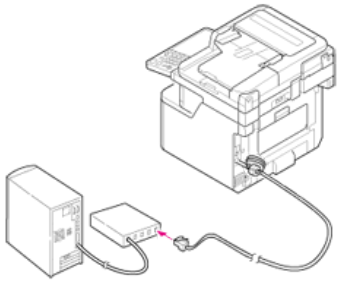
Wind the LAN cable in a double loop at 2 to 3 cm from the end of the cable, and then attach the core to the looped cable.



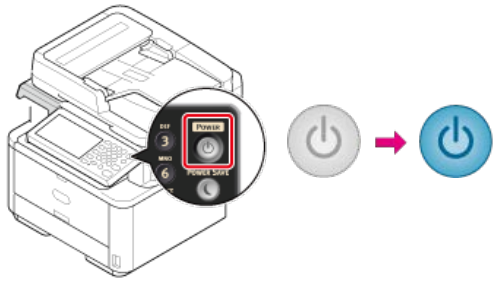
4. Insert one end of the LAN cable into the network interface connector.



5. Insert the other end of the LAN cable into the hub.



6. Turn the machine on.



Setting an IP Address from the Operator Panel on This Machine

- Obtaining Automatically

  This section describes how to automatically obtain the IP address of the machine connected to a network from a server.

- Setting Manually

  This section describes how to manually set an IP address and other required network information on the operator panel of the machine.

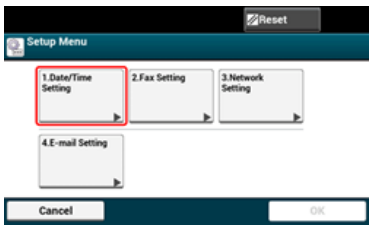
Obtaining Automatically

1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].

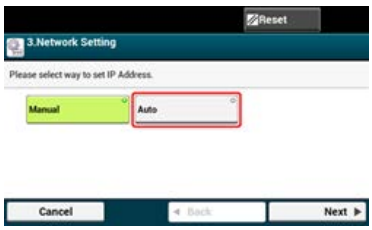
3. Enter the administrator password.

   The factory default password is "aaaaaa".

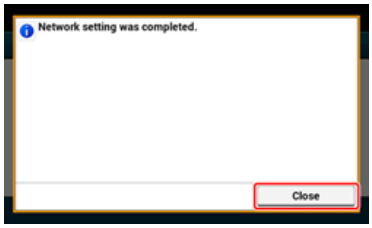
   Entering Characters
4. Press [OK].
5. Press [Network Setting].



6. Press [Auto].



7. When the following screen is displayed, press [Close].



8. Press [OK] to complete the setup.

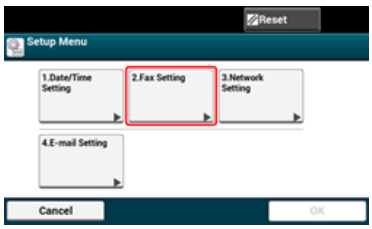
Setting Manually

1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].

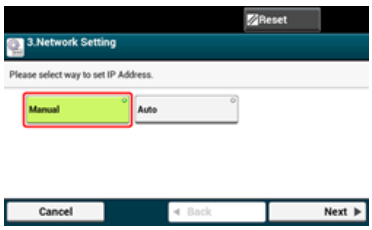
3. Enter the administrator password.

   The factory default password is "aaaaaa".

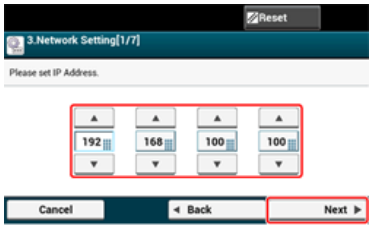
   Entering Characters
4. Press [OK].
5. Press [Network Setting].



6. Press [Manual].



7. Enter the IP address, and then press [Next].



8. Enter the subnet mask, and then press [Next].
9. Enter the default gateway address, and then press [Next].
10. Enter the DNS server and WINS server. (Be sure to enter if you use Scan to E-mail, Internet Fax, Scan to Fax Server, or Scan to Shared Folder.)

    If the DNS server and WINS server are not required for the network connection, press [Next] until the pop-up message is displayed to inform you that the setting is complete.
11. Press [Close] on a confirmation screen.

12. Press [OK] to complete the setup.

Using the Software DVD-ROM (For Windows)

Change the settings of the network for this machine by using the Software DVD-ROM.

- Obtaining Automatically

  This section describes how to automatically obtain the IP address of this machine connected to a network from a server.

- Setting Manually

  This section describes how to manually set the IP address or other network information on the operator panel of this machine.

Obtaining Automatically

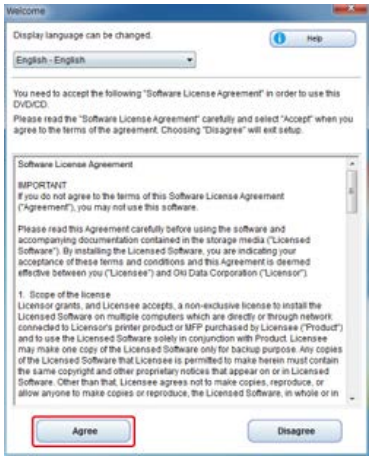
Obtain an IP address automatically.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

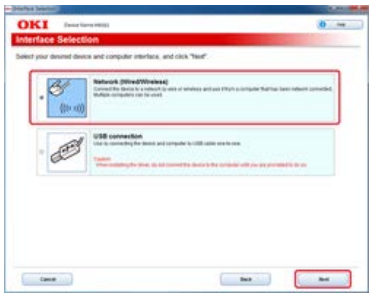
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



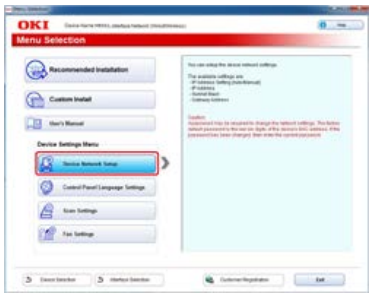
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

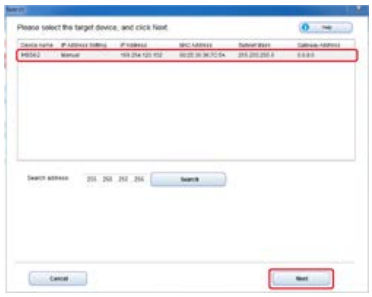
7. Select [Network (Wired/Wireless)], and then click [Next].



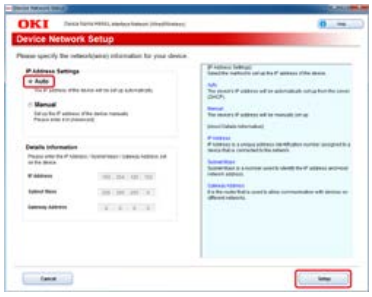
8. Click [Device Network Setup].



9. Select the model name of this machine, and then click [Next].



10. Select [Auto], and then click [Setup].



11. Enter a password of this machine.

The IP address is set to this machine, and this machine automatically restarts.

Setting Manually

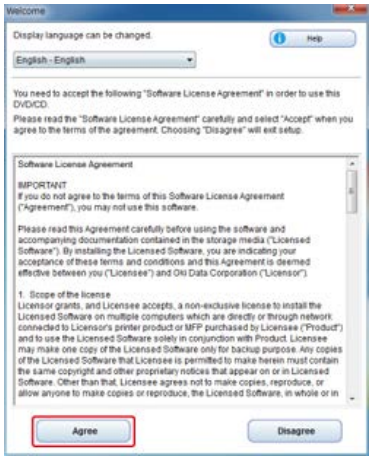
Set an IP address manually.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

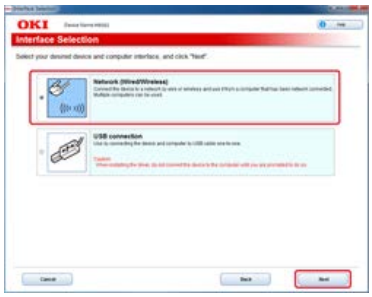
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



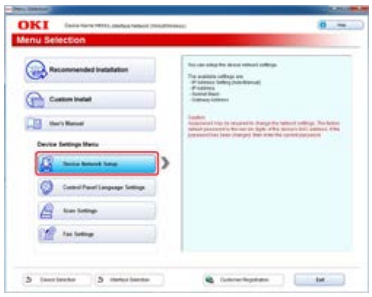
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

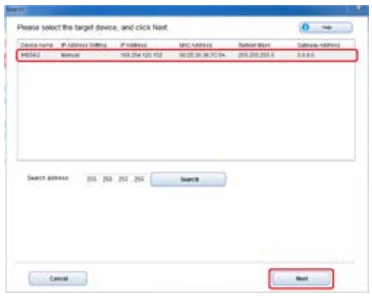
7. Select [Network (Wired/Wireless)], and then click [Next].



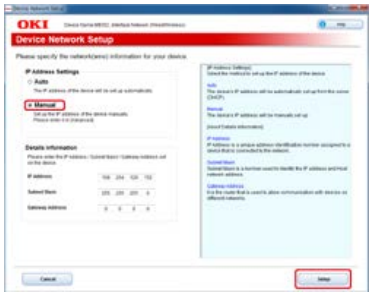
8. Click [Device Network Setup].



9. Select the model name of this machine, and then click [Next].



10. Select [Manual], enter [IP Address], [Subnet Mask], and [Gateway Address], and then click [Setup].



11. Enter a password of this machine.

The IP address is set to this machine, and this machine automatically restarts.

Connecting a Computer to This Machine via a USB Interface

1. Prepare a USB cable.

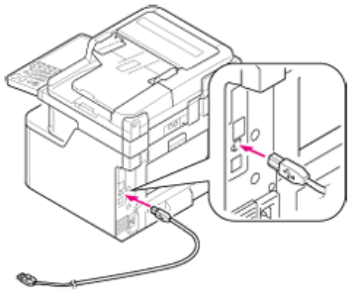
   A USB cable is not included in the machine. Prepare a USB 2.0 cable separately.

> **Memo**
>
> If you want to connect in USB 2.0 Hi-Speed mode, use a Hi-Speed USB 2.0 USB cable.

2. Turn the machine and computer off.

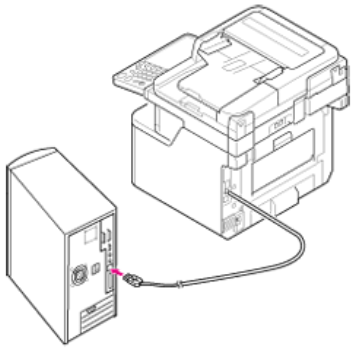
   Turning the Machine Off

3. Insert one end of the USB cable into the USB interface connector on the machine.



> **Note**
>
> Do not insert the USB cable into the network interface connector. It may cause a malfunction.

4. Insert the other end of the USB cable into the USB interface connector on the computer.



> **Note**
>
> For Windows, do not insert the other end of the USB cable into the computer until an instruction is displayed on the screen when the driver installation is in progress.

Register the E-mail Address of the Machine and Server Information

If using Scan to E-mail, Internet Fax, or Scan to Fax Server, you must register the e-mail setting information in this ma chine in advance. You register the e-mail address of the machine that is used as the destination and the mail server, but the settings vary depending on the provider with which you make a contract for e-mail usage. Have the setting information ready to fill in the following sheet.

Setting information sheet

Item	Description	Example	Entry column for your information * Write down memos here about the details you have checked or your settings.
Sender	The e-mail address that is used for sending e-mails from the machine	mb562@test.co.jp	(Within 80 characters)
SMTP server	The server address that is used for sending e-mails	smtp.test.co.jp	
POP3 server	The server address that is used for receiving e-mails	pop3.test.co.jp	
Authentication method	Mail transmission server authentication	SMTP	
SMTP user ID	The account name of the mail transmission server	OKIMB562	
SMTP password	The password of the mail transmission server	okimb562	
POP user ID	The account name of the mail reception server	user	
POP password	The password of the mail reception server	okimb562	
The name of the e-mail transmission destination	The name of the recipient to whom you want to send with Scan to E-mail or Internet Fax	user	
E-mail address	The e-mail address of the recipient to whom you want to send with Scan to E-mail or Internet Fax	user@test.co.jp	

You can register the e-mail address of this machine and server information in the following 3 ways. This manual recommends to use Configuration Tool or the Web page where you can enter information with the computer keyboard.

- Using Configuration Tool
- Registering from the Web page
- Registering from the Operator Panel
- Using the Software DVD-ROM with Network Connection (For Windows)
- Using the Software DVD-ROM with USB Connection (For Windows)

Using Configuration Tool

If you click (Save to device), the changed settings are reflected to this machine.

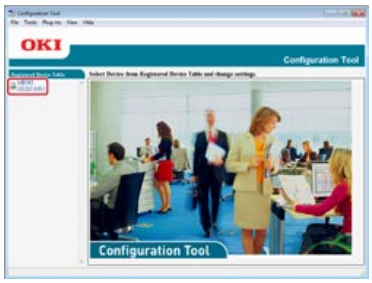
Note

To reflect the network settings, you must restart the network card.

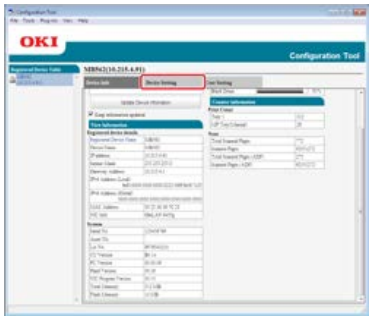
- Setting [From]
- Setting the Reception Protocol to [POP3]
- Setting the Reception Protocol to [SMTP]
- Setting the Reception Protocol to [Disable]

Setting [From]

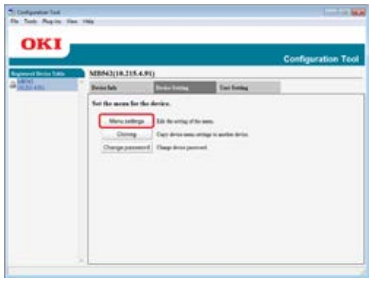
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



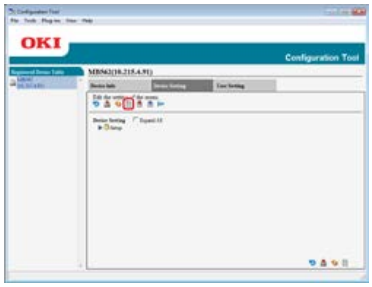
3. Select the [Device Setting] tab.



4. Click [Menu settings].



5. Click (Display administrator settings).



6. Enter the administrator password, and then click [OK].

The factory default password is "aaaaaa".

7. Click ▶ in order of [Admin Setup] > [Scanner Setup] > [E-mail Setup] > [From/Reply To].

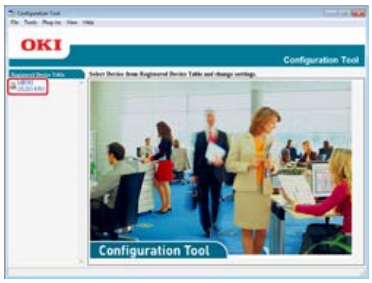
8. Select [From], and then enter an address in [From].

9. Click [Valid character check] to check the address in [From].

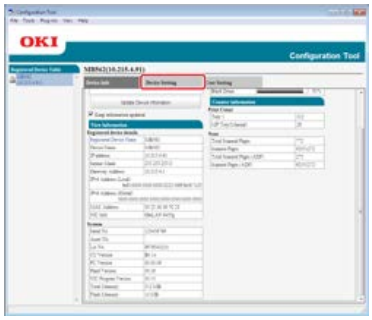
10. Click (Save to device).

Setting the Reception Protocol to [POP3]

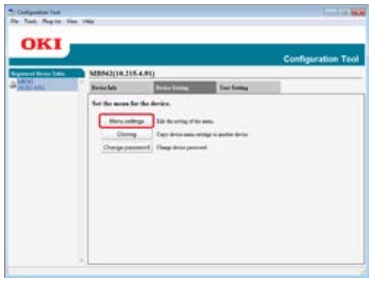
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



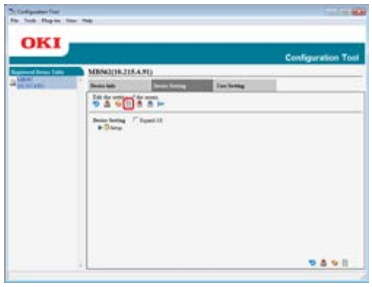
3. Select the [Device Setting] tab.



4. Click [Menu settings].



5. Click (Display administrator settings).



6. Enter the administrator password, and then click [OK].

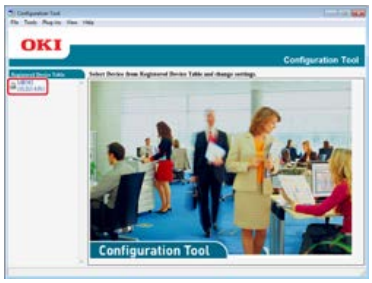
The factory default password is "aaaaaa".

7. Click ▶ in order of [Admin Setup] > [Network Menu] > [Mail Server Setup].

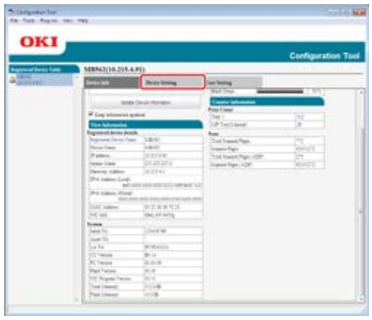
8. Select [POP3 Server], and then enter the address of the POP3 server.
9. Click [Valid character check] to check the address of the POP3 Server.
10. Set [POP User ID] and [POP Password] if necessary.
11. Click [Valid character check] to check the entered values.
12. Click (Save to device).

Setting the Reception Protocol to [SMTP]

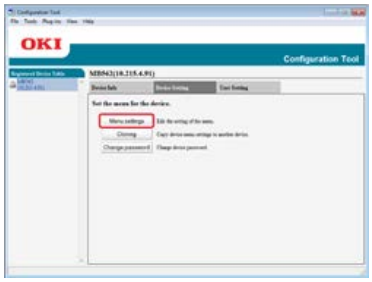
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



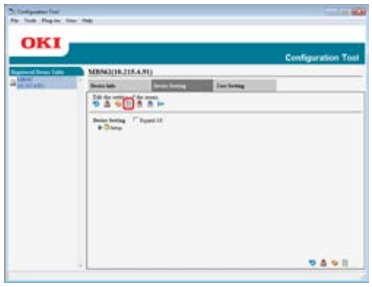
3. Select the [Device Setting] tab.



4. Click [Menu settings].



5. Click (Display administrator settings).



6. Enter the administrator password, and then click [OK].

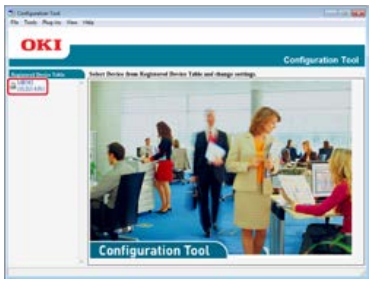
The factory default password is "aaaaaa".

7. Click ▶ in order of [Admin Setup] > [Network Menu] > [Mail Server Setup].

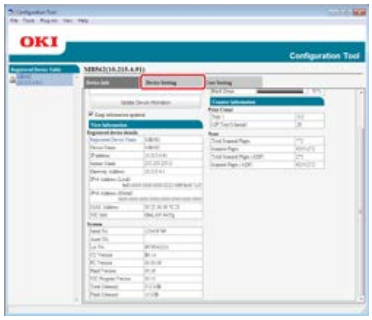
8. Select [SMTP Server], and then enter the address of the SMTP server.
9. Click [Valid character check] to check the address of the SMTP server.
10. Set [Authentication Method] if necessary.
11. Set [SMTP User ID] and [SMTP Password] if necessary.
12. Click [Valid character check] to check the entered values.
13. Click (Save to device).

Setting the Reception Protocol to [Disable]

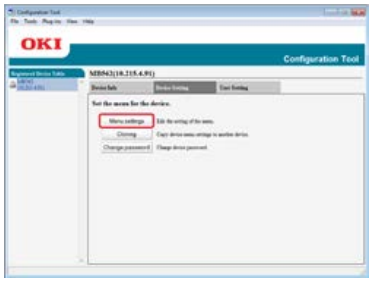
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



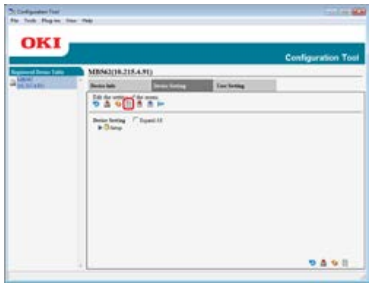
3. Select the [Device Setting] tab.



4. Click [Menu settings].



5. Click (Display administrator settings).



6. Enter the administrator password, and then click [OK].

The factory default password is "aaaaaa".

7. Click ▶ in order of [Admin Setup] > [Network Menu] > [Mail Server Setup].

8. Select [Disable] from the [Receive Setting] menu.

9. Click (Save to device).

Registering from the Web page

You can register and edit the e-mail address of this machine and server information with the Web page of this machine. When registering and editing the server information, the content in the setting information sheet is required.

The setting procedure varies depending on the protocol that the machine uses for receiving e-mails.

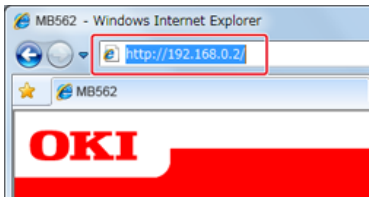
Memo

- The setting information is provided from your provider when you make a contract. If you do not have the setting information, check with your provider or network administrator.
- If you do not have any e-mail address that this machine uses, obtain the e-mail address by making a contract with a provider or using other ways.

- Setting the Reception Protocol to [POP3]
- Setting the Reception Protocol to [SMTP]
- Setting the Reception Protocol to [Disable]

Setting the Reception Protocol to [POP3]

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.
   About the IP Address of this machine
   Setting an IP Address from the Operator Panel on This Machine



3. Click [Administrator Login].

4. Enter "root" in [User Name] and the administrator password of the machine in [Password], and then click [OK].
   For Mac OS X, enter "root" in [Name] and the administrator password of the machine in [Password], and then click [Login].
5. Click [SKIP].

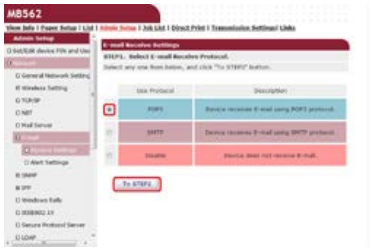
6. Click [Admin Setup] at the top of the screen.
7. Click [Network] > [Mail Server] on the left side of the screen.

8. Set the mail server based on the information on the setting information sheet if necessary.

9. Click [Submit].

10. Click [E-mail] > [Receive Settings] on the left side of the screen.

11. Select [POP3], and then click [To STEP2].

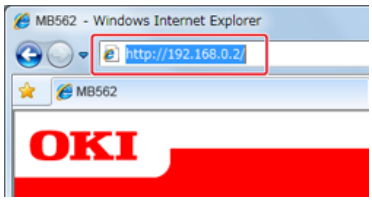


12. Set the POP3 protocol if necessary.

13. Click [Submit].

Setting the Reception Protocol to [SMTP]

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.
   About the IP Address of this machine
   Setting an IP Address from the Operator Panel on This Machine



3. Click [Administrator Login].

4. Enter "root" in [User Name] and the administrator password of the machine in [Password], and then click [OK].
   For Mac OS X, enter "root" in [Name] and the administrator password of the machine in [Password], and then click [Login].
5. Click [SKIP].

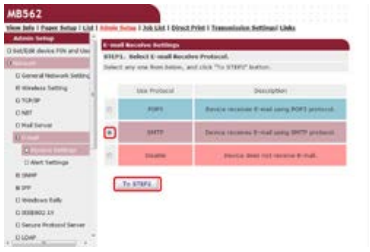
6. Click [Admin Setup] at the top of the screen.
7. Click [Network] > [Mail Server] on the left side of the screen.

8. Set the mail server based on the information on the setting information sheet if necessary.

9. Click [Submit].

10. Click [E-mail] > [Receive Settings] on the left side of the screen.

11. Select [SMTP], and then click [To STEP2].



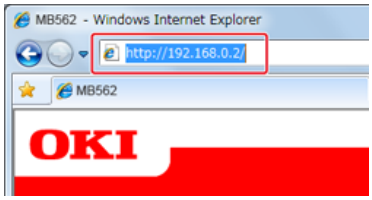
12. Set the SMTP protocol if necessary.

13. Click [Submit].

Setting the Reception Protocol to [Disable]

Set the machine so that it cannot receive any e-mails.

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.
   About the IP Address of this machine
   Setting an IP Address from the Operator Panel on This Machine



3. Click [Administrator Login].

4. Enter "root" in [User Name] and the administrator password of the machine in [Password], and then click [OK].
   For Mac OS X, enter "root" in [Name] and the administrator password of the machine in [Password], and then click [Login].
5. Click [SKIP].

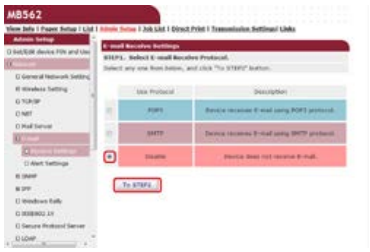
6. Click [Admin Setup] at the top of the screen.
7. Click [Network] > [Mail Server] on the left side of the screen.

8. Set the mail server based on the information on the setting information sheet if necessary.

9. Click [Submit].

10. Click [E-mail] > [Receive Settings] on the left side of the screen.

11. Select [Disable], and then click [To STEP2].



Registering from the Operator Panel

You can register and edit the e-mail address of the machine and server information with the operator panel on the machine. When registering and editing the server information, the content in the setting information sheet is required.

Set the reception method for the machine to receive e-mails. If you want to receive and print e-mail attachment files that are sent to the machine, select [POP3] or [SMTP] to suit your e-mail setting environment. If you do not want to receive e-mails, select [Disable].

Note

If you use a free mail server or any mail server other than that is provided by your Internet service provider, You cannot set with Easy Setup.

If you touch [Device Settings], and then select [Admin Setup] > [Network Menu] > [Mail Server Setup], the detailed mail server settings are displayed on the screen where you can perform the setting.

Memo

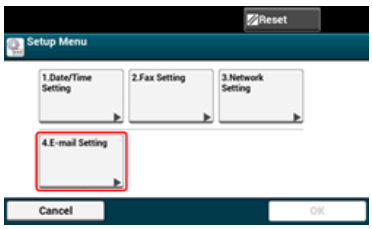
- The setting information is provided from your provider when you make a contract. If you do not have the setting information, check with your provider or network administrator.
- If you do not have any e-mail address that this machine uses, obtain the e-mail address by making a contract with a provider or using other ways.

- Setting the Reception Protocol to [POP3]
- Setting the Reception Protocol to [SMTP]
- Setting the Reception Protocol to [Disable]

Setting the Reception Protocol to [POP3]

1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].

3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [E-mail Setting].

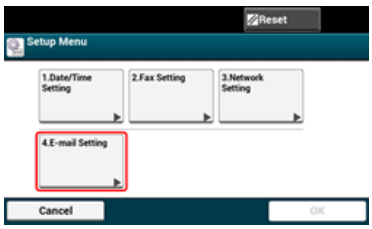


6. Enter the address of the SMTP server, and then press [Next].
7. Enter the sender, and then press [Next].
8. Press [POP3].
9. Enter the address of the POP3 server, and then press [Next].
10. Press [POP before SMTP].
11. Enter the POP user ID, and then press [Next].
12. Enter the POP password, and then press [Next].
13. Press [Close] on a confirmation screen.
14. Press [OK] to complete the setup.

Setting the Reception Protocol to [SMTP]

1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].

3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [E-mail Setting].

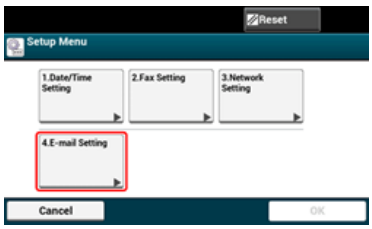


6. Enter the address of the SMTP server, and then press [Next].
7. Enter the sender, and then press [Next].
8. Press [SMTP].
9. Press [SMTP Auth].
10. Enter the SMTP user ID, and then press [Next].
11. Enter the SMTP password, and then press [Next].
12. Press [Close] on a confirmation screen.
13. Press [OK] to complete the setup.

Setting the Reception Protocol to [Disable]

1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].

3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [E-mail Setting].



6. Enter the address of the SMTP server, and then press [Next].
7. Enter the sender, and then press [Next].
8. Press [Disable].
9. Select a setting, and then press [Next].
10. Enter the user ID, and then press [Next].
11. Enter the password, and then press [Next].
12. Press [Close] on a confirmation screen.
13. Press [OK] to complete the setup.

Using the Software DVD-ROM with Network Connection (For Windows)

Change the e-mail address and server information of this machine by using the Software DVD-ROM.

Connect a computer to this machine via a network.

Note

Check the status of this machine before working.

- This machine is turned on.
- This machine is connected to a network with a network cable.
- The IP address or other settings are set.

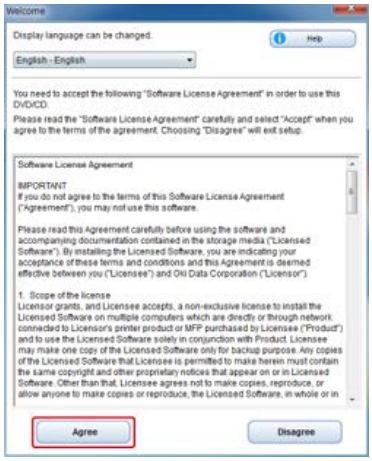
- Setting the Reception Protocol to [POP3]
- Setting the Reception Protocol to [SMTP]
- Setting the Reception Protocol to [None]

Setting the Reception Protocol to [POP3]

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

> **Memo**
> If the [User Account Control] dialog box is displayed, click [Yes].

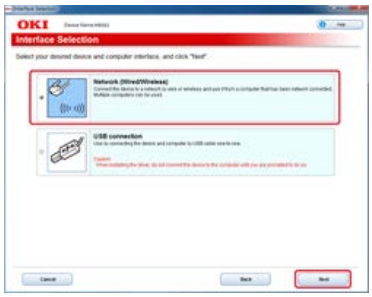
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



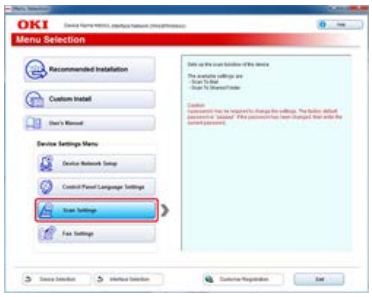
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

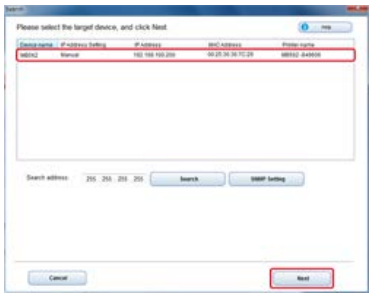
7. Select [Network (Wired/Wireless)], and then click [Next].



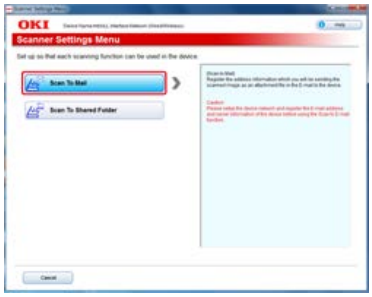
8. Click [Scan Settings].



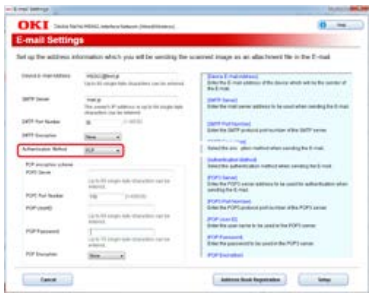
9. Select the model name of this machine, and then click [Next].



10. Click [Scan To Mail].



11. Enter the e-mail address and SMTP server name that are set to this machine, and then select [POP] for [Authentication Method].



12. Set the SMTP server if necessary, and then click [Setup].

13. Enter the administrator password of this machine, and then click [OK].

The e-mail address and server information are set to this machine.

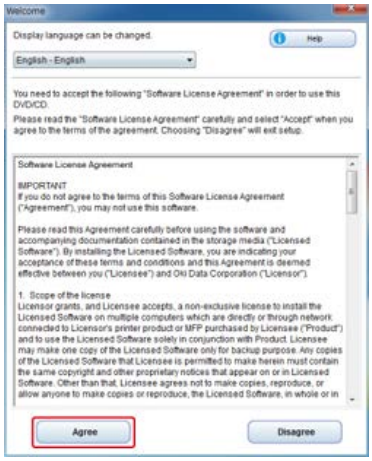
Setting the Reception Protocol to [SMTP]

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

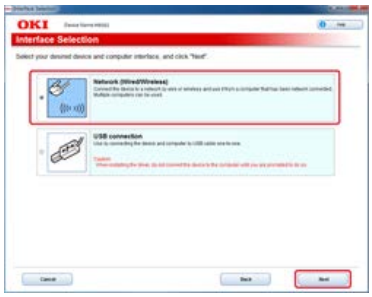
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



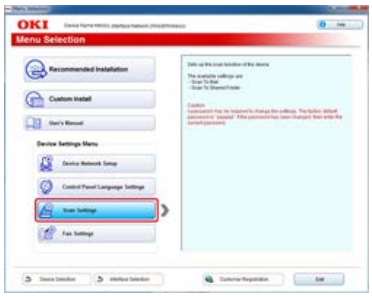
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

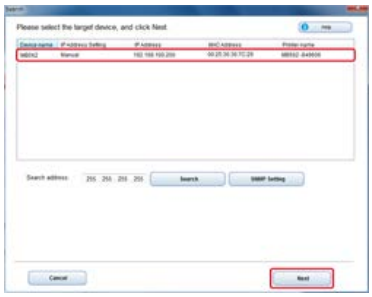
7. Select [Network (Wired/Wireless)], and then click [Next].



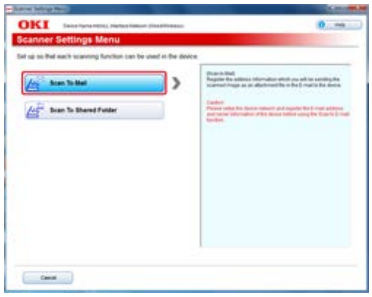
8. Click [Scan Settings].



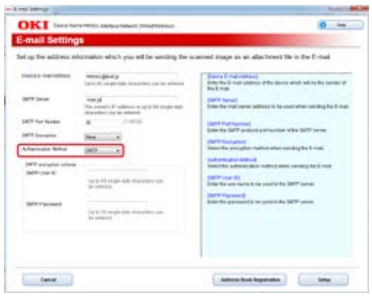
9. Select the model name of this machine, and then click [Next].



10. Click [Scan To Mail].



11. Enter the e-mail address and SMTP server name that are set to this machine, and then select [SMTP] for [Authentication Method].



12. Set the SMTP server if necessary, and then click [Setup].

13. Enter the administrator password of this machine, and then click [OK].

The e-mail address and server information are set to this machine.

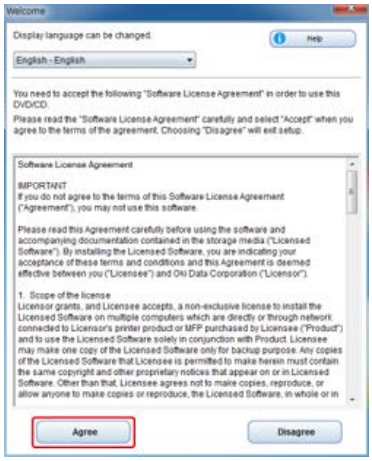
Setting the Reception Protocol to [None]

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

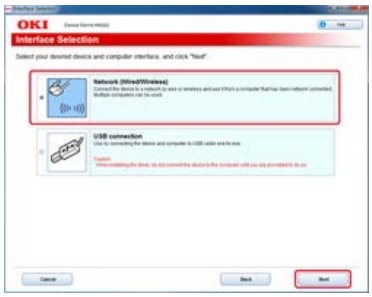
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



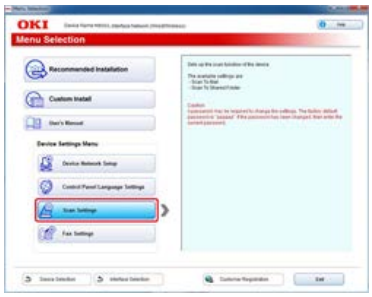
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

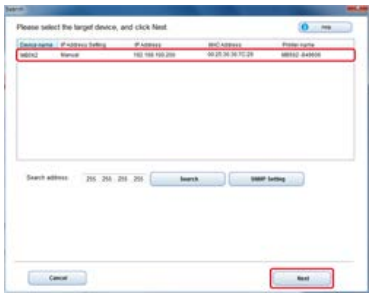
7. Select [Network (Wired/Wireless)], and then click [Next].



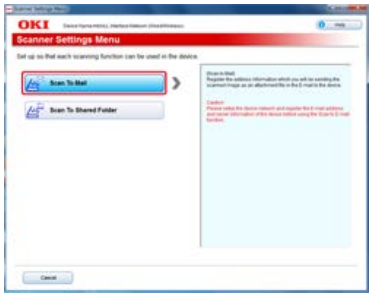
8. Click [Scan Settings].



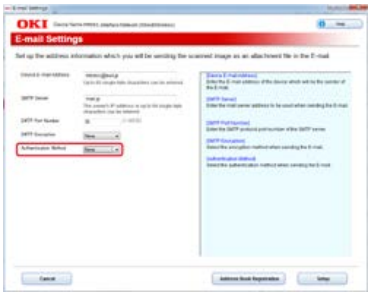
9. Select the model name of this machine, and then click [Next].



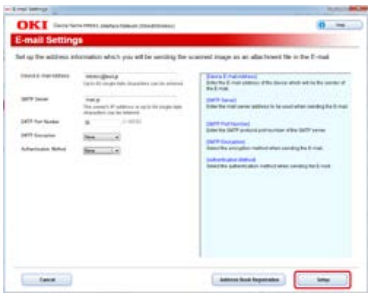
10. Click [Scan To Mail].



11. Enter the e-mail address and SMTP server name that are set to this machine, and then select [None] for [Authentication Method].



12. Click [Setup].



13. Enter the administrator password of this machine, and then click [OK].

The e-mail address and server information are set to this machine.

Using the Software DVD-ROM with USB Connection (For Windows)

Change the e-mail address and server information of this machine by using the Software DVD-ROM.

Connect a computer to this machine with a USB cable.

Note

Check the status of this machine before working.

- This machine is turned off.
- This machine is not connected to a computer with a USB cable.

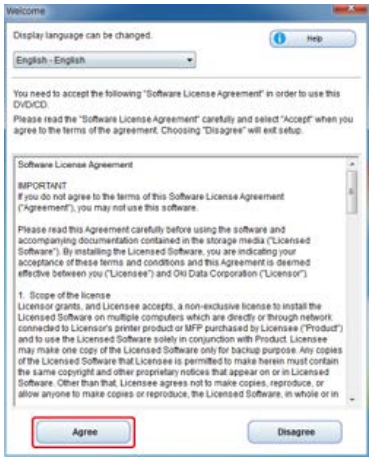
- Setting the Reception Protocol to [POP3]
- Setting the Reception Protocol to [SMTP]
- Setting the Reception Protocol to [None]

Setting the Reception Protocol to [POP3]

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

> **Memo**
> If the [User Account Control] dialog box is displayed, click [Yes].

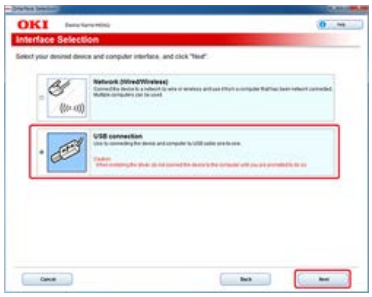
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



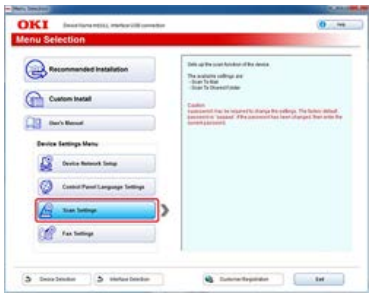
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

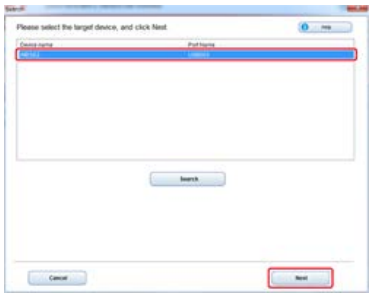
7. Select [USB connection], and then click [Next].



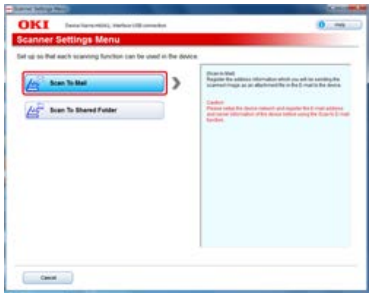
8. Click [Scan Settings].



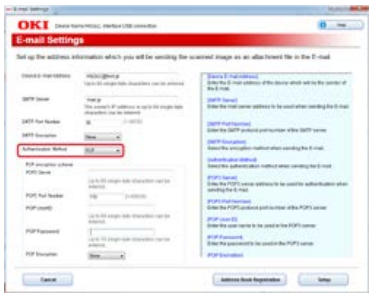
9. Select the model name of this machine, and then click [Next].



10. Click [Scan To Mail].



11. Enter the e-mail address and SMTP server name that are set to this machine, and then select [POP] for [Authentication Method].



12. Set the POP server if necessary, and then click [Setup].

13. Enter the administrator password of this machine, and then click [OK].

The e-mail address and server information are set to this machine.

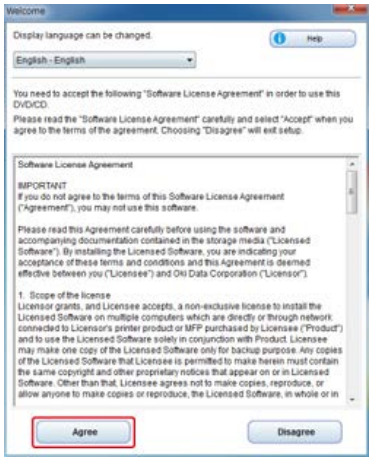
Setting the Reception Protocol to [SMTP]

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

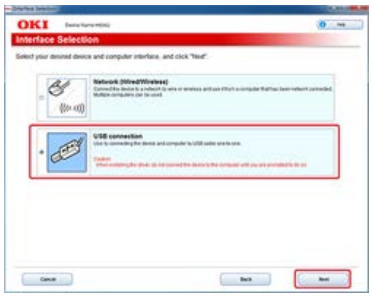
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



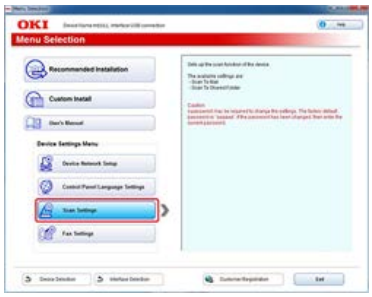
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

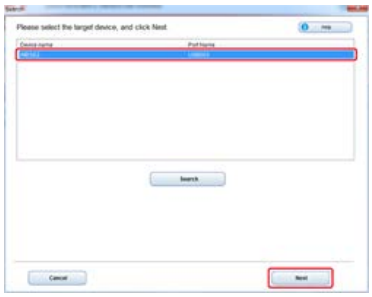
7. Select [USB connection], and then click [Next].



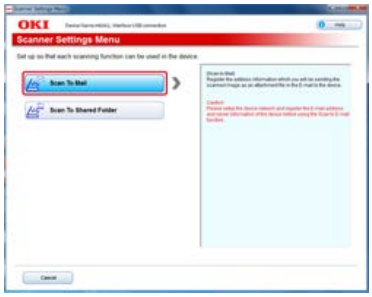
8. Click [Scan Settings].



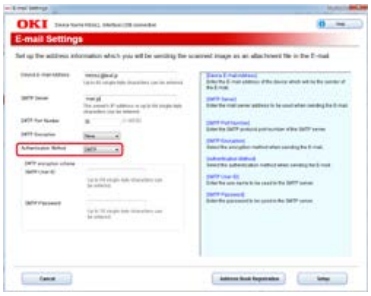
9. Select the model name of this machine, and then click [Next].



10. Click [Scan To Mail].



11. Enter the e-mail address and SMTP server name that are set to this machine, and then select [SMTP] for [Authentication Method].



12. Set the SMTP server if necessary, and then click [Setup].

13. Enter the administrator password of this machine, and then click [OK].

The e-mail address and server information are set to this machine.

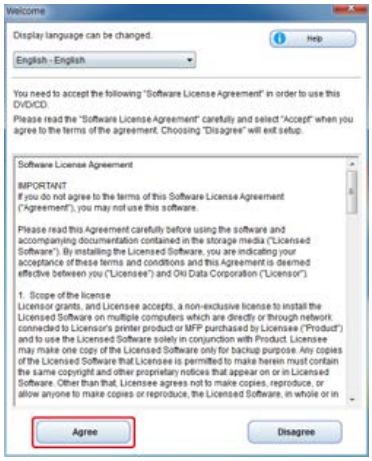
Setting the Reception Protocol to [None]

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

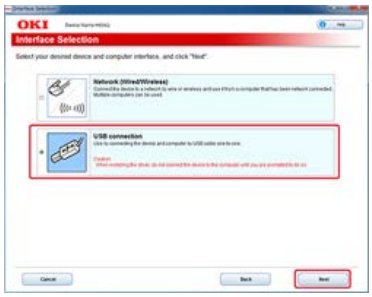
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



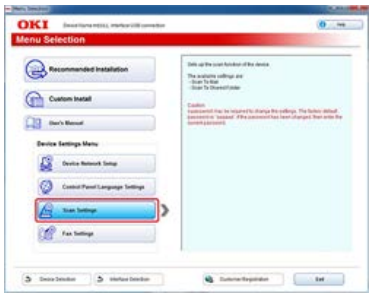
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

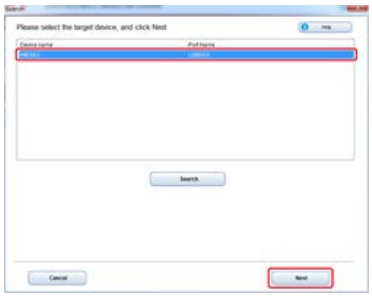
7. Select [USB connection], and then click [Next].



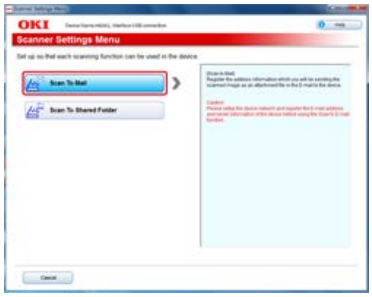
8. Click [Scan Settings].



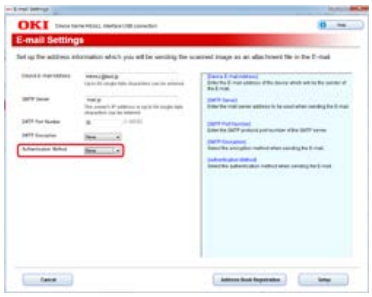
9. Select the model name of this machine, and then click [Next].



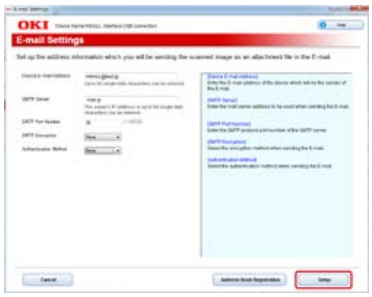
10. Click [Scan To Mail].



11. Enter the e-mail address and SMTP server name that are set to this machine, and then select [None] for [Authentication Method].



12. Click [Setup].



13. Enter the administrator password of this machine, and then click [OK].

The e-mail address and server information are set to this machine.

Registering or Deleting a Destination E-mail Address

Register an e-mail address that is specified as the destination when using Scan to E-mail, Internet Fax, or Scan to Fax Server.

You can register a destination e-mail address with Configuration Tool or the operator panel.

This manual recommends to use Configuration Tool where you can enter information with the computer keyboard.

You can register a destination e-mail address in the following three ways. This manual recommends to use Configuration Tool or the Web page where you can enter information with the computer keyboard.

- Using Configuration Tool
- Registering or Deleting from the Operator Panel
- Using the Software DVD-ROM (For Windows)

Using Configuration Tool

This section describes how to register and delete the address book or group list from Configuration Tool.

If you register an e-mail address to the address book, you can create a group to which you broadcast a message. You can use the address book and group list when you specify destinations with the Scan to E-mail function or the Internet Fax function.

You can register up to 300 e-mail addresses in the address book.

You can create up to 20 e-mail address groups.

- Registering an E-mail Address
- Registering Multiple Addresses as a Group (E-mail Group)
- Deleting a Registered Destination

Registering an E-mail Address

If you use the User Setting plug-in of Configuration Tool, you can register and edit a destination e-mail address.

You can register up to 300 e-mail addresses in the address book.

If you click (Save to device), the changed settings are reflected to the machine.

Note

- To use the E-mail Address Manager, install the User Setting plug-in. You can install the User Setting plug-in at the same time as when installing Configuration Tool or install the plug-in later.

  Installing Configuration Tool

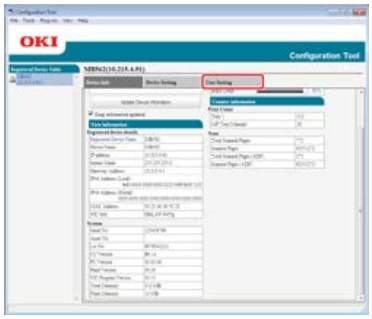
- You must register the machine in Configuration Tool in advance.

  Registering and Removing This Machine

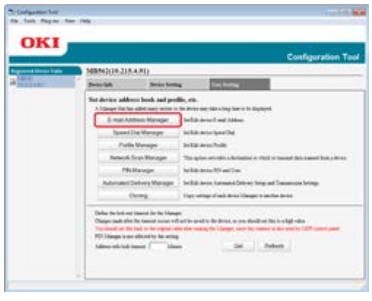
  About Configuration Tool

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

3. Select the [User Setting] tab.



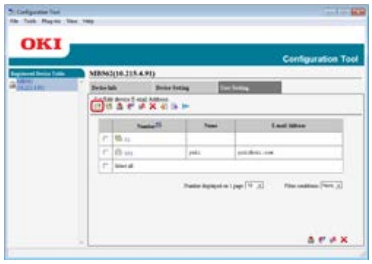
4. Click [E-mail Address Manager].



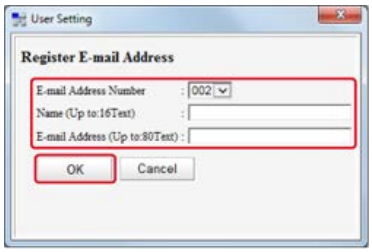
5. Enter the administrator password, and then click [OK].

The factory default password is "aaaaaa".

6. Click (New(E-mail Address)).



7. Enter an e-mail address, and then click [OK].



8. Click (Save to device).

Registering Multiple Addresses as a Group (E-mail Group)

If you use the User Setting plug-in of Configuration Tool, you can register multiple registered e-mail addresses as a group. If you specify a group as a destination, you can send an e-mail to multiple e-mail addresses at a time.

You can create up to 20 e-mail address groups.

If you click (Save to device), the changed settings are reflected to the machine.

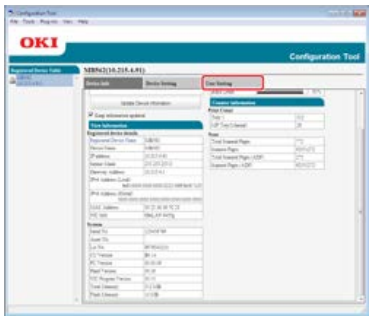
Note

- To use the E-mail Address Manager, install the User Setting plug-in.
- You must register Configuration Tool in the machine in advance.

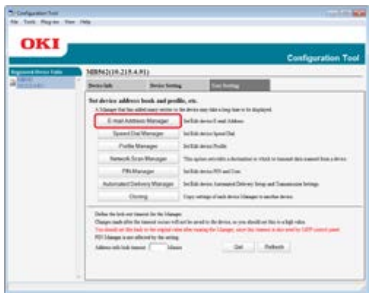
Registering and Removing This Machine
About Configuration Tool

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

3. Select the [User Setting] tab.



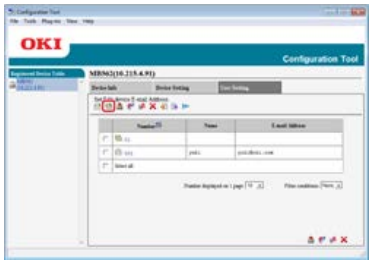
4. Click [E-mail Address Manager].



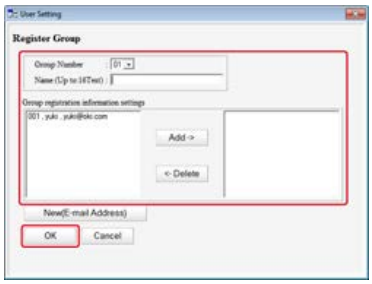
5. Enter the administrator password, and then click [OK].

The factory default password is "aaaaaa".

6. Click (New(Group)).



7. Register a group, and then click [OK].



8. Click (Save to device).

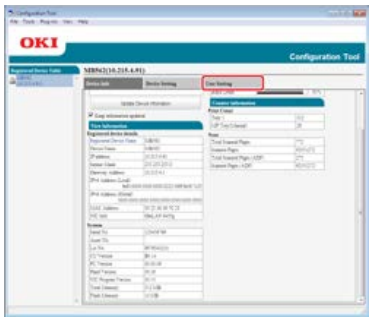
Deleting a Registered Destination

Deleting an E-mail Address
Deleting an E-mail Group

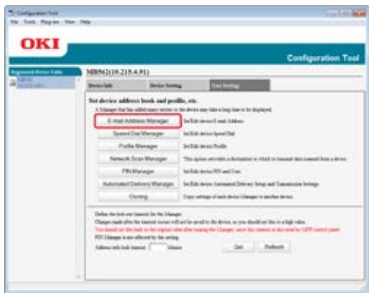
Deleting an E-mail Address

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

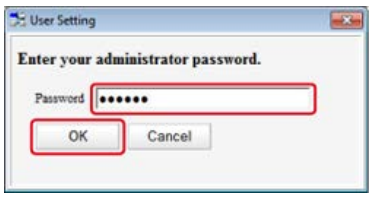
3. Select the [User Setting] tab.



4. Click [E-mail Address Manager].

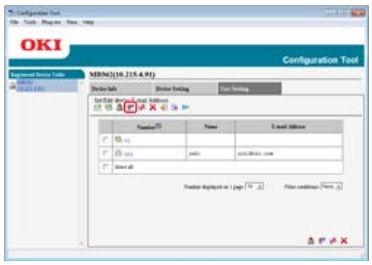


5. Enter the administrator password, and then click [OK].



The factory default password is "aaaaaa".

6. Select an E-mail address to delete, and then click (Delete).



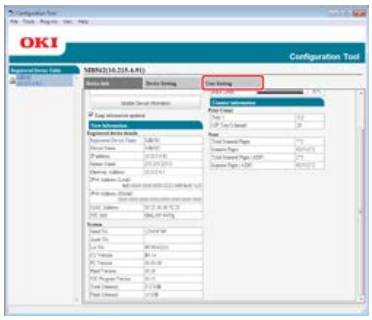
Memo

- If you click (Delete and Sort), the selected destination is deleted and the subsequent numbers move up.
- If you click (Delete all), all the destinations or groups are deleted.

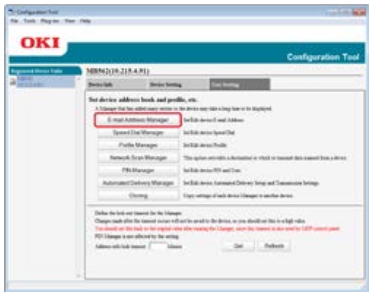
Deleting an E-mail Group

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

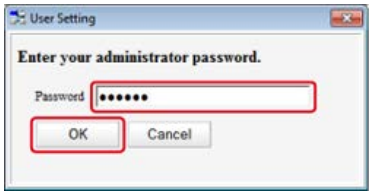
3. Select the [User Setting] tab.



4. Click [E-mail Address Manager].

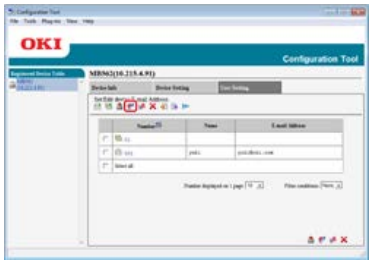


5. Enter the administrator password, and then click [OK].



The factory default password is "aaaaaa".

6. Select a group to delete, and then click (Delete).



Memo

- If you click (Delete and Sort), the selected group is deleted and the subsequent numbers move up.
- If you click (Delete all), all the destinations or groups are deleted.

Registering or Deleting from the Operator Panel

This section describes how to register and delete the address book or group list from the operator panel.

If you register an e-mail address to the address book, you can create a group to which you broadcast a message. You can use the address book and group list when you specify destinations with the Scan to E-mail function or the Internet Fax function.

You can register up to 300 e-mail addresses in the address book.

You can create up to 20 e-mail address groups.

- Registering an Address by Entering Characters One by One
- Registering a Specified Destination (History)
- Registering Multiple Addresses as a Group (E-mail Group)
- Deleting a Registered Destination

Registering an Address by Entering Characters One by One

For details on character entry methods, refer to "Entering Characters".

1. Press [Device Settings] on the touch panel.
2. Press [Address Book].
3. Press [E-mail Address].
4. Select a number, and then press [Register].

   Memo

   You cannot select any numbers that are specified with the auto delivery function.

5. Press the registration button of [Name].
6. Enter a name, and then press [OK].

   You can enter up to 16 characters.
7. Press the registration button of [E-mail Address].
8. Enter an e-mail address, and then press [OK].
9. Press [OK].

Registering a Specified Destination (History)

You can add an e-mail address to the address book from the transmission history.

Note

The transmission history displays only sent faxes whose destinations were directly entered.

1. Press [Scan] or the (SCAN) button.
2. Press [Scan To E-mail].
3. Press [Tx History].
4. Press [Register to Address Book].
5. Select an E-mail address, and then press [Register].
6. Press [Register to free number].

   Memo

   - When overwriting a registered number, select the number, and then press [Overwrite].
   - You cannot select any numbers that are specified with the auto delivery function.
7. Press the registration button of [Name].
8. Enter a name, and then press [OK].

   You can enter up to 16 characters.
9. Press [OK].
10. Repeat steps 3 to 9 until you complete registering all the e-mail addresses.

Registering Multiple Addresses as a Group (E-mail Group)

You can register an e-mail group from [Group No.] in [E-mail Address].

1. Press [Device Settings] on the touch panel.
2. Press [Address Book].
3. Press [E-mail Group].
4. Select a number, and then press [Register].

   Memo

   To edit a registered address, select [Edit].

5. Press the registration button of [Name].
6. Enter a name, and then press [OK].

   You can enter up to 16 characters.
7. Press the registration button of [Address No.].
8. Select an e-mail address, and then press [OK].

   The check box is selected. You can select multiple e-mail addresses.
9. Press [OK].

Deleting a Registered Destination

Deleting an E-mail Address
Deleting an E-mail Group

Deleting an E-mail Address

Note

You cannot select any e-mail addresses that are specified with the auto delivery function.

1. Press [Device Settings] on the touch panel.
2. Press [Address Book].
3. Press [E-mail Address].
4. Select a number, and then press [Delete].
5. Press [Yes] on a confirmation screen.

Deleting an E-mail Group

1. Press [Device Settings] on the touch panel.
2. Press [Address Book].
3. Press [E-mail Group].
4. Select a number, and then press [Delete].
5. Press [Yes] on a confirmation screen.

Using the Software DVD-ROM (For Windows)

Set an e-mail address by using the Software DVD-ROM.

You can use an e-mail address as a destination for Scan to E-mail and Internet Fax.

- For the Network Connection
- For the USB Connection

For the Network Connection

Connect this machine to a network, and then set a destination e-mail address.

Note

Check the status of this machine before working.

- This machine is turned on.
- This machine is connected to a network with a network cable.
- The IP address or other settings are set.

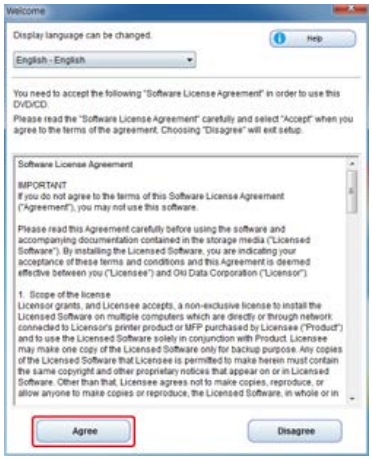
Registering an E-mail Address

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

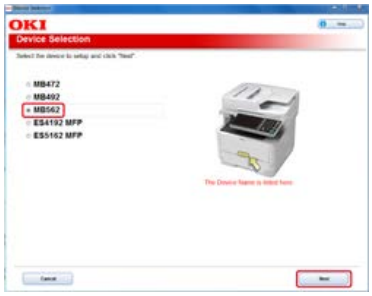
If the [User Account Control] dialog box is displayed, click [Yes].

3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



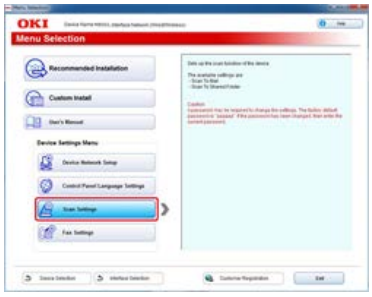
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

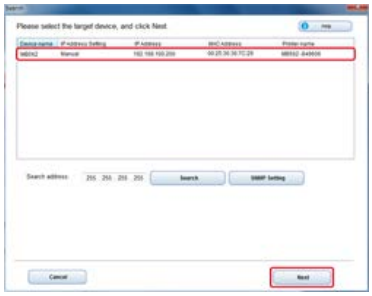


7. Select [Network (Wired/Wireless)], and then click [Next].

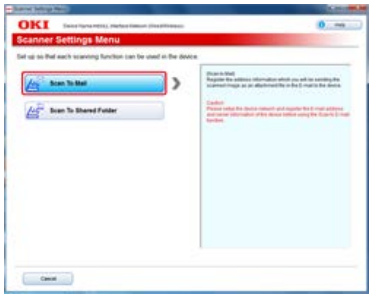
8. Click [Scan Settings].



9. Select the model name of this machine, and then click [Next].

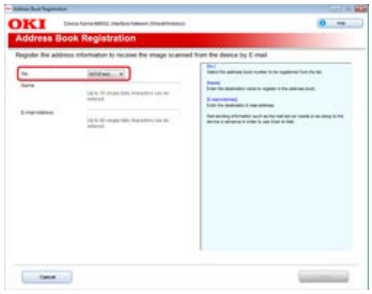


10. Click [Scan To Mail].

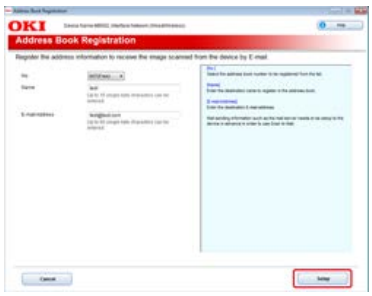


11. Click [Address Book Registration].

12. Select [No.] from the drop-down list, and then set an e-mail address if necessary.



13. Click [Setup].



14. Enter the administrator password of this machine, and then click [OK].

For the USB Connection

Connect this machine to a computer with a USB cable, and then set a destination e-mail address.

Note

Check the status of this machine before working.

- This machine is turned off.
- This machine is not connected to a computer with a USB cable.

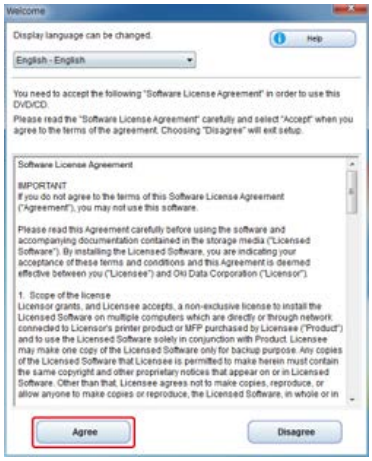
Registering an E-mail Address

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

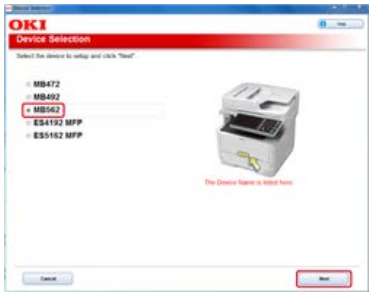
If the [User Account Control] dialog box is displayed, click [Yes].

3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].

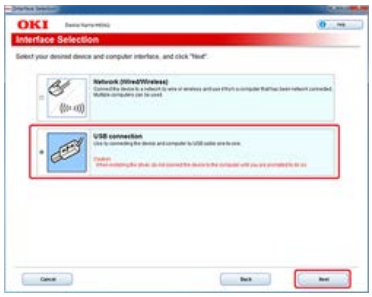


5. Click [Next].

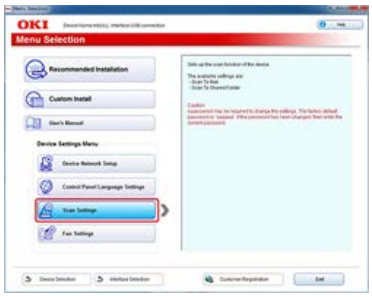
6. Select the model name of this machine, and then click [Next].



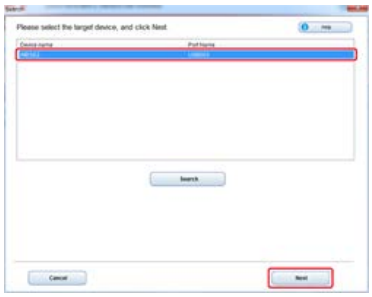
7. Select [USB connection], and then click [Next].



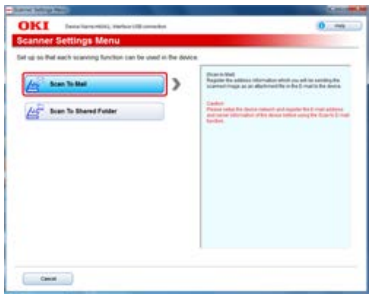
8. Click [Scan Settings].



9. Select the model name of this machine, and then click [Next].

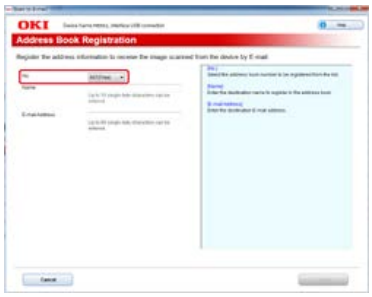


10. Click [Scan To Mail].

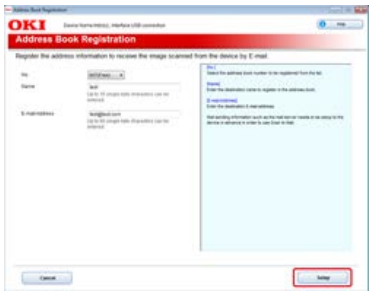


11. Click [Address Book Registration].

12. Select [No.] from the drop-down list, and then set an e-mail address if necessary.



13. Click [Setup].



14. Enter the administrator password of this machine, and then click [OK].

Installing a Driver and Software to a Computer

When using the print, scan, and fax functions of this machine, you must install a printer driver, scanner driver, and fax driver that are supported by your computer.

Install a driver from the Software DVD-ROM if necessary.

Also, install utility software from the Software DVD-ROM.

For the utilities that can be used for the machine, refer to the following.

List of Utility Software

- For Windows
- For Mac OS X

For Windows

Install a driver or utility software from the Software DVD-ROM included in this machine.

You must register this machine in a computer in advance.

Connecting This Machine to a Network

Alternatively, connect a computer to this machine with a USB cable.

Connecting a Computer to This Machine via a USB Interface

- For the Network Connection
- For the USB Connection

For the Network Connection

Installing Software with Recommended Install
Installing Software You Want to Use with Custom Install

Connect this machine to a network, and then install a driver or utility.

You can select one of the following installation methods.

- [Recommended Install]: Installs recommended drivers and software automatically.
- [Custom Install]: Installs drivers and software you select to install.

Note

Check the status of this machine before installing.

- This machine is turned on.
- This machine is connected to a network with a network cable.
- The IP address or other settings are set.

Installing Software with Recommended Install

With recommended install, the following software is installed.

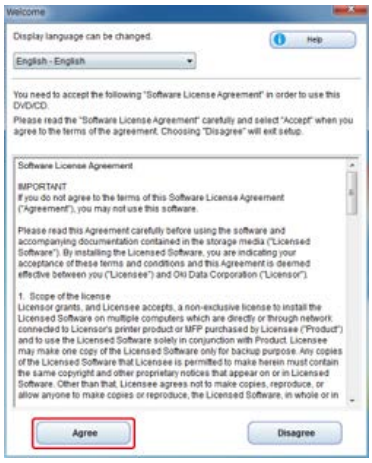
- PCL6 driver
- Scanner driver
- ActKey

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

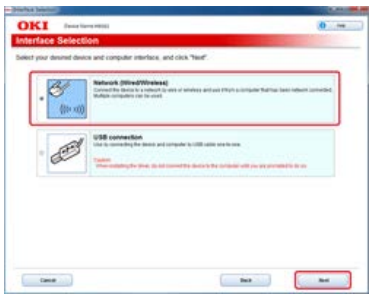
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



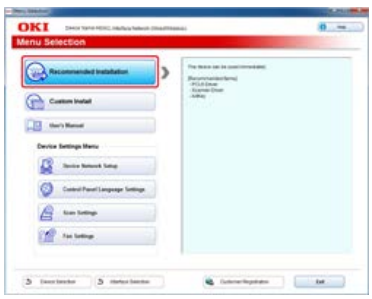
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

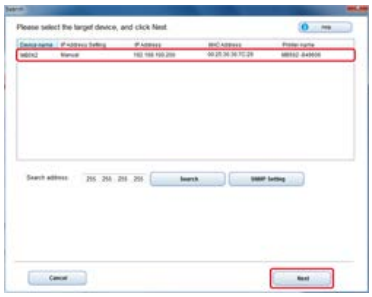
7. Select [Network (Wired/Wireless)], and then click [Next].



8. Click [Recommended Install].



9. Select this machine, and then click [Next].



10. Click [Exit].

Installing Software You Want to Use with Custom Install

With custom install, you can select software to use from the following software.

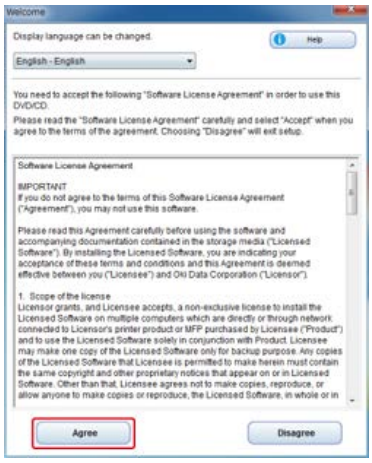
- PCL6 driver
- PS driver
- XPS driver
- FAX driver
- Scanner driver
- ActKey
- OKI LPR Utility
- Configuration Tool
- Print Job Accounting Client software
- PaperPort
- OmniPage

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

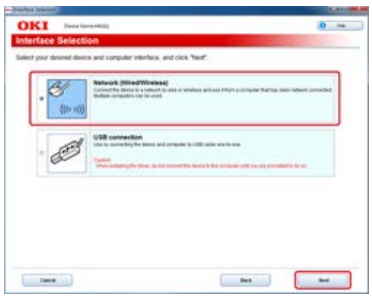
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



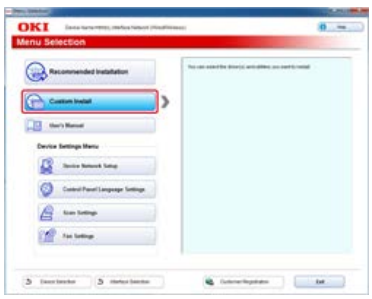
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

7. Select [Network (Wired/Wireless)], and then click [Next].

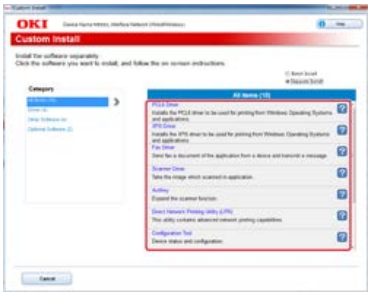


8. Click [Custom Install].



9. Click [Separate Install].

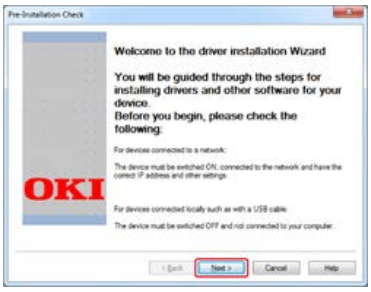
10. Click a driver or software to install.



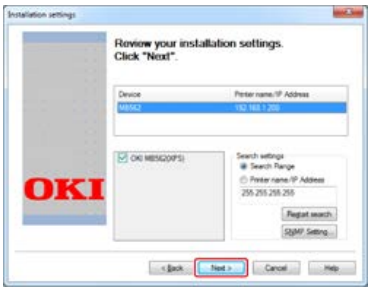
Installation starts.

> **Memo**
>
> The procedure below varies depending on the selected software.
>
> The procedure below uses the installation of the XPS driver as an example.

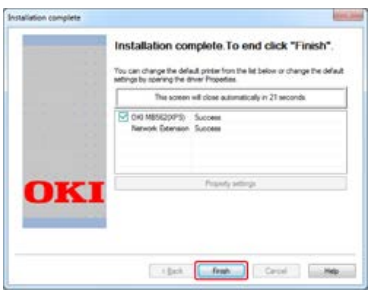
11. Click [Next].



12. Select this machine and driver, and then click [Next].



13. Click [Finish].



For the USB Connection

Installing Software with Recommended Install
Installing Software You Want to Use with Custom Install

Connect this machine to a computer with a USB cable, and then install a driver or utility.

You can select one of the following installation methods.

- [Recommended Install]: Installs recommended drivers and software automatically.
- [Custom Install]: Installs drivers and software you select to install.

Note

Check the status of this machine before installing.

- This machine is turned off.
- This machine is not connected to a computer with a USB cable.

Installing Software with Recommended Install

With recommended install, the following software is installed.

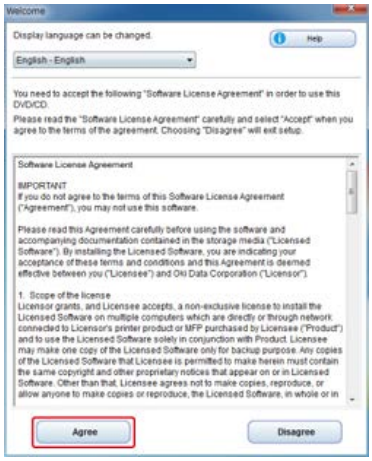
- PCL6 driver
- Scanner driver
- ActKey

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

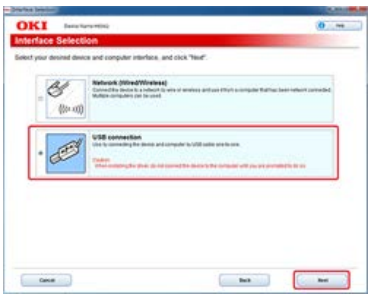
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



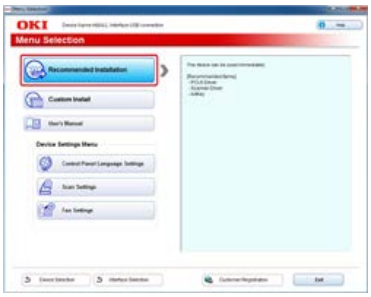
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

7. Select [USB connection], and then click [Next].



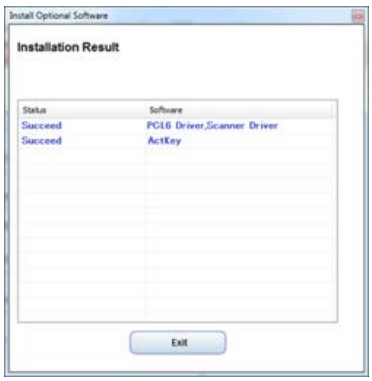
8. Click [Recommended Install].



Installation of the drivers starts.

9. When the following screen is displayed, connect the computer to this machine with a USB cable.

10. Click [Exit].



Installing Software You Want to Use with Custom Install

With Custom Install, you can select software to use from the following software.

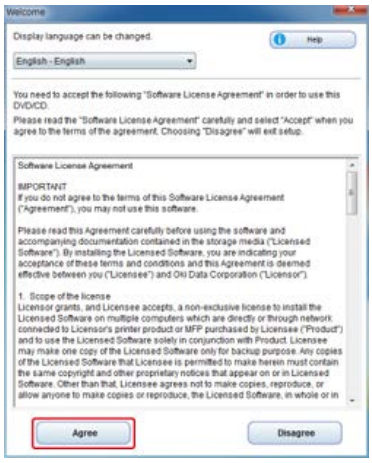
- PCL6 driver
- PS driver
- XPS driver
- FAX driver
- Scanner driver
- ActKey
- OKI LPR Utility
- Configuration Tool
- Print Job Accounting Client software
- PaperPort
- OmniPage

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

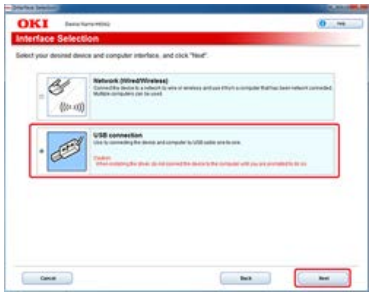
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



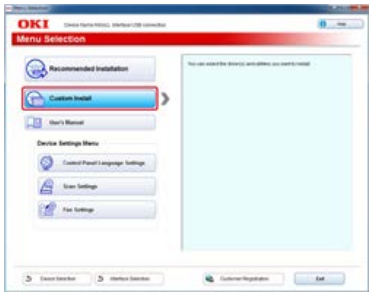
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

7. Select [USB connection], and then click [Next].

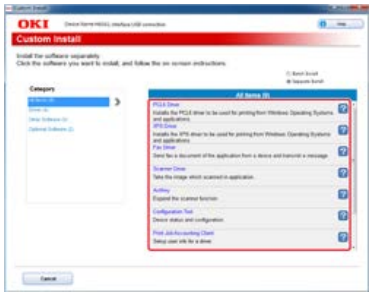


8. Click [Custom Install].



9. Click [Separate Install].

10. Click a driver or software to install.



Memo

The procedure below varies depending on the selected software.

The procedure below uses the installation of the XPS driver as an example.

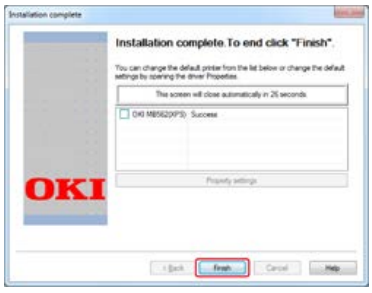
11. Click [Next].

Installation starts.

12. Connect this machine to a computer with a USB cable, and then turn this machine on.

Follow the on-screen instructions to complete the installation.

13. Click [Finish].



For Mac OS X

Install a driver or utility software from the Software DVD-ROM included in this machine.

- For the Network Connection
- For the USB Connection

Installing the Scanner Driver
Installing the Printer Driver

Installing the Scanner Driver

1. Check that the machine and a computer are connected and the machine is turned on, and then insert the "Software DVD-ROM" into the computer.
2. Double-click the [OKI] icon on the desktop.
3. Double-click [Drivers] > [Scanner] > [Installer for OSX10.6-10.7].
4. Click [Continue].

5. Click [Continue].

6. Check that the displayed content, and then click [Continue].

7. Read the license agreement, and then click [Continue].

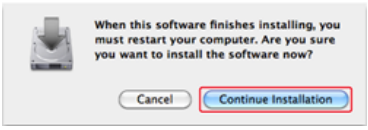
8. Click [Agree].

9. Click [Install].

To change the driver installation location, click [Change Install Location].

10. Enter the administrator name and password, and then click [OK].

11. Click [Continue Installation].



12. Click [Restart].

Installing the Printer Driver

After installing, perform test print in step 14.

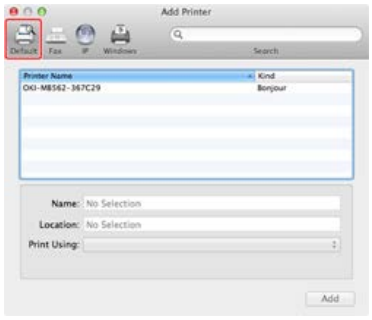
Memo

The procedure below uses the installation of the PS driver as an example.

1. Check that the machine and a computer are connected and the machine is turned on.
2. Insert the "Software DVD-ROM" into a computer.
3. Double-click the [OKI] icon on the desktop.
4. Double-click [Drivers] > [PS] > [Installer for OSX].
5. Enter the administrator password, and then click [OK].

   Follow the on-screen instructions to complete the installation.
6. Select [System Preferences] from the Apple menu.
7. Click [Print & Scan].
8. Click [+].

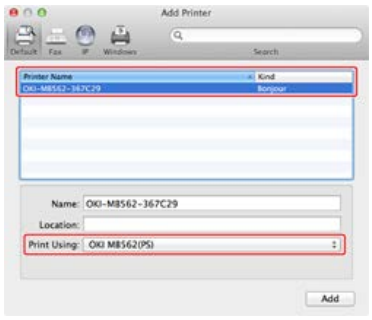
9. Click [Default].



10. Select the machine with [Kind] being [Bonjour], and then check that [OKI MB562(PS)] is displayed for [Printer Name].

Memo

- The name of the machine is displayed in "OKI-MB562 (the last six digits of the MAC address)" format.
- To change the name of the machine, enter the name you want to use in [Name:].

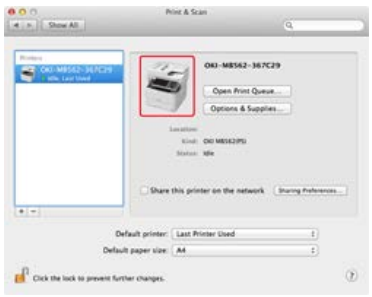


11. Click [Add].

12. When the [Installable Options] window is displayed, click [Continue].

If you install the optional second tray unit on the machine before installing the driver, change the tray setting, and then click [Continue].

13. Check that the machine is added to [Printers] and [OKI MB562(PS)] is displayed for [Kind].



Note

If [OKI MB562(PS)] is not displayed for [Kind] correctly, click [-], delete the machine from [Printers], and then repeat steps 8 to 12.

14. Click [Open Print Queue].

15. Select [Print Test Page] from the [Printer] menu.

For the USB Connection

Installing the Scanner Driver
Installing the Printer Driver

Installing the Scanner Driver

You can install the scanner driver in the same way as when you install it for the USB connection.
For details, refer to "For the Network Connection".

Installing the Printer Driver

After installing, perform a test print in step 12.

Memo

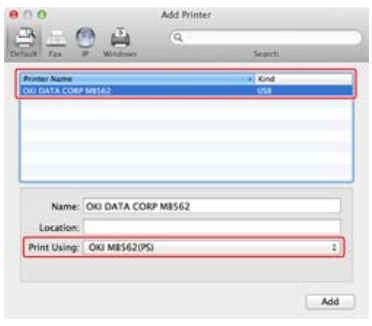
The procedure below uses the installation of the PS driver as an example.

1. Check that the machine and a computer are connected and the machine is turned on.
2. Insert the bundled "Software DVD-ROM" into a computer.
3. Double-click the [OKI] icon on the desktop.
4. Double-click [Drivers] > [PS] > [Installer for OSX].
5. Enter the administrator password, and then click [OK].
   Follow the on-screen instructions to complete the installation.
6. Select [System Preferences] from the Apple menu.
7. Click [Print & Scan].
8. Click [+].

Note

If the machine is already displayed in [Printer], select the machine, and then click [-] to delete. Then, click [+].

9. Select the machine with [Kind] being [USB], and then check that [OKI MB562(PS)] is displayed for [Print Using].



To change the name of the machine, enter the name you want to use in [Name:].

10. Click [Add].

11. Check that the machine is added to [Printers] and [OKI MB562(PS)] is displayed for [Kind].

Note

If [OKI MB562(PS)] is not displayed for [Kind] correctly, click [-], delete the machine from [Printers], and then repeat steps 8 to 10.

12. Click [Open Print Queue].

13. Select [Print Test Page] from the [Printer] menu.

Setting to Use a Desired Function

Functions that you use and required drivers

	Scanner driver	Printer driver		Fax driver
		PCL	XPS (Windows only)	
Copy				
Scan	○			
Print		△	△	
Fax				○

Items to set and setting methods

	Computer			Operator panel
	Configuration Tool	Web page	Software DVD-ROM	
Registration of the e-mail address of the machine	◎	◎	◎	○
Registration of the e-mail addresses of the destinations	◎		◎	○
Registration of the speed dial numbers of the destinations	◎		◎	○

◎: Recommended setting method

○: Can be set by using this method

△: Select a required driver depending on the function to use

Setting the Print Functions

To use the print functions, you must install and set a printer driver.

Installing a Driver and Software to a Computer

Setting Scan to E-mail

- Without Using the Software DVD-ROM
- Using the Software DVD-ROM (For Windows)

Without Using the Software DVD-ROM

To use Scan to E-mail, you must prepare the following.

- Connect this machine to a network.
  - Connecting This Machine to a Network
- Register the e-mail address of the machine and server information.
  - Register the E-mail Address of the Machine and Server Information
- Register a destination e-mail address.
  - Registering or Deleting a Destination E-mail Address

Topics

How to use Scan to E-mail

Sending Scanned Data as an E-mail Attachment (Scan to E-mail)

Using the Software DVD-ROM (For Windows)

- Connect this machine to a network.
  - Connecting This Machine to a Network
- Register the e-mail address of the machine and server information.
  - Using the Software DVD-ROM with Network Connection (For Windows)
  - Using the Software DVD-ROM with USB Connection (For Windows)
- Register a destination e-mail address.
  - Using the Software DVD-ROM (For Windows)

Topics

How to use Scan to E-mail

- Sending Scanned Data as an E-mail Attachment (Scan to E-mail)

Setting Scan to PC

To use Scan to PC, you must prepare the following.

- Connect this machine to a network.
  - Connecting This Machine to a Network
- Install the scanner driver in a computer.
  - Installing a Driver and Software to a Computer
- Register a computer that is used for Scan to PC in the machine.
  - Registering or Removing a Computer That is Connected for Scan to PC

Topics

How to use Scan to PC

Scanning Data to a Computer (Scan to PC)

Setting Scan to Shared Folder

To use Scan to Shared Folder, you must prepare the following.

- Connect this machine to a network.
  - Connecting This Machine to a Network

Topics

How to use Scan to Shared Folder

- Saving Scanned Data in a Shared Folder (Scan to Shared Folder)
- Creating a Shared Folder in a Computer
- Registering a Destination (Profile)
- Changing or Deleting a Registered Destination (Profile)
- Using the Software DVD-ROM (For Windows)

Creating a Shared Folder in a Computer

Create a shared folder in a computer in which the scanned document is saved.

To create a shared folder, the content in the setting information sheet is required.

Setting information sheet

Item	Description	Example	Entry column for your information * Write down memos here about the details you have checked or your settings.
Name of the transmission destination computer	Name of the computer to which the scanned data is forwarded	PC1	
User name*	User name that is required for logging in to a computer to which the scanned data is forwarded	mb562	(Within 32 characters)
Password*	Password that is required for logging in to a computer to which the scanned data is forwarded	mb562	(Within 32 characters)
Profile name	Name of a transmission destination (any name)	Sales	(Within 16 characters)
Name of the shared folder	Folder name in the computer to which the scanned data is forwarded	share	(Within 64 characters)
Name of the scanned file	Name of the scanned data file (any name)	ScanData	(Within 64 characters)

* Required for the machine to access the shared folder with the access privileges set.

Note

Obtain a permission from your network administrator before creating a shared folder on a computer.

Memo

- This manual uses a shared folder without access restrictions for descriptions. If you want to set access restrictions, refer to the Help of your OS.
- This procedure uses the CIFS protocol.

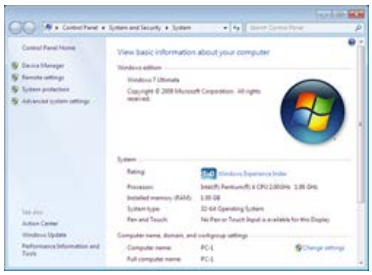
- For Windows 8.1/Windows Server 2012 R2/Windows Server 2008 R2/Windows Server 2008/Windows 7/Windows Vista
- For Windows Server 2003
- For Mac OS X 10.6.8 to 10.9

For Windows 8.1/Windows Server 2012 R2/Windows Server 2008 R2/Windows Server 2008/Windows 7/Windows Vista

Memo

The descriptions may vary depending on your edition.

1. Click [Start] on the Windows task bar, right-click [Computer], and then click [Properties].
2. Check the name of [Computer name].



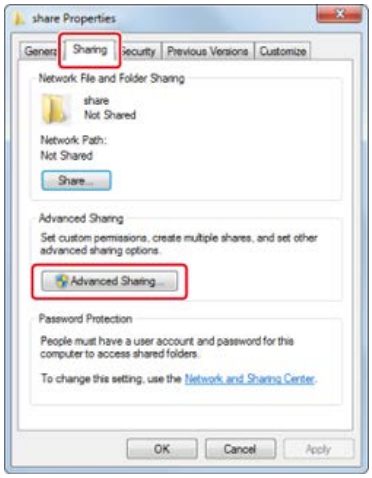
You need the computer name you checked when you register the destination in the machine. Write it down in "Name of the transmission destination computer" on the setting information sheet.

3. Close the window.
4. Create a folder in which documents are saved on the computer.

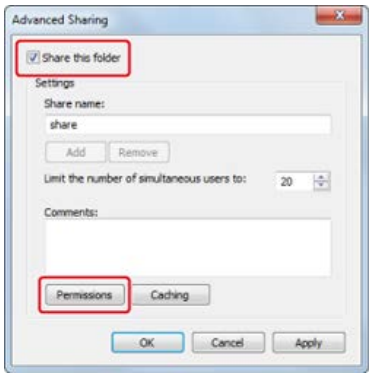
Memo

- It is recommended to create the folder under the C or D drive.
- An example of creating the folder named "share" is covered here.
- You need the folder name you created when you register the destination in the machine. Write it down in "Name of the shared folder" on the setting information sheet.

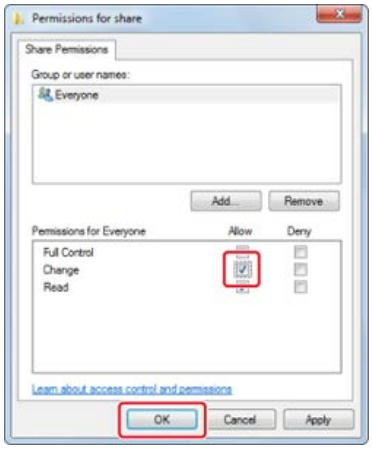
5. Right-click the created folder, and then click [Properties].
6. Click the [Sharing] tab, and then click [Advanced Sharing].



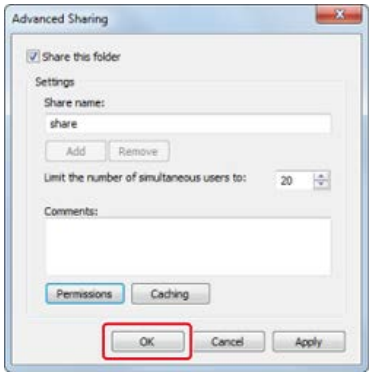
7. Select the [Share this folder] check box, and then click [Permissions].



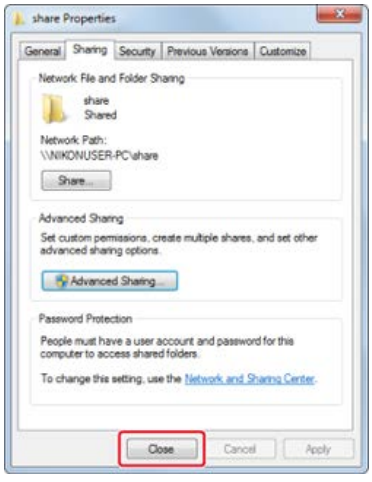
8. Select the [Allow] check box of [Change] in [Permissions for Everyone], and then click [OK].



9. Click [OK].



10. Click [Close].



11. Register the created shared folder as the destination in the machine (profile registration).

Topics

- Registering a Destination (Profile)
- Using Scan to Shared Folder

For Windows Server 2003

Memo

The descriptions may vary depending on your edition.

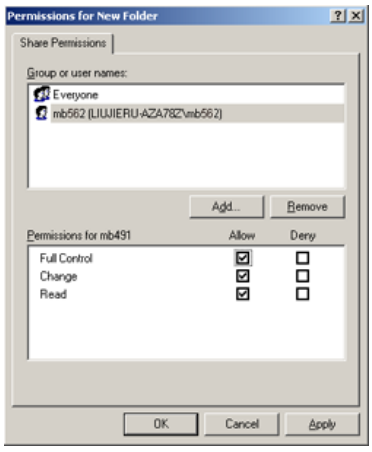
1. Click [Start] on the Windows task bar, click [Control Panel], and then double-click [System].
2. Select the [Computer Name] tab, and then click [Change].
3. Check the name of [Computer name].

   You need the computer name you checked when you register the destination in the machine. Write it down in "Name of the transmission destination computer" on the setting information sheet.
4. Create a folder in which documents are saved on the computer.

   Memo

   - It is recommended to create the folder under the C or D drive.
   - An example of creating the folder named "share" is covered here.
   - You need the folder name you created when you register the destination in the machine. Write it down in "Name of the shared folder" on the setting information sheet.
5. Right-click the created folder, and then click [Sharing and Security].
6. Select [Share this folder], and then click [Permissions].

7. Select the user name, and then check the [Allow] of [Full Control].



8. Click [OK].
9. Click [Close].

10. Register the created shared folder as the destination in the machine (profile registration).

Topics

- Registering a Destination (Profile)
- Using Scan to Shared Folder

For Mac OS X 10.6.8 to 10.9

Memo

The descriptions may vary depending on your edition.

1. Select [System Preferences] from the Apple menu.
2. Click [Sharing].
3. Check the name of [Computer Name].

You need the computer name you checked when you register the destination in the machine. Write it down in "Name of the transmission destination computer" on the setting information sheet.

4. Right-click the created folder, and then [Sharing].

Memo

For Mac OS X 10.6.8, select [System Preferences] > [Network], select the network service to use, check the name in the NetBIOS field in the detailed setting, and then write the name down in "Name of the transmission destination computer".

5. Create a folder in which documents are saved on the computer.
   - An example of creating the folder named "share" is covered here.
   - You need the folder name you created when you register the destination in the machine. Write it down in "Name of the shared folder" on the setting information sheet.
6. Select [System Preferences] from the Apple menu.
7. Click [Sharing].
8. Select the [File Sharing] check box.

9. Click [+] under [Shared Folders].
10. Select the created folder, and then click [Add].
11. Click [Options].
12. Select the [Share files and folders using SMB (Windows)] check box.

13. Click [Done].

14. Close [Sharing].

15. Register the created shared folder as the destination in the machine (profile registration).

Topics

- Registering a Destination (Profile)
- Using Scan to Shared Folder

Registering a Destination (Profile)

Register the created shared folder in the machine so that the folder can be used for Scan to Shared Folder.

When you perform Scan to Shared Folder, you send data to the profile that you specify as a destination.

You can register up to 50 profiles.

You can register a destination (profile) in the following three ways. This manual recommends to use Configuration Tool or the Web page where you can enter information with the computer keyboard.

- Registering a Destination (Profile) from Configuration Tool
- Registering a Destination (Profile) from the Web page
- Registering a Destination (Profile) from the Operator Panel

Registering a Destination (Profile) from Configuration Tool

This section describes the registration method that uses the Configuration Tool on a computer.

If you click (Save to device), the changed settings are reflected to this machine.

Note

- To use the E-mail Address Manager, install the User Setting plug-in. You can install the User Setting plug-in at the same time as when installing Configuration Tool or install the plug-in later.

  Installing Configuration Tool

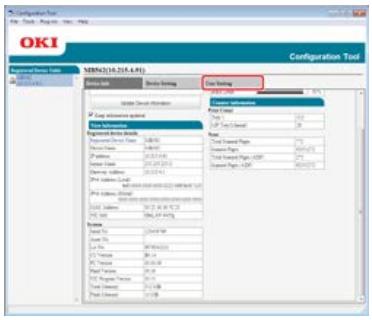
- You must register the machine in Configuration Tool in advance.

  Registering and Removing This Machine

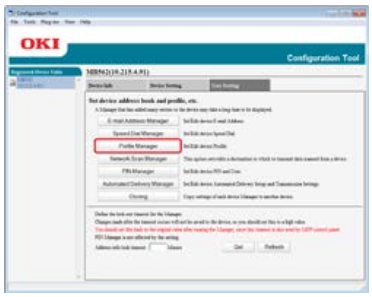
  About Configuration Tool

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

3. Select the [User Setting] tab.



4. Click [Profile Manager].

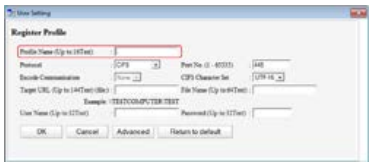


5. Enter the administrator password, and then click [OK].

The factory default password is "aaaaaa".

6. Click (New).

7. Enter the name of a transmission destination in [Profile Name].



8. Select [CIFS] for [Protocol] to register a shared folder.
9. Enter the path of the shared folder that you set on the computer in [Target URL].
10. Enter the port number to use in [Port No.].
11. If access privileges are set to the shared folder, enter the user name and password in [User Name] and [Password].
12. Select [Encode Communication] and [CIFS Character Set] if necessary.
13. Enter [File Name] if necessary.
14. Click [Advanced], and then set the advanced settings.
15. Click [OK].
16. Click (Save to device).

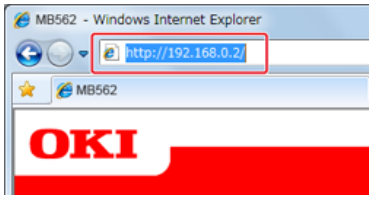
Registering a Destination (Profile) from the Web page

This section describes the registration method that uses the Web page on a computer.

1. Open a Web browser.
2. Enter the URL, "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

   About the IP Address of this machine

   Setting an IP Address from the Operator Panel on This Machine



3. Click [Administrator Login].

4. Enter "root" in [User Name] and the administrator password of the machine in [Password], and then click [OK].

   For Mac OS X, enter "root" in [Name] and the administrator password of the machine in [Password], and then click [Login].

5. Click [SKIP].

6. Click [List] at the top of the screen.
7. Click [Profile] on the left side of the screen.
8. Click [New].

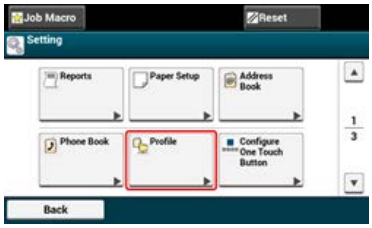
9. Enter the name of a transmission destination in [Profile Name].

10. Select [CIFS] for [Protocol] to register a shared folder.
11. Enter the path of the shared folder that you set on the computer in [Target URL].
12. Enter the port number to use in [Port Number].
13. If access privileges are set to the shared folder, enter the user name and password in [User Name] and [Password].
14. Select [CIFS Character Set] and [Encode Communication] if necessary.
15. Set [Detail] if necessary.
16. Click [Submit].

Registering a Destination (Profile) from the Operator Panel

This section describes how to register profiles from the operator panel.

1. Press [Device Settings] on the touch panel.
2. Press [Profile].



3. Select a number, and then press [Register].
4. Enter a profile name, and then press [Next].
5. Select a setting, and then press [Next].
6. Enter the values of the transmission destination computer name and the shared folder name in the "\\the transmission destination computer name\the shared folder name" format.

   Example: \\PC1\share

> **Memo**
>
> - If there is no DNS server in the network, you cannot specify the computer with the computer name (the transmission destination computer name). In such a case, use the IP address of the computer to set.
>
>   Example: \\192.168.0.3\share
> - To enter "\" using the QWERTY keyboard, press the <CTRL> key, and then press the <\> key.
>
> Entering with the Touch Panel

7. Press [Next].
8. If access privileges are set to the shared folder, enter the user name and password in [User Name] and [Password].

> **Note**
>
> - If domain management is performed, enter "User name@domain name".
> - If domain management is performed and you cannot establish a connection even after entering "User name@domain name", delete "@domain name".
> - Also, access the Web page of this machine, select [Admin Setup] > [Network Menu], and then set the NetBIOS domain name in [Workgroup name] in [NBT].
>   - For the domain name, check with your network administrator.

9. Press [Next].
10. Set other items if necessary.
11. Press [OK].

Changing or Deleting a Registered Destination (Profile)

You can register up to 50 profiles.

You can register or delete a destination (profile) in the following three ways. This manual recommends to use Configuration Tool or the Web page where you can enter information with the computer keyboard.

- Changing or Deleting a Destination (Profile) from Configuration Tool
- Registering or Deleting a Destination (Profile) from the Web page
- Registering or Deleting a Destination (Profile) from the Operator Panel

Changing or Deleting a Destination (Profile) from Configuration Tool

Changing a Profile

Deleting a Profile

This section describes the change and deletion methods that use Configuration Tool on a computer.

If you click (Save to device), the changed settings are reflected to this machine.

Changing a Profile

Note

- To use the E-mail Address Manager, install the User Setting plug-in. You can install the User Setting plug-in at the same time as when installing Configuration Tool or install the plug-in later.

  Installing Configuration Tool

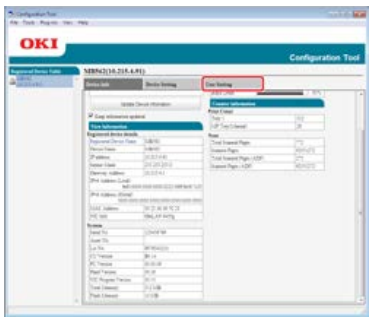
- You must register the machine in Configuration Tool in advance.

  Registering and Removing This Machine

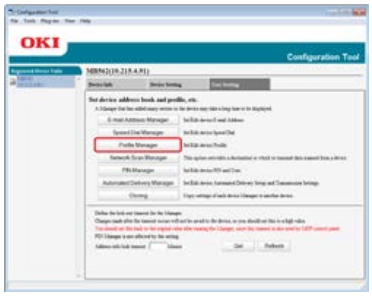
  About Configuration Tool

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

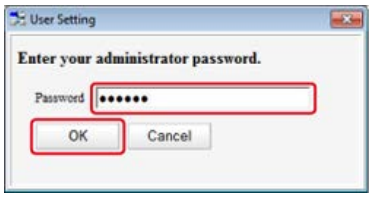
3. Select the [User Setting] tab.



4. Click [Profile Manager].

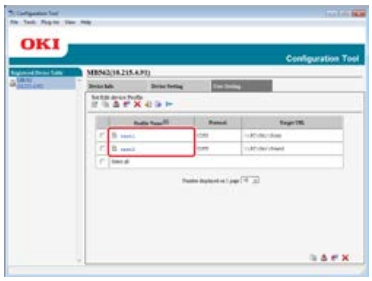


5. Enter the administrator password, and then click [OK].



The factory default password is "aaaaaa".

6. Click a profile name to change.



7. Edit the profile, and then click [OK].

8. Click (Save to device).

Deleting a Profile

Note

- To use the E-mail Address Manager, install the User Setting plug-in. You can install the User Setting plug-in at the same time as when installing Configuration Tool or install the plug-in later.

  Installing Configuration Tool

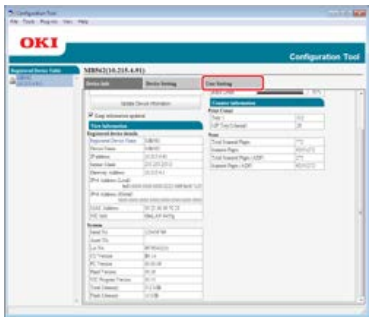
- You must register the machine in Configuration Tool in advance.

  Registering and Removing This Machine

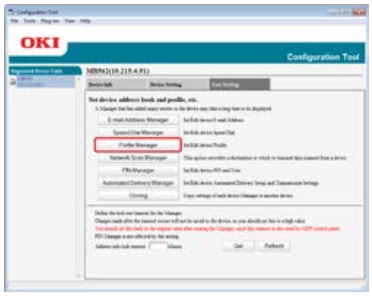
  About Configuration Tool

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

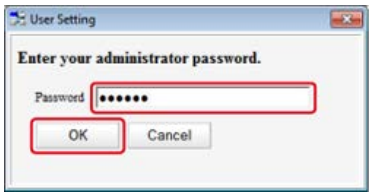
3. Select the [User Setting] tab.



4. Click [Profile Manager].

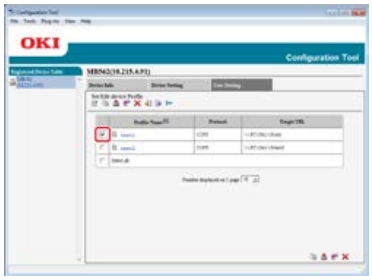


5. Enter the administrator password, and then click [OK].



The factory default password is "aaaaaa".

6. Click a profile name to delete.



7. Click (Delete).

> **Memo**
>
> To delete all the destinations (profiles), click (Delete all).

8. Click (Save to device).

Registering or Deleting a Destination (Profile) from the Web page

Changing a Profile
Deleting a Profile

You can register up to 50 profiles.

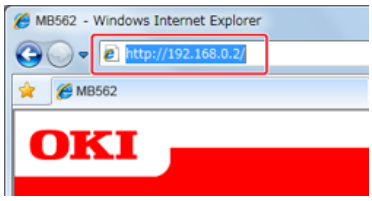
This section describes the registration and deletion methods that use the Web page on a computer.

Changing a Profile

1. Open a Web browser.
2. Enter the URL, "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

   About the IP Address of this machine

   Setting an IP Address from the Operator Panel on This Machine



3. Click [Administrator Login].

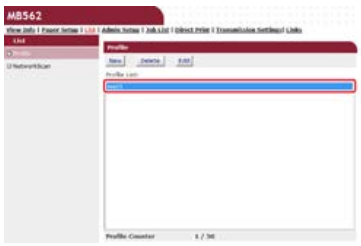
4. Enter "root" in [User Name] and the administrator password of the machine in [Password], and then click [OK].

   For Mac OS X, enter "root" in [Name] and the administrator password of the machine in [Password], and then click [Login].

5. Click [SKIP].

6. Click [List] at the top of the screen.
7. Click [Profile] on the left side of the screen.

8. Click a profile to change.



9. Click [Edit].

10. Edit the profile if necessary.

11. Click [Submit].

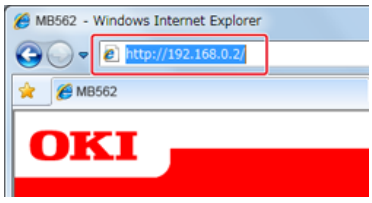
Deleting a Profile

1. Open a Web browser.

2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine

Setting an IP Address from the Operator Panel on This Machine



3. Click [Administrator Login].

4. Enter "root" in [User Name] and the administrator password of the machine in [Password], and then click [OK].

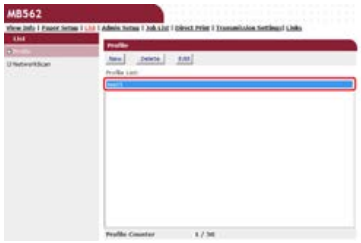
   For Mac OS X, enter "root" in [Name] and the administrator password of the machine in [Password], and then click [Login].

5. Click [SKIP].

6. Click [List] at the top of the screen.

7. Click [Profile] on the left side of the screen.

8. Click a profile to delete.



9. Click [Delete].

10. Click [OK] in a dialog box.

Topics

Registering a Destination (Profile)

Registering or Deleting a Destination (Profile) from the Operator Panel

Changing a Profile
Deleting a Profile

You can register up to 50 profiles.

Changing a Profile

1. Press [Device Settings] on the touch panel.
2. Press [Profile].
3. Select a number, and then press [Edit].
4. Select an item to change.
5. Change the item, and then press [OK].
6. To change multiple items, repeat steps 4 to 5.
7. Press [Back].
8. Press [OK] to register the setting.

Deleting a Profile

1. Press [Device Settings] on the touch panel.
2. Press [Profile].
3. Select a number, and then press [Delete].
4. When a confirmation screen is displayed, press [Yes].

Topics

Registering a Destination (Profile)

Using the Software DVD-ROM (For Windows)

Set Scan to Shared Folder by using the Software DVD-ROM.

Topics

How to use Scan to Shared Folder

Saving Scanned Data in a Shared Folder (Scan to Shared Folder)

- For the Network Connection
- For the USB Connection

For the Network Connection

Connect this machine to a network, and then set Scan to Shared Folder.

Note

Check the status of this machine before working.

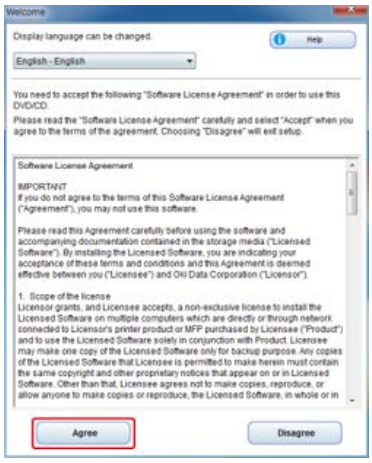
- This machine is turned on.
- This machine is connected to a network with a network cable.
- The IP address or other settings are set.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

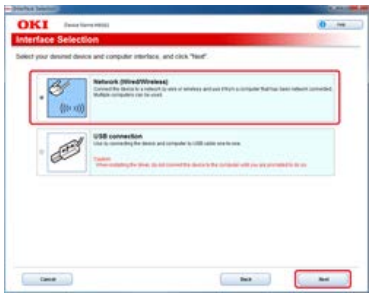
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



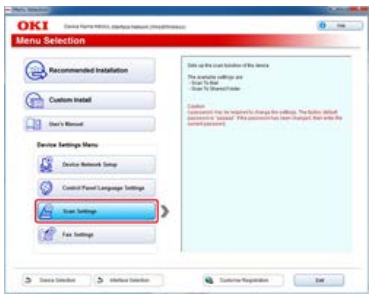
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

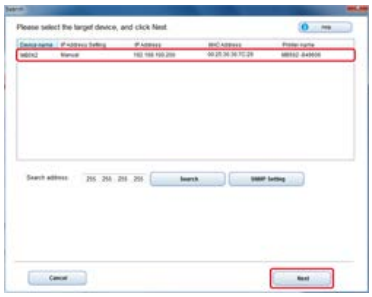
7. Select [Network (Wired/Wireless)], and then click [Next].



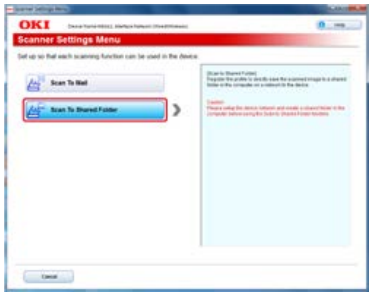
8. Click [Scan Settings].



9. Select the model name of this machine, and then click [Next].



10. Click [Scan To Shared Folder].



11. Set Scan to Shared Folder if necessary, and then click [Setup].

12. Enter the password for this machine, and then click [OK].

13. When a completion message is displayed, click [OK].

For the USB Connection

Connect this machine to a computer with a USB cable, and then set a Scan to Shared Folder.

Note

Check the status of this machine before working.

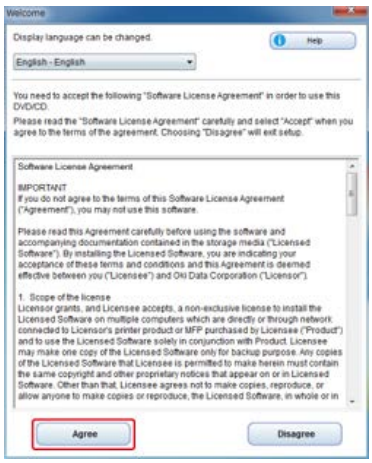
- This machine is turned off.
- This machine is not connected to a computer with a USB cable.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

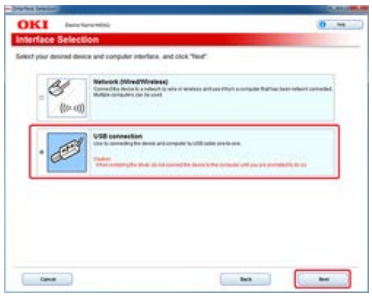
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



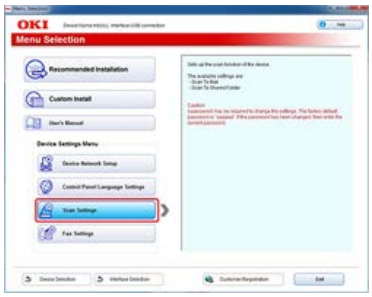
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

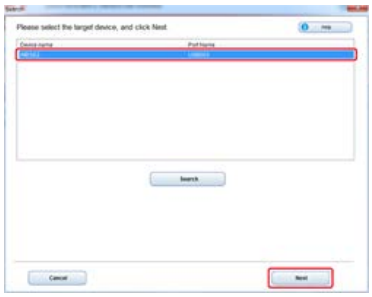
7. Select [USB connection], and then click [Next].



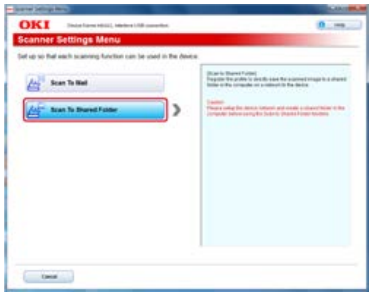
8. Click [Scan Settings].



9. Select the model name of this machine, and then click [Next].



10. Click [Scan To Shared Folder].



11. Set Scan to Shared Folder if necessary, and then click [Setup].

12. Enter the password for this machine, and then click [OK].

13. When a completion message is displayed, click [OK].

Setting Remote Scan

To use Remote Scan, you must prepare the following.

- Connect this machine to a network. Alternatively, connect this machine to a computer via a USB interface.
  - Connecting This Machine to a Network
  - Connecting a Computer to This Machine via a USB Interface
- Install the scanner driver in a computer.
  - Installing a Driver and Software to a Computer
- Register a computer that is used for Scan to PC in the machine.
  - Registering or Removing a Computer That is Connected for Scan to PC

Topics

How to use Remote Scan

- Scanning from a Computer (Remote Scan)

Setting the Fax Functions

To use the fax, you must prepare the following.

- Connect this machine to a network. Alternatively, connect this machine to a computer via a USB interface.
  - Connecting This Machine to a Network
  - Connecting a Computer to This Machine via a USB Interface
- Install the fax driver in a computer.
  - Installing a Driver and Software to a Computer

Topics

How to Use Fax

Basic Procedure for Fax

- About the Fax Functions
- Setting the Country Code
- Connecting a Telephone Line
- Registering the Date and Time
- Registering the Fax Numbers and Sender Name
- Setting the Telephone Line Type to Use
- Setting for Using a Private Branch Exchange (PBX)
- Changing the Super G3 Setting
- Setting a Reception Mode
- Registering or Deleting a Fax Number
- Using the Software DVD-ROM (For Windows)

About the Fax Functions

In addition to the fax functions, there are other functions: the Internet Fax function that reduces the long distance communication costs, and the PC Fax function that enables you to send a fax directly from a computer.

- Fax

  Send and receive faxes using the standard telephone line.

- Internet Fax

  The Internet Fax function enables you to send and receive faxes through an Internet line. When using standard faxes through a standard telephone line, charges are incurred depending on the distance. However, if using the Internet line, charges do not fluctuate regardless of the distance, allowing you to reduce more costs than standard faxes.

- PC Fax

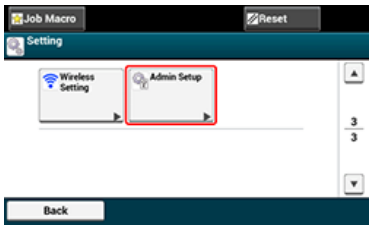
  This function enables you to send a file on a computer by fax directly from a computer. When you want to send a fax, such as the one you are creating, you do not have to go to the machine to operate. You can send the fax directly from your computer in the same way as the standard print operation. You can send the fax without paper and the trip to the machine.

Setting the Country Code

Note

- Select the correct country code.
- If [Country Code] is set to an incorrect value, fax transmissions and receptions may not function correctly. If a fax transmission or reception fails even with the correct line connection, check [Country Code] first.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].



3. Enter the administrator password, and then press [OK].

   The factory default password is "aaaaaa".

   Entering Characters

4. Press [Fax Setup].
5. Press [Fax Setting].
6. Press [Country Code].
7. Select a country.

Memo

- If your country is the Czech Republic or Slovak Republic, select [Czech/Slovakia].
- If your country is Canada, select [U.S.A].
- If the region of your country is Latin America, select [Latin America].
- If the region of your country is Europe or Middle East, select [International].
- The following country codes can be set.

  U.S.A., International, United Kingdom, Ireland, Norway, Sweden, Finland, Denmark, Germany, Hungary, Czech/Slovakia, Poland, Switzerland, Austria, Belgium, Netherlands, France, Portugal, Spain, Italy, Greece, Australia, New Zealand, Singapore, Hong Kong, Latin America, Mexico, China, Russia, Taiwan, Japan, Korea, Thailand, Malaysia, Jordan, Argentina, Brazil, South Africa, Belarus, Moldova, Turkey, Ukraine

8. When a confirmation message is displayed, press [Yes].

   The machine automatically restarts and the default screen is displayed a few minutes later.

Memo

If [Country Code] is changed, the values of [PBX Line] and [MF (Tone)/DP (Pulse)] are changed to the default value of each country.

Connecting a Telephone Line

This section describes how to connect a telephone line for fax transmissions. Be sure to connect the telephone line that suits your environment before sending or receiving faxes.

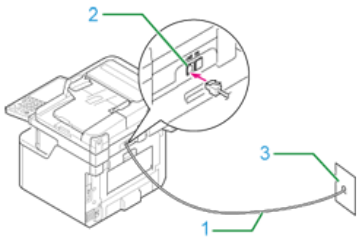
The telephone line connection method varies depending on your environment. Connect the telephone line that suits your environment by referring to the illustrations in this manual.

Note

You cannot connect an ISDN line directly. To connect, use a terminal adaptor (TA) and connect to the LINE connector of the machine.

- Connecting to the Public Line (If Using Only for Faxes)
- Connecting to the Public Line (If Connecting a Telephone to the Machine)
- Connecting to the ADSL Environment
- Connecting the Optical IP telephone
- Connecting a CS Tuner or Digital Television
- Connecting PBX, Home Telephone or Business Phone
- Connecting as an Extension Telephone

Connecting to the Public Line (If Using Only for Faxes)



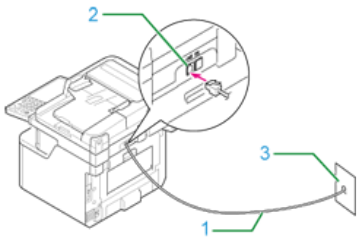
No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)

1. Plug one end of the included telephone cable (1) into the LINE connector (2) of the machine and the other end into a public line (analog) (3).

Note

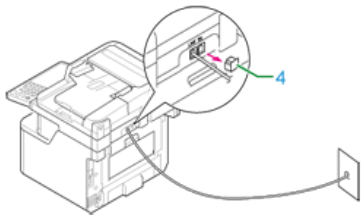
Do not plug the cable into the TEL connection by mistake.

Connecting to the Public Line (If Connecting a Telephone to the Machine)



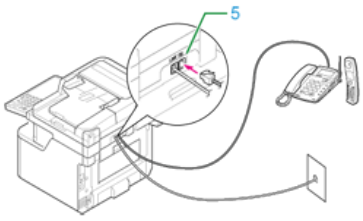
No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)
4	Telephone connector cover
5	TEL connector

1. Plug one end of the included telephone cable (1) into the LINE connector (2) of the machine and the other end into a public line (analog) (3).
2. Remove the telephone connector cover (4).



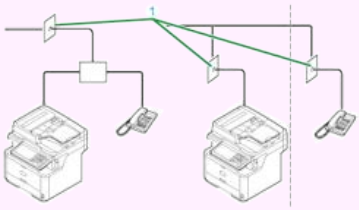
3. Plug the external telephone cable into the TEL connector (5) of the machine.

A telephone that is connected to the machine is called an external telephone.



Note

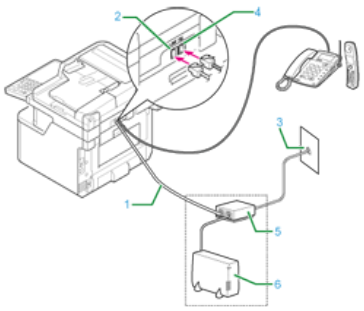
- Only one telephone can be connected to the machine.
- Do not connect the telephone to the machine. If you connect the telephone to the machine in parallel, the following problems occur, resulting in the machine not functioning correctly.
  - If you pick up the handset of the telephone that is connected in parallel while the machine is sending or receiving a fax, the fax image may be corrupted or a communication error may occur.
  - If the incoming call is a voice call, the telephone may ring late or stop halfway, and if the incoming call is a fax, the machine may not be able to receive the fax.
- If you connect a telephone with the fax function, disable the fax function (disable fax reception) before using.



Memo

In the case of direct interconnection, separate construction work is required. Contact your telephone company.

Connecting to the ADSL Environment



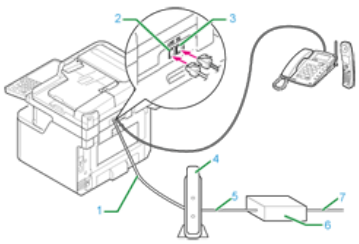
No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)
4	TEL connector
5	Splitter
6	ADSL modem

1. Plug the included telephone cable (1) that is connected to the ADSL modem (6) into the LINE connector (2) of the machine.
2. Remove the telephone connector cover.
3. Plug the external telephone cable into the TEL connector (4) of the machine.

Memo

- If you do not dial (do not originate a call), set [Dial Tone Detection] to [OFF].
  User Install
- If a fax transmission or reception fails, set [Super G3] to [OFF].
  Changing the Super G3 Setting

Connecting the Optical IP telephone



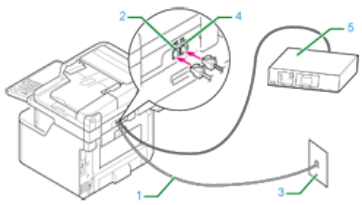
No.	Name
1	Telephone cable
2	LINE connector
3	TEL connector
4	Optical IP telephone Corresponding telephone *Insert into the telephone cable jack.
5	LAN cable
6	Optical Network Unit (ONU)
7	Optical cable

1. Plug the included telephone cable (1) that is connected to the Optical IP telephone into the LINE connector (2) of the machine.
2. Remove the telephone connector cover.
3. Plug the external telephone cable into the TEL connector (3) of the machine.

Memo

- If you do not dial (do not originate a call), set [Dial Tone Detection] to [OFF].
  User Install
- If a fax transmission or reception fails, set [Super G3] to [OFF].
  Changing the Super G3 Setting

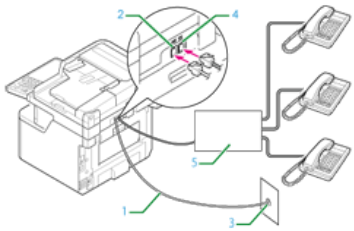
Connecting a CS Tuner or Digital Television



No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)
4	TEL connector
5	CS tuner or digital television

1. Plug the included telephone cable (1) that is connected to the public line (analog) (3) into the LINE connector (2) of the machine.
2. Remove the telephone connector cover.
3. Plug the telephone cable (1) that is connected to the CS tuner or digital television (5) into the TEL connector (4) of the machine.

Connecting PBX, Home Telephone or Business Phone



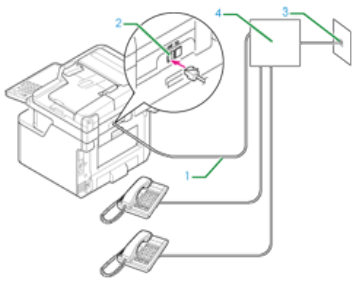
No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)
4	TEL connector
5	Control device including PBX, etc.

1. Plug the included telephone cable (1) that is connected to the public line (analog) (3) into the LINE connector (2) of the machine.
2. Plug the telephone cable (1) that is connected to a control device such as PBX (5) into the TEL connector (4) of the machine.

Memo

- Home Telephone is a simple switcher for home use, which connects multiple telephones with one or two telephone lines, enabling you to use extension and door phones.
- Business Phone is a simple switcher, which accommodate three or more telephone lines, with which many telephones can be shared, allowing for extension phones or other usage.

Connecting as an Extension Telephone



No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)
4	Control device including PBX, etc.

1. Plug one end of the included telephone cable (1) into the LINE connector (2) of the machine and the other end into a control device such as a PBX (4).

Memo

If you connect to a PBX (private branch exchange), set the PBX line to ON.

Setting for Using a Private Branch Exchange (PBX)

Registering the Date and Time

Set the current date and time of your region.

This section describes how to set from the operator panel of the machine.

You can automatically set the date and time from the Web page of this machine. For details, refer to "Obtaining the Date Automatically" in "Using the Web Page of This Machine".

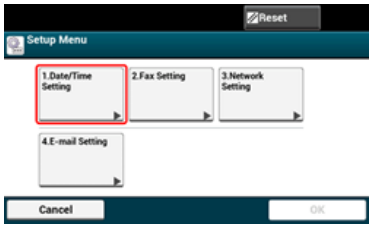
1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].

3. Enter the administrator password, and then press [OK].

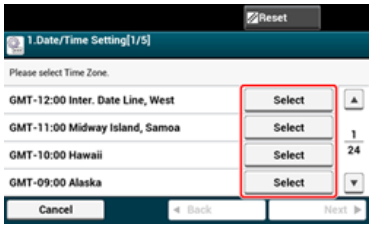
   The factory default password is "aaaaaa".

   Entering Characters

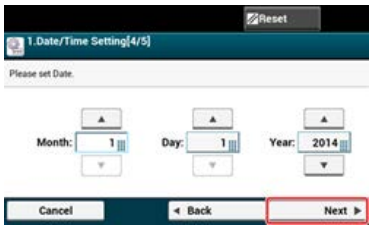
4. Press [Date/Time Setting].



5. Select a time zone, and then press [Select].



6. Select summer time, and then press [Next].
7. Check that [Manual] is selected, and then press [Next].
8. Enter the current date, and then press [Next].



9. Enter the current time, and then press [Next].

10. Press [OK] to register the setting.

Registering the Fax Numbers and Sender Name

Set the fax number of the machine and sender information.

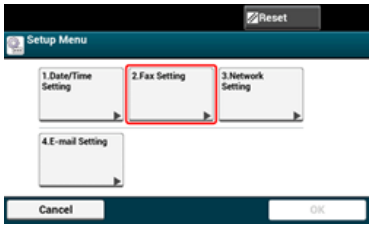
1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].

3. Enter the administrator password, and then press [OK].

The factory default password is "aaaaaa".

Entering Characters

4. Press [Fax Setting].



5. Enter a fax number, and then press [Next].
6. Enter any sender information, and then press [Next].

You can enter up to 22 characters.

Memo

When the recipient prints a fax, the sender information that you enter here is printed on the fax.

7. Press [OK] to register the setting.

Setting the Telephone Line Type to Use

[MF (Tone)/DP (Pulse)] is set to [Tone] by factory default.

- For push-button type phones, if you hear a "Beep, boop, beep" sound when dialing, leave [MF (Tone)/DP (Pulse)] as [Tone].
- For push-button type phones, if you do not hear a "Beep, boop, beep" sound when dialing, or if you are using a rotary-dial type phone, set [MF (Tone)/DP (Pulse)] to [Pulse].

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password, and then press [OK].

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [User Install].
5. Press [MF (Tone)/DP (Pulse)].
6. Select a dial type.

Setting for Using a Private Branch Exchange (PBX)

This setting is required for connecting the machine to a PBX (private branch exchange).

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password, and then press [OK].
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [Fax Setup].
5. Press [Fax Setting].
6. Press [PBX Line] to change the display to [ON].

Changing the Super G3 Setting

If a fax transmission or reception fails, set the Super G3 setting to [OFF].

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password, and then press [OK].
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [User Install].
5. Press [Super G3] to change the display to [ON].

Setting a Reception Mode

The most appropriate reception mode varies depending on the environment where you use the machine. Check with the following description.

[Fax Ready Mode] is set by factory default.

- [Fax Ready Mode]

  If you use the machine only for faxes, this mode is recommended.
- [Tel/Fax Ready Mode]

  If you connect a telephone, this mode is recommended.
- [Ans/Fax Ready Mode]

  If you connect an answering machine, this mode is recommended.
- [Tel Ready Mode]

  If you often use the machine as a telephone, this mode is recommended.
- [DRD]

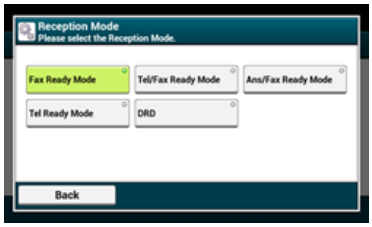
  If you use the distinctive ring detection (DRD) function that is provided by a telephone company, this mode is recommended.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password, and then press [OK].

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [User Install].
5. Press [Reception Mode].

   Available reception mode settings:

6. Select a setting.

Topics

About Reception Modes

Registering or Deleting a Fax Number

This section describes how to register a fax number in the phone book, and edit and delete a registered number.

You can set frequently-used fax numbers to speed dial, or collecting fax numbers into a group to broadcast.

You can register a destination e-mail address with Configuration Tool or the operator panel of the machine.

This manual recommends to use Configuration Tool where you can enter information with the computer keyboard.

Installing Configuration Tool

- Using Configuration Tool
- Registering or Deleting from the Operator Panel

Using Configuration Tool

Registering Speed Dial
Registering Multiple Addresses as a Group (Group Dial)
Deleting a Registered Speed Dial Number
Deleting a Registered Group Dial Number

You can register up to 300 destinations to speed dial.
You can create up to 20 groups, and register the entire groups as speed dial numbers.
If you click (Save to device), the changed settings are reflected to the machine.

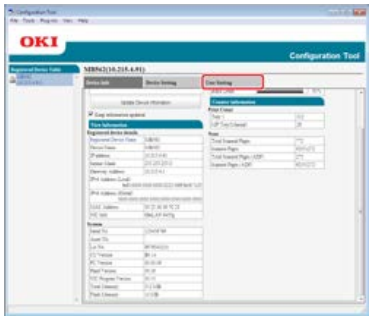
Note

- To use the Speed Dial Manager, install the User Setting plug-in.
- For details on how to install the plug-in, refer to "Installing Configuration Tool".
- You must register the machine in Configuration Tool in advance.
  Registering and Removing This Machine

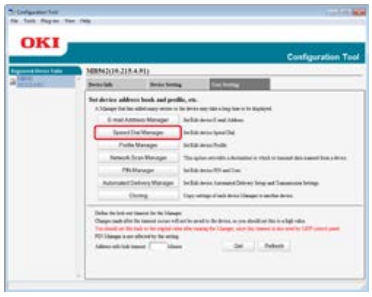
Registering Speed Dial

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

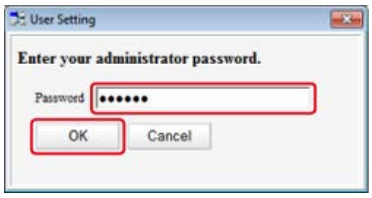
3. Select the [User Setting] tab.



4. Click [Speed Dial Manager].

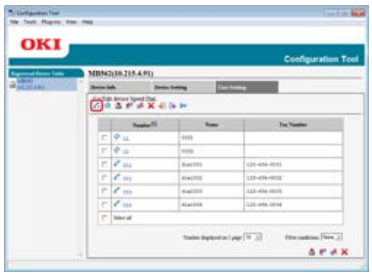


5. Enter the administrator password, and then click [OK].

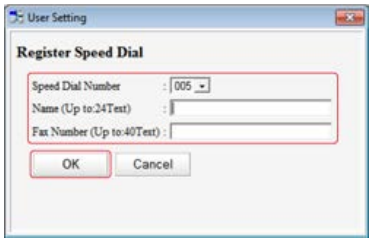


The factory default password is "aaaaaa".

6. Click (New(Speed Dial)).



7. Enter a fax number, and then click [OK].

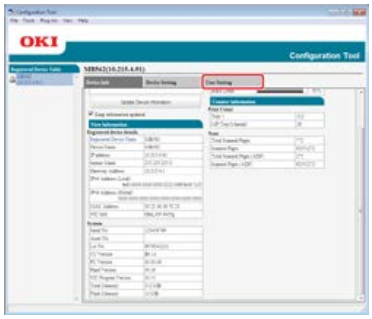


8. Click (Save to device).

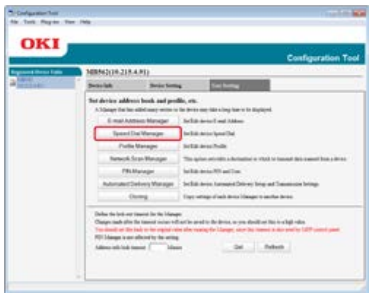
Registering Multiple Addresses as a Group (Group Dial)

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

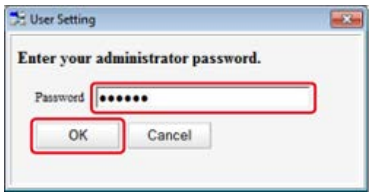
3. Select the [User Setting] tab.



4. Click [Speed Dial Manager].

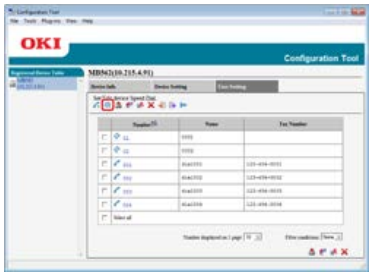


5. Enter the administrator password, and then click [OK].

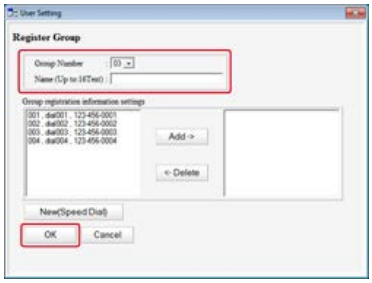


The factory default password is "aaaaaa".

6. Click (New(Group)).



7. Register a group, and then click [OK].

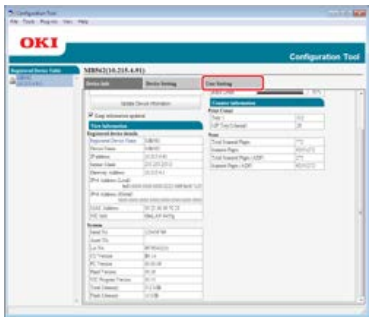


8. Click (Save to device).

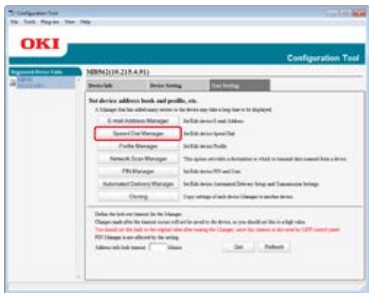
Deleting a Registered Speed Dial Number

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

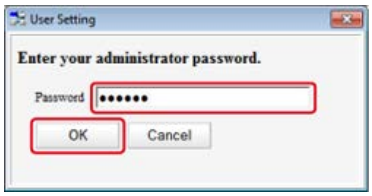
3. Select the [User Setting] tab.



4. Click [Speed Dial Manager].

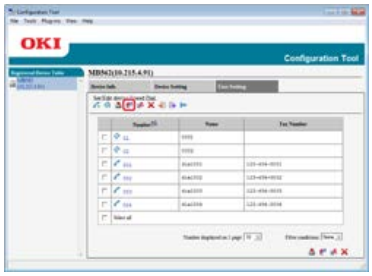


5. Enter the administrator password, and then click [OK].



The factory default password is "aaaaaa".

6. Select the destination to delete, and then click (Delete).



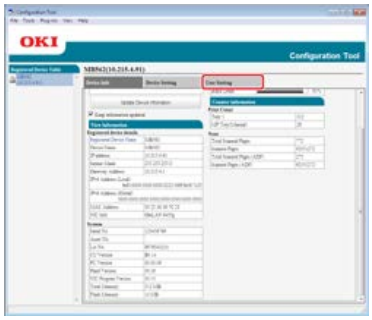
Memo

- If you click (Delete and Sort), the selected destination is deleted and the subsequent numbers move up.
- If you click (Delete all), all the destinations or groups are deleted.

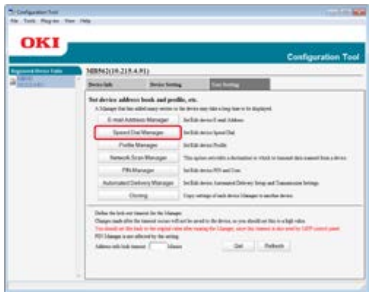
Deleting a Registered Group Dial Number

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

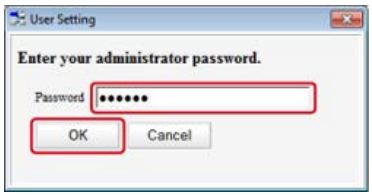
3. Select the [User Setting] tab.



4. Click [Speed Dial Manager].

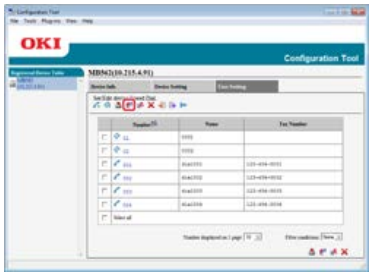


5. Enter the administrator password, and then click [OK].



The factory default password is "aaaaaa".

6. Select the group to delete, and then click (Delete).



Memo

- If you click (Delete and Sort), the selected group is deleted and the subsequent numbers move up.
- If you click (Delete all), all the destinations or groups are deleted.

Registering or Deleting from the Operator Panel

Registering Fax Numbers by Entering One by One

Registering a Destination that was Specified Before (History)

Registering Multiple Addresses as a Group (Group Dial)

Deleting a Registered Speed Dial Number

Deleting a Registered Group Dial Number

You can register up to 300 destinations to speed dial.

You can create up to 20 groups, and register the entire groups as speed dial numbers.

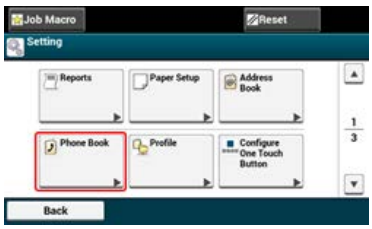
Registering Fax Numbers by Entering One by One

For details on character entry methods, refer to "Entering Characters".

Memo

The numbers that are registered in groups with the [Speed Dial] function synchronize the numbers that are registered in groups with the [Group No.] function.

1. Press [Device Settings] on the touch panel.
2. Press [Phone Book].



3. Press [Speed Dial].
4. Select a speed dial number (001 to 300), and then press [Register].

5. Press the registration button of [Name].
6. Enter a name.

   You can enter up to 24 characters.
7. Press [OK].
8. Press the registration button of [Fax Number].
9. Enter a fax number.

   You can enter up to 40 digits.
10. Press [OK].

Registering a Destination that was Specified Before (History)

You can register fax numbers as speed dial numbers from the fax transmission history and the reception history.

1. Press [Fax] or the (FAX) button.
2. Press [Fax].

3. Press [Redial].
4. Press [Tx History] or [Rx History].
5. Press [Register to Speed Dial].
6. Select a speed dial number, and then press [Register].
7. Press [Register to free number].

Memo

- When overwriting a registered number, select the number, and then press [Over Write].
- You cannot select any numbers that are specified with the auto delivery function.

8. Press the registration button of [Name].
9. Enter a name, and then press [OK].
   You can enter up to 24 characters.
10. Press [OK].
11. Repeat steps 3 to 10 until you complete registering all the e-mail addresses.

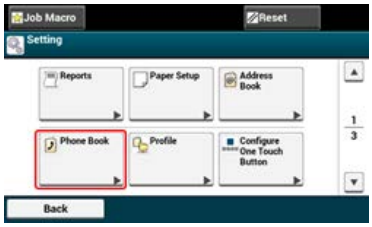
Registering Multiple Addresses as a Group (Group Dial)

For details on character entry methods, refer to "Entering Characters".

Memo

The numbers that are registered in groups with the [Speed Dial] function synchronize the numbers that are registered in groups with the [Group No] function.

1. Press [Device Settings] on the touch panel.
2. Press [Phone Book].



3. Press [Group No.].
4. Select a group number (01 to 20), and then press [Register].
   The check box is selected. You can select multiple items.

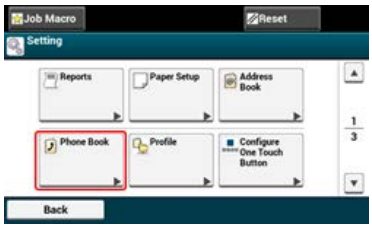
5. Press the registration button of [Name].
6. Enter a name.
   You can enter up to 16 characters.
7. Press [OK].
8. Press the registration button of [Speed Dial].
9. Select speed dial numbers, and then press [OK].
10. Press [OK].

Deleting a Registered Speed Dial Number

Note

You cannot delete the speed dial numbers that are used with the reserved transmission or auto delivery.

1. Press [Device Settings] on the touch panel.
2. Press [Phone Book].



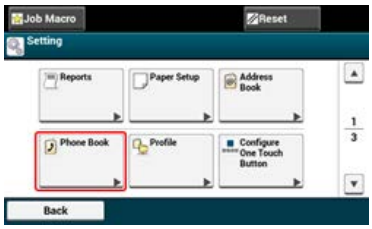
3. Press [Speed Dial].
4. Select a speed dial number, and then press [Delete].
5. Press [Yes] on a confirmation screen.

Deleting a Registered Group Dial Number

Memo

Even if you delete a group, the numbers that are registered as the speed dial numbers are not deleted.

1. Press [Device Settings] on the touch panel.
2. Press [Phone Book].



3. Press [Group No.].
4. Select a group number, and then press [Delete].
5. Press [Yes] on a confirmation screen.

Using the Software DVD-ROM (For Windows)

Set the fax settings by using the Software DVD-ROM.

Topics

How to Use Fax

Basic Procedure for Fax

- For the Network Connection
- For the USB Connection

For the Network Connection

Connect this machine to a network, and then set the fax settings.

Note

Check the status of this machine before working.

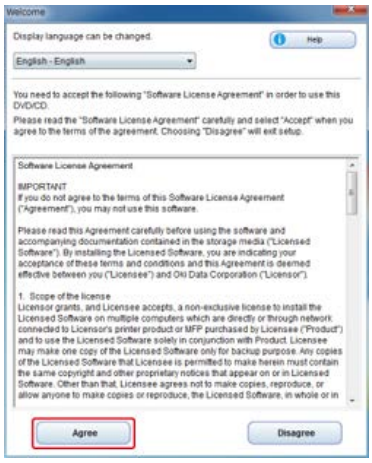
- This machine is turned on.
- This machine is connected to a network with a network cable.
- The IP address or other settings are set.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

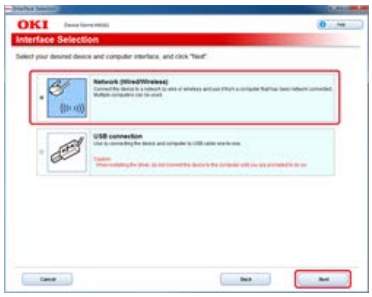
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



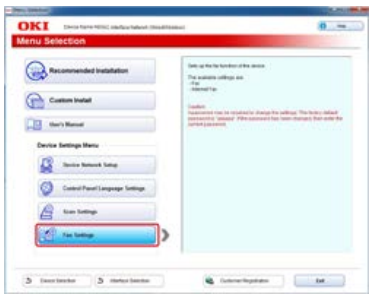
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

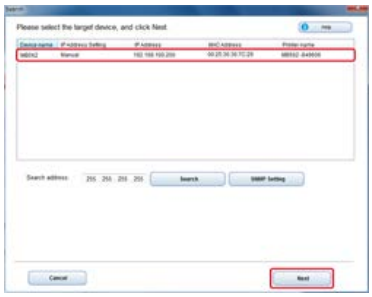
7. Select [Network (Wired/Wireless)], and then click [Next].



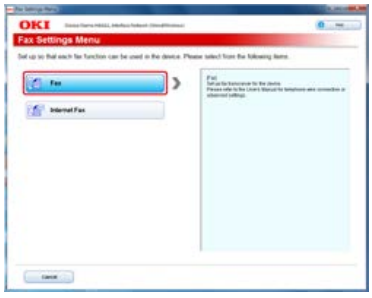
8. Click [Fax Settings].



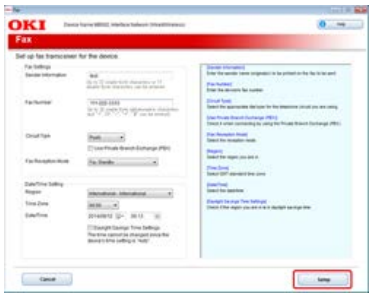
9. Select the model name of this machine, and then click [Next].



10. Click [Fax].



11. Set the fax information if necessary, and then click [Setup].



The fax information is set to this machine.

For the USB Connection

Connect this machine to a computer with a USB cable, and then set the fax settings.

Note

Check the status of this machine before working.

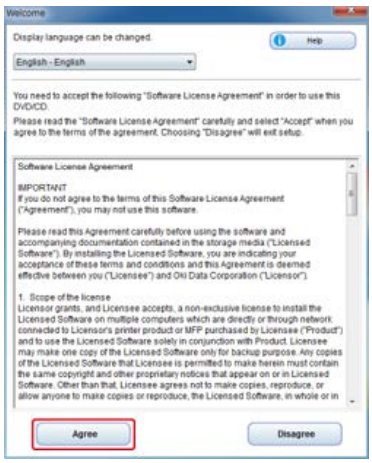
- This machine is turned off.
- This machine is not connected to a computer with a USB cable.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

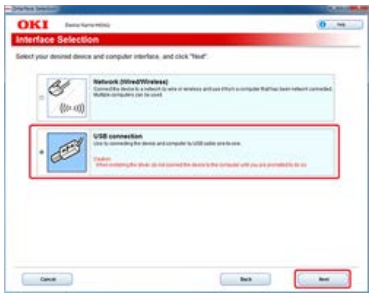
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



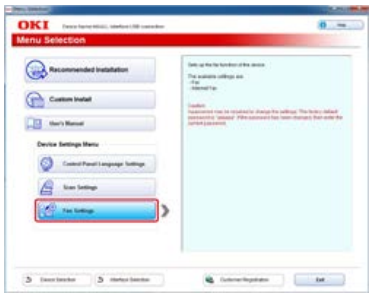
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

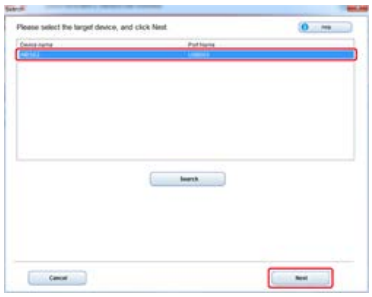
7. Select [USB connection], and then click [Next].



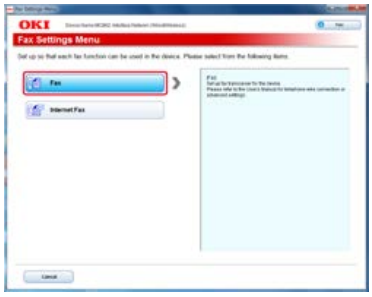
8. Click [Fax Settings].



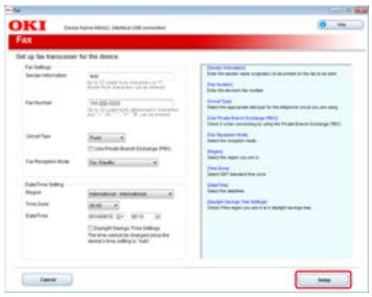
9. Select the model name of this machine, and then click [Next].



10. Click [Fax].



11. Set the fax information if necessary, and then click [Setup].



The fax information is set to this machine.

Setting Internet Fax

This chapter describes how to set Internet Fax that allows you to send and receive faxes through an Internet line.

- Without Using the Software DVD-ROM
- Using the Software DVD-ROM (For Windows)

Without Using the Software DVD-ROM

To use Internet Fax, you must prepare the following.

- Connect this machine to a network. Alternatively, connect this machine to a computer via a USB interface.
  - Connecting This Machine to a Network
  - Connecting a Computer to This Machine via a USB Interface
- Register the e-mail address of the machine and server information.
  - Register the E-mail Address of the Machine and Server Information
- Register a destination e-mail address.
  - Registering or Deleting a Destination E-mail Address
- Install the fax driver in a computer.
  - Installing a Driver and Software to a Computer

Topics

How to use Internet Fax

Setting the Internet Fax Function

Using the Software DVD-ROM (For Windows)

Set Internet Fax by using the Software DVD-ROM.

Topics

How to use Internet Fax

Setting the Internet Fax Function

- For the Network Connection
- For the USB Connection

For the Network Connection

Connect this machine to a network, and then set Internet Fax.

Note

Check the status of this machine before working.

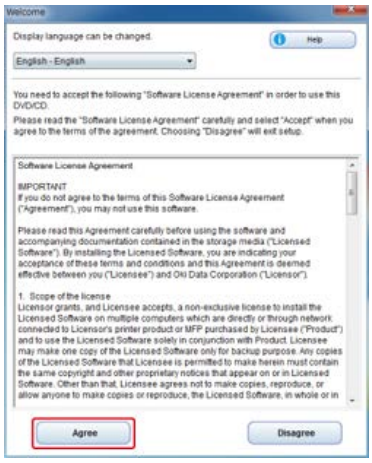
- This machine is turned on.
- This machine is connected to a network with a network cable.
- The IP address or other settings are set.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

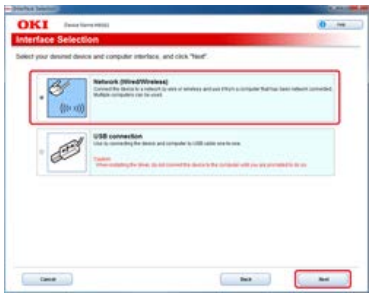
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



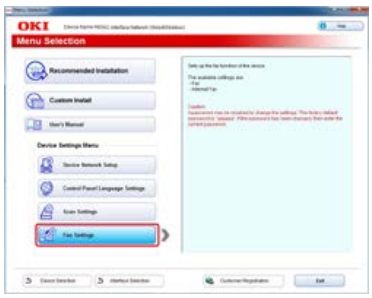
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

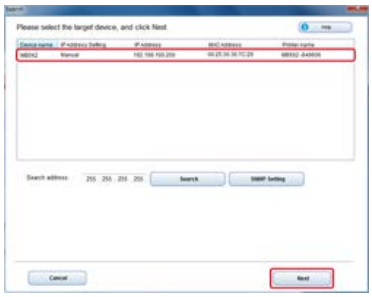
7. Select [Network (Wired/Wireless)], and then click [Next].



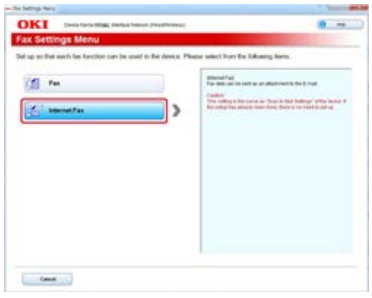
8. Click [Fax Settings].



9. Select the model name of this machine, and then click [Next].



10. Click [Internet Fax].



[E-mail Settings] is displayed.

11. Set the e-mail address and server information of this machine if necessary.

Topics

Using the Software DVD-ROM with Network Connection (For Windows)

For the USB Connection

Connect this machine to a computer with a USB cable, and then set Internet Fax.

Note

Check the status of this machine before working.

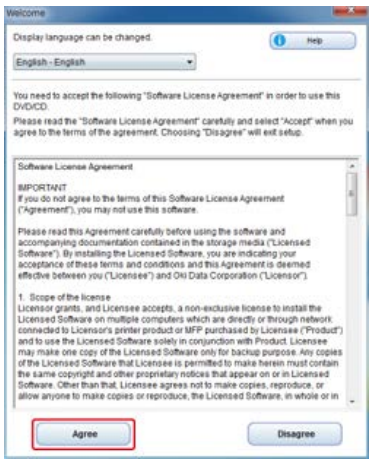
- This machine is turned off.
- This machine is not connected to a computer with a USB cable.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

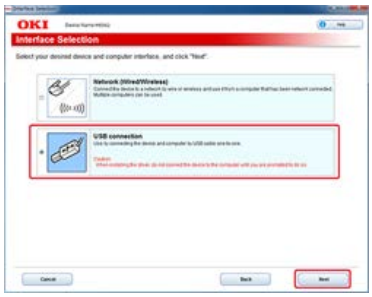
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



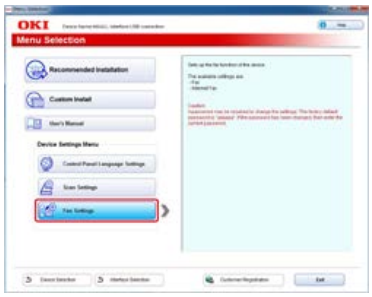
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

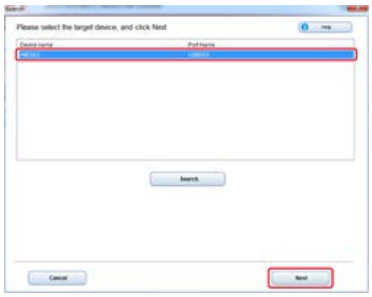
7. Select [USB connection], and then click [Next].



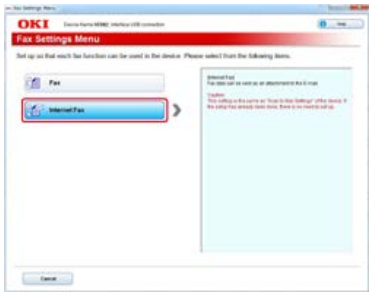
8. Click [Fax Settings].



9. Select the model name of this machine, and then click [Next].



10. Click [Internet Fax].



[E-mail Settings] is displayed.

11. Set the e-mail address and server information of this machine if necessary.

Topics

Using the Software DVD-ROM with USB Connection (For Windows)

Setting PC Fax (Windows Only)

To use PC Fax, you must prepare the following.

- Connect this machine to a network. Alternatively, connect this machine to a computer via a USB interface.
  - Connecting This Machine to a Network
  - Connecting a Computer to This Machine via a USB Interface
- Install the fax driver in a computer.
  - Installing a Driver and Software to a Computer
- Connect a telephone line to the machine.
  - Connecting a Telephone Line
- Register a fax number.
  - Registering or Deleting a Fax Number

Topics

How to use PC Fax

- Sending a Fax from a Computer (PC Fax) (Windows Only)

For Your Safety

Read the User's Manual (this manual) for your safety before using the product.

- Cautions Related to Safety
- General Cautions

Cautions Related to Safety

⚠WARNING	Indicates additional information which, if ignored or not followed, may result in personal injury or death.
⚠CAUTION	Indicates additional information which, if ignored, may result in personal injury.

WARNING		
Do not touch the safety switch inside this machine. High voltage may occur, resulting in electric shock. Also, a gear may rotate, resulting in injury.	Do not use a highly combustible spray near this machine. Some parts inside the machine become very hot, possibly resulting in fire.	If the cover becomes extremely hot, the machine emits smoke or odor, or you hear a strange sound, unplug the power plug from the outlet, and contact your dealer. Fire may result.
If liquid such as water gets inside the machine, unplug the power plug from the outlet, and contact your dealer. Fire may result.	If you drop a clip or other foreign objects into the machine, unplug the power plug from the outlet, and take the foreign objects out. Electric shock, fire, or injury may result.	Do not perform any operation or disassembly other than instructed in the user manual. Electric shock, fire, or injury may result.
If the machine is dropped or the cover is damaged, unplug the power plug from the outlet, and contact your dealer. Electric shock, fire, or injury may result.	Unplug the power plug regularly, and clean the bases of and in between the plug blades. If the power plug is left plugged into the outlet for an extended period of time, dust adheres on the bases of the plug blades, and a short may occur, possibly resulting in fire.	Do not vacuum spilled toner with an electric vacuum cleaner. Vacuuming spilled toner with an electric vacuum cleaner may result in ignition due to sparks from electric contacts or other reasons. If toner spills on the floor or other places, wipe the toner gently with a damp rag or other cloth while using care not to scatter the toner.
Do not insert any object into a vent hole. Electric shock, fire, or injury may result.	Do not place a cup filled with water or other objects on the machine. Electric shock or fire may result.	Do not let pet urine or other liquid get inside this machine, or allow this machine to get wet. Electric shock or fire may result.
When the machine cover is opened, do not touch the fuser. Burns may result.	Do not throw the toner cartridge or image drum into a fire. The toner may ignite, resulting in burns.	Do not connect the power cord, cables, or the ground wire in any way other than instructed in the user manual. Fire may result.
Operation using an UPS (uninterruptible power supply) or inverter is not guaranteed. Do not use an uninterruptible power supply or inverter.		

Fire may result.		

CAUTION		
Do not go near the paper output part when you turn the power on or when printing is in progress. Injury may result.	Do not touch a broken liquid crystal display. Injury may result. If you get liquid (liquid crystal) spilled from the liquid crystal display into your eyes or mouth, immediately rinse with a large amount of water. Seek medical advice if necessary.	Do not disassemble the image drum or toner cartridge, or force them open. You may inhale the scattered toner, or the toner may land on your hands or clothes, making them dirty.

Operating Management Tips

- Changing the Administrator Password

  This section describes how to change the administrator password from a computer and the operator panel.

- Checking the Status of This Machine

  This section describes how to check the remaining amount of consumables, the number of printed pages, network settings, and other information about the status of this machine.

- Preventing Wrong Fax Transmissions

  This section describes settings to prevent faxes from being sent to wrong destinations.

- Checking the Transmission and Reception Results

  This section describes how to check the transmission and reception results for faxes.

- Changing the Basic Settings of This Machine

  This section describes how to change the basic settings of this machine using [Easy Setup].

- Changing the Initial Value of Each Function

  This section describes how to change the initial values for each function of this machine.

- Limiting the User by Using the PIN (Personal Identification Number)

  This section describes how to set a PIN on this machine to limit the users who can access this machine.

- Limiting Users with User Names and Passwords

  This section describes how to set a user name and password on this machine to limit the users who can access this machine.

- Limiting Computers that can Access This Machine

  This section describes how to limit computers that can access this machine by using IP or MAC addresses.

- Setting the User Name and Job Account ID to the Printer Driver (Print Job Accounting Client)

  This section describes how to set a user name and job account ID to the printer driver using Print Job Accounting Client.

- Improving Security by Encrypting Communication over a Network

  This section describes security measures to prevent data leaks and tampering on the Internet or another communication path on a network.

- Connecting This Machine to the Authentication Network by Using IEEE802.1X

  This section describes how to connect this machine to the authentication network.

- Setting the Network According to the Usage Environment and Application

  This section describes how to obtain the IP address of this machine from the DHCP server.

- Changing the Operation Mode of the Printer (Emulation)

  This section describes how to change the operation mode of the printer.

- Printing by Using OKI LPR Utility

  This section describes OKI LPR Utility that enables you to print via a network, manage print jobs, and check the status of the printer, and other operations.

- Moving or Transporting This Machine

  This section describes cautions for moving and transporting this machine.

- Initializing Memory and Settings

  This section describes how to initialize memory and settings of this machine.

Changing the Administrator Password

You can change the administrator password of this machine. The password can be changed from a computer or the operator panel.

- Changing from a Computer

  This section describes how to change the administrator password by using the Web page or Configuration Tool.

- Changing from This Machine

  This section describes how to change the administrator password from the operator panel on the machine.

Changing from a Computer

Changing from the Web Page
Changing from Configuration Tool

Changing from the Web Page

You can change the administrator password of this machine from the Web page. The administrator password specified on the Web page is used when logging from the Web page or operator panel.

1. Open the Web page of this machine.
   - IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   How to log in as the administrator
   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Management] > [New Admin Password].
5. Enter a new password in [New Password].

   Memo
   - You can enter 6 to 12 alphanumeric characters for the password.
   - The password is case sensitive.
6. Re-enter the new password in [New Admin Password (Verify)].
   The password is not be displayed. Write down the password and keep it in a safe place.
7. Click [Submit].
   The new settings take effect when the network function of this machine restarts.

Memo

You do not need to restart the machine. The next time you log in as the administrator, you can use the new password.

Changing from Configuration Tool

You can change the administrator password of this machine from Configuration Tool.

- Using Configuration Tool (Windows only)

1. Click [Start], and select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Click the [Device Setting] tab.
4. Click [Change Password].
5. Enter the current password in [Current Password].
   The factory default password is "aaaaaa".
6. Enter a new password in [New Password].
7. Re-enter the new password in [Re-enter New Password].

8. Click [OK].

Memo

Enter the new password in two places: [New Password] and [Re-enter New Password] for confirmation. If they do not match, a warning screen is displayed. Enter the new password again.

Changing from This Machine

You can change the administrator password from this machine.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Management].
6. Press [Admin Password].
7. Enter a new password.
8. Enter the password again.
   The password is not displayed. Write down the password and keep it in a safe place.
9. Press [OK].
   The machine restarts.

Checking the Status of This Machine

This chapter describes how to check the remaining amount of consumables, number of printed pages, network settings, and other information about the status of the machine from a computer or the operator panel.

- Checking the Remaining Amount of Consumables

  This section describes how to check the remaining amount of toner and the drum lifetime in this machine.

- Check the Number of Scanned Pages and Number of Printed Pages

  This section describes how to check the number of pages printed by this machine.

- Checking the Status of This Machine and Error by E-mail

  This machine can send e-mails to the administrator if an error occurs in the machine. This section describes e-mail transmission settings.

- Checking the Network Setting Information

  This section describes how to check the network setting information for this machine.

- Checking the Status of This Machine by Using SNMPv3

  This section describes how to manage this machine that is connected to a network by using an SNMP manager that supports SMNPv3.

- Checking the Print Status

  This section describes how to check the job list from the operator panel.

Checking the Remaining Amount of Consumables

This section describes how to check the remaining amount of consumables from a computer or the operator panel. To check the remaining amount of consumables, the administrator password is required.

- Checking from a Computer

  This section describes how to check the remaining amount of consumables by using the Web page or Configuration Tool.

- Checking from the Operator Panel

  This section describes how to check the remaining amount of consumables from the operator panel on the machine.

Checking from a Computer

Checking from the Web Page
Checking from Configuration Tool (For Windows)
For Mac OS X

Checking from the Web Page

You can check the remaining amount of consumables of this machine from the Web page of this machine.

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Select [Status] > [Supplies Life] from [View Information].

Memo

Click [Status Window] while you are logged in as the administrator, and you can easily display the status of this machine.

Checking from Configuration Tool (For Windows)

You can check the remaining amount of consumables of this machine from Configuration Tool.

Using Configuration Tool (Windows only)

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select this machine from [Registered Device Table].
3. Check the remaining amount of consumables on the [Device Info] tab.

For Mac OS X

For Mac OS X, you can check the printer status from [System Preferences].

1. Select [System Preferences] from the Apple menu.
2. Select [Print & Scan] from the [View] menu.
3. Select the machine, and then click [Open Print Queue] or [Options & Supplies].
4. Check the remaining amount of consumables from [Supply Levels].

Checking from the Operator Panel

Checking the Device Status
Checking the Status of this Machine by Printing a Menu Map

Checking the Device Status

You can check the remaining amount of consumables on the touch panel.

1. Press the (STATUS) button.
2. Press [Device Information] on the touch panel.
3. Press [Supplies Status].
4. Press [Close].

Checking the Status of this Machine by Printing a Menu Map

This section describes how to print a menu map to check the remaining amount of consumables.

1. Press [Device Settings] on the touch panel.
2. Press [Reports].
3. Press [Configuration].
4. Press [Yes].

Topics

Print the job list and report for each function

Reports

Check the Number of Scanned Pages and Number of Printed Pages

This section describes how to check the number of pages that this machine have scanned and printed. The number of scanned and printed pages can be checked from a computer or the operator panel.

- Checking from a Computer

  This section describes how to check the number of printed or scanned pages by using the Web page or Configuration Tool.

- Checking from the Operator Panel

  This section describes how to check the number of printed or scanned pages on the operator panel of this machine.

Checking from a Computer

Checking from the Web Page
Check from Configuration Tool

Checking from the Web Page

You can check the counter of this machine from the Web page of this machine.

1. Open the Web page of this machine.
   - About the IP address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Select [Counter] from [View Information].

Memo

Click [Status Window] while you are logged in as the administrator, and you can easily display the status of this machine.

Check from Configuration Tool

You can check the counter of this machine from Configuration Tool.

Using Configuration Tool (Windows only)

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Storage Manager] from the [Plug-ins] menu at the top of the screen.
3. Select the machine in the window at the bottom of the screen.
4. Click (Open a job Management window).
5. Enter the administrator password on the job management screen.
6. Click [Apply administrator password], and then check the job.

Checking from the Operator Panel

Checking the Device Status
Checking the Status of this Machine by Printing Menu Map

Checking the Device Status

You can check the counter information on the touch panel.

1. Press the (STATUS) button.
2. Press [Device Information].
3. Press [Counter].
4. Press [Print Count] or [Scan Count].
5. Press [Close].

Checking the Status of this Machine by Printing Menu Map

This section describes how to print a menu map to check the counter information.

1. Press [Device Settings] on the touch panel.
2. Press [Reports].
3. Press [Configuration].
4. Press [Yes].

Topics

Print the job list and report for each function

Reports

Checking the Status of This Machine and Error by E-mail

You can set the machine to send an error notification e-mail if an error occurs. You can set when to send such notifications.

- On a periodical basis
- Only if an error occurs
- Setting to Send an E-mail from This Machine

  This section describes how to set the failure notification settings by using the Web page.
- Setting to Send an E-mail from This Machine Regularly

  This section describes how to send failure notification e-mails regularly.
- Setting to Send an E-mail from This Machine Only if an Error Occurs

  This section describes how to send a failure notification e-mail only if an error occurs.

Setting to Send an E-mail from This Machine

You can set an e-mail alert by using the Web page.

Memo

- If you have set Scan to E-mail and Internet Fax on the machine, which is described in "Checking and Changing the Settings of This Machine", the server setting is complete.
- If you specify a domain name in [SMTP Server], set the DNS server for the [TCP/IP] setting.
- You must set the mail server to allow the machine to send an e-mail. For details on the mail server setting, contact your network administrator.
- If you use Internet Explorer 7, set the following before you send a test mail. In the Web browser, select [Tool] > [Internet Options], and then click [Custom Level] on the [Security] tab. Then, select [Enable] in [Allow websites to prompt for information using scripted windows].

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   How to log in as the administrator
   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [E-mail] > [Alert Settings].
5. Specify detailed settings by following the on-screen instructions.
6. Select [Set detail of the SMTP Protocol].
7. Set [Security Settings], [Configure attached information], and [Others] if necessary.
8. Click [Submit].
   The new settings take effect when the network function of this machine restarts.

Setting to Send an E-mail from This Machine Regularly

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   How to log in as the administrator
   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [E-mail] > [Alert Settings].
5. Enter an e-mail address to receive a notification in [Failure Notification Settings].
6. Click [Setting] of the entered e-mail address.
   If you want to apply the notification conditions to another address, click [Copy].
7. Select [Periodically] in [Way of E-mail Alerting], and then click [To Step 2].
8. Specify detailed settings by following the on-screen instructions.
9. Click [OK].
10. Click [View a summary of current configuration] to check the current settings, and then click [x] to close the window.
    You can check the current settings of up to two addresses in the main window. Select the address you want to check from the list box.
11. Click [Submit].
    The new settings take effect when the network function of this machine restarts.

Memo

If any failure that is not eligible for notification, an e-mail is not sent.

Setting to Send an E-mail from This Machine Only if an Error Occurs

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.

   How to log in as the administrator

   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [E-mail] > [Alert Settings].
5. Enter an e-mail address to receive a notification in [Failure Notification Settings].
6. Click [Setting] of the entered e-mail address.

   If you want to apply the notification conditions to another address, click [Copy].
7. Select [Upon occurrence of an event] in [Way of E-mail Alerting], and then click [To Step 2].
8. Specify detailed settings by following the on-screen instructions.

   If you insert a check in any errors or warnings that require notification, a window to specify the time difference between the sending of the notification and the occurrence of the error is displayed.
9. Click [OK].
10. Click [View a summary of current configuration] to check the current settings, and then click [x] to close the window.

    You can check the current settings of up to two addresses in the main window. Select the address you want to check from the list box.
11. Click [Submit].

    The new settings take effect when the network function of this machine restarts.

Checking the Network Setting Information

This section describes how to check the setting information of the machine that is connected to a network from your computer or the operator panel.

- Checking from a Computer

  This section describes how to check the network setting information by using the Web page or Configuration Tool.

- Checking from the Operator Panel

  This section describes how to check the network setting information from the operator panel on the machine.

Checking from a Computer

Checking from the Web Page
Checking Configuration Tool

Checking from the Web Page

You can check the network information of this machine from Web page of this machine.

1. Open the Web page of this machine.
   - About the IP Address of this machine
     Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     About the Web Page of This Machine
2. Select [Network] from [View Information].

Checking Configuration Tool

You can check the network information of this machine from Configuration Tool.

Using Configuration Tool (Windows only)

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select this machine from [Registered Device Table].
3. Check the details on the registered device of [View Information] on the [Device Info] tab.

Checking from the Operator Panel

Checking the Status of this Machine
Checking the Status of this Machine from Printing Menu Map

You can check the status of this machine by using [Device Settings] on the touch panel.

Checking the Status of this Machine

You can check the network information and system information on the touch panel.

1. Press [Device Settings] on the touch panel.
2. Select an item.

Checking the Status of this Machine from Printing Menu Map

This section describes how to print a menu map to check the network information and system information.

1. Press [Device Settings] on the touch panel.
2. Press [Reports].
3. Press [Configuration].
4. Press [Yes].

Topics

Print the job list and report for each function

Reports

Checking the Status of This Machine by Using SNMPv3

If you use an SNMP manager that supports SNMPv3, you can encrypt the machine management with SNMP.

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   How to log in as the administrator
   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [SNMP] > [Settings].
5. Specify detailed settings by following the on-screen instructions.
6. Click [Submit].
   The new settings take effect when the network function of this machine restarts.

Memo

An SNMP agent is implemented. You can confirm and change the machine settings with a commercially available SNMP agent. For the MIB in the machine, refer to the "Software DVD-ROM", and check the "README" file in the [Misc] > [MIB Files] folder.

Checking the Print Status

You can check the print status by displaying a list of print jobs that are sent to the machine.

1. Press [Print] on the home screen or the (PRINT) button.
2. Select an item.

Preventing Wrong Fax Transmissions

This section describes the security functions at fax transmissions.

How to specify the destination

Specifying a Destination

This machine has the following three security functions for fax transmissions. The functions prevent the machine from sending faxes to a wrong destination.

- ID check transmission
- Checking broadcast destination
- Pressing dial twice

The above functions prevent the machine from sending faxes to a wrong destination.

- Matching the Number of the Destination and the Specified Number (ID Check Transmission)
- Checking the Specified Multiple Destinations (Checking Broadcast Destinations)
- Entering the Fax Number Twice (Confirm Dial)

Matching the Number of the Destination and the Specified Number (ID Check Transmission)

This function checks whether the last four digits of the dialed number match with those registered in the recipient's machine. If this function is enabled, the sender's machine sends faxes only when they match.

Memo

- If the recipient's machine has no registered fax number, faxes are not sent.
- ID check transmission is not available with manual transmissions.

- Setting This Machine
- Sending with ID Check Transmission

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Security Function].
7. Press [ID Check Tx] to change the display to [ON].

Sending with ID Check Transmission

1. Set a document in the ADF or on the document glass.
2. Press [Fax] on the home screen or the (FAX) button.
3. Press [Fax].
4. Press [Destination].
5. Specify a destination.
6. Press the (START) button.

Checking the Specified Multiple Destinations (Checking Broadcast Destinations)

When the check broadcast destinations function is enabled, a fax number confirmation screen is displayed before transmission starts. By factory defaults, this function is enabled.

Memo

- The check broadcast destinations function is available only if multiple destinations are specified.
- If [Confirm Dial] is also enabled, the confirm dial function is executed first.
- The check broadcast destinations function is not available with manual transmission.

- Setting This Machine
- Checking Broadcast Destinations before Sending

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Security Function].
7. Press [Broadcast Destination] to change the display to [ON].

Checking Broadcast Destinations before Sending

1. Set your document in the ADF (Auto Document Feeder) or on document glass.
2. Press [Fax/Internet Fax] on the home screen or the (FAX) button.

   The touch panel display switches to the fax/Internet fax top screen.
3. Press [Fax].
4. Specify all the destinations.
5. Press [Display all].

   Memo

   - If the number entered with the 10-key pad is wrong, delete the number and re-specify the correct number.
   - When many destinations are specified, you may not be able to check all of them at once. To check all the destinations, press ▼ to scroll the screen.
6. Press the button.

   A fax number confirmation screen is displayed.

   If you want to delete the destinations, press [Delete] of the target destination or [Delete All].
7. Press the button to start transmission.

Entering the Fax Number Twice (Confirm Dial)

If the confirm dial function is enabled, when you enter the destination number by using the 10-key pad, you are asked to re-enter the destination number. The fax is sent only if these two numbers match.

Memo

- The confirm dial function is not available when you specify the destination by using a speed dial.
- If the destination number includes symbols, re-enter the symbols as well.
- If [Checking Broadcast Destination] is also enabled, the confirm dial is executed first.
- The confirm dial is not available with manual transmission.

- Setting This Machine
- Sending by Using Confirm Dial

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Fax Setup].
6. Press [Security Function].
7. Press [Confirm Dial] to change the display to [ON].

Sending by Using Confirm Dial

1. Set a document in the ADF or on the document glass.
2. Press [Fax/Internet Fax] on the home screen or the (FAX) button.
   The touch panel display switches to the fax/Internet fax top screen.
3. Press [Fax].
4. Enter a destination number by using the 10-key pad.
5. Press [OK].
   A screen that requires you to re-enter the destination number is displayed.
6. Re-enter the destination number by using the 10-key pad.
7. Press [OK].
   The start screen is displayed.
8. Press the button to start transmission.

Checking the Transmission and Reception Results

Checking the transmission results of Scan to E-mail or Fax.

- Checking the Scan Transmission History
- Printing the Fax Communication Results (Communication Management Report)
- Convenient Settings for Transmission and Reception

Checking the Scan Transmission History

1. Press [Scan] on the home screen or the (SCAN) button.
2. Press [Scan To E-mail].
3. Press [Tx History].

Printing the Fax Communication Results (Communication Management Report)

The setting at the factory default, the fax communication reports are printed automatically.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Fax Setup].
6. Press [Fax Setting].
7. Check that [A/R Full Print] is set to [ON].
   If you do not want to print, set to [OFF].

   Memo

   Pressing [A/R Full Print] switches between [ON] and [OFF].

8. Press [Back] until the home screen is displayed.
   When you send a fax, communication management report is printed.

Convenient Settings for Transmission and Reception

This section describes useful functions of Scan to E-mail and Internet Fax.

MDN is a notification that informs the sender of the status of the message delivered to the recipient.

DSN is a notification that informs the sender of whether the message is delivered to the recipient.

If the machine receives a DSN request, it does not send a response.

- Checking the Delivery Status of the Transmitted Data
- Notifying the Sender of the Processing Status of the Received Data

Checking the Delivery Status of the Transmitted Data

To send an MDN/DSN request when sending an Internet Fax or e-mail, follow the procedure below.

Note

To receive an MDN/DSN response, you must enable the MDN/DSN settings and set the e-mail reception setting in advance.

Reception setting of E-mail

Printing E-mail Attachment Files

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Scanner Setup].
6. Press [E-mail Setup].
7. Press [MCF Report] or [Print Check Message] to change the display to [ON].

Notifying the Sender of the Processing Status of the Received Data

To send an MDN/DSN request when sending an Internet Fax or e-mail, follow the procedure below.

Note

To receive an MDN/DSN response, you must enable the MDN/DSN settings and set the e-mail reception setting in advance.

Reception setting of E-mail

Printing E-mail Attachment Files

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Scanner Setup].
6. Press [E-mail Setup].
7. Press [MDN Response] to change the display to [ON].

Changing the Basic Settings of This Machine

You can change the date and time, fax, network, and e-mail basic settings from the operator panel.

Change the settings by using [Easy Setup].

Easy Setup

Changing the Initial Value of Each Function

You can change settings that require administrative privileges on the following menus.

Administrator Setup

- "Copy Function"
  - Copy Setup
- "Fax Function"
  - Fax Setup
- "Internet Fax Function"
  - Internet Fax Setup
- "Scanner Function"
  - Scanner Setup
- "USB Memory Print Function"
  - Print From USB Memory Setup
- "Printer Function"
  - Print Setup
- "Network Management"
  - Network Menu
- "Management"
  - Management
- "Operation Initial Setting"
  - User Install

1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Select a menu that has the setting you want to change.
6. Set other menus if necessary.
7. Press [OK].

Memo

If you have made a change to initial values from the [Admin Setup] menu and wants to reflect the new values immediately on the Start screen, press [RESET] or press one of the following function switch buttons, the (COPY) button, the (SCAN) button, the (PRINT) button, or the (FAX) button.

Limiting the User by Using the PIN (Personal Identification Number)

This chapter describes how to register a PIN to limit user access to this machine, and how to operate this machine while the access control is enabled.

- About User Authentication
- Registering a PIN from the Web Page of This Machine on a Computer
- Registering a PIN from Configuration Tool (Windows Only)
- Enabling the User Limit
- About Operation If the PIN (Personal Identification Number) is Enabled

About User Authentication

This section describes the user authentication and access control functions.

The user authentication and access control functions allow you to limit the functions available to each user. If access control is enabled, the user authentication is required before using this machine. If the authentication succeeds, only functions specified in advance can be used.

Your machine has the following two methods of user authentication.

- PIN (personal identification number)
- User name and password

You can control access to the machine, register a PIN (personal identification number) or a user name and password to each user in advance. You can register up to 5000 PINs and 5000 pairs of a user name and password.

If access control is enabled, according to the setting, the user must enter the PIN or the user name and password to log in to the machine.

Access control can be applied to the following functions.

- Copying
- Faxing
- Scan to E-mail
- Scan to USB Memory
- Scan to Shared Folder
- Printing
- Printing from USB Memory

Note

The settings for fax transmission also apply to fax transmission from a computer.

To perform user authentication and access control, one of the following operations is required.

- Web page (PIN)

  Registering a PIN from the Web Page of This Machine on a Computer
- Configuration Tool on the computer that is connected via a network or USB interface (PIN)

  Registering a PIN from Configuration Tool (Windows Only)

Topics

- Web page (user name, password)

  Checking from the Operator Panel
- Configuration Tool on the computer that is connected via a network or USB interface (user name, password)

  Registering a User Name and Password from Configuration Tool (Windows Only)

Registering a PIN from the Web Page of This Machine on a Computer

You can limit the access to this machine from the Web page.

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   How to log in as the administrator
   - About the Web Page of This Machine
3. Click [Admin Setup].
4. Click [New] from [Set/Edit device PIN and User].
5. Set the necessary items, and then click [Submit].

Registering a PIN from Configuration Tool (Windows Only)

Creating a new PIN
Changing PIN Settings
Deleting a PIN
Exporting a PIN to a File
Importing a PIN from a File

You can restrict access to this machine by using a PIN.
If you click (Save to device), the changed settings are reflected to this machine.
For details on Configuration Tool, refer to "Using Configuration Tool (Windows only)".
For the icons in Configuration Tool, refer to "About Configuration Tool".

Creating a new PIN

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (New(PIN)).
7. Enter the PIN number you want to use.
8. Set each items if necessary, and then press [OK].
9. Click (Save to device).

Changing PIN Settings

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Select the PIN number you want to change the setting.
7. Set each items if necessary, and then click [OK].
8. Click (Save to device).

Deleting a PIN

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].

3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Select the check box of the PIN you want to delete.
7. Click (Delete).
8. Click [Yes] on a confirmation screen.
9. Click (Save to device).

Exporting a PIN to a File

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the PIN you want to export from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Export to file).
7. Enter the file name, select the folder to save the file, and then click [Save].

Note

The CSV file that is edit after exported may not restore properly.

Importing a PIN from a File

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine to which you want to import the PIN from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (Import from file).
7. Select the file to import, and then click [Open].
8. Select the settings to import, and then click [Import].
9. Click (Save to device).

Enabling the User Limit

You must be the administrator to control access to the machine.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Management].
6. Press [Access Control].
7. Press [PIN].

About Operation If the PIN (Personal Identification Number) is Enabled

This section describes how to print or send faxes when PIN authentication is enabled.

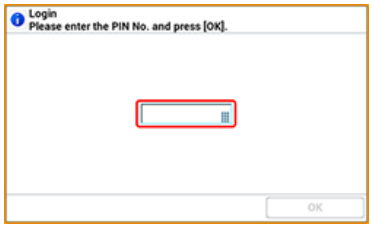
- Logging In and Logging Out
- Printing in the Windows Environment
- Printing in the Mac OS X Environment
- Faxing in the Windows Environment

Logging In and Logging Out

Logging In to the Machine (For General Users)
Logging In to the Machine (For the Administrator)
Logging Out from the Machine

Logging In to the Machine (For General Users)

1. Enter the PIN by using the 10-key pad.



2. Press [OK].

If the authentication succeeds, the home screen is displayed.

Logging In to the Machine (For the Administrator)

1. Enter "000000" by using the 10-key pad.

The PIN of the administrator is "000000". You cannot change this value.

2. Press [OK].

3. Enter the administrator password.

The factory default password is "aaaaaa".

4. Press [OK].

If the authentication succeeds, the home screen is displayed.

Logging Out from the Machine

When you have finished operations, be sure to log out of the machine.

1. Press [Logout].

2. Press [Yes] on a confirmation screen.

Memo

If you do not operate the panel for a certain period of time, you are automatically logged out.

Printing in the Windows Environment

To control access to operations from a computer, you need to install Print Job Accounting Client on the computer in advance.

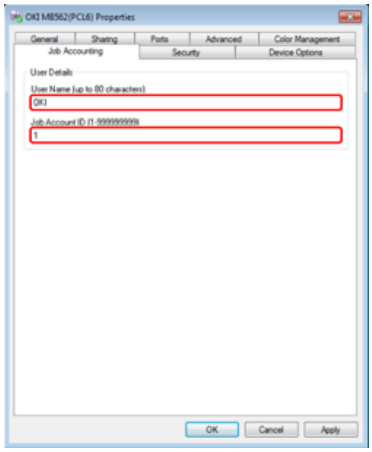
Memo

- The authentication type specified on the computer overrides the one specified on the machine.
- The following procedure uses Notepad and PCL driver as an example.

About Print Job Accounting Client

Setting the User Name and Job Account ID to the Printer Driver (Print Job Accounting Client)

1. Click [Start], and select [All programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].
   If [User Account Control] dialog box is displayed, click [Yes].
2. Select the necessary printer driver in [Driver].
3. Select the [Tab] check box, and then click [Change].
4. Click [OK].
5. Select [Close] from the [File] menu.
6. Click [Start], and then select [Devices and Printers].
7. Right-click the [OKI MB562] icon, and then select [Printer properties] > [OKI MB562(*)].
   * Select the necessary type of a driver.
8. Select the [Job Accounting] tab.
9. Enter the user name in [User Name] and the PIN in [Job Account ID].



10. Click [OK].
11. Open a file.
12. Select [Print] from the [File] menu.
13. Select the printer driver you selected in step 7, and then click [Print].

Topics

About how to send a fax from a computer

Sending a Fax from a Computer (PC Fax) (Windows Only)

Printing in the Mac OS X Environment

To control access to operations from a computer, you need to install Print Job Accounting Client on the computer in advance.

Memo

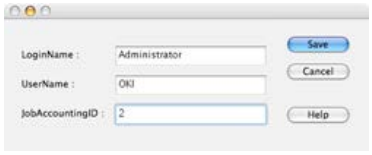
- The authentication type specified on the computer overrides the one specified on the machine.
- The following procedure uses TextEdit as an example.

About Print Job Accounting Client

Setting the User Name and Job Account ID to the Printer Driver (Print Job Accounting Client)

Using the Mac OS X PS Printer Driver

1. Insert the "Software DVD-ROM" into the computer.
2. Double-click the [OKI] icon on the desktop.
3. Double-click the [Utilities] folder.
4. Copy the [Print Job Accounting Client] folder to your application folder by dragging to any location.
5. Open the [Print Job Accounting Client] folder you copied, and then double-click [Print Job Accounting Client].
6. Click [New].
7. Enter the user name in [UserName] and the PIN in [JobAccountingID]



8. Click [Save].
9. Click [Save].
10. When a message is displayed asking you to enter the user password, enter the password, and then click [OK].
11. Open a file.
12. Select [Print] from the [File] menu.
13. Select this machine, and then click [Print].

Using the Mac OS X PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select the printer driver of this machine.
4. Select [Job Options] from the panel menu.
5. Click [Advanced].
6. Enter the user name in [User Name] and the PIN in [Job Account ID].

7. Click [OK].
8. Click [Print].

Faxing in the Windows Environment

To control access to operations from a computer, you need to install Print Job Accounting Client on the computer in advance.

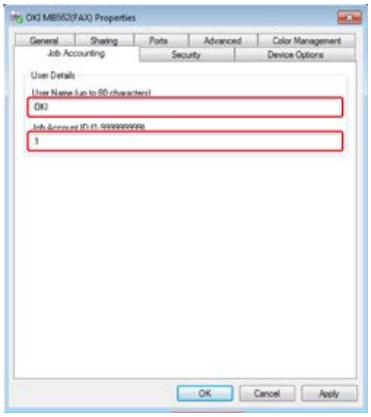
Memo

- The authentication type specified on the computer overrides the one specified on the machine.
- The following procedure uses Notepad and PCL driver as an example.

About Print Job Accounting Client

Setting the User Name and Job Account ID to the Printer Driver (Print Job Accounting Client)

1. Click [Start], and then select [All programs] > [Okidata] > [Print Job Accounting Client] > [Change Print Job Accounting].
   If [User Account Control] dialog box is displayed, click [Yes].
2. Select the fax driver of this machine in [Driver].
3. Select the [Tab] check box, and then click [Change].
4. Click [OK].
5. Select [Close] from the [File] menu.
6. Click [Start], and then select [Devices and Printers].
7. Right-click the [OKI MB562] icon, and then select [Printer properties] > [OKI MB562(FAX)].
8. Select the [Job Accounting] tab.
9. Enter the user name in [User Name] and the PIN in [Job Account ID].



10. Click [OK].
11. Open a file.
12. Select [Print] from the [File] menu.
13. Select the fax driver you selected in step 7, and then click [Print].

Topics

About how to fax from the computer

Sending a Fax from a Computer (PC Fax) (Windows Only)

Limiting Users with User Names and Passwords

This chapter describes how to register a user name and password to limit user access to this machine, and how to operate this machine while the access control is enabled.

- About User Authentication
- Registering a User name and Password from the Web Page of This Machine on a Computer
- Registering a User Name and Password from Configuration Tool (Windows Only)
- Enabling the User Limit
- About Operation If the User Name and Password are Enabled

About User Authentication

This section describes the user authentication and access control functions.

The user authentication and access control functions allow you to limit the functions available to each user. If access control is enabled, the user authentication is required before using this machine. If the authentication succeeds, only functions specified in advance can be used.

Your machine has the following two methods of user authentication.

- PIN (personal identification number)
- User name and password

You can control access to the machine, register a PIN (personal identification number) or a user name and password to each user in advance. You can register up to 5000 PINs and 5000 pairs of a user name and password.

If access control is enabled, according to the setting, the user must enter the PIN or the user name and password to log in to the machine.

Access control can be applied to the following functions.

- Copying
- Faxing
- Scan to E-mail
- Scan to USB Memory
- Scan to Shared Folder
- Printing
- Printing from USB Memory

Note

The settings for fax transmission also apply to fax transmission from a computer.

To perform user authentication and access control, one of the following operations is required.

- Web page (user name, password)

  Registering a User name and Password from the Web Page of This Machine on a Computer
- Configuration Tool on Network/USB connected Computers (user name, password)

  Registering a User Name and Password from Configuration Tool (Windows Only)

Topics

- Web page (PIN)

  Registering a PIN from the Web Page of This Machine on a Computer
- Configuration Tool on the computer that is connected via a network or USB interface (PIN)

  Registering a User Name and Password from Configuration Tool (Windows Only)

Registering a User name and Password from the Web Page of This Machine on a Computer

Before enabling user authentication and access control, be sure to register a user name and a password for each user. You must log in as the administrator to register user names and passwords.

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.

   How to log in as the administrator
   - About the Web Page of This Machine
3. Click [Admin Setup].
4. Click [New] from [User Settings].
5. Set required items, and then click [Submit].

Registering a User Name and Password from Configuration Tool (Windows Only)

Creating a New User
Changing User Settings
Deleting a User

You can restrict access to this machine by using a user name and password.
If you click (Save to device), the changed settings are reflected to this machine.
For details on Configuration Tool, refer to "Using Configuration Tool (Windows Only)".
For the icons in Configuration Tool, refer to "About Configuration Tool".

Creating a New User

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Click (New(User)).
7. Enter the user name and password.

   Memo
   "Admin" cannot be registered as a new user name.
8. Select either an existing PIN from [PIN Number] or select [New].
9. If you select [New], enter the PIN number in [New PIN Number], set each value if necessary, and then click [OK].
10. Click [Close].
11. Click (Save to device).

Changing User Settings

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Select the user name to change.
7. Change settings if necessary, and then click [OK].
8. Click (Save to device).

Deleting a User

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].
   The factory default password is "aaaaaa".
6. Select the check box of the user you want to delete.
7. Click (Delete).
8. Click [Yes] on a confirmation screen.
9. Click (Save to device).

Enabling the User Limit

You must be the administrator to control access to the machine.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Management].
6. Press [System Setup].
7. Press [Access Control].
8. Press [User/Password].
9. Press [User Authentication Method].
10. Press [Local].
    If you select [LDAP] or [Secure Protocol], the server settings are necessary.
    Setting Secure Protocol

About Operation If the User Name and Password are Enabled

This section describes how to print or send faxes when authentication by user name and password is set.

- Logging In and Logging Out
- Printing in the Windows Environment
- Printing in the Mac OS X Environment
- Faxing in the Windows Environment

Logging In and Logging Out

Logging In to the Machine
Logging Out from the Machine

Logging In to the Machine

1. Press the registration button of [User Name].

2. Enter your user name.
3. Press [OK].
4. Press the registration button of [Password].

5. Enter your password.
6. Press [OK].
7. Press [OK].
   If the authentication succeeds, the home screen is displayed.

Topics

About how to enter characters

Entering Characters

Logging Out from the Machine

When you have finished operations, be sure to log out of the machine.

1. Press [Logout].

2. Press [Yes] on a confirmation screen.

Memo

If you do not operate the panel for a certain period of time, you are automatically logged out.

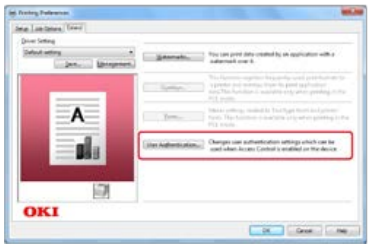
Note

You cannot use the XPS printer driver for this function.

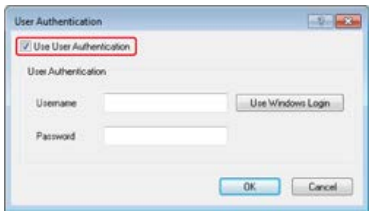
Memo

The following procedure uses Notepad and PCL driver as an example.

1. Select [Print] from the [File] menu.
2. Select the necessary printer driver in [Select Printer], and then click [Preferences].
3. Select the [Extend] tab.
4. Click [User Authentication].



5. Select the [Use User Authentication] check box.

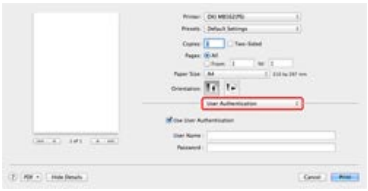


6. Enter the user name in [Username] and the password in [Password].
   If you click [Use Windows Login], your login name on Windows is automatically entered.
7. Click [OK].
8. Click [OK], and then click [Print].

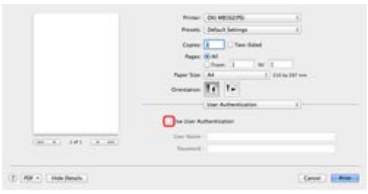
Memo

The following procedure uses TextEdit as an example. The descriptions may vary depending on your application.

1. Select [Print] from the [File] menu.
2. Select the printer driver of this machine.
3. Select [User Authentication] from the panel menu.



4. Select the [Use User Authentication] check box.



5. Enter the user name in [User Name] and the password in [Password].
6. Click [Print].

Memo

The following procedure uses Notepad as an example. The description may vary depending on your application.

1. Select [Print] from the [File] menu.
2. Select the fax driver of this machine in [Select Printer], and then click [Preferences].
3. Click [User Authentication] on the [Setup] tab.

4. Select the [Use User Authentication] check box.

5. Enter the user name in [Username] and the password in [Password].
   If you click [Use Windows Login], your login name on Windows is automatically entered.
6. Click [OK].
7. Click [OK], and then click [Print].

Topics

About how to send a fax from a computer

Sending a Fax from a Computer (PC Fax) (Windows Only)

Limiting Computers that can Access This Machine

This section describes how to limit computers that can access this machine by using IP or MAC addresses.

- Limiting by Using an IP Address (IP Filtering)
- Limiting by Using a MAC Address (MAC Address Filtering)

Limiting by Using an IP Address (IP Filtering)

You can control access to the machine by using an IP address. You can set whether to allow for setting or printing from a specified IP address. IP filtering is disabled by factory default.

Note

- Be sure to specify the correct IP address. An incorrect entry of an IP address does not allow for access to the printer by using the IP protocol.
- If you enable IP filtering, access to hosts that are not specified in this setting is rejected.

1. Open the Web page of this machine.
   - About the IP address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.

   How to log in as the administrator

   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [Security] > [IP Filtering].
5. Specify detailed settings by following the on-screen instructions.

   Note

   - If nothing is registered in [Administrator's IP Address to Register], any access to the machine may not be allowed depending on the specified IP address range.
   - If you use a proxy server, [Your Current Local Host/Proxy IP Address] and the IP address of your host may not match.
6. Click [Submit].

   The new settings take effect when the network function of this machine restarts.

Memo

You can use only IPv4 for IP filtering.

Limiting by Using a MAC Address (MAC Address Filtering)

You can control access to the machine by using a MAC address. You can allow for or reject access from a specified MAC address.

Note

Be sure to specify the correct MAC address. An incorrect entry of a MAC address does not allow for access to the printer from a network.

1. Open the Web page of this machine.
   - About the IP address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to login to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.

   How to log in as the administrator

   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [Security] > [MAC Address Filtering].
5. Specify detailed settings by following the on-screen instructions.

   Note

   - If nothing is registered in [Administrator's MAC Address to Register], access to the machine may not be allowed depending on the specified MAC address.
   - If you use a proxy server, [Your Current Local Host/Proxy MAC Address] and the MAC address of your host may not match.
6. Click [Submit].

   The new settings take effect when the network function of this machine restarts.

Memo

You cannot specify to accept or to reject for each address.

Setting the User Name and Job Account ID to the Printer Driver (Print Job Accounting Client)

Print Job Accounting Client is a software to control printing by setting user information into the printer driver. Knowing the print history of each user will help you to analyze printer usage or prevent printing of unauthorized data.

- Setting in the Windows Environment
- Setting in the Mac OS X Environment

Setting in the Windows Environment

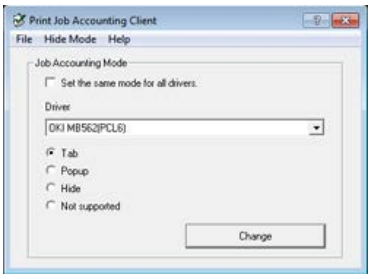
Setting the User Name and Job Account ID

Setting Popup Mode

Setting a Job Account ID for Each User in Hide Mode

This is client software for Print Job Accounting. You can set a user name and user ID to the printer driver.

Setting the User Name and Job Account ID to the Printer Driver (Print Job Accounting Client)



Note

If you update or reinstall a printer driver, Job Accounting mode becomes invalid, requiring you to set the mode again. However, if you are using the function that enables you to set the same mode to all the printer drivers, you do not need to set the mode again.

Setting the User Name and Job Account ID

You can set the user name and Job Account ID in the printer driver properties.

1. Click [Start], and then select [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].
2. Select the driver to set from the list of drivers.
   If you want to set all the printer drivers to the same mode, select the [Set the same mode for All drivers.] check box.
3. Select [Tab], and then click [Change].
   A window is displayed.
4. Click [OK].
5. Select [Close] from the [File] menu.
6. Click [Start], and then select [Devices and Printers].
7. Right-click the printer icon, and then select [Printer Properties].
8. Select the [Job Accounting] tab, enter the user name and job accounting ID, and then click [OK].

Setting Popup Mode

When using this function, you must enter the user name and job account ID each time you start a print job.

1. Click [Start], and then select [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].
2. Select the driver to set from the list of drivers.
   If you want to set all the printer drivers to the same mode, click the [Set the same mode for All drivers] check box.
3. Select [Popup], and then click [Change].
   A window is displayed.
4. Click [OK].

5. Select [Close] from the [File] menu.

Setting a Job Account ID for Each User in Hide Mode

The system manager can create and register an ID file in which job account IDs and user names that are tied to user names for logging in to Windows are described in advance. Users do not need to enter their user names and job account IDs when printing, as they can be identified with this software.

Use Hide Mode for shared printers.

1. Create an ID file using Notepad or spreadsheet software.

> **Memo**
>
> - Describe user names and user IDs in an ID file in the following order.
>
> A login user name (a user name that is entered to log in to Windows), a user ID (a user ID that is tied to the login user name)
> - The user name can be omitted. If the user name is omitted, the login user name is used as the user name.
> - Separate each item with a comma.
> - If using spreadsheet software, describe a login user name, job account ID, and user name on each line for each user.

2. Save the file in "CSV" extension format.
3. Click [Start], and then select [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].
4. Select the driver to set from the list of drivers.

   If you want to set all the printer drivers to the same mode, click the [Set the same mode for All drivers] check box.

> **Note**
>
> If you are using a shared printer, do not use the function that enable you to set all the print drivers to the same mode. If printing on the client side of a shared printer, account information is not output.

5. Select [Hide], and then click [Change].
6. Click [OK].
7. Select [Import ID File] from the [Hide Mode] menu.
8. Specify the ID file you created in step 1, and then click [Open].
9. Clear the [Set fixed Job Account ID for all users] check box from the [Hide Mode] menu.
10. Select [Close] from the [File] menu.

Setting in the Mac OS X Environment

Registering a User ID
Registering Multiple Users at the Same Time
Changing a User ID and User Name
Deleting a User ID and User Name

This is client software for Print Job Accounting.

You can set the user name and user ID in the printer driver.

Setting the User Name and Job Account ID to the Printer Driver (Print Job Accounting Client)

Note

This function is not available with the Mac OS X PCL printer driver.

Registering a User ID

1. Start the Print Job Accounting client.
   About the Included Utility Software
2. Click [New].
3. Enter the Mac OS X login name, new user name, new user ID, and then click [Save].
4. Click [Save].
5. Enter the password, and then click [OK].
6. Exit the Print Job Accounting client.

Registering Multiple Users at the Same Time

You can register multiple user IDs and user names at the same time by using a CSV file.

Memo

The following procedure uses TextEdit as an example.

1. Start TextEdit.
2. Enter in the order of login name, user ID, and user name, separated with commas.
3. Save the file in a CSV format.
4. Start the Print Job Accounting client.
5. Select [Import] from the [File] menu.
6. Select the CSV file you created in step 3, and then click [Open].
7. Click [Save].
8. Enter the password, and then click [OK].

9. Exit the Print Job Accounting client.

Changing a User ID and User Name

You can change the user name and user ID.

1. Start the Print Job Accounting client.
2. Select the user to change, and then click [Edit].
3. Enter the new user ID and user name, and then click [Save].
4. Click [Save].
5. Enter the password, and then click [OK].
6. Exit the Print Job Accounting Client.

Deleting a User ID and User Name

You can delete the username and user ID.

1. Start the Print Job Accounting client.
2. Select the user to delete, and then click [Delete].
3. Click [Save].
4. Enter the password, and then click [OK].
5. Exit the Print Job Accounting client.

Improving Security by Encrypting Communication over a Network

You can encrypt communication between your computer and this machine. This chapter describes how to encrypt communication with SSL/TLS or IPSec.

- Encrypting Communication with SSL/TLS

  This section describes what you can do with SSL/TSL, such as certificate creation, encryption enable setting, and IPP Print.

- Encrypting Communication with IPSec

  This section describes how to enable IPSec to encrypt communications.

Encrypting Communication with SSL/TLS

You can encrypt communication between your computer and this machine. Communication is encrypted with SSL/TLS in the following cases. When you set HTTPS communication, you can use a certificate that is pre-installed in this machine.

- Creating a Certificate

  You can use a certificate when sending data to this machine that is connected to a network. This section describes how to create a certificate by using the Web page.

- Importing a Certificate

  This section describes how to import a certificate and a private key from the Web page.

- Enabling Encryption Settings

  You must enable encryption after creating a certificate. This section describes how to enable encryption by using the Web page.

- Setting This Machine as the IPP Printer in a Windows Environment

  If you enable IPP print, you can send print data to this machine via the Internet. This section describes how to enable IPP print in a Windows environment.

- Setting This Machine as the IPP Printer in a Mac OS X Environment

  If you enable IPP print, you can send print data to this machine via the Internet. This section describes how to enable IPP print in a Mac OS X environment.

Creating a Certificate

You can create a certificate on the Web page. You can use the following three certificates.

- Pre-installed certificate
- Self-signed certificate
- Authority-issued certificate

Note

- Before you create a certificate, be sure to delete the pre-installed certificate.
- If you change the IP address of this machine after creating the certificate, the certificate becomes invalid. Be sure not to change the IP address of this machine after creating the certificate.

1. Open the Web page of this machine.
   - About the IP address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.

   How to log in as the administrator

   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [Security] > [SSL/TLS].
5. Specify detailed settings by following the on-screen instructions.

   Memo

   The IP address of this machine is set to [Common Name].
6. Check the settings, and then click [OK].
   - In the case of a self-signed certificate, close the Web page by following the on-screen instructions, proceed to "Enabling Encryption Settings".
   - If you want to obtain a certificate issued by the certificate authority, proceed to step 7.
7. Send the CSR to a certificate authority by following the on-screen instructions.
8. Click [OK].
9. Install a certificate from a certificate authority by following the on-screen instructions.
10. Click [Submit].

    Proceed to "Enabling Encryption Settings".

Importing a Certificate

1. Open the Web page of this machine.
   - About the IP Address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.

   How to log in as the administrator

   - About the Web Page of This Machine
3. Click [Admin Setup].
4. Select [Network] > [Security] > [SSL/TLS].
5. Select [Using Certificate and Private Key after imported] to import a certificate.

   Memo

   You can import a certificate in PKCS#12 format.

Enabling Encryption Settings

After creating a certificate, perform the following procedure to enable encryption.

If you enable encryption, communication is encrypted immediately after the settings is changed from the Web page.

1. Open the Web page of this machine.
   - About the IP address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.

   How to log in as the administrator
   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [Security] > [Protocol ON/OFF].
5. Select [Enable] for the protocol to which apply the encryption.
6. Click [Submit].

Setting This Machine as the IPP Printer in a Windows Environment

Add this machine to your computer as an IPP printer.

1. Click [Start], and then select [Devices and Printers] > [Add a Printer].
2. Select [Add a network, wireless or Bluetooth printer] in the [Add Printer] wizard.
3. Select [The printer that I want isn't] from the list of available printers.
4. Select [Select a shared printer by name].
5. Enter "http://(The IP address of this machine)/ipp" or "http://IP address of this machine)/ipp/lp", and then click [Next].
6. Click [Have Disk].
7. Insert the "Software DVD-ROM" into the computer.
8. Enter the following value in [Copy manufacturer's files from], and then click [Use].
   - For PCL driver: "D:\Drivers_PCL"
   - For XPS driver: "D:\Drivers\XPS"
   - For PS driver: "D:\Drivers\PS"

   Memo

   The above value is an example of the DVD-ROM drive is set to the D drive.
9. Select the INF file, and then click [Open].
10. Click [OK].
11. Select a model, and then click [OK].
12. Click [Next].
13. Select [Finish].
14. Print the test page after installation is complete.

Setting This Machine as the IPP Printer in a Mac OS X Environment

Add this machine to a computer as an IPP printer.

1. Insert the "Software DVD-ROM" into the computer, and then install the driver.
   About the Included Utility Software
2. Select [System Preferences] from the Apple menu.
3. Click [Print and Fax].
4. Click [+].
5. Click the [IP] tab.
6. Select [IPP (Internet Printing Protocol)] from [Protocol].
7. Enter the IP address of this machine in [Address].
8. Enter "ipp/lp" in [Queue].
9. Click [Add].
10. Click [Continue].
11. Check that the machine is registered in [Print and Fax].

Encrypting Communication with IPSec

You can encrypt communication between your computer and the machine.

The communication is encrypted by IPSec. When IPSec is enabled, encryption is applied for all the applications by using IP protocols.

You can specify up to 50 hosts by their IP addresses. When a host that is not registered tries to access the machine, it is rejected. When you try to access a host that is not registered, the attempt is invalid.

Be sure to configure the machine in advance, before configuring your computer.

Memo

You must have a pre-shared key readied in advance.

- Setting This Machine

  This section describes the settings you need to set on the printer to enable IPSec. You must log in to the Web page as the administrator to complete this setting.

- Setting a Computer

  This section describes the settings you need to set on a computer to enable IPSec. You must set the printer before this setting.

Setting This Machine

To enable IPSec, you must set this machine by using the Web page in advance.

Note

- If IPsec is set to this machine and the host, IPSec communication is established. If IPSec is not set to the host, IPSec communication is not established.
- Do not forget to take notes of the values specified in this procedure. These values are necessary when setting IPSec on a computer.

1. Open the Web page of this machine.
   - About the IP address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.
   How to log in as the administrator
   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [Security] > [IPSec].
5. Specify detailed settings by following the on-screen instructions.

   Memo

   You must enable either [AH] or [ESP] in the [Phase2 Proposal] setting.
6. Click [Submit].
   The new settings take effect when the network function of this machine restarts.

Note

If you were unable to set up IPSec due to the inconsistency of the parameters that were specified, you cannot access the Web page. In such a case, disable the IPSec from the operator panel of this machine or initialize the network settings.

Topics

Proceed to setting a computer.

- Setting a Computer

Setting a Computer

Creating an IP Security Policy
Setting Key Exchange
Setting an IP Filter
Setting Filter Actions
Assigning an IP Security Policy

Set IPSec to a computer.

Follow the procedure below, and be sure to perform all the steps in order.

Memo

Set this machine before setting the computer.

Setting This Machine

Creating an IP Security Policy

1. Click [Start], and then select [Control Panel] > [System and Security] > [Administrative Tools].
2. Double-click [Local Security Policy].
3. Click [IP Security Policies on Local Computer] in the [Local Security Policy] window.
4. Select [Create IP Security Policy] from the [Action] menu.
5. Click [Next] in [IP Security Policy Wizard].
6. Enter [Name] and [Description], and then click [Next].
7. Clear the [Activate the default response rule (earlier versions of Windows only)] check box, and then click [Next].
8. Select the [Edit Properties] check box, and then click [Finish].

Setting Key Exchange

1. Select the [General] tab in the New IP Security Policy Properties window.
2. Click [Settings].
3. Enter a value (minutes) in [Authenticate and generate a new key after every] in the [Key Exchange Settings] window.

   Note

   Specify the same value as [Lifetime] in the "Phase1 Proposal" setting in "Setting This Machine". Enter a value in minutes in this step even if [Lifetime] is specified in seconds.

4. Click [Methods].
5. Click [Add] in the [Key Exchange Security Methods] window.
6. Specify [Integrity algorithm], [Encryption algorithm], and [Diffie-Hellman group].

   Note

   Select the same value specified in [IKE Encryption Algorithm], [IKE Hush Algorithm], and [Diffie-Hellman group] in the "Phase1 Proposal" setting in "Setting This Machine".

7. Click [OK].
8. Select [OK] in the [Key Exchange Security Methods] window.
9. Click [OK] in the [Key Exchange Settings] window.

Setting an IP Filter

1. Select the [Rules] tab in the IP security policy properties window.
2. Click [Add].
3. Click [Next] in [Security Rule Wizard].
4. Select [This rule does not specify a tunnel] on the [Tunnel Endpoint] screen, and then click [Next].
5. Select [All Network Connections] on the [Network Type] screen, and then click [Next].
6. Click [Add] on the [IP Filter List] screen.
7. Click [Add] in the [IP Filter List] window.
8. Click [Next] on [IP Filter Wizard].
9. Click [Next] on the [IP Filter Description and Mirrored property] screen.
10. Click [Next] on the [IP Traffic Source] screen.
11. Click [Next] on the [IP Traffic Destination] screen.
12. Click [Next] on the [IP Protocol Type] screen.
13. Click [Finish].

Setting Filter Actions

1. Click [OK] in the [IP Filter List] window.
2. Select a new IP filter from the list on the [Security Rule Wizard], and then click [Next].
3. Click [Add] on the [Filter Action] screen.
4. Click [Next] in the [Filter Action Wizard].
5. Enter [Name] and [Description] on the [Filter Action Name] screen.
6. Select [Negotiate security] on the [Filter Action General Options] screen, and then click [Next].
7. Select [Do not allow unsecured communication] on the [Communicating with computers that do not support IPsec] screen, and then click [Next].
8. Select [Custom] on the [IP Traffic Security] screen, and then click [Settings].
9. Set in the [Custom Security Method Settings] window, and then click [OK].

> **Note**
>
> Select the same value specified in [IKE Encryption Algorithm], [IKE Hush Algorithm], and [Diffie-Hellman group] in the "Phase1 Proposal" setting in "Setting This Machine".

10. Click [Next] on the [IP Traffic Security] screen.
11. Select the [Edit Properties] check box, and then click [Finish].

Assigning an IP Security Policy

1. If you want to enable Key PFS, select the [Use session key perfect forward secrecy (PFS)] check box in the [Filter Action Properties] window.
2. If you perform IPSec communication with the IPv6 global address, select the [Accept unsecured communication, but always respond using IPsec] check box.
3. Click [OK].
4. Select the new filter action, and then click [Next].
5. Select the authentication method on the [Authentication Method] screen, and then click [Next].
6. Click [Finish].
7. Click [OK] in the New IP Security Policy Properties window.
8. Select the new IP security policy in the [Local Security Policy] window.
9. Select [Assign] from the [Action] menu.
10. Check that [Yes] is displayed for [Policy Assigned] for the new IP security policy.
11. Click [x] in the [Local Security Policy] window.

Connecting This Machine to the Authentication Network by Using IEEE802.1X

This machine supports IEEE802.1X authentication. With this authentication function, you can set the machine, that is connected to a network, deny connection except for specific computers.

- Setting by Using PEAP

  EAP authentication must be performed after computer connection is authenticated by enabling IEEE802.1X. This section describes how to set PEAP, which is an EAP authentication type. You must log in as the administrator to complete this setting.

- Setting by Using EAP-TLS

  EAP authentication must be performed after computer connection is authenticated by enabling IEEE802.1X. This section describes how to set EAP-TLS, which is an EAP authentication type. You must log in as the administrator to complete this setting.

Setting by Using PEAP

This machine supports the IEEE802.1 authentication.

Set up this machine and the computer before following the procedure below.

About initial setup and IP address

Preparations Required

1. Open the Web page of this machine.
   - IP address of this machine
     Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     About the Web Page of This Machine
2. Log in as the administrator.
   How to log in as the administrator
   About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [IEEE802.1X].
5. Select [Enable] from [IEEE802.1X].
6. Select [PEAP] from [EAP Type].
7. Enter a user name in [EAP User].
8. Enter a password in [EAP Password].
9. Select [Authenticate Server], and then click [Import].
10. Enter the file name of the CA certificate, and then click [OK].
    Specify the certificate issued by the certificate authority that the RADIUS server obtained. You can import a PEM, DER, and PKCS#7 file.
11. Click [Submit].
    The new settings take effect when the network function of this machine restarts.
12. Turn the machine off after this machine becomes online.
13. Connect the LAN cable to the network interface connector.
14. Connect the LAN cable to the authentication port of an authentication switch.
15. Turn the machine on.
16. Set up this machine.

Setting by Using EAP-TLS

This machine supports the IEEE802.1X authentication.

Set up this machine and the computer before following the procedure below.

About initial setup and IP address

Preparations Required

1. Open the Web page of this machine.
   - About the IP address of this machine
     Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     About the Web Page of This Machine
2. Log in as the administrator.
   How to log in as the administrator
   About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [IEEE802.1X].
5. Select [Enable] for [IEEE802.1X].
6. Select [EAP-TLS] for [EAP Type].
7. Enter a user name in [EAP User].
8. Select [Do not use SSL/TLS Certificate for EAP authentication], and then click [Import].
9. Enter the file name of the certificate.
   You can only import a PKCS#12 file.
10. Enter the password of the certificate, and then click [OK].
11. Select [Authenticate Server], and then click [Import].
12. Enter the file name of the CA certificate, and then click [OK].
    Specify the certificate issued by the certificate authority that the RADIUS server obtained. You can import a PEM, DER, and PKCS#7 file.
13. Click [Submit].
    The new settings take effect when the network function of this machine restarts.
14. Turn the machine off after this machine becomes online.
15. Connect the LAN cable to the network interface connector.
16. Connect the LAN cable to the authentication port of an authentication switch.
17. Turn the machine on.
18. Set up this machine.

Setting the Network According to the Usage Environment and Application

This section describes how to obtain the IP address of this machine from the DHCP server.

- Setting the LDAP Server
- Setting Secure Protocol
- Using DHCP

  DHCP is a protocol that dynamically assigns an IP address to each host on a TCP/IP network. This section describes how to set up this machine and a computer so that DHCP can be used.
- Using This Machine in the IPv6 Environment

  This section describes how to automatically obtain the IPv6 address by enabling IPv6. You must log in as the administrator to complete this setting.

Setting the LDAP Server

Memo

For details on the LDAP server and encryption setting, contact your network administrator.

1. Open the Web page of this machine.
   - About the IP address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.

   How to log in as the administrator

   About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [LDAP].
5. Enter the domain name or IP address of the LDAP server in [LDAP Server].
6. Enter the port number of the LDAP server in [Port Number].
7. Specify a value of time-out to wait for the search results in [Timeout].
8. Specify the maximum number of the search result entries in [Max. Entries].
9. Specify a BaseDN to access the LDAP server in [Search Root].
10. Enter attribute names to search as the user name in [User Name].

    Be sure to enter a value in [Name 1].
11. Enter an e-mail address to search for in [Mail Address].
12. Specify a search condition in [Additional Filter] if necessary.
13. Select a necessary authentication method in [Method].

    Note

    If you select [Anonymous] or [Simple], user authentication using LDAP fails. You must select [Digest-MD5] or [Secure Protocol] if you want to set the LDAP server for the user authentication.

    Memo

    - If you select [Digest-MD5], you must set the DNS server.
    - If you select [Secure Protocol], you must set both the DNS server and secure protocol server.
14. If you select other than [Anonymous] in step 13, specify the user ID and password to log in to the LDAP server.
15. Select the encryption method in [Encryption].
16. Click [Submit].

    The new settings take effect when the network function of this machine restarts.

Setting Secure Protocol

Authentication using the Kerberos server can be used when accessing the LDAP server. To use Secure Protocol, you must complete setting the SNTP server and DNS server.

1. Open the Web page of this machine.
   - About the IP address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to use log in to the Web page
     - About the Web Page of This Machine
2. Log in as the administrator.

   How to log in as the administrator
   - About the Web Page of This Machine
3. Select [Admin Setup].
4. Select [Network] > [Secure Protocol Server Setting].
5. Enter a realm name in [Domain].
6. Click [Submit].

   The new settings take effect when the network function of this machine restarts.

Using DHCP

You can obtain an IP address from the DHCP server.

Note

- You must be authorized as the administrator.
- The network system may go down if you enter an incorrect IP address.

- Setting the DHCP Server

  You can dynamically assign an IP address to each host on a TCP/IP network by using DHCP. This section describes how to set a DHCP server.

- Setting This Machine

  This section describes how to set this machine so that DHCP can be used.

Setting the DHCP Server

DHCP assigns an IP address to each host on a TCP/IP network.

Note

To print via a network, this machine must have an IP address. For details on how to assign a static IP address, refer to the manual of your DHCP server.

Memo

The following procedure is explained using Windows Server 2008 R2 as an example. The steps and menus may vary depending on your operation system.

1. Click [Start], and then select [Administrative Tools] > [Server Manager].
   If [DHCP] is already displayed in [Administrative Tools], proceed to step 8.
2. Select [Add Roles] from [Roles Summary].
3. Click [Next] in [Add Roles Wizard].
4. Select the [DHCP Server] check box, and then click [Next].
5. Set the settings by following the on-screen instructions, if necessary.
6. Check the setting on the [Confirm Installation Selection] screen, and then click [Install].
7. When the installation is complete, click [Close].
8. Click [Start], and then select [Administrative Tools] > [DHCP] to start the [DHCP] wizard.
9. Select a server to use from the DHCP list.
10. Select [New Scope] from the [Action] menu.
11. Set the settings by following the on-screen instructions in [New Scope Wizard] if necessary.

    Memo

    - Be sure to set the default gateway.
    - Select [Yes, I want to activate the scope now] on the [Active Scope] screen.
12. Click [Finish].
13. Select the new scope from the DHCP list, and then select [Reservations].
14. Select [New Reservation] from the [Action] menu.
15. Set the settings.
16. Click [Add].
17. Click [Close].
18. Select [Exit] from the [File] menu.

Setting This Machine

The following describes how to set this machine to use DHCP.

The DHCP protocol is enabled by factory default, you do not need to perform this procedure.

Memo

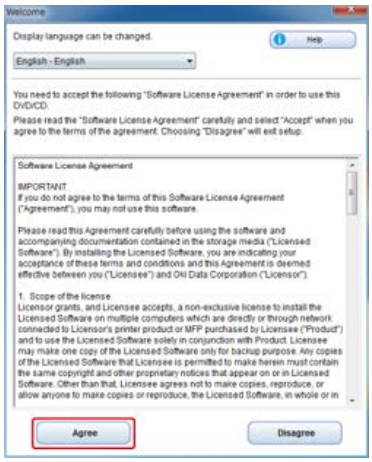
The following procedure uses the Network Card Setup tool as an example. The descriptions in this machine may vary depending on your software.

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].

Memo

If the [User Account Control] dialog box is displayed, click [Yes].

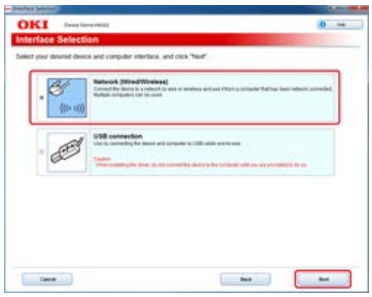
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Agree].



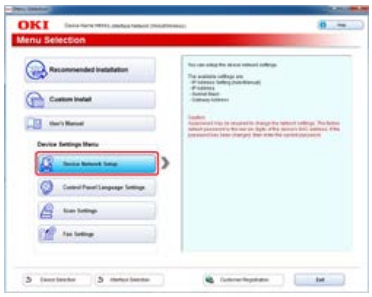
5. Click [Next].

6. Select the model name of this machine, and then click [Next].

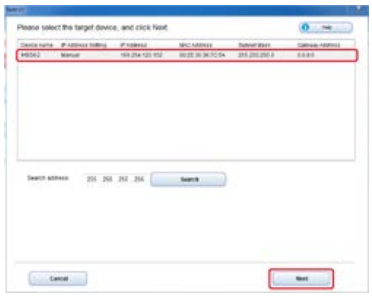
7. Select [Network (Wired/Wireless)], and then click [Next].



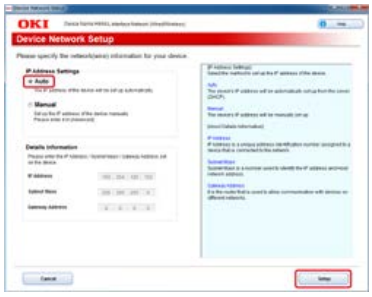
8. Click [Device Network Setup].



9. Select the model name of this machine, and then click [Next].



10. Select [Auto], and then click [Setup].



11. Enter a password of this machine.

The IP address is set to this machine, and this machine automatically restarts.

Using This Machine in the IPv6 Environment

This machine supports IPv6. This machine obtains the IPv6 address automatically. You cannot set the IPv6 address manually.

- About IPv6

  This section describes how to enable IPv6 by using the Web page of this machine. You must log in as the administrator to complete this setting.

- Checking the IPv6 Address

  This section describes how to check the IPv6 address that is automatically assigned on the Web page of this machine or the operator panel.

About IPv6

This machine supports the following protocols:

Printing:

- LPR
- IPP
- RAW (Port9100)
- FTP

Setting:

- HTTP
- SNMPv1/v3
- Telnet

Checking the IPv6 Address

Checking from the Web Page
Checking from the Operator Panel

An IPv6 address is automatically assigned.

Checking from the Web Page

1. Open the Web page of this machine.
   - About the IP address of this machine
     - Setting an IP Address from the Operator Panel on This Machine
   - How to log in to the Web page
     - About the Web Page of This Machine
2. Select [View Info].
3. Select [Network] > [TCP/IP].

Memo

If the global address is displayed only with zeros, your router may cause an error.

Checking from the Operator Panel

1. Press [Device Settings] on the touch panel.
2. Press [View Info].
3. Press [Network].
4. Press [Close].

Topics

Alternatively, you can check the IPv6 address in the report printing.

Reports

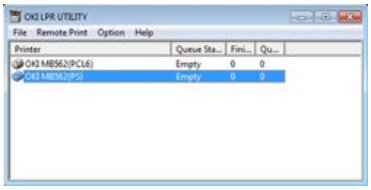
Changing the Operation Mode of the Printer (Emulation)

You can select the emulation mode.

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Print Setup].
6. Press [System Configuration Menu].
7. Press [Personality].
8. Select the emulation mode.

Printing by Using OKI LPR Utility

You can perform a print job via a network, manage print jobs, and check the machine status by using OKI LPR Utility.



To use OKI LPR Utility, TCP/IP must be enabled.

Note

OKI LPR Utility cannot be used for shared printers. Use the standard TCP/IP port.

About installing OKI LPR Utility

Installing Software

- Starting OKI LPR Utility

  This section describes how to start OKI LPR Utility.
- Registering a Printer to OKI LPR Utility

  This section describes how to register a printer by using OKI LPR Utility.
- Adding a Comment to a Registered Printer

  This section describes how to add a comment to a registered printer by using OKI LPR Utility.
- Checking the Status of a Registered Printer

  This section describes how to check the status of a registered printer by using OKI LPR Utility.
- Forwarding Print Jobs to a Registered Printer

  This section describes how to forward a print job to a registered printer by using OKI LPR Utility.
- Printing the Same Document from the Registered Multiple Printers

  This section describes how to print the same document from multiple registered printers by using OKI LPR Utility.
- Opening the Web Page of the Registered Printer

  This section describes how to check the Web page of the registered printer by using OKI LPR Utility.
- Following the IP Address of the Registered Printer Automatically

  This section describes how to follow the IP address of the registered printer by using OKI LPR Utility.
- Setting the OKI LPR Utility Port Number

  This section describes how to set the OKI LPR Utility port number.
- Uninstalling OKI LPR Utility (Uninstall)

  This section describes how to uninstall OKI LPR Utility.

Starting OKI LPR Utility

1. Click [Start], and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [OKI LPR Utility].

Registering a Printer to OKI LPR Utility

Add a printer to OKI LPR Utility.

Note

- You must have the administrator rights.
- If you cannot add a printer, exit OKI LPR Utility, and then follow the procedure below.
  - Click [Start] > [All Programs] > [Okidata] > [OKI LPR Utility], right-click [OKI LPR Utility], and then select [Run as administrator] to start.

Memo

You cannot add the printer that is already registered in OKI LPR Utility. To change the port, select [Confirm Connections] from [Remote Print].

1. Start OKI LPR Utility.
2. Select [Add Printer] from the [Remote Print] menu.

   If the "You do not have sufficient privileges to complete this action." message is displayed, follow the procedure described in "If you cannot add a printer..." above.
3. Select [Printer Name], and then enter the IP address.

   Network printers and printers connected to the LPR port are not displayed.
4. When selecting a network printer, select [Discover].
5. Click [OK].

Adding a Comment to a Registered Printer

You can add a comment to identify the printer that you have added to OKI LPR Utility.

1. Start OKI LPR Utility.
2. Select a printer.
3. Select [Confirm Connections] from the [Remote Print] menu.
4. Enter a comment, and then click [OK].
5. Select [Show comments] from the [Option] menu.

Checking the Status of a Registered Printer

1. Start OKI LPR Utility.
2. Select a printer.
3. Select [Printer Status] from the [Remote Print] menu.

Forwarding Print Jobs to a Registered Printer

This section describes how to forward selected print jobs to a registered printer using the OKI LPR Utility. This section also describes how to automatically forward a print job to a different registered printer when a problem occurs on the forward destination printer.

- Forwarding the Selected Print Jobs

  This section describes how to select a print job and forward it to another OKI model printer by using OKI LPR Utility.

- Forwarding Print Jobs Automatically

  This section describes how to forward a print job automatically to another OKI model printer by using OKI LPR Utility.

Forwarding the Selected Print Jobs

Note

- Print jobs can only be forwarded to an OKI printer of the same model as your printer.
- Before forwarding a job, you must add an OKI printer of the same model.

1. Start OKI LPR Utility.
2. Select [Job Status] from the [Remote Print] menu.
3. To forward a print job, select a job, select [Redirect] from the [Job] menu, and then select the destination printer.

Forwarding Print Jobs Automatically

If you are unable to print because the selected printer is busy, offline, out of paper, or due to other reasons, you can set so that a print job can be automatically forwarded to another OKI model printer.

Note

- Print jobs can only be forwarded to the same OKI model printer as the one you are using.
- Before forwarding a job, you must add another same OKI model printer.
- You must log in as the administrator.

1. Start OKI LPR Utility.
2. Select the printer to set.
3. Select [Confirm Connections] from the [Remote Print] menu.
4. Click [Details].
5. Select the [Automatic Job Redirect Used] check box.
6. To forward jobs only if an error occurs, select the [Redirect only at the time of an error] check box.
7. Click [Add].
8. Enter the forwarding destination IP address, and then click [OK].
9. Click [OK].

Printing the Same Document from the Registered Multiple Printers

You can print from multiple printers with a single command.

Note

- This function enables you to send a print command to multiple remote printers so that they can print at the same time.
- You must have the administrator rights.

1. Start OKI LPR Utility.
2. Select the printer to set.
3. Select [Confirm Connections] from the [Remote Print] menu.
4. Click [Details].
5. Select the [Print to more than one printer at a time] check box.
6. Click [Options].
7. Click [Add].
8. Enter the IP address of the printer from which you want to print at the same time, and then click [OK].
9. Click [OK].

Opening the Web Page of the Registered Printer

You can open the Web page of this machine from OKI LPR Utility.

1. Start OKI LPR Utility.
2. Select a printer.
3. Select [Web Setting] from the [Remote Print] menu.

> **Memo**
>
> You cannot open the Web page when the Web port number has been changed.
>
> Setting the OKI LPR Utility Port Number

Following the IP Address of the Registered Printer Automatically

You can set so that you can maintain the connection with the original printer even after the IP address of the printer changes.

Note

You must have the administrator rights.

Memo

The IP address may change if DHCP dynamically assigns IP addresses or the network administrator manually changes the IP address of the printer.

1. Start OKI LPR Utility.
2. Select [Setup] from the [Option] menu.
3. Select the [Auto Reconnect] check box, and then click [OK].

Setting the OKI LPR Utility Port Number

1. Select a printer.
2. Select [Confirm Connections] from the [Remote Print] menu.
3. Click [Details].
4. Enter the port number in [Port Numbers].
5. Click [OK].

Uninstalling OKI LPR Utility (Uninstall)

Note

You must have the administrator rights.

1. Check that OKI LPR Utility is closed.
2. Click [Start], and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [Uninstall OKI LPR Utility].

   If the [User Account Control] dialog box is displayed, click [Yes].
3. Click [Yes] on a confirmation screen.

Moving or Transporting This Machine

This section explains how to move or transport your machine.

- Moving This Machine

  This section describes cautions for moving this machine.

- Transporting This Machine

  This section describes cautions for transporting this machine.

Moving This Machine

CAUTION	Injury may result.	
Lift this machine by two or more persons, because it weighs approximately 29 kg.		

1. Turn the machine off.
   Turning the Machine On or Off
2. Unplug all the cables.
   - Power cord and ground wire
   - Ethernet or USB cable
   - Telephone cable
3. Remove any paper from the paper trays.
4. Lift up this machine, and then move it to a new location.

Transporting This Machine

CAUTION	Injury may result.	
Lift this machine by two or more persons, because it weighs approximately 29 kg.		

CAUTION	Burns may result.	
Do not touch the fuser, because it is very hot.		

Note

- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for five minutes or more.

1. Turn the machine off.

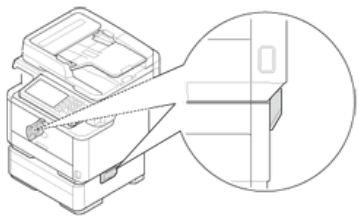
   Turning the Machine On or Off

2. Unplug all the cables.

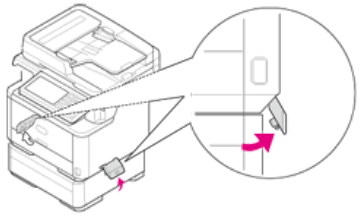
   - Power cord and ground wire
   - Ethernet or USB cable
   - Telephone cable

3. Remove any paper from the paper trays.

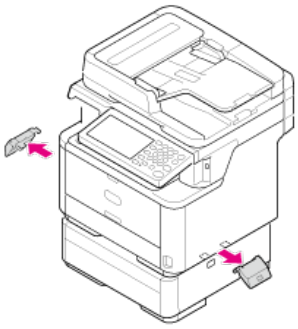
4. If the optional second tray unit is installed, check that there are two lock pieces installed.



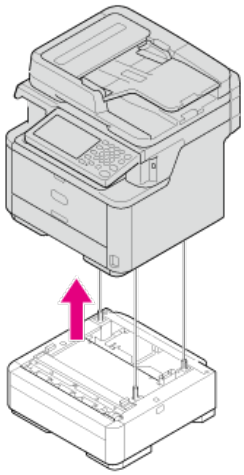
5. Open the lock piece by pulling out.



6. From the open position, remove the lock piece.



7. Lift up this machine to remove the second tray unit.



8. Attach the packing material to this machine.

> **Note**
> Use the packing box and packing material attached to this machine when purchased.

9. Lift up this machine, and put it in the packing box.

Initializing Memory and Settings

This chapter describes how to initialize the menu settings and the information that is stored in the memory of this machine.

- Initializing Flash Memory

  This section describes how to initialize information that is stored in the memory of this machine.

- Initializing the Equipment Settings

  This section describes how to initialize the menu settings to the factory default settings. To initialize the settings, the administrator password is required.

- Initializing the Network Settings

  This section describes how to initialize the network settings for this machine.

- Initializing the Job Macro and Fax Transmission and Reception Data

  This section describes how to initialize the equipment settings to the factory default settings.

Initializing Flash Memory

Saved e-mail templates and other data are stored in memory.

Initialize memory by following the procedure below.

Note

When you initialize memory, the following data is deleted.

- The job data saved with [Secure Print], [Encrypted Secure Print] or [Store to Printer].
- Custom demo data
- Form data

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
4. Press [OK].
5. Press [Management].
6. Press [Storage Maintenance Setup].
7. Press [Initial Lock] to change the display to [Disable].
8. Press [Back].
9. Press [Flash Memory Setup].
10. Press [Initialize].
11. Press [Format Partition], and then select from the following types.
    Available selection types:

PCL, Common, PS

Memo

Select from 2 types of memory to initialize.

- [Initialize]: Initializes the range of open area of Flash (displayed on File List).
- [Format Partition]: Initializes user information.

12. Press [Yes] on the confirmation screen.

Initializing the Equipment Settings

You can return the configured settings to their default.

Note

When you initialize the equipment settings, the following data is deleted.

- Stored documents in the Fcode bulletin board box
- Fax jobs that have not been sent
- Fax jobs received in the Fcode confidential box
- Registered job macros
- Dialing logs
- E-mail logs

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Management].
6. Press [Reset Settings].

   A message is displayed confirming you that continuing automatically restarts the system. Select [Yes] to continue.

Initializing the Network Settings

Initializing from Setting Menus of this Machine
Initializing from the Operator Panel of this Machine (Boot Menu)

Note

This procedure initializes all the network settings.

Initializing from Setting Menus of this Machine

You can restore the network settings to the factory default settings.

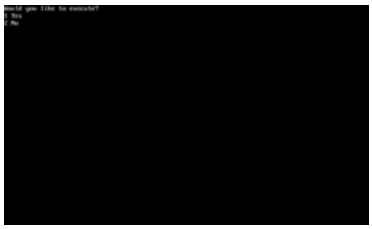
1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.
   The factory default password is "aaaaaa".
   Entering Characters
4. Press [OK].
5. Press [Network Menu].
6. Press [Network Setup].
7. Press [Factory Defaults].
8. Press [Yes].
   The network card is rebooted to initialize the settings.

Initializing from the Operator Panel of this Machine (Boot Menu)

If you cannot initialize from the configuration menu of this machine, you can initialize from the operator panel.

1. Turn the machine on while pressing and holding "6" on the 10-key pad.
   The OKI's logo is displayed.
2. Enter the administrator password.
   The factory default password is "aaaaaa".
3. Press "#" on the 10-key pad.
   The [Boot Menu] screen is displayed.
4. Press "1" on the 10-key pad.

5. Press "1" on the 10-key pad.


Would you like to execute?
1) Yes
2) No

Initializing the Job Macro and Fax Transmission and Reception Data

You can restore the equipment settings to the factory default settings.

Note

When you initialize the equipment settings, the following data is deleted.

- Stored documents in the Fcode bulletin board box
- Fax jobs that have not been sent
- Fax jobs received in the Fcode confidential box
- Registered job macros
- Dialing logs
- E-mail logs

1. Press [Device Settings] on the touch panel.
2. Press [Admin Setup].
3. Enter the administrator password.

   The factory default password is "aaaaaa".

   Entering Characters
4. Press [OK].
5. Press [Management].
6. Press [Reset Settings].

   The "If executed, this machine will automatically reboot" message is displayed. Select [Yes] to continue.

Specifications

- General Specifications

  This section describes about the basic specifications, such as dimensions and weight of this machine.
- Copier Specifications

  This section describes about the specifications of copy function.
- Fax Specifications

  This section describes about the specifications of fax function.
- PC Fax Specifications

  This section describes about the specifications of PC Fax function.
- Internet Fax Specifications

  This section describes about the specifications of Internet Fax function.
- Scanner Specifications

  This section describes about the specifications of scanner function.
- Scan to E-mail Specifications

  This section describes about the specifications of Scan to E-mail function.
- Scan to Network PC Specifications

  This section describes about the specifications of Scan to Network PC function.
- Scan to USB Memory Specifications

  This section describes about the specifications of Scan to USB Memory function.
- Scan to Local PC Specifications

  This section describes about the specifications of Scan to Local PC function.
- Printing Specifications

  This section describes about the specifications of printing function from this machine.
- Printing from USB Memory Specifications

  This section describes about the specifications of printing function from USB Memory.
- Network Specifications

  This section describes about the specifications of network connection such as network protocol.
- Wireless LAN Specifications

  This section describes about the specifications of wireless LAN connection.

General Specifications

MFP Model	Model Number
MB492dn/ES4192dn	N22503A, N22503B
MB562dnw/ES5162dnw	N22504A, N22504B

Item		MB492dn/ES4192dn	MB562dnw/ES5162dnw
CPU		MF2 667MHz	
Memory	Resident	512 MB	
ROM		3 GB	
Weight		20 kg (including consumables)	
Dimensions		427 (W) x 425 (D) x 455 (H)	427 (W) x 425 (D) x 493 (H)
Power supply		N22503A, N22504A: 110 - 127 VAC 50/60 Hz ± 2% N22503B, N22504B: 220 - 240 VAC 50/60 Hz ± 2%	
Power consumption	Typical operation	630 W	660 W
	Idle	95 W	
	Peak	950 W	
	Sleep mode	Less than 12 W (Wireless LAN enable)	
	Deep Sleep mode	Less than 1.9 W (Wireless LAN disable)	
	Power save mode	Less than 12 W	
	Off mode	Less than 0.5 W	
Operating condition	Operating	Temperature: 10 - 32℃, humidity : 20 - 80% RH	
	Idle	Temperature: 0 - 43℃, humidity : 10 - 90% RH	
Interface		USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX/1000BASE-T IEEE802.11 b/g/n/a Wireless LAN (MB562dnw/ES5162dnw)	
Display	Graphics panel	Color touch panel 7 inches, WVGA (800 x 480)	
Supported OS		Windows 8.1/Windows Server 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows Server 2003 Mac OS X 10.6.8 to 10.9.0	

Copier Specifications

Item		MB492dn/ES4192dn	MB562dnw/ES5162dnw
Document size	ADF	A6 ▭, B5 ▭, A5 ▭, A4 ▭, Letter ▭, Legal 13/13.5/14, Executive ▭	
	Document glass	A6 ▭, B5 ▭, A5 ▭, A4 ▭, Executive ▭	
First copy Time	Mono	Less than 10 seconds (ADF, High Speed)	
Copies		Up to 99	
Copy speed		Up to 37.5 cpm (A4 Simplex, ADF one to one copy) Up to 37.5 cpm (Letter Simplex, ADF one to one copy)	

Fax Specifications

Item		MB492dn/ES4192dn	MB562dnw/ES5162dnw
Compatibility		ITU-T G3/Super G3	
Compression method		MH, MR, MMR, JBIG	
Modem speed		Up to 33.6 Kbps	
Lines		PSTN, PBX	
Line interface		RJ11 x 2 (Line/TEL)	
Document size	ADF	A4, letter, legal 13/13.5/14	
	Document glass	A4, letter, Legal 13/13.5/14	
Transmission speed		Approx. 3 seconds/page (ITU-T, MMR, Normal)	
Stored document memory size		4 MB	
Storage document capacity		Up to 200 pages (ITU-T no.1, MMR, Normal)	
Resolution	Normal	8 dots x 3.85 line/mm	
	Fine	8 dots x 7.7 line/mm	
	Photo	8 dots x 7.7 line/mm	
	Extra-Fine	8 dots x 15.4 line/mm	

PC Fax Specifications

Item	MB492dn/ES4192dn	MB562dnw/ES5162dnw
Interface	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX/1000BASE-T IEEE802.11 b/g/n/a Wireless LAN (MB562dnw/ES5162dnw)	
Supported OS	Windows 8.1, Windows Server 2012 R2, Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows Server 2003	

Internet Fax Specifications

Item	MB492dn/ES4192dn	MB562dnw/ES5162dnw
Communication protocol	SMTP, POP3, MIME	
File format TIFF	TIFF	

Scanner Specifications

Item		MB492dn/ES4192dn	MB562dnw/ES5162dnw
Scanner type		Document Glass with ADF function	
Image sensor		Color CIS	
Light source		LED	
Document thickness	ADF	60 - 105 g/m^2(16 - 28 lb)	
	Document glass	20 mm	
ADF document capacity		50 sheets (80 g/m^2)	
Scanning area	ADF	105 x 148 - 215.9 x 355.6 mm (4.13 x 5.8 - 8.5 x 14 inches)	
	Document glass	105 x 148 - 215.9 x 296.9 mm (4.13 x 5.8 - 8.5 x 11.69 inches) 105 x 148 - 215.9 x 355.6 mm (4.13 x 5.8 - 8.5 x 14 inches)	
Scanning speed	Color	Approx. 6 seconds/page (A4, 300 x 300 dpi, ADF simplex)	
	Mono	Approx. 2 seconds/page (A4, 300 x 300 dpi, ADF simplex)	

Scan to E-mail Specifications

Item	MB492dn/ES4192dn	MB562dnw/ES5162dnw
Communication protocol	SMTP, POP3, MIME	
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS	
Mail server authentication	SMTP-AUTH, POP3	
Supported mail server application	Lotus Domino Mail Server 5.0, Microsoft Exchange 2000 Server, Microsoft Exchange 2003 Server, Microsoft Exchange 2007 Server, Red Hat 7.0 Sendmail	
Supported LDAP server	Windows Server 2008 Active Directory, Windows Server 2003 Active Directory, Windows 2000 Server Active Directory, Lotus Notes/Domino 7.0	
Supported mail application	Microsoft Office Outlook 2000, Microsoft Outlook Express 5.0/6.0, Windows Mail (Windows Vista), Windows Live Mail, Mail (MAC built-in application), Lotus Notes/Domino R5	

Scan to Network PC Specifications

Item	MB492dn/ES4192dn	MB562dnw/ES5162dnw
Communication protocol	FTP, HTTP, CIFS	
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS	

Scan to USB Memory Specifications

Item	MB492dn/ES4192dn	MB562dnw/ES5162dnw
Connectivity interface	USB2.0 Host IF	
Storage device	USB Memory (Up to 32 GB) Not all USB Memory products are guaranteed to work.	
Supported file system	FAT12, FAT (FAT16), FAT32	
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS	

Scan to Local PC Specifications

Item		MB492dn/ES4192dn	MB562dnw/ES5162dnw
Communication protocol	Windows	TWAIN, WIA	
	Mac OS X	TWAIN, ICA	
File format		PDF, TIFF, JPEG, BMP, PCX, GIF, TGA, PNG, WMF, EMF	

Printing Specifications

Item		MB492dn/ES4192dn	MB562dnw/ES5162dnw
Printing method		Dry electrophotographic recording method with LED (Light-emitting diode)	
Emulation T		PCL6 (PCLXL), PCL5e, PostScript 3	
Resident fonts		PCL: 91 European fonts PS: 136 European fonts	
Resolution		1200 x 1200 dpi	
Color		black	
Print speed		1200 x 1200 dpi, 600 x 600 dpi • A4 Simplex: up to 40 ppm Duplex: up to 20 ppm • Letter Simplex: up to 42 ppm Duplex: up to 20 ppm	1200 x 1200 dpi, 600 x 600 dpi • A4 Simplex: up to 45.5 ppm Duplex: up to 20 ppm • Letter Simplex: up to 47 ppm Duplex: up to 20 ppm
First print out time	Standby	5 seconds or less	
	Power save	17 seconds or less	
Paper size	Tray 1	Legal 13/13.5/14, letter, executive, Statement, A4, A5, B5, A6, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), custom size	
	Tray 2 (Optional)	Legal 13/13.5/14, letter, executive, A4, A5, B5, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), custom size	
	MP Tray	Legal 13/13.5/14, letter, executive, Statement, A4, A5, B5, A6, C5, C6, DL, Com-9, Com-10, Monarch, 16K (197 x 273 mm, 195 x 270mm, 184 x 260 mm), custom size	
	Duplex Printing	Legal 13/13.5/14, letter, executive, A4, B5, 16 K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)	
	Custom size	• Tray 1 100 x 148 - 216 x 355.6 mm (3.94 x 5.83 - 8.5 x 14 inches) • Tray 2 (optional) 148 x 210 - 216 x 355.6 mm (5.8 x 8.27 - 8.5 x 14 inches) • MP tray 86 x 140 - 216 x 1320.8 mm (3.4 x 5.5 - 8.5 x 52 inches)	
Media type		Standard paper (60 - 163 g/m^2), envelopes, label.	
Feeding method		Automatic feeding from Tray 1, MP tray and Tray 2 (optional), Automatic feeding from MP tray	
Paper loading capacity		• Tray 1 250 sheets of Standard paper /80 g/m^2, total thickness 25 mm or lower. • MP tray 100 sheets of Standard paper /80 g/m^{2}and total thickness 10 mm or lower, 10 envelopes/ weight of 85 g/m^2. • Tray 2 (optional) 530 sheets of Standard paper /80 g/m^2, total thickness 53 mm or lower.	
Output method		Face down	
Paper output capacity		Face down 150 sheets (less than 80 g/m^2)	
Print guaranteed area		6.35 mm or more from the paper edge (not applicable to special media such as envelopes)	
Print precision		Print beginning : ± 2 mm, paper skew : ± 1 mm/100 mm Image expansion : ± 1 mm/100 mm (80 g/m^2)	
Warm-up time		• From power on Less than 60 seconds • From power save mode Less than 17 seconds	

Usage Environment Conditions	▪ When in operation 10 - 32℃/ Relative Humidity of 20 - 80% (maximum wet bulb temperature of 25℃, maximum dry bulb temperature of 2℃) ▪ When not in operation 0 - 43℃ / Relative Humidity of 10 - 90% (maximum wet bulb temperature of 26.8℃, maximum dry bulb temperature of 2℃)
Conditions for the guarantee of print quality	Temperature 10℃, humidity 30 - 78% RH/ temperature 32℃, humidity 30 - 54% RH/ humidity 30% RH, temperature 10 - 32℃/ humidity 80% RH, temperature 18 - 27℃
Consumables, Maintenance Unit	Toner cartridges, image drum

Printing from USB Memory Specifications

Item	MB492dn/ES4192dn	MB562dnw/ES5162dnw
Interface	USB 2.0 (High Speed) Host IF	
Storage device	USB Memory (Up to 32 GB) Not all USB Memory products are guaranteed to work.	
Supported file system	FAT12, FAT (FAT16), FAT32	
File format	PDF (v1.7, Does not support encrypted PDF), JPEG, TIFF (TIFF 6.0 Baseline), PRN (PS/PCL)	

Network Specifications

Item	MB492dn/ES4192dn	MB562dnw/ES5162dnw
Interface	Ethernet 10BASE-T/100BASE-TX/1000BASE-T, IEEE802.11 a/b/g/n Wireless LAN (MB562dnw/ES5162dnw)	
Protocol	TCP/IPv4, TCP/IPv6, NetBIOS over TCP, LPR, Port9100, IPP, FTP, HTTP, TELNET, SMTP, POP3, SNMPv1/v3, DHCP, DNS, DDNS, UPnP, WINS, SLP, Bonjour, SNTP, LLTD, Web Services Discovery (WSD), SSL/TLS, IPSec, CIFS, SMB (Version 1.0), LDAPv3, Kerberos	

Wireless LAN Specifications

Item	MB562dnw/ES5162dnw
Wireless LAN standard	IEEE802.11a/b/g/n conformity (2.4 GHz/5 GHz)
Transfer rate	IEEE802.11n: Max 150 Mbps IEEE802.11g: Max 54 Mbps IEEE802.11b: Max 11 Mbps IEEE802.11a: Max 54 Mbps
Antenna system	Built-in Antenna1T1R
Security	Disable, WPA2-PSK, WPA2-EAP

Regulatory wireless LAN statements

- FCC Statement

- IC Statement

- Europe-CE Declaration of conformity.

FCC statement

FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

IC statement

This device complies with Part 15 of FCC Rules and Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

Le présent appareil est conforme aux la partie 15 des règles de la FCC et CNR d'Ubdustrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) I'appareil ne doit pas produire de brouillage, et (2) I'utilisateur de I'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

This Class [B] digital apparatus complies with Canadian ICES-003.

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

Caution (FCC/IC):

5.15-5.25 GHz band is restricted to indoor operations only.

La bande 5150-5250 MHz est restreints à une utilisation à l'intérieur.

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines and RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20 cm or more away from person's body.

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles les radioélectriques (RF) de la FCC lignes directrices d'exposition et d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le dispositif rayonnant et le corps.

Europe - CE Declaration of Conformity

This equipment complies with the essential requirements of the European Union directive 1999/5/EC.

The telecommunications functionality of this product may be used in the following EU and EFTA countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.

Trademarks and Other Information

OKI is a registered trademark of Oki Electric Industry Co., Ltd.

Energy Star is a trademark of the United States Environmental Protection Agency.

Microsoft, Windows, Windows Server, Windows Vista and Internet Explorer are registered trademarks of Microsoft Corporation.

Apple, Macintosh, Mac and Mac OS are the registered trademarks of Apple Inc.

iPad, iPhone, iPod, and iPod touch are trademarks registered to Apple Inc. in the United States and other countries.

AirPrint and the AirPrint logo are trademarks of Apple Inc.

Google, Google Docs, Android, and Gmail are trademarks of Google Inc.

Google Cloud Print is a trademark of Google Inc.

Other product names and brand names are registered trademarks or trademarks of their proprietors.

	As an Energy Star Program Participant, the manufacturer has determined that this product meets the Energy Star guidelines for energy efficiency.
CE	This product complies with the requirements of the Council Directives 2004/108/EC (EMC), 2006/95/EC (LVD), 1999/5/EC (R&TTE), 2009/125/EC (ErP) and 2011/65/EU(RoHS), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage, Radio & Telecommunications Terminal Equipment, Energy related Products and Restriction on the use of certain Hazardous Substances in electrical and electronic equipment.

The following cables were used to evaluate this product for EMC directive 2004/108/EC compliance, and configurations other than this may affect that compliance.

CABLE TYPE	LENGTH (METER)	CORE	SHIELD
Power	1.8	✘	✘
USB	5.0	✘	✔
LAN	15.0	✘	✘
Telephone	3.0	✘	✘

EMERGENCY FIRST AID

Take care with toner powder:

If swallowed, give small amounts of cold water and seek medical attention. DO NOT attempt to induce vomiting.

If inhaled, move the person to an open area for fresh air. Seek medical attention.

If it gets into the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention.

Spillages should be treated with cold water and soap to help reduce risk of staining skin or clothing.

MANUFACTURER

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For all sales, support and general enquiries contact your local distributor.

IMPORTER TO THE EU/AUTHORISED REPRESENTATIVE

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ENVIRONMENTAL INFORMATION